



UNIVERSITY OF CENTRAL FLORIDA

SOLDIERS TO SCHOLARS  
PROGRAM APPLICATION

## Applicant's Checklist

Listed below are the forms and documentation that must be submitted to the Soldiers to Scholars office prior to becoming a participant. This checklist will assist you through the admissions process and is for your records.

	Activity	Date Completed	Notes
1.	<u>Program Application submitted</u>		
2.	DD214 (Member copy 4) submitted Honorable Discharge		
3.	Application submitted to UCF or Local state community college		
4.	Official transcripts forwarded To UCF or local community college Unofficial transcripts to STS		
5.	Submit written verification that you have been accepted by UCF or a local community college		
6.	Submitted application and income Verification to apartment complex		
7.	Accepted by apartment complex		
8.	Two letters of reference submitted		
9.	Sign and submit the Letter of Under- Standing and Photo Release Form and Educational Release Form		
10.	Interview by staff director and/or program manager		
11.	Copy of driver's license and proof of insurance card		

After you have completed the above steps, please contact the Soldiers to Scholars program office. You will be notified if you have been accepted into the program.



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We are very pleased you are considering participating in the Soldiers to Scholars program. Please complete the application in its entirety. Do not leave anything-blank. Submit the application and unofficial copies of your transcripts to: UCF Soldiers to Scholars, 12424 Research Parkway, STE 168, Orlando, FL 32816. You will be contacted to schedule a follow-up interview.

General Information Date:

Name: Social Security Number:

Date of Birth: Florida Resident: Yes No

Gender: Male Female

Race/Ethnicity: White, Black, Hispanic, Asian/Pacific, American Indian / Native Alaskan, Other

Citizenship: U.S. Citizen / Nationalized, Lawfully Admitted Alien / Refugee, Cuban Entrant, Haitian Entrant, Other Entrant

Current Mailing Address: Street City State Zip

Permanent Mailing Address: Street City State Zip

Telephone Number: Home Cell Work

Email Address:

Previous Education

High School Completed: Amount of College Experience: (In # of Credit Hours)

In what Field? Degree Earned:

Educational Plans

Academic Program: Anticipated Start Date:

Academic Level Pursuing: Bachelor of Arts/Science, Master of Arts/Science, Doctoral Degree Program, Teaching Certificate, Vocational/Technical



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Military / Industry Information

Veteran: [ ] Yes [ ] No Highest Rank Held: \_\_\_\_\_ Date of Separation: \_\_\_\_\_

Type of Discharge: \_\_\_\_\_ Military Job Title: \_\_\_\_\_

Branch of Service: [ ] Army [ ] Navy [ ] Air Force [ ] Marines [ ] Coast Guard

Circle One: Active National Guard Reserve

Disabled Veteran: [ ] Yes [ ] No Vietnam Era Veteran: [ ] Yes [ ] No

Personal Information

Are you married? [ ] Yes [ ] No List family members in housing (Include relationship, sex, age):

Number in Family (Including yourself): \_\_\_\_\_

Number of dependents under age 18: \_\_\_\_\_

Seeking [ ] 1 BR [ ] 2BR [ ] 3 BR

Expected Occupants

[ ] Single Parent Family [ ] Two Parent family [ ] Non custodial Family member [ ] Non-Family member

Any Individuals with a Disability? [ ] Yes, Substantial [ ] Yes, Not Substantial [ ] No

Date Interested in Moving In \_\_\_\_\_

Criminal History

[ ] N/A [ ] Misdemeanor [ ] Felony

If yes, explain the circumstances:

\_\_\_\_\_

\_\_\_\_\_

Briefly describe why you would like to be part of this program

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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## SOLDIERS TO SCHOLARS LETTER OF UNDERSTANDING

Soldiers to Scholars is a program administered by the Defense Transition Services/  
University of Central Florida; funded by the State of Florida and the Florida  
Housing Finance Corporation (FHFC) .

To maintain your eligibility in the program you will be required to:

- Be enrolled at UCF, Valencia College, or Seminole State College
- Complete a minimum of 24 credit hours per year for undergrad students, and 15 credit hours per year, for graduate students
- Maintain required GPA of 2.5 for undergraduate students and 3.0 for graduate students
- Dedicate at least 2 separate days to the WSB and perform a minimum of 7 service hours per week. Saturday programs may not be substituted for normal walking days
- Attendance is **ABSOLUTELY MANDATORY** *[In addition to 10 service hours but not in lieu of]* for all monthly meetings, specified training(s), and quarterly health fair(s). Designed to aid you in working with at-risk youth.
- Reside in authorized complexes unless an Associate member\*
- Do not exceed household income limits specified by FHFC (housing recipients)
- In keeping with the standards, participants may live with immediate family members or same sex participants

\*Associate members receive only tuition assistance and must provide the required 10 service hours per week, complete 24 credit hours per year and maintain required GPA

Failure to meet the above requirements 2 times per school year, without sufficient justification, will result in withdrawal from the program.

I \_\_\_\_\_ have read and understand this Letter of Understanding. I agree to abide by the rules and regulations set forth by the Soldiers to Scholars program.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

\_\_\_\_\_



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## SOLDIERS TO SCHOLARS\UCF EDUCATIONAL RELEASE FORM

I, the undersigned, do hereby provide a release of information regarding the following to: Soldiers to Scholars\UCF from Valencia Community College:

1. Registration information for the current semester and subsequent semesters thereafter for the duration of my enrollment in the Soldiers to Scholars\UCF program.
2. Final grade information for the current semester and subsequent semesters thereafter for the duration of my enrollment in the Scholars to Scholars\UCF program.
3. Financial Aid information for the current semester and subsequent semesters thereafter for the duration of my enrollment in the Soldiers to Scholars\UCF program.
4. Transcripts for the current semester and subsequent semesters thereafter for the duration of my enrollment in the Scholars to Scholars\UCF program.

This release of information shall remain in effect for as long as I am enrolled at Valencia Community College and the University of Central Florida.

Print Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date: \_\_\_\_\_



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## SOLDIERS TO SCHOLARS PHOTO RELEASE FORM

I, the undersigned, grant permission for Soldiers to Scholars (hereafter referred to as "STS"), to use any or all photographs taken in conjunction with my activities at the STS program for public information purposes.

I am aware that:

1. The photograph(s) may be used to provide information and/or promote STS programs.
2. STS is hereby authorized to use my name in publicizing and promoting STS programs.
3. My signature on this document releases all legal rights to all photographs, published or unpublished.
4. No compensation will be granted to me for the use of the photos or information.
5. All photograph sessions become the exclusive property of STS.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_



## UNIVERSITY OF CENTRAL FLORIDA

### SOLDIERS TO SCHOLARS

## STANDARD OPERATING PROCEDURES FOR STS WALKING SCHOOL BUS

**\*\*\*MAINTAIN A VISUAL, ACCURATE COUNT OF STUDENTS, BEFORE, DURING AND AFTER REACHING THEIR DESTINATION. STUDENTS THAT ALLOWED TO GO TOO FAR AHEAD OF THE LEAD PARTICIPANT OR DRIFT BEHIND THE TRAILING PARTICIPANT ARE AT RISK OF BEING ABDUCTED. (KEEP WATCHFUL EYES).**

1. PRIOR TO THE AM & PM WSB, PARTICIPANTS MUST MEET AT THE STS OFFICE FOR UPDATE ON PROBLEMS OF THE DAY.
2. THE DESIRED RATIO FOR THE WSB IS ONE STS PARTICIPANT FOR EVERY TEN (10) STUDENTS MINIMUM.
3. REFLECTIVE VEST MUST BE DISTRIBUTED TO STUDENTS DURING THE MORNING WSB
4. PARTICIPANTS MUST ENSURE THAT A COPY OF THE SIGN IN ROSTER, THE FIRST AID KIT, AND BACKPACK IS CARRIED ON EACH WALK.
5. STS PARTICIPANTS MUST POSITION THEMSELVES EVENLY THROUGHOUT THE WALKING FORMATION FOR MAXIMUM VISUAL AND VOICE SUPERVISION.
6. DISCOURAGE STUDENTS FROM PICKING UP FOREIGN OBJECTS (STICKS, BOTTLES, PAPER OR OTHER OBJECTS THAT MAY CAUSE INJURY OR SICKNESS.
7. PARTICIPANTS SHOULD DISCOURAGE STUDENTS FROM MAKING NEGATIVE VERBAL COMMENTS ABOUT OTHER STUDENTS, STUDENT'S PARENTS, SEXUAL ORIENTATION AND TEASING TO OFFEND SOMEONE.
8. WARN STUDENTS TO REFRAIN FROM RUNNING, HITTING, SLAPPING OR KICKING OTHER STUDENTS.
9. STS PARTICIPANTS MUST INSURE THAT THERE ARE 2 LINES AT ALL TIMES. LINES MUST STAY INTACT AND AS CLOSE AS POSSIBLE FOR MAXIMUM SUPERVISION (ESPECIALLY DURING STREET CROSSINGS). REMIND STUDENTS TO STAY INSIDE THE CROSSWALK WHEN CROSSING THE STREET. WALK QUICKLY BUT DO NOT RUN.



