



MILITARY OFFICERS ASSOCIATION OF AMERICA

CAPE CANAVERAL CHAPTER, INC.

P.O. BOX 254708

PATRICK SFB, FL 32925-4708



MOAA Cape Canaveral Chapter (MOAACC) Scholarship Corporation Scholarship Application Packet

Purpose

This packet contains all required materials and instructions for applicants seeking scholarship consideration through the MOAACC Scholarship Corporation. Applicants are encouraged to review all components carefully to ensure a complete and accurate submission.

Contents of This Packet

The following documents are included:

- **This Cover Sheet**
- **Applicant's Checklist**
Use this checklist to verify that all required materials are completed and included.
- **Scholarship Application (Fillable Form)**
Complete all required fields and ensure accuracy prior to submission.
- **Transcript Instructions**
Guidance for requesting and submitting official academic transcripts.
- **Letter of Recommendation Instructions**
Standardized format and instructions for providing letters of recommendation.

Important Notes

- Incomplete applications may not be considered.
- All materials must be submitted by 15 June.
- Applicants are responsible for ensuring all supporting documents are received.
- **This form requires Adobe Acrobat Reader (free)** to open and complete.
Download here if needed: <https://get.adobe.com/reader/>.

Point of Contact

For questions or assistance regarding this application packet, please contact MOAA Cape Canaveral Chapter Scholarship Corporation at scholarships@moaacc.org

Effective Date: April 15, 2026



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MOAACC Scholarship Student Checklist

The **Military Officers Association of America Cape Canaveral Chapter (MOAACC)** Scholarship Program is designed to be a **streamlined, nearly paper-free process**. **All application materials must be received by June 15.**

This checklist is for personal **use only** and does **not need to be submitted**.

Submit your completed application as early as possible via email: scholarships@moaacc.org. Early submission allows the committee to track receipt of transcripts, recommendation letters and proof of address.

Application Instructions

1. Complete the Form Properly

- Fill out the application **electronically** using the space provided
- Limit: **must adhere to character limits**
- **Do not attach additional documents** unless requested
- Include only your **most important accomplishments**
- Avoid acronyms or spell them out on first use

2. Form Integrity

- Complete only **blue-shaded, fillable fields** or dropdowns
- **Do not alter the form**—this may result in disqualification
- This form **requires Adobe Acrobat Reader** (free) to open and complete. Download here if needed: <https://get.adobe.com/reader/>.

3. Eligibility (Part 1)

- All **4 questions must be answered "YES"**
- If not, **you are not eligible—do not proceed**

4. Applicant Information (Part 2)

- Provide both:
 - Current (school) address
 - Legal/permanent address
- Ensure your **phone and email are accurate**
- Include proof of address (driver's license preferred):
 - **Email attachment (preferred)**
 - OR mail to:
MOAACC Scholarship Committee
P.O. Box 254708
Patrick SFB, FL 32925-4708

5. Sponsor Information (Part 3)

- Use **MM/YYYY** date format
- If sponsor is deceased, obtain details from family or DD214
- Duty station not required if retired/deceased

6. Education Information

High School (Part 4): List up to 4 schools

College (Part 5):

- List up to **4 colleges/universities**
- Include:
 - **Current major**
 - **Most recent cumulative GPA**
- List all:
 - Transcript requests
 - Recommendation requests

▲ **Missing transcripts by June 15 may result in ineligibility.** Recommend notifying selection committee when transcripts are requested from the school.

7. Additional Sections

- **Career Objectives (Part 6):** Follow line limits
- **Attributes (Part 7):** Complete as written
- **Work History (Part 8):** Include relevant experience only
- **Signature (Part 9):** Type name and date

8. File Naming - Save your application as: **lastname_firstname_application.doc**

9. Recommendation Letters (Strongly Encouraged, but not mandatory)

- Request recommendations faculty members, employment supervisors, organization leaders, etc.
- **Request early**—do not wait until end of term
- Use the recommendation format provided
- Sent from **official school/business email** or on letterhead
- You must list all references on your application
- You are responsible for ensuring submission by **June 15**
- **File Naming Format: lastname_firstname_facultyinitials.doc**

10. Transcript Requirements

- **Submission must include official transcripts from all colleges attended**
- Follow your school's registrar process (may require signed form)
- Transcripts must be **sent directly to MOAACC**

For Questions or Assistance contact: scholarships@moaacc.org

Final Reminder: ✓ Submit early ✓ Track your documents ✓ Follow up with references
You're done—good luck!

