



Fort Bliss Spouses' Association (FBSA) Scholarship Checklist

Use this checklist to ensure that you are ready to submit your digital application. **Once started, you CANNOT save and return to your digital application – it must be completed in one sitting.**

Failure to provide **ALL** necessary items will result in a disqualification of your application.

- I've completed at least **10 hours of verified volunteer time** during the current academic year and prior to submission of my application, and I've notified my volunteer supervisor to expect a digital verification form upon submission of my application.
 - I have their email address ready to include with my application.
- I've confirmed that I'm eligible to apply, and have secured a **Verification Letter of Eligibility** from the applicable source ([See page 5](#)). I'm ready to include it with my digital application.
- I've contacted my high school, college, or university and am prepared to provide instructions for them to email my **transcripts** to scholarships@thefbsa.org upon submission of my application. ([See page 5 for more info](#))
 - If my high school no longer has my transcripts, I've secured a letter from the school on their letterhead confirming this.
 - If my school does not have the ability to email my transcripts, I've provided instructions to physically mail them to the FBSA using the address on [page 4](#) and ensured they'll be postmarked *no later than March 17, 2025*.
- I've notified two recommenders that they'll be receiving an email request for a **letter of recommendation** upon submission of my application and that it needs to be sent including their organization's professional signature block. ([See page 5 for more info](#))
 - I have secured both of their email addresses and am ready to include them in my application.
 - I have plans to follow up with my recommenders upon submission.
 - I have plans to ensure their letters are sent in *no later than March 20, 2025*.
- I've written my **essay** using the prompts and following the instructions outlined in the FAQ section on <https://thefbsa.org/scholarships>. I'm prepared to submit it as a PDF in MLA format when I apply.

Once you've checked off all the items above, you're ready to apply. As a reminder, your digital application CANNOT be saved and revisited. You must complete it in one sitting.

You have until 11:59pm on March 17, 2025 to apply.



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ELIGIBILITY

FBSA Merit Scholarships are awarded to eligible spouses and children of active-duty, retired, Gold Star families, and GS civilian employees of all ranks in and around the El Paso area who are planning to enroll in, or are enrolled in: a two-year college (resident or online), a four-year college or university (resident or online), a graduate program, or vocational school in accordance with the rules and regulations established herein.

- To be eligible for this scholarship, the applicant must meet the following conditions:
 1. Sponsor is assigned to the Ft. Bliss/El Paso area
 - a. High school seniors who remain at Fort Bliss/El Paso to complete high school while the sponsor has PCS'd may apply
 2. Sponsor, or high school applicant remaining in the Fort Bliss area, must reside in the local area until **17 March 2025**.
 3. Eligible child dependents must not turn 23 before **the application deadline**.

- Active Duty and Retired Service Members are **NOT** eligible to apply for the FBSA scholarship.

The FBSA Merit Scholarship is merit-based and **does not** consider financial need. Eligible applicants must show excellent educational performance, outstanding character and resilience, and exemplary service to their community through participation in extracurricular activities and community service.



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SCHOLARSHIP RULES AND PROCEDURES

1. Scholarships are awarded in each of five categories with a minimum award of \$500.
 - a. High School Senior
 - b. College Student
 - c. Junior College Student
 - d. Graduate Student
 - e. Vocational/Trade School Student
2. GPA Requirements:
 - a. Applicants must have a minimum GPA of 3.0.
 - b. Homeschooled students must submit their transcripts with GPA; however, SAT, ACT, or GED scores can be submitted along with the applicant's transcripts in lieu of GPA.
 - i. SAT score must be a minimum of 950 combined points
 - ii. ACT composite score must be a minimum of 20
 - iii. GED score must be a minimum of 501

***If you have questions or need clarification on submitting homeschool documents, please contact the scholarship chairperson before submitting your application.**
3. As a merit-based scholarship, applicants are required to volunteer a minimum of 10 hours over the course of the current school year.
4. Applicants who receive a "full ride" scholarship (covering tuition, room and board, etc), ROTC scholarship, or who receive an appointment to attend a service academy must withdraw their application and forfeit any FBSA award.
5. No applicant may receive more than two FBSA scholarships from the FBSA Scholarship Fund in their lifetime.
6. An applicant may apply in **only one** scholarship category per application year.



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DEADLINES AND PROCEDURES

1. The application must be completed and submitted in one sitting by **11:59pm on 17 March 2025**. You may review the application and the essay question before submitting.
2. All supporting documents must be **submitted** by **17 March 2025** - with the exception of mailed in official transcripts which may be mailed directly to the FBSA and postmarked by **17 March 2025** to be considered.
3. Recipients of merit scholarships will be notified by **14 April 2025** and be invited to an awards ceremony (or alternative) to be presented their award in **May of 2025**.
4. Scholarship awards will be mailed directly to the educational institution for deposit in the student's tuition account in accordance with the educational institution's scholarship process.
 - a. Intended school of choice should be disclosed no later than **31 May 2025**.
5. Final disbursement of scholarship monies will be made by **01 August 2025** and must be used by **31 July 2026** or the money will be returned to the FBSA.
6. If using mail service send to:

Fort Bliss Spouses' Association
ATTN: Scholarship Committee
P.O. Box 6365
El Paso, TX 79906

Questions concerning the FBSA scholarship program or application process can be directed to the Scholarship Committee by emailing scholarships@thefbsa.org.



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ADDITIONAL INFORMATION

I. Verification Letter of Eligibility

- A. Active Duty Family Member
 - 1. DEERS form that confirms the applicant is a legal dependent of the service member OR Verification letter from unit S-1 that confirms the sponsor's assignment to Fort Bliss and states that the family member (applicant) is a legal dependent of the service member.
 - 2. If the applicant is a high school student who has remained in the Fort Bliss/El Paso area, the PCS'd sponsor must obtain a verification letter from the unit S-1.
- B. Family Member of Retired Service Member
 - 1. DEERS form that confirms the applicant is a legal dependent of the retired service member **and** shows the service member's retirement status.
- C. Gold Star Family Member
 - 1. Verification of eligibility from the Survivor Outreach Services
- D. Family Member of GS Civilian Employee
 - 1. Verification from the employee's supervisor that confirms the family member is a legal dependent of the employee.

II. Transcripts

- A. All college transcripts must be official and may be sent directly from the school or by the applicant.
- B. If the transcript is being mailed it must be in a sealed envelope that is marked with the school's seal/stamp to verify the envelope has not been opened. If school is sending electronically, it must be directly from the school and sent directly to scholarships@thefbsa.org.
- C. If the applicant has been out of school for 10 years or more and the school no longer has copies of transcripts, please submit a letter from the school on official letterhead stating this.

III. Letters of Recommendation

- A. Two letters of recommendation completed by persons unrelated to the applicant who will attest to the applicant's *motivation, character, and integrity*. *If the letter is on official letterhead, a sealed envelope is not required.* The letter may be in an e-mail and must include the organization's professional signature block.
- B. At least one letter should be from a teacher, mentor, or academic advisor.
- C. One letter may be from the volunteer supervisor who completes the volunteer verification.

IV. Volunteer Verification

- A. Applicants must submit a verification from a volunteer supervisor confirming their participation in **at least** 10 hours of community service during the current academic year.