



DIPLOMATIC SECURITY FOUNDATION 2024 SCHOLARSHIP APPLICATION

PART 1: Guidelines
PART 2: Requirements
PART 3: Application Form
DEADLINE: 5/15/24
CONTACT: info@dsfoundation.org



PART 1 GUIDELINES

SUMMARY

- The Diplomatic Security Foundation (DSF) awards an annual scholarship to a high school senior planning on attending any institute of "higher" learning (at the university, community or vocational level). This year's award is for HS seniors entering their freshman year during the 2024/2025 school year.
- A minimum of at least one award will be made for the 2024/2025 school year. The number of scholarships to be awarded each year, and the amount of each scholarship varies and will be determined by the DSF Board of Directors on an annual basis. Please visit our [Scholarship webpage](#) as well as our list of previous winners for an example of the number of scholarships and the amount(s) given. www.dsffoundation.org/grants-scholarships
- DSF scholarships are available to students related to a Diplomatic Security employee, regardless of hiring mechanism (USDH, PSC, TPC), who is either an *active, retired, former or deceased employee, or a DS contractor*, AND the employee/contractor must have/had three or more years of consecutive service with DS.
- The student may be a *child, step-child, grandchild, step-grandchild or a ward* of the DS employee/contractor. Aunt, uncle, niece, nephew, brother, sister relations are NOT eligible UNLESS they serve as guardian to the student applicant.
- DSF will not consider scholarship applicants who are scheduled to receive "full ride" scholarships (i.e. which include tuition, room, and board) from undergraduate schools. This prohibition includes those planning on attending any of the U.S. service academies because of the comprehensive financial packages provided by those institutions.

CRITERIA FOR APPLICANTS

Applications will be judged on a combination of academic performance, letters of recommendation, activities and achievements, and an essay.

PROMOTING SCHOLARSHIP

The DSF Scholarship will be promoted via broadcast email at DS, on the DSF website and social media. Application forms and instructions will be posted on the DSF website by February 15, 2024.

TIME LINE

Feb 15	Scholarship Applications available online
May 15	Application Deadline
May - June	Blind application review
July	Scholarship(s) Awarded

JUDGING APPLICATIONS

A selection committee will be created to review all applications. The committee will consist of DSF Board members and occasionally outside reviewers (non-DSF board members). Applications will first be reviewed by the DSF office for completeness. Each application will then be blind copied (student and parent names will be hidden, and each applicant will be assigned a number). The blind applications will then be sent to the selection committee for review. Members of the committee will score each application following established guidelines.



PART 1 GUIDELINES CONT.

ADDITIONAL INFORMATION

- The DSF scholarship is a single award, awarded to a high school senior. It is not “renewable”.
- Scholarship Amount to be awarded may be altered annually based on funds available. The selection committee may elect to award multiple scholarships, either of the same amount or differing amounts.
- DSF recognizes this is a good faith effort and will not require documentation of how money was spent. Scholarship monies should be used towards tuition, room and board, or other education materials or fees.
- We encourage students to stay in touch and keep DSF informed of their success in college. We love to hear how you are doing!
- If available, we encourage current and past recipients to volunteer at the [DSF Charity Golf Outing](#), at the Lansdowne Resort outside of Leesburg, VA. This year's event will be June 3, 2024.
- Scholarship recipient agrees to reimburse DSF the amount of the scholarship awarded if he/she withdraws, or is expelled during the scholarship period. The scholarship period is from the date award is made through the end of the second semester of the institution attended. For example: 7/1/23 (award date) through 5/15/24 (end of 2nd semester).
- Scholarship applications may be obtained from the DSF website: www.dsffoundation.org/grants-scholarships or by email request to info@dsffoundation.org



PART 2 REQUIREMENTS

Completed applications must be postmarked/dropped off no later than May 15, 2024.
Award(s) will be made in July.

ELIGIBILITY REQUIREMENTS

To be eligible, students must meet the following criteria:

- ✓ Students must be related to an active, retired, former or deceased employee, or a DS contractor, AND the employee/contractor must have/had three or more years of consecutive service with DS
- ✓ Student must be a child, step-child, grandchild, step-grandchild or a ward of the DS employee/contractor (aunt, uncle, niece, nephew, brother, sister relations are NOT eligible UNLESS they serve as guardian to the student applicant)
- ✓ Student must be a high school senior, graduating Spring 2024
- ✓ Student should have at least a cumulative 2.0 grade point average
- ✓ Student must be accepted by an accredited university, college or vocational school
- ✓ DSF will not consider scholarship applicants who are scheduled to receive "full ride" scholarships (i.e. which include tuition, room, and board) from undergraduate schools. This prohibition includes those planning on attending any of the U.S. service academies because of the comprehensive financial packages provided by those institutions.



PART 2 REQUIREMENTS CONT...

APPLICATION REQUIREMENTS

All applications MUST include:

- The completed scholarship application (Part 3: Application only)
- One (1) essay (typed, approx 250 - 500 word, 1 page) on the following topic (include your name at top):
Why do you want to go to college, community college or vocational school? Tell us about yourself.
- One (1) PAGE (typed) of extracurricular activities, community service, achievements, etc
- High School transcript (unofficial copy is acceptable)
- SAT and/or ACT scores if applicable (please note if you didn't take either test)
- Letter of acceptance from accredited university, college or vocational school (please send us a copy as originals are often password protected and therefore unreadable on our end)
- *One (1) letter of recommendation. May be from an academic staff member (teacher or counselor) OR from a community leader (i.e. pastor, employer, coach, can be HS teacher in charge of club, etc.)

