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1. **Instructions for Completing the Member Award Application**
2. Download the application packet - there are 10 sections (A-J). 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 that 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. 2023janesmithskillsenhancement)*
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.org. 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

The Process:

* The EA Administrator will review all applications for completeness. Late or incomplete applications will be disqualified.
* The Award Selection Committees will review all applications and select a recipient.
* Award recipients will be announced at the FAWCO Conference in March 2023.
* Award recipients 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: Awards Information and Eligibility**

**Member Award Guidelines**

* Awards are for study during the 2023-2024 academic year (includes summer 2023).
* Course of study must begin by February 1, 2024.
* Applicants may apply for **only one** Academic Award per year.
* Previous Academic Award recipients may not reapply. Dual Cultural Award recipients, however, are eligible to apply for a Member Award.

Applicant must:

* Be a FAWCO or FAUSA member in good standing for a minimum of 16 months as of application deadline. **(i.e. September 27, 2021)**.

**Member Awards**

 These awards recognize the diverse lives of our members, their achievements, and their never-ending quest for knowledge and self-improvement.

**2023 Awards:**

**Shirley Kearney AWC Basel University Study Degree Award $4,000**

For continuing or resuming studies in an undergraduate or graduate level university degree program.

**FAUSA Skills Enhancement Award** **$4,000**

For acquiring new skills or enhancing already existing ones which will allow a FAWCO or FAUSA member to become more capable, competent and confident by acquiring the skills to improve performance in any given field.

**Skills Enhancement Award II** **$4,000**

*sponsored in part by Carol McEowen from AWC Bern, recipient of the 2012 FAUSA Skills*

*Enhancement Award*

For acquiring new skills or enhancing already existing ones which will allow a FAWCO or FAUSA member to become more capable, competent and confident by acquiring the skills to improve performance in any given field.

**Continuing Education Award $4,000**

*Sponsored by Mary Stewart Burghe*r *of AWC Denmark,**in memory of Pauline "Pete" Arnold Schweppe*

For a FAWCO or FAUSA member to further their education at university or an equivalent level through courses, workshops, and certificate programs. Subjects can encompass all areas of interest—*inter alia*, journalism, writing, arts, philanthropy as well as the subjects of science, technology, engineering and mathematics (STEM), and medicine.

**C: Applicant Information**

 **1. Personal Information:**

● Name:

● Home address:

● Telephone:

● E-mail address:

● Date of birth:

● Place of birth (city, country):

● Countries of citizenship:

● Name of FAWCO parent:

● Parent’s FAWCO Membership - please specify club, FAUSA or Individual Member:

● Exact date parent joined a FAWCO Club, FAUSA or became an Individual Member:

  **2.** **Place an X next to the award for which you are applying:**

☐   Shirley Kearney AWC Basel University Study Degree Award

☐ FAUSA Skills Enhancement Award

☐   Skills Enhancement Award II

☐   Continuing Education Award

 **3. Prior Applications:**

1. I have previously applied for a FAWCO Foundation Member Award ☐  YES    ☐  NO
2. If, **YES,** indicate award and year applied:

**D: Education/Schooling**

**1. Program Plans for 2023–2024**

* 1. Please list the names and addresses of programs to which you have applied
	2. Date that planned program will begin
	3. Total estimated expenses for 2023/2024 (in US Dollars)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Program** | **Address of Program****(City, Country)** | **Planned Field** | **Start Date** | **Estimated Cost** |
|       |       |       |  |  |
|       |       |       |  |  |
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1. **Post-Secondary Education** (if applicable to future plans of study)

Beginning with the most recent, please list the names, addresses and dates for institution(s) of higher learning attended.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Institution** | **Address of School****(City, Country)** | **Dates****Attended** | **Degree and****Date received/expected** |
|       |       |       |       |
|       |       |       |       |
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1. **Transcripts** (Required only if award is for continuing study)
* 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.

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

This essay should describe:

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

*Type or insert Proposed Program Plan Essay text here.*

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

Please write about one of the following topics:

* The relationship between you and your community and how you matured as a result of your involvement
* Your volunteer experience and what it means to you and your present study goal
* How the award would make a difference to you personally and influence your contribution to society
* How FAWCO or FAUSA would be fulfilling its commitment to its priorities (i.e. education, international understanding, philanthropy, women and children's welfare and health) if you were the recipient of this award.

*Type or insert Biographical Essay text here.*

**F: Letters of Recommendation**

* 1. You will need two signed letters of recommendation. They must be emailed **DIRECTLY** from the submitters to the EA Administrator at 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:

● One of these letters should come from a teacher/professor or professional

 colleague

● The letters may not be written by a relative

* 1. 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. 2023janesmithskillsenhancement)*
	2. We advise you to request letters early to allow 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 essays have been written by me, without assistance from any other person.
* I have not previously received a Member or Academic Award from The FAWCO Foundation (other than Dual Cultural Award, if applicable).
* 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.
* I am not a current or incoming Board member of FAWCO, The FAWCO Foundation or FAUSA.
* I am not the relative of a FAWCO, FAWCO Foundation or FAUSA current or incoming Board member.

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

Date of application (MONTH/DAY/YEAR):

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

Name of FAWCO Rep, 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 is correct:

Name of applicant:

FAWCO affiliation of applicant:

Applicant 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.*

**J: Application Checklist**

 Completed Application should include:

 ☐ A. Instructions

☐ B. Awards Information and Eligibility

☐ 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

☐ G. Photo

☐ H. Applicant Declaration Signature

☐ I. FAWCO Declaration Signature