SSGT JEREMY D. SMITH EXEMPLARY SERVICE AWARD ELIGIBILITY, APPLICATION INSTRUCTIONS, AND CHECKLIST	CVA FOUNDATION® FORM JDSA-006

Box 1: ELIGIBILITY REQUIREMENTS. Requirements applicant must satisfy to be eligible to win the award.
Box 2: APPLICATION ELEMENTS AND INSTRUCTIONS. Description of the elements of the application packet and instructions for completing the application process.
Box 3: CHECKLIST AND DUE DATES. A checklist for the applicant to track progress and meet required due dates.

1. ELIGIBILITY REQUIREMENTS

To be considered for the award cadets will excel across a variety of criteria, including academic achievement, community service efforts associated with bettering the lives of veterans, and citizenship.

To be eligible for the award the cadet must complete the application process, be officially nominated by their instructor, and must:

- be in good standing and compliance with their JROTC or CAP program.
- maintain passing grades for the semester leading up to selection.
- complete a minimum of 30 hours documented community service hours.
- demonstrate an appreciation of, love for, patriotism toward, and/or service to our nation.
- consistently display outstanding leadership ability above and beyond expectations.

2. APPLICATION ELEMENTS AND INSTRUCTIONS

The application to be considered for the award consists of the following elements:

APPLICANT INFORMATION SHEET. FORM JDSA-000. The applicant will fill out the required information. This will serve as the cover sheet for the cadet's application packet.

CADET QUESTIONNAIRE. FORM JDSA-002. A series of short-answer questions designed to illustrate a cadet's approach to service, leadership, and achievement. The cadet will fill out the questionnaire, answering questions to the best of their ability.

CADET ESSAY. FORM JDSA-005A long-form question designed to show various aspects of a cadet's achievement, dedication to principles, education, and self-actualization. The cadet will answer the question to the best of their ability.

COMMUNITY SERVICE. A log of community service performed. The cadet will fill out required sections and have community service supervisors attest to the activities performed.

LETTERS OF RECOMMENDATION. The cadet will submit two (2) letters of recommendation from community leaders, teachers, clergy, etc. The letters cannot be from anyone (a) related to the cadet or (b) a member of their JROTC or CAP instructor cadre. The cadet will submit a letter of recommendation cover form (FORM JDSA-004) for each letter they submit. One (1) additional letter of recommendation may be submitted but is not required.

CADET PHOTO. A photo of the cadet in uniform at least 4" x 6" in size and no larger than 8" x 10" in size. The cadet will submit a photo of themselves in uniform with their application packet.

3. APPLICATION CHECKLIST AND DUE DATES

The following elements of the application process are to be completed and submitted to the cadet's instructor.

✓	ITEM
	FORM JDSA-000, APPLICANT INFORMATION SHEET
	FORM JDSA-002, CADET QUESTIONNAIRE
	FORM JDSA-005, CADET ESSAY
	CADET PHOTO
	LETTER OF RECOMMENDATION WITH FORM JDSA-004
	LETTER OF RECOMMENDATION WITH FORM JDSA-004
	LETTER OF RECOMMENDATION WITH FORM JDSA-004 (optional)
	FORM JDSA-001, COMMUNITY SERVICE LOG