

## STANDARD OPERATING PROCEDURE

### EDUCATION AND SCHOLARSHIP COMMITTEE

1. **PURPOSE:** To establish procedures and policies of the Department of Missouri Education and Scholarship Committee.
2. **SCOPE:** This SOP applies to the Education and Scholarship Committee. It provides guidance on duties, procedures, and responsibilities for members of the Committee, and general information for other members of the Department of Missouri.
3. **AUTHORITY:** Constitution and By-Laws of The American Legion, Department of Missouri, Inc. ARTICLE IX, Section 1.
4. **REFERENCES:** Not used.
5. **MEMBERSHIP:** The committee shall consist of 6 members, including the chairman, who are appointed for three year terms. A chairman shall be appointed by the Department Commander each year. Six members of the committee are appointed by the Department Commander, with the approval of the Department Executive Committee (DEC), to serve three (3) year terms with two member's appointments expiring each year. The Department Commander shall recommend to the DEC one member to serve as Committee Chairman. Each year, the Department Commander may recommend to the DEC either the reappointment of committee member(s) whose membership(s) is expiring, or the appointment of a new committee member(s) to replace a member(s) whose membership is expiring. There are no geographical limits on membership, but when possible each Zone should be represented.
6. **PROCEDURES:**
  - A. **Responsibilities of the Committee**
    - (1) Draft criteria for Department scholarships.
    - (2) Allocate available funds among scholarships
    - (3) Review applicants for the scholarships awarded to High School Seniors, select annual slate of winners and alternates.
    - (4) Review applicants for the Commander's Scholarship, select winners
    - (5) Select a candidate(s)/nominee(s) for the Samsung Scholarship, and the Mickey Scholarship.
    - (6) Monitor awards to insure funds are used.

(7) Scholarship monies shall be delivered directly to the school being attended by the scholarship awardee and shall not under any circumstances be awarded to the recipient directly. A letter with the scholarship monies shall be provided directly to the school with appropriate instructions as to how the monies may be used.

(8) Review and approve or disapprove requests for scholarship extensions or delays

(9) Respond to requests for information or assistance from school counselors, students, parents, and legionnaires regarding scholarship program.

B. Meetings: This committee meets a minimum of four times a year:

(1) Fall Conference to review criteria for next scholarship cycle, and to review how many of the scholarships have been awarded;

(2) Spring Conference to set date for selection of winners for current year and review award progress;

(3) April or May, meet at Department Headquarters to review applications and select winners for Department scholarships;

(4) During the Annual Convention to select the Samsung scholarship candidate and recommend changes for the next year's scholarship program.

C. Duties:

(1) Chairman: The Chairman shall preside at each committee meeting. The chairman shall provide notice to committee members of any committee meeting not listed on published Convention or Conference schedules and when possible provide reminders of scheduled meetings. The Chairman shall prepare, or have prepared, minutes of each committee meeting, and shall report on the committee's activities during the General Session at convention and conferences when called upon.

(2) Members: Members are expected to attend scheduled committee meetings. Members shall evaluate applications for scholarships each year, and by consensus select the winners.

## 7. POLICIES:

A. Scholarship Application Process: Scholarship packets and applications are sent to each Missouri high school each Fall. The applications and instructions for the high school scholarships are also posted on the Department website under the "Programs" tab. Applications for high school scholarships must be sent to the Department Headquarters by April 20<sup>th</sup>, each year. The Education and Scholarship committee meets in late April or May and reviews all of the applications submitted. Winners and alternates for each scholarship are selected. The number of winners selected is based on the amount of funds available from the Foundation.

B. Scholarship Criteria: Unless otherwise specified in a specific scholarship, the basic criteria for applying for and award of a scholarship are: The student must be a resident of Missouri, under the age of 21, unmarried and a descendant of a veteran, who served at least 90 days on active duty and received an Honorable Discharge. Any additional requirements or exceptions for each scholarship are listed in the application.

C. Selection Process: Applications are screened for required documentation and completeness by Department staff, and complete applications are provided to the Committee. Each application is evaluated by the committee members present. Financial need, community activities and performance in high school will be carefully considered. Recipients will be selected based on the best judgment of the members after evaluation of the applications against all criteria established for each specific scholarship.

Notification of Winners: Students are notified by letter sent from Department that they have been awarded a scholarship in June along with instructions on how to claim the award.

D. Establishment of Additional Scholarships:

(1) A Department Committee that wishes to have a scholarship awarded on an annual basis, as a part of their program, should submit a written request to the Education and Scholarship Committee for their consideration. If and when funding becomes available, the education and scholarship committee, in conjunction with the proposing committee, will establish procedures for selecting and awarding said scholarship. All new scholarships must be approved by the Department Executive Committee.

(2) Individuals or organizations that wish to donate funds to The Department of Missouri American Legion Foundation for the purpose of having a scholarship established in memory of an individual or in the name of a specific organization should contact the American Legion Foundation Committee Chairman and discuss the amount of a donation required for a scholarship in a specific amount based on current investment returns. Also discussions with the American Legion Education and Scholarship Committee Chairman will be necessary to determine criteria for applying for and receiving the proposed scholarship. Final approval rests with the Department Executive Committee.

## **E. Current scholarships:**

**Lillie Louis Ford Scholarship** Two awards of \$1000 are given each year. One scholarship is awarded to a boy who has attended a full session of The American Legion Boys State or a full session of The American Legion Cadet Patrol Academy. The second award is given to a girl who has attended a full session of The American Legion Auxiliary Girl State or a full session of The American Legion Cadet Patrol Academy.

**M.D. "Jack" Murphy Memorial Nurses Training Scholarship** One \$1000 award is given annually, and may, by application, be awarded for an additional year. This award is available to a Missouri boy or girl training to be a Registered Nurse, and may be used in their freshman or subsequent college years. The student must have graduated in the top forty percent (40%) of their high school class or have a "C" or equivalent standing from their last college or university semester.

**Charles L. Bacon Memorial Scholarship** Two awards of \$750 are given annually in memory of the first Missourian to serve as National Commander of The American Legion. Individuals who are currently members of or a descendant of a member of, The American Legion, The American Legion Auxiliary or Sons of the American Legion are eligible to apply.

**Erman W. Taylor Memorial Scholarship** Two awards of \$750 are given annually in memory of this Past National Executive Committeeman from Missouri. To be eligible, an applicant must be a descendant of a veteran, be a current resident of the state of Missouri, and must use the scholarship as a full time student in an accredited college or university, majoring in the field of education. The applicant must submit a 500 word essay on the subject, "What was the most significant event that took place in the world in the past year?"

**Joseph J. Frank Scholarship** Five awards of \$750 are given annually to individuals who are the descendant of a veteran, and must have attended a full session of The American Legion Boys State or attended a full session of The American Legion Auxiliary Girl State. These scholarships were established in memory of Joseph L. Frank and William Frank by Past National Commander Joe Frank.

**Charles W. Mickey Scholarship** One \$750 scholarship will be awarded annually in memory of Charles W. Mickey for his many years of dedicated service to The American Legion Boys State Program. The recipient will be the runner-up selected from the applications submitted for the Samsung American Legion Boys State Scholarship. The recipient will be a high school junior at the time of selection; therefore there will be a one year lag before the scