

## **VETERANS AWARD INFORMATION AND INSTRUCTIONS**

The MI-CAPP Education Foundation Committee presents the “Veterans Award” application packet for college level TRIO/EOP students. The committee may award two **\$1000 awards** to nominated students for your projects at the Student Leadership Summit Scholarship Banquet. Project Directors will register student scholarship recipients for the Full Saturday February 27, 2020 conference and ensure they attend the Student Leadership Summit Scholarship Banquet.

**Project Directors, nominators, and readers must be MI-CAPP members by December 4, 2020.**

### **Who can apply?**

Adult Veterans Learners: In a TRIO Program for at least one year.

### **Instructions**

1. All application packets will be available in **electronic form only** on the MI-CAPP website [www.micapp.org](http://www.micapp.org)
2. Students/staff **must complete** the application packet electronically and apply via email by Friday, December 4, 2020.
3. All electronic application documents and supplemental materials: application, recommendation, essay, and the transcript must be emailed as ONE attachment to the MI-CAPP EFC email address [micapp-scholarship@eo.org](mailto:micapp-scholarship@eo.org)
4. Any project submitting scholarship application packets must agree to designate at least one (1) reader **from its project**. Readers responsibilities are reading and scoring scholarships, submitting scores electronically and participating in the reading meeting.
5. To ensure inclusion in the Scholarship Banquet program booklet, if the applicant is selected, please be prepared to e-mail a jpeg photograph and 150-word bio to Yadira Bautista [micapp-scholarship@eo.org](mailto:micapp-scholarship@eo.org) as soon as notified of selection.
6. Directors will be notified of winners following the scholarship reading and board approval. Directors will be expected to submit the winner’s jpeg photograph, 150-word bio and photo release at this time.
7. If an applicant’s application is selected for an EOA Scholarship, additional forms must be completed. Forms will be dispersed as needed later.

### **Applications will be disqualified if:**

1. They are emailed after Friday, December 4, 2020.
2. MI-CAPP memberships not active on Friday, December 4, 2020 (as verified by the EOA Registrar).
3. The Project Director does not sign (typed name is acceptable) the application.
4. The electronic application is edited from its original format.
5. The final application packet does not include all required documents.
6. The applicant is found to be ineligible for TRIO/EOP service, and admission date to the current program did not fall on or before the appropriate date. (December 4, 2019)
7. The applicant is not registered for the full Saturday Student Leadership Conference.

## **VETERANS AWARD GUIDELINES**

1. The Applicant's Personal Essay should include the following information:
  - The impact of TRIO or educational opportunity program on your education
  - A specific description of your plan to obtain your baccalaureate degree
  - Why the MI-CAPP Veterans Scholarship is important to you
2. The Nominator's Recommendation should include the following two-part information:

### **Evaluation Grid Portion**

- Describe the applicant's project involvement (including project activities, service opportunities, etc.).

### **Written Portion**

- Consider the applicant's participation in the Armed Services, co-curricular activities, the applicant's academic achievement, leadership skills and your personal interactions with the applicant, as well as, your insights into his/her abilities, potential, and character.
- Indicate the applicant's impact on your project and other students and their potential vision to carry out the ideals of TRIO.

### **Formatting Guidelines**

3. The personal essay and nominator recommendation **must follow the following formatting guidelines within Microsoft Word or PDF documents**. Any deviation from the formatting guidelines in the electronic document will cause a disqualification of the entire application packet.
  - Double spaced
  - 1 inch margins
  - 12 point font
  - Applicant's name at the top of each page
  - A maximum of 2 pages for the personal essay and a maximum of 1 page for the nominator written portion recommendation
4. The application packet must include a **current** transcript showing a cumulative GPA. Unofficial transcripts **will** be accepted.
5. All application materials become the property of MI-CAPP and will not be returned.

### VETERANS AWARD CHECKLIST

- The Applicant has been a participant in the nominating TRIO/EOP project for at least one year by the scholarship due date.
- The Applicant plans to be enrolled at a college or university for the upcoming academic year and will provide official proof of such enrollment before the funds can be disbursed.
- The project director, nominator, and reader are MI-CAPP members as of scholarship due date. To confirm your memberships, please email [micapp-president-elect@eo.org](mailto:micapp-president-elect@eo.org) by December 3, 2020.
- The Project Director confirms that **the Applicant will attend the Student Leadership Summit Scholarship Banquet (Full Day Saturday Feb. 27 registration is required)** to receive the certificate or award.

### Application Packet Requirements

*The following items must be attached and emailed at the same time in one (1) final submission to [micapp-scholarship@eo.org](mailto:micapp-scholarship@eo.org).*

- Application:** must be **typed or hand written** in a Microsoft Word Document or PDF.
- Nominator's Recommendation:** must be **typed in a Microsoft Word Document or PDF and meet the formatting guidelines.**
- Applicant's Personal Essay:** must be **typed in Microsoft Word Document or PDF and meet the formatting guidelines.**
- Current Academic Official or Unofficial Transcript** from credit-granting institution showing current weighted cumulative grade point average (GPA).
- Application Packet** emailed by Friday, December 4, 2020 to [micapp-scholarship@eo.org](mailto:micapp-scholarship@eo.org).

### Additional Information (if applicant is awarded)

- Jpeg photograph and 150 word bio** ready to e-mail to Yadira Bautista [micapp-scholarship@eo.org](mailto:micapp-scholarship@eo.org) upon notification of selection.
- If the student's application is selected for the EOA Board of Director's Scholarship, additional forms must be completed. Forms will be dispersed as needed.

**VETERANS AWARD APPLICATION**  
(TYPE OR ELEGIBLY WRITTEN)

**Adult Learners**

Veterans Upward Bound  Student Support Services  Educ. Opp. Center  Ronald E. McNair  EOP

**Armed Services Affiliation**

Army  Navy  Marine Corps  Air Force  Coast Guard  Reserve  National Guard

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APPLICANT'S NAME: \_\_\_\_\_  
Last First Middle Email Address

APPLICANT'S PERMANENT ADDRESS: \_\_\_\_\_  
House No. & Street Name City/State/Zip Code

APPLICANT'S PERMANENT PHONE: \_\_\_\_\_  
Area Code & Number

APPLICANT'S WEIGHTED CUMULATIVE GRADE POINT AVERAGE: \_\_\_\_\_

COLLEGE: (if currently enrolled or will attend) \_\_\_\_\_

APPLICANT'S CURRENT CLASS LEVEL:  Fresh.  Soph.  Jr.  Sr.  Other

APPLICANT'S COLLEGE/UNIVERSITY FOR UPCOMING FALL TERM: \_\_\_\_\_

APPLICANT'S ANTICIPATED MAJOR IN THE UPCOMING FALL TERM: \_\_\_\_\_

**PROJECT INFORMATION**

APPLICANT'S ADMISSION DATE TO CURRENT TRIO PROJECT: \_\_\_\_\_

CURRENT TRIO PROJECT HOST INSTITUTION: \_\_\_\_\_

NOMINATOR (must be MI-CAPP Member): \_\_\_\_\_

READER (must be MI-CAPP Member): \_\_\_\_\_

CURRENT PROJECT DIRECTOR'S NAME (must be MI-CAPP Member)\*: \_\_\_\_\_

**\*By typing or hand writing the Project Director's name above, the Project Director is responsible for assuring that the entire application packet is complete and correct.**

Release for use of photograph. In the event that I am chosen as a recipient of the Endowment Scholarship I authorize that my photograph may be used in publications or any additional promotional materials/social media sites of the Michigan College Access Programs and Personnel and in publications of the Education Opportunity Association.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## VETERANS NOMINATOR FORM

Please rate the student in the categories below using a 1-5 rating scale. In order to score a 5, the student's performance in that category should be among the best you have encountered in your entire career.

**Student's Name:** \_\_\_\_\_

0= Don't Know, 1=Poor, 2=Average, 3=Good, 4=Excellent, 5=Most Excellent

1. Level of commitment to educational goals  
0   1   2   3   4   5
2. Student Reflection on veteran's experience on educational goals  
0   1   2   3   4   5
3. Determination to succeed  
0   1   2   3   4   5
4. Demonstrated Leadership Ability  
0   1   2   3   4   5
5. Level of Commitment to Project Activities  
0   1   2   3   4   5
6. Level of Commitment to Community Service  
0   1   2   3   4   5
7. Leadership Roles within the Project  
0   1   2   3   4   5
8. Student's Resiliency  
0   1   2   3   4   5

### Written Portion (1-Page Maximum, 12 pt. Font, Double-Spaced)

1. Consider the applicant's participation in the Armed Services, co-curricular activities, the applicant's academic achievement, leadership skills and your personal interactions with the applicant, as well as, your insights into his/her abilities, potential, and character.
2. Indicate the applicant's impact on your program, other students and their commitment to TRIO's mission.