

**United States Army Warrant Officer Association
Scholarship Foundation Packet Checklist
Selection Year 2026-2027**

Guidance for Applicants: 2026 USAWOA Scholarship Program

The USAWOA Scholarship Foundation Board is pleased to provide the following recommendations to assist applicants in submitting the most competitive scholarship applications. These insights are drawn from observations of previous successful applications. We encourage all USAWOA members to share this information with eligible dependents.

1. Application Preparation and Submission

a. Thoroughness and Accuracy:

- i. Carefully review all scholarship requirements and directions to confirm eligibility prior to submission.
- ii. Ensure all required documentation, as identified on the application checklist, is provided. Omission of any required document will result in an incomplete application and will not be considered.
- iii. Complete the application in its entirety. If a question is not applicable, please indicate so on the application checklist rather than leaving the field blank.
- iv. Verify the accuracy of all submitted information, including your USAWOA sponsor's name, rank, member number, phone number, and email address.

b. Artificial Intelligence:

- i. The use of Artificial Intelligence (AI) tools, including generative AI for content creation, writing, or editing assistance, is prohibited in the development of your essay.
- ii. All material must represent the applicant's original work, without the use of AI for generation, composition, or substantial editing.
- iii. Submitted essays will be subject to evaluation using AI detection technologies as part of the review process.
- iv. Any application suspected of utilizing AI for essay development will be eliminated from further consideration.

2. Formatting and Presentation:

- a. All application materials requiring text input must be typed using **Arial 12-point**

**United States Army Warrant Officer Association
Scholarship Foundation Packet Checklist
Selection Year 2026-2027**

font and double-spaced.

- b. Include the word count on the final page of your essay and append your signature.
 - i. Submit a 4 X 6 professional high-resolution, head-and-shoulders photograph in portrait mode. The photo will be published in the USAWOA News liner with the list of awardees.
- c. Ensure your name is clearly indicated on every page of your packet.

3. Timeliness:

- a. Adhere strictly to deadlines. Begin the application process sufficiently in advance of the deadline, as no extensions will be granted.
- b. Timely submission of your completed application is crucial.

4. Essay Development:

- a. Ensure your essay directly addresses your chosen topic.
- b. Develop a strong and enthusiastic essay that reflects your individuality and makes a compelling impression on the Selection Committee.

5. Letters of Recommendation:

- a. Only 3 letters will be considered in the selection process.
 - i. The submission of fewer than 3 letters will have a negative impact on your chances of selection.
- b. Letters may be submitted by anyone who holds an in-depth knowledge of your character, accomplishments, and goals. This includes, but is not limited to, Teachers, Coaches, Mentors, Religious Leaders, and Community Leaders.
- c. For a well-rounded application, seek recommendations from individuals in different capacities who can speak to various aspects of your strengths and character.
- d. Letters should be written with the goal of allowing the board to gain a better understanding of who you are.
- e. Letters must contain the recommender's contact number, e-mail address, and signature.

6. Extracurricular Activities:

- a. Your listing of extracurricular activities should include activities pursued outside

**United States Army Warrant Officer Association
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of your regular academic curriculum. Activities that provide personal growth and skill development beyond the classroom.

- i. Examples: Community theater, sports, band, dance, martial arts, choir, JROTC, academic competitions, school newspaper, yearbook committee, student government, special interest clubs, employment, internships, travel, hobbies, etc.
- b. Include positions held within the activity.
- c. Describe the impact of your participation, detailing the benefits gained personally and/or by your community.

7. Community Service:

- a. Your listing of community service engagement should include any unpaid work performed for the benefit and betterment of your community.
 - i. Examples: Community clean up, homeless shelter support, food banks, community gardening, tree planting, donation drives, fund raising for charities, raising awareness for causes, disaster relief support, coaching sports, etc.
- b. Include positions held within the activity.
- c. Describe the impact of your participation, detailing the benefits gained personally and/or by your community.

8. Exceptional Circumstances:

- a. Provide a letter outlining any situation(s) outside of your control that may impact your ability to attend college.
 - i. Examples: Single income home, extraneous financial situations, educational funding shortfalls, disabilities, etc.

9. Navigating the Application Process:

- a. Proactive Engagement: Familiarize yourself with the application process and instructions. Should you require clarification on any aspect, please do not hesitate to contact CW5 (Ret) Jim White at scholarship@usawoa.org or (585) 216-7237.
- b. Eligibility Confirmation:
 - i. Please note that applicants awarded a USAWOA Scholarship in the previous academic year are **ineligible** for consideration in the current cycle.
 - c. USAWOA Sponsors must be current members in good standing.

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10. Announcement and Distribution:

- a. Announcement of the recipients will be made NLT the first week of August.
- b. Recipients will be posted on the USAWOA website and Newsliner as soon as possible after the announcement of the recipients.
- c. Scholarship distribution will be made directly to the school financial office on the student's behalf.

By diligently following these guidelines, applicants can significantly enhance the quality and competitiveness of their submissions for the USAWOA Scholarship Program.