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10. DO NOT ALLOW STUDENTS TO WALK OR RUN WITH SHARP OBJECTS SUCH AS PENCILS, RULERS, STICKS, ETC. THESE COULD CAUSE SERIOUS INJURY OR EVEN DEATH.
11. AT CROSS WALKS, ATLEAST 1 PARTICIPANT WILL BE POSTED ACROSS THE STREET TO BLOCK IMCOMING TRAFFIC. ANOTHER PARTICPANT BLOCKING OUTGOING TRAFFIC. THE REMAINING PARTICIPANTS (1 IN FRONT, 1 IN REAR) WILL WALK ALONGSIDE THE OUTSIDE LINE CLOSEST TO TRAFFIC.
12. SNACKS ARE NOT PERMITTED DURING THE WALK. HOWEVER, STUDENTS MAY CARRY A BOTTLE OF WATER.
13. STUDENTS MAY ONLY BE PICKED UP FROM AUTHORIZED PICKUP SITES. EAGLES NEST ELEMENTARY, ISLAND CLUB AND THE STS CENTER, WITH THE EXCEPTION OF STUDENTS JOINING THE WSB FROM NEIGHBORING COMPLEXES.
14. STUDENTS ARE NOT PERMITTED TO USE CELL PHONES OR ELECTRONICS ON THE WSB. PARTICIPANTS MAY ONLY USE PHONES AS IT PERTAINS TO THE WSB.
15. IN THE EVENT OF AN EMERGENCY NOTIFY IMMEDIATE SUPERVISORS AND THE PROPER AUTHORITIES IF NEEDED.
16. PARTICIPANTS DIMISSALS WILL BE DICTATED OFF OF STUDENT/ PARTICIPANT RATIOS.
17. ALL COMMON AREAS MUST BE CLEANED AND SECURED AT ALL TIMES.
18. STS PARTICIPANTS SHOULD ALWAYS BE MINDFUL TO MAKE SURE STUDENTS DO NOT RUN AWAY OR WANDER OFF.
19. ALL NEGATIVE INCIDENTS AND ACCIDENTS MUST BE DOCUMENTED AND REPORTED TO THE APPROPRIATE AUTHORITY.
20. SHIFT ROLES SHOULD BE ASSIGNED DAILY (PACER, 2 ROAD GUARDS, COMS/MEDIC).
21. REPORT FOR DUTY ON TIME.

Print Name \_\_\_\_\_

Sign Name \_\_\_\_\_

Date \_\_\_\_\_





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SOLDIERS TO SCHOLARS

UCF SOLDIERS TO SCHOLARS

HONORING THE COMMITMENT

As a veteran or active duty military personnel, it is imperative that you honor the commitment made by you with Soldiers to Scholars (STS). Agreeing to walk with the WSB on at least 2 separate days and performing a minimum of 10 service hours per week; working with inner city youth. This is the top pillar of our program. You must also honor your educational commitment of completing at least 15 credit hours per year and maintaining a minimum 3.0 GPA for graduate students and completing at least 24 credit hours per year and maintaining a minimum 2.5 GPA for undergraduate. Health fairs and monthly meeting are mandatory for continuation in the program. The University of Central Florida (UCF)/STS will honor its commitment in providing educational assistance in exchange for you meeting all the above requirements. Failure to meet all obligations of the STS program will constitute a breach of the agreement. Therefore, UCF/STS would have the right to terminate the participant from the program and discontinue all assistance.

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Date: \_\_\_\_\_



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## STS WALKING SCHOOL BUS

THE PURPOSE OF THE WALKING SCHOOL BUS IS TO INSURE THE SAFETY OF THE CHILDREN WHEN WALKING TO AND FROM EAGLES NEST ELEMENTARY SCHOOL. IT IS A CHALLENGE AND GREAT RESPONSIBILITY. SAFETY AND ACCOUNTABILITY IS OUR NUMBER ONE PRIORITY, AND WE MUST DO ALL WE CAN TO PREVENT: ACCIDENTS, MISSING CHILDREN AND ABDUCTIONS. WE AS STS PARTICIPANTS TAKE PRIDE IN KNOWING WE ARE PROVIDING AN EXCEPTIONAL SERVICE TO THE CHILDREN OF EAGLES NEST ELEMENTARY, WHO ARE OUR FUTURE.

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Date: \_\_\_\_\_



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## SOLDIERS TO SCHOLARS CODE OF CONDUCT

- I WILL TREAT ALL STUDENTS AND STS PARTICIPANTS WITH THE UTMOST RESPECT.
- I WILL DISCIPLINE MY MIND AND BODY TO DO THE RIGHT THING WHEN NO ONE IS WATCHING.
- I WILL RESTRAIN FROM USING PROFANITY AT ALL TIMES.
- MENTORING IS NOT JUST A WORD. IT INVOLVES LISTENING, CARING, SHARING OF TIME, AND POSITIVE PHYSICAL ACTIVITY.
- MY APPEARANCE WILL BE NEAT AND CLEAN (NO SAGGING PANTS, SHIRTS TUCKED IN).
- WHEN ON DUTY, I WILL KEEP A WATCHFUL EYE FOR THE SAFETY OF ALL STUDENTS.
- I WILL NOT TOUCH ANY STUDENT OR CO-WORKER INAPPROPRIATELY. I WILL NOT MAKE ANY SEXUAL GESTURES OR VERBAL COMMENTS THAT OFFEND OR ENTICE SEXUAL FAVORS FROM ANY STUDENT, CO-WORKER OR STS PARTICIPANT.

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Date: \_\_\_\_\_