Hampton Roads Base

United States Submarine Veterans, Inc.

Base Scholarship Committee Chairman
ETC(SS) Adam Kingsley U.S.N. (Ret.)

SCHOLARSHIP APPLICATION HINTS
for the 2026-2027 Scholastic Year

- Fill in **ALL** the blank spaces (the application can be filled in and submitted on-line). If there is no applicable answer, then enter *"N/A"*. Having any blank spaces (no entry) will hurt your chances of success in being awarded a scholarship.
- Your sponsor **MUST BE** a Regular Member of the Hampton Roads Base in good standing for the year 2026 who has been "**Qualified in Submarines**".
- If there is any space that does not provide enough room for your answer, provide all the information separately, ensure you identify yourself and what part and/or section of the application it is answering. Don't try to squeeze an answer into a space that doesn't have enough room. Try filling out the application to see if all the information fits and will print out properly.

- Part I. Applicant's Information and Part II. Sponsor's Information: these are self-explanatory and must be filled out accurately and completely.
- Part III. Education: ensure that all information about the applicant's educational background is included.
- Part IV. School Transcript Information: list the school transcripts, both high school(s) and accredited institute(s) of advanced education, you are either including with the application or are being sent to the Scholarship Committee on your behalf. These should be official transcripts, as a minimum, they must identify the applicant, identify the school and school system (location) and include grade point averages, class size and class standings (as available). The transcript(s) must document, as a minimum the three (3) years of education immediately preceding the 2026–2027 school year.
- Part V. Extra-Curricular Activities and Awards: you should include all student government positions you have held, all school clubs or activities you have been a part of and any positions held, all school or community sports you have participated in either as an individual or as a member of a team as well as any honors and awards received. Also include all Church groups and activities, Scouting (or the like) membership (leadership positions, highest rank), any camp staff jobs held; 4H & FFA leadership positions held, city or town recreation positions held; Charity work in any hospitals (especially Veteran related), convalescent home, or charity kitchen. Make sure you list all awards or recognition you've received for your volunteer work, etcetera. This is an opportunity to toot your own horn, don't waste it and remember the more it helps the community the more it helps you.
- Part VI. References: the names and qualifications of the two people providing your letters of reference and recommendation are to be listed. Those letters should be separate documents from your application. They may either be submitted with your application or be sent to the Scholarship Committee directly (preferred) on your behalf. In order to be of most benefit to you, the authors of your recommendations should write them so that they fit you personally; they should be specific in nature not general. Potentially good authors are your Church Pastor, Community Political figure, School Athletic Coach, School Club Advisor, Employer, Scout leader, or a neighbor who knows you well. Don't wait till the last minute; ask sooner than later, while you are completing the application and give them some ideas they can write about you. These recommendations carry a lot of weight in the grading of your application. **These must be signed and dated by their author.**
- Part VII. Essay: this requires considerable thought and must be appropriate to the topics required. It would be to your advantage to have a parent or school teacher review your essay, to ensure you are fulfilling the stated requirements. This too carries a lot of weight in the grading of your application. Ensure you provide all (3) essays required.

- **Make sure you sign and date your application!**
  Unsigned applications will not be considered, nor will they be returned for signature.
- Your complete application, including all supporting documentation must be received electronically by the Scholarship Committee on or before **Sunday, the 7st of June 2026**. It is YOUR application, and YOU are responsible for it being complete and transmitted in a proper and timely fashion.
- If you have any questions, you can contact the Committee Chairman or the Base Secretary by email or phone, for assistance.