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**K. Checklist**

1. **Instructions for Completing Dual Cultural Award Application**
2. Download the application packet - there are 11 sections (A-K). Before you begin, we suggest you read the [Application Timeline and Tips](https://www.fawcofoundation.org/images/2-2016_Tips_for_Writing_a_Successful_Application.pdf) article that can be found on the Foundation website.
3. Read through the entire application first so that you know what is needed.
4. Gather the necessary information needed to complete the application. Include **only requested** documents (i.e. Do not include videos or other unsolicited information).

* *Before each application is sent for review, all identifying information will be removed so that the application evaluations are unbiased.*

1. Complete the application in black ink/black type.
2. Review and edit the application
3. Go over the checklist!
4. Be sure you have **ALL THREE SIGNATURES** that are needed.
5. Convert application to a Rich-Text-Format file (.rtf)
6. Zip all documents together in a WinZip or similar file.

* *Label as follows: 2023, first and last name, award category*

*(ex. 2023janesmithdualcultural)*

1. Save a copy of the application for your records.
2. Send the application to the FAWCO Foundation Education Awards (EA) Administrator, Shelly Schoeneshoefer, at [awards@fawcofoundation.or](mailto:awards@fawcofoundation.org)g. You will receive email confirmation indicating that the application has been received.
3. **Deadline for submissions is January 27, 2023.**

If you have further questions, contact the EA Administrator: [awards@fawcofoundation.org](mailto:awards@fawcofoundation.org)

The Process:

* The EA Administrator will review all applications for completeness. Late or incomplete applications will not be considered.
* The Award Selection Committees will review all applications and select a recipient.
* The award recipient will be announced at the FAWCO Conference in March 2023.
* The award recipient will receive notification via email from the EA Administrator shortly thereafter. Results will be posted on the FAWCO Foundation website following the recipient announcements.
* The award funds will be disbursed once the recipient has completed and signed the Statement of Agreement provided by The FAWCO Foundation and has returned it with official proof of enrollment in the proposed program. Enrollment is defined as having paid tuition and fees, not simply registering.

**B: Award Information and Eligibility**

**The DUAL CULTURAL AWARD $3,000**

*sponsored in part by the AWC Bern and Donna Erismann, in memory of Suzanne Erismann*

**Dual Cultural Award Guidelines**

* This award may be used to attend a semester or year at an American high school or an academic or structured educational summer program in the United States.
* The award is for the 2023-2024 academic year.
* Recipient’s parents will be responsible for all arrangements regarding travel, study and housing in the United States.

Applicant must:

* be between the ages of 13 and 18 at the application deadline date.
* have lived outside the U.S. for **at least the last six years** and must be in possession of a U.S. passport.
* have one parent who is a U.S. citizen and one parent who is a non-U.S. citizen.
* be the child/grandchild of a FAWCO or FAUSA member. The parent/grandparent must have been a member in good standing for at least 16 months at the application deadline (i.e. September 27, 2021).
* not have previously received a Dual Cultural Award.

**C: Applicant Information**

**1. Personal Information**

* Name
* Home Address:
* Telephone:
* Email Address:
* Date of Birth:
* Place of Birth (City, Country):
* Countries of Citizenship:
* Citizenship of Mother:
* Citizenship of Father:
* Number of years you have lived outside of the U.S.:
* Are you in possession of a US Passport?:

**D: Education/Schooling**

**1. Secondary School Diploma / Certificate**

Give the name and address of the secondary school from which you have received or expect to receive a diploma or certification. Do not translate the name of the school or certificate.

| **Name of School** | **Address of School**  **(City, Country)** | **Dates Attended** | **Certification and**  **Date received/expected** |
| --- | --- | --- | --- |
|  |  |  |  |

**2. Additional Schools**

Beginning with the most recent, please list the names and addresses of the elementary and middle schools that you have attended. List up to four.

| **Name of School** | **Address of School (City, Country)** | **Dates Attended** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**3. Academic Accomplishments**

Using an 11-point font, in one page or less, briefly list and describe any academic

achievements\* or recognition you have received, such as:

* Honor Roll
* National Merit
* Scholarships
* Academic competitions - Science Fairs, Spelling Bees, Math Competitions, Speech or Debate Tournaments, etc.

\*If your school does not give awards for academic achievement, please note this.

