



## Fort Gordon Sergeants Major Association Annual Scholarship Award Program

This year the Fort Gordon Sergeants Major Association will award three scholarships to high school graduating seniors.

These are awards in which we are extremely committed to, and we take great pride in assisting young students in the pursuit of furthering their education.

The scholarships will be awarded based on criteria that includes the best-prepared essay, community involvement, biography of the applicant, as well as their goals. Pages 2 thru 5 consist of the guidelines and instructions to be followed by the applicants for preparing their packets. The checks will be mailed to the admission or financial aid offices of the college, university, or institution where the students have been accepted and are enrolled.

### Criteria:

- Applicant must be enrolled in DEERS.
- Applicant must be residing in and attending high school within the CSRA
- Applicant must be a high school senior
- Applicant must be scheduled to graduate during the 2021 spring/summer school Year

### **Encls:**

Essay instruction sheets, sample cover sheet, sample reference page

**INSTRUCTIONS FOR WRITING YOUR ESSAY**

- 1. Topic:** The topic of the essay will be of your own choosing. The essay competition is based on the **honor** system; no “**plagiarism**” allowed. You have to do your own work.
- 2. Length:** The length of the essay will be no less than 3 pages (body) and no more than 5 pages, with the cover sheet counting as one of the pages. Do not count the reference page as one of the five pages.
- 3. Cover Sheet:** You are required to prepare a cover sheet for your essay; page 4 gives an example of the cover sheet.
- 4. Print Style and Font:** You will use Times New Roman with a 12 Pitch Font.
- 5. Format:** Essay should be prepared in **paragraph** format with **double** space between each line of text. Paragraphs will contain no less than five lines and no more than **twenty-five** lines of printed text. The bottom line up front is that the student will use American Psychological Association (APA) 6<sup>th</sup> edition (<http://apastyle.org/>).
- 6. Introduction:** Your essay must open with a **topic sentence** that briefly identifies the main point or points of your paper and smoothly transitions into the body of the text.
- 7. Main Body:** The main body of your text should expand on the points you identified in your introduction. It should be arranged in an orderly fashion so that the reader can clearly understand what you are attempting to convey, and he or she can follow the essay from the opening statement to the conclusion.
- 8. Conclusion:** The words “**In conclusion**” does not have to be present; however, if you choose not to use it, you must ensure that you **transition** from the main body to the conclusion of your essay in a way that alerts the reader that he or she is about to reach the end. You want to avoid **abrupt** endings.
- 9. References:** You will not have to include footnotes or endnotes; however, you will have to provide a **reference page**. Page 6 gives an example of a reference page.
- 10. Edit:** Ensure that you edit your paper for misspelled words, subject / verb agreement, and proper punctuation. Also, pronouns must agree in gender (i.e., masculine, feminine, or neuter). Use **who** for humans, and use **that** or **which** for animals and objects. Use neuter pronouns to refer to animals unless you know its name and gender. For example:
  - The dog was tested unrestrained in an open area, which was **its** usual context for training and testing. (**Gender and name of the dog is unknown**).
  - Sheba was tested unrestrained in an open area, which was her usual context for training and testing. (**Gender and name of the dog is known**).

**11. Scoring:** Scoring will be based on the 100 points system. The essay will be evaluated for its subject matter, content, style, format, and presentation. Points will be deducted for the followings reasons:

- Misspelled words = 1 point deduction
- Improper punctuation = 0.5 point deduction
- Improper use of pronouns = 0.5 point deduction
- Incorrect subject/verb agreement = 1 point deduction
- Failure to follow essay format instructions = 2 point deduction

**12. Self-Biography:** On a separate sheet of paper, you need to provide your **first name, middle initial, and last name; mailing address, phone number and email address;** a brief self-bio; some of your previous achievements and/or accomplishments in the community or at school; and some of your goals and aspirations.

**13. Submission Date:** Essays must be mailed to Fort Gordon Sergeant Major Association; P.O. Box 7914; Ft Gordon, Ga 30905, or they can be emailed to (see below). All essays must be received or post-marked in the mail no later than **May 1, 2021** in order to compete for the scholarship award. The winners will be announced and presented certificates during the presentation ceremony on Friday, June 11, 2021 at the Sergeants Major Association scholarship awards ceremony. A member of the Sergeants Major Association will contact the winners and inform them of the time, and location of the ceremony.

**14. Mailing Address:** Mail your essay to:

**Sergeants Major Association  
P.O. Box 7914  
Fort Gordon, Georgia 30905**

**NOTE:** Place your essay and bio sheet in an envelope along with the name, mailing address and phone number of the college or university's admission and/or student financial aid office where you have been accepted to attend. Please do not return the essay instruction information.

If you have any questions pertaining to this information, please contact Command Sergeant Major (Ret) Charlie Bryant Jr, [sgmbryant@gmail.com](mailto:sgmbryant@gmail.com) 706-518-7445 or Command Sergeant Major (Ret) Israel Butler, [ijtransportllc@gmail.com](mailto:ijtransportllc@gmail.com) 706-373-2150

**EXAMPLE OF AN ESSAY COVER SHEET**

Running head: PLACE TITLE OF YOUR PAPER HERE

Sergeants Major Association Essay Competition

Applicants Name

Place Title of Your Paper Here

May 1, 2021

## EXAMPLE OF A REFERENCE PAGE

### References:

Example of information gathered from a textbook:

Meyers, Robert J. (2004). *Business Communication for Managers: An Advance Approach* (5<sup>th</sup> ed.). Mason, Ohio: South-Western.

Example of information gathered from a periodical or journal:

Sommers, David W. (2000). *I'm Not a Hero; I was Just Doing My Job*. *NCOA Journal*, 5(2), 22.

Example of information retrieved from the Internet:

Prepaid-Paid Legal Services, Inc., Independent Associates. *Employee Benefits*. Retrieved July 3, 2004, from <http://wserverO.prepaidlegal.com/jsp/corpgrp/grpregsel.jsp>