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MOAACC SCHOLARSHIP APPLICATION

PART 1 - APPLICANT ELIGIBILITY

Notes: a) If you have previously received our scholarship, you are NOT eligible to receive it again.

b) High school students and rising college freshmen are **NOT** eligible for our scholarship.

1. Will you be considered a college sophomore, junior or senior, or a graduate student or PhD Student **in the upcoming fall semester?**
2. Are you a descendant or ward of a currently serving active duty or retired member of the Uniformed Services of the United States, (includes Regular, National Guard, or Reserve enlisted and officers of the Army, Navy, Air Force, Marines, Coast Guard, Space Force, NOAA, or USPHS), OR are you a descendant or ward of a deceased member of the Uniformed Services of the U.S., who died while on active duty or in retired status, OR are you a descendant or ward of a current member (or was, if deceased) of the Military Officers Association of America Cape Canaveral Chapter?
3. Are you or your sponsor a legal resident of Brevard County Florida, **OR** are you a descendant or ward of a current or deceased member of the MOAA Cape Canaveral Chapter?
4. Are you accepted by an accredited college or university as a full-time student (minimum 12 semester credit hours or the equivalent) in a program leading to a baccalaureate degree; or as a part-time or full-time student in a program leading to a graduate or doctoral degree?

If any of the answers are NO, you are ineligible for a MOAACC scholarship, and you should not submit an application. Visit www.moaacc.org/scholarships/ for further information.

PART 2 – ELIGIBLE APPLICANT INFORMATION

Name (Last, First, M.I.):

Current address:

City:

State:

ZIP Code:

Legal address (if different):

City:

State:

ZIP Code:

Phones: Primary:

Alternate:

Residency Evidence Included:

Copy of Driver's License Tax Receipt

Other: (specify)

E-Mail:

PART 3 – UNIFORMED SERVICE SPONSOR INFORMATION

(Note: You may need to provide a copy of the sponsor's DD214 form, if we need it)

Name of Sponsor (Last, First, M.I.):

Is sponsor a member of MOAA Cape Canaveral Chapter?

Your relationship to sponsor
Explain (if needed):

Address:

Valid address dates:

City:

State:

ZIP Code:

Home Phone:

Cell Phone:

E-Mail:

Last Rank/Rate/
Grade Held:

Uniformed Service:

Discharged/Separated or Retired:

Date of Release (MM/YYYY):

PART 4 – HIGH SCHOOL EDUCATION INFORMATION

Name of High School you graduated from:

Graduation Date:
(MM/YYYY)

High School Academic Recognition (Response limited to 750 Characters):

Explain your use of non-academic time while in High School. Include extracurricular activities, community service, volunteer activities & civic recognition (Response limited to 750 characters)

PART 5 – COLLEGE EDUCATION INFORMATION

Name/Address of
College/University:

Dates Attended:
(MM/YY to MM/YY (or present))

GPA and Major:

Current College Major:

Current Second Major or Minor:

Name/Address of College accepting you as a Sophomore, Junior, Senior or Graduate or Doctoral Student:

If you are changing colleges, or transferring colleges, submit a scanned copy of acceptance letter.

College Academic Recognition (Response limited 1,000 characters):

Explain your use of non-academic time in college. Include extracurricular activities, community service, volunteer activities, and civic recognition (Response limited 1,000 characters):

Transcript request delivered to registrar?
Name of University/College transcripts sent to MOAACC:
NOTE – transcripts MUST include Current Year Spring grades!

Academic/professional recommendation letter:
Recommendation letters are not required but highly recommended. Please list names of academic or other professional references we should expect to hear from: (form below)

PART 6 – CAREER OBJECTIVES

1. State your career objectives (Response limited to 1,500 characters):

2. What preparations have you made/are making to meet these objectives? (Response limited to 1,500 characters):

PART 7 – ATTRIBUTES

1. Discuss your leadership abilities and experience. (include time in uniformed services, reserves, ROTC, or JrROTC (Response limited to 1,500 characters):

2. Have you ever been arrested for anything other than a minor traffic violation?

If YES, state the specific charge(s), date(s) and disposition(s):

3. Describe any service history as a member of the uniformed services or ROTC:

PART 8 – WORK HISTORY

List Employer / dates of employment / brief job description (Limited to 1,500 characters):

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PART 9 – SURVEY

How did you find out about the MOAACC scholarship grant program?

- | | | |
|--|---|---------------------------------|
| <input type="checkbox"/> MOAACC Member | <input type="checkbox"/> Relative | <input type="checkbox"/> Friend |
| <input type="checkbox"/> Military Facility | <input type="checkbox"/> Community Organization | <input type="checkbox"/> School |
| <input type="checkbox"/> News Media | <input type="checkbox"/> Other | |

SIGNATURE

I understand the deadline for completion and delivery to MOAACC is June 15, and late applications will not be considered. I understand I should save and e-mail this file as lastname_firstname_application.doc. By completing this section, I am also verifying I am the applicant and all the information is a truthful and accurate representation of myself.

Typed Signature of Applicant:

Date (MM/DD/YY):

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College Transcript Request

Please release my **official transcript** to the Military Officers Association of America Cape Canaveral Chapter (MOAACC) Scholarship Selection Committee as indicated below. I understand it is my responsibility to ensure the transcript is received by the MOAACC Scholarship Selection Committee **no later than June 15**, and that it includes grades from the current Spring semester (if applicable).

Preferred Method of Submission (Electronic) - Applicants are **strongly encouraged** to request that an official electronic transcript be sent directly from their college or university registrar's office to: **Email:** scholarships@moaacc.org

Alternative Method (Mail) - If an electronic transcript is not available, an official transcript may be mailed directly from the institution to:

Scholarship Selection Committee

MOAACC
 P.O. Box 254708
 Patrick SFB, FL 32925-4708

Student Authorization - I hereby authorize the release of my official academic transcript to the MOAACC Scholarship Selection Committee.

Signature of Student

Date

Instructions to College/University Registrar - Please send an **official transcript** (including current Spring semester grades, if available) directly to the MOAACC Scholarship Selection Committee using one of the methods listed above. Transcripts submitted by the student will not be accepted as official.

Privacy Act Statement - Authority to request this information is derived from § United States Code 301, Departmental Regulations. The purpose of this request is to obtain information regarding the academic performance of the applicant. This information will be used solely by the scholarship sponsoring organization to evaluate the applicant's academic achievement. The applicant must authorize the release of transcript data.



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Letter of Recommendation Instructions

To the Applicant

Academic/professional reference recommendations are not required; however, they are highly valuable to the Scholarship Selection Committee and strongly encouraged. Applicants should copy and paste this entire form into an email and send it to academic members, employment supervisors, organization leaders, etc. early in the application process. Recommendations must be received no later than **June 15** to be considered. Before sending, be sure to include your name and home address in your email to the academic/professional member.

Completed recommendations should be submitted directly by the recommender via email to scholarships@moaacc.org or mailed to:

Scholarship Selection Committee

P.O. Box 254708
Patrick Space Force Base, FL 32925-4708

To the Academic/Professional Reference

The purpose of this recommendation is to assist the Scholarship Selection Committee in evaluating the applicant's qualifications and merit for a MOAACC scholarship. Your candid assessment of the student's academic/professional performance, intellectual promise, and personal character is highly valued members. Additional information about the scholarship program may be found at:

www.moaacc.org/scholarships/

Please copy and paste the questions below into an email and respond to each. A thoughtful and complete narrative is more important than adherence to a specific format. Your response should be emailed to scholarships@moaacc.org and must be received no later than **June 15**.

If submitting your recommendation as an attachment, please save the document using the following format: **lastname_firstname_facultyinitials.docx**

Academic/Professional Recommendation Questions

1. Applicant's Name:
2. Applicant's Home Address:
3. How long have you known the applicant?
4. What subjects have you taught or what professional interactions have you had with the applicant?
5. During which school year(s) did you teach or interact with the applicant?
6. Please include your full name, credentials, and academic/community position in your response. Submission from your academic/business email address or on school/business letterhead is preferred.
7. Narrative Assessment: Please describe the applicant's intellectual qualities and academic performance. Include any relevant observations regarding motivation, breadth and depth of intellectual interests, originality, independence, sensitivity, intellectual capacity, and potential for future growth.

Thank you in advance for your time, effort, and support of the MOAACC Scholarship Program.