*Type or insert your list and description of Academic Achievements on this page.*

**4. Non-Academic Accomplishments/Activities**

Using an 11-point font, in one page or less, briefly list and describe any non-academic

activities and accomplishments such as:

* Extracurricular, community, religious or family activities
* Hobbies and special interests
* Pursuits such as music, drama, sports, etc...
* Leadership positions
* Work experience - paid or volunteer
* Non-scholastic honors or recognition

*Type or insert your list and description of Non-Academic Activities on this page.*

**5. Transcripts**

* Include the transcripts from the last four semesters you were in school. A gap year does not count as time enrolled in school.
* Your transcripts must be in English with an explanation of your school’s grading system or grade equivalents (i.e., 10=A+, etc.).
* Your transcripts **do not** need to be officially stamped or notarized.
* Scan and attach your transcripts on the following pages. You may add pages to the application.

*Insert your transcripts here.*

**E: Essays**

Since The FAWCO Foundation is unable to conduct personal interviews, ***two essays*** are required. These essays are designed to enable the Awards Committee to learn more about you, the applicant. The essays should reflect your own ideas and opinions and not those of a relative, friend or counselor.

Each essay must:

* Be typed or inserted in this application in an **11-point font**
* NOT exceed the limit of 200-words
* Concentrate on the designated topic; essays that do not will not be considered.

**Reminder**: Do not include your name, where you live or names of your schools in your essays.

**Essay One:** **Proposed Plan of Study (200-word maximum)**

This essay should describe:

* Your major field of study and why you chose this field
* Your proposed course of study

*Type or insert Proposed Plan for Study Essay text here.*

**Essay Two: Biographical essay (200-word maximum)**

Please write about one of the following topics:

* A significant experience in your life
* An activity or interest that has been particularly meaningful to you
* A school, community or world event to which you have had a strong reaction

*Type or insert Biographical Essay text here.*

**F: Letters of Recommendation**

* 1. Two signed letters of recommendation must be emailed **DIRECTLY** to the EA Administrator at [awards@fawcofoundation.org](mailto:awards@fawcofoundation.org).

Please take time in choosing those who will write your letters of recommendation. They should be people who know you well. Be sure to explain that it is **very important** that they describe your character and qualities and why you are deserving of this award.

Please note:

* At least one of these letters should come from a teacher
* The letters **may not** be written by a relative

2. Letters must be in English or accompanied by an English translation. They must be

signed electronically or printed, signed, scanned and emailed to the EA Administrator

directly as a pdf file (not as a jpeg) labeled as follows:2023, applicant’s first and last name, award category *(ex. 2023janesmithdualcultural).*

3. We advise you to request letters early as teachers/professionals need ample lead time

to respond. Late or unsigned letters will not be accepted. Deadline for letters of

recommendation is **January 27, 2023**.

**G: Photo**

* Submit a recent full-face color photo.
* If you are the recipient, the photo will be used for the awards presentation at the FAWCO Conference in March 2023. So smile!

*Insert photo here.*

**H: Applicant Declaration Signature** (To be completed by the applicant)

I declare that:

* To the best of my knowledge, all the information in this application is factually correct.
* The requested essays have been written by me, without assistance from any other person.
* I am the eligible child or grandchild of a FAWCO or FAUSA member in good standing.
* I am not a relative of a FAWCO, FAWCO Foundation or FAUSA current Board member.

*Insert scanned image of applicant’s signature here or add electronic signature as an attachment.*

Date of application (MONTH/DAY/YEAR):

**I: Parent/Grandparent Declaration Signature** (To be completed by the applicant's parent or grandparent who is a FAWCO/FAUSA member)

Name of applicant’s parent or grandparent:

Date:

I declare that:

* I am a FAWCO or FAUSA member in good standing.
* I have been, or will have been, a member for at least 16 months by January 27, 2023.

*Insert scanned image of parent or grandparent’s signature here or add electronic signature as an attachment.*

**J: FAWCO Declaration Signature** (To be completed by the Club FAWCO Rep, Club President, FAWCO President or FAUSA President)

Name of FAWCO Representative, Club President, FAWCO President or FAUSA President:

Date:

I verify that this application has been completed correctly. I affirm that the information regarding the applicant’s parent or grandparent is correct:

Name of applicant’s parent or grandparent:

FAWCO affiliation of parent or grandparent:

Parent or grandparent has been a FAWCO or FAUSA member for at least 16 months:

☐ Yes

☐ No

*Insert scanned image of signature here or add electronic signature as an attachment.*

**K. Application Checklist**

Completed Application packet should include:

☐ A. General Instructions

☐ B. Award Info and Eligibility Sheet

☐ C. Applicant Personal Information

☐ D. Education

School Records

Academic Accomplishments

Non-Academic Activities

Transcripts

☐ E. Essays

Proposed Plan of Study

Biographical

☐ F. Letters of Recommendation (2)

☐ G. Photo

☐ H. Applicant Declaration Signature

☐ I. Parent/Grandparent Declaration Signature

☐ J. FAWCO Declaration Signature

**ARE ALL THE DECLARATIONS SIGNED?**