**Letters of recommendation may be submitted with the entire application package or mailed/emailed separately (if mailed separately, letters must be received within one week past the deadline). Please check with your letter writers to ascertain that they have submitted a letter on your behalf. You may also contact us (info@dsfoundation.org) to verify receipt of letter. If letters are not received, we will attempt to contact your letter writer, but by June 1, your application will be considered incomplete if letter has not been received.*

- ✓ Consideration for the scholarship will take place only if ALL application requirements are met.
- ✓ Completed applications must be postmarked/dropped off no later than May 15, 2024.
- ✓ Award(s) will be made in July.
- ✓ Documents submitted by students via email should ideally be pdfs (recommendation letters can be in any format – email, Word, pdf, whatever the recommender prefers).
- ✓ When submitting documents via email, please name the document with last name of student and what the document is, e.g.: "Jones_essay.doc", "Smith_app.pdf"
- ✓ No staples or paper clips! Thanks

MAILING INFORMATION

Completed applications may be sent via mail, email or hand delivered **NO NEED TO SEND FEDEX**
(You may contact us directly to verify receipt at info@dsfoundation.org)

- Electronically delivered by midnight (EDT 11:59pm), May 15, 2024
- Postmarked by May 15, 2024.

Email: info@dsfoundation.org

Mail: DSF Scholarship Comm, 14383 Newbrook Dr. Suite #300-408, Chantilly VA 20151

Drop off: Applications may be dropped off at the DSSAA gift shops at SA-20, DSTC, FAST-C

QUESTIONS

If you have any questions, please feel free to contact us for additional information. We love our applicants, we know how difficult this type of process can be (and we know you are exhausted from the entire college application process!), we are here for you and happy to help out. Contact us at 703.439.4404; info@dsfoundation.org



PART 3 APPLICATION

All information on this application form will be considered confidential. Applications will be blind-copied (names, identifying info removed) before being sent to review committee. Parental info is to confirm that they are DS affiliated and will not be seen by reviewers. This page (Page 5) WILL NOT be sent to reviewers.

STUDENT CONTACT INFO

Applicant's Name: _____

Mailing Address: _____

Email (viable until July/Aug 2024): _____

DS FAMILY MEMBER INFO:

DS Family Member name: _____

Relationship to applicant: _____
(i.e. mother, step-father, grandmother, etc)

Parent/Guardian Email: _____

What is Family Member's DS Skill Code: _____
(Select from list below)

- | | |
|---|--|
| Administrative (OMS/OMA/Administrative Assistant) | Marine Security Guard |
| Analyst (Budget, Intel, etc.) | Navy Seabee |
| Contracting Specialist/Officer | Program Specialist/Manager (Security, Logistics, etc.) |
| Diplomatic Courier | Security Engineering Officer |
| DSTC Trainer/Instructor | Security Technical Specialist |
| Foreign Affairs Officer | Special Agent |
| | Other (fill in the blank) |

CERTIFICATE

I hereby certify that the statements made above are correct to the best of my knowledge and that I will use the proceeds of any scholarship awarded pursuant to this application solely to defray my educational expenses. To the best of my knowledge, I meet the requirements of the Diplomatic Security Foundation to be eligible to receive a scholarship award. No family member of mine is an employee of DSF or is a member of the Review Committee. (May type initials)

Signature of Student _____

Signature of Parent/Guardian _____



**PART 3
APPLICATION CONT.**

HIGH SCHOOL

High School(s): _____

City/State (or country): _____

POST-SECONDARY INSTITUTION PLANS

Post-Secondary Institution you plan to attend: _____

Your application to this school: Accepted _____ Pending* _____
(if pending, please notify us ASAP upon admittance)*

Your career objective or major: _____

GPA & TEST SCORES

My school uses weighted GPA. My cumulative GPA is: _____

My school does not weight GPA. My cumulative GPA is: _____

9th Grade GPA: _____ 11th Grade GPA: _____ SAT (optional) _____/1600
10th Grade GPA: _____ 12th Grade/1st Sem GPA: _____ ACT (optional) _____/36

AP OR IB TEST SCORES (please list Subjects and scores)

OTHER TEST SCORES (please write in any additional info you'd like us to know about)

LETTERS OF RECOMMENDATION

A recommendation letter is required. You may submit a letter from a high school academic staff member (counselor, teacher, or school coach/club sponsor) or from a community leader (i.e. pastor, employer, outside-school coach/club sponsor, etc.). List name and email addresses of the person you have asked to send a letter of recommendation. This person should not be a relative. Recommenders may send their letters to us separately via email or mail, in any format they prefer (Word, pdf, email)

Name: _____

Title: _____

Relationship to applicant: _____

Email: _____

(Email is optional. This will only be used if DSF has not received letter by deadline)

Completed applications may be sent via mail, email or hand delivered: Electronically delivered by midnight (EDT 11:59pm), May 15, 2024, info@dsfoundation.org; Postmarked by May 15, 2024, DSF Scholarship Comm, 14838 Newbrook Dr., #300-408, Chantilly, VA 20151. Hand-delivered to: DSSAA gift shops at SA-20, DSTC and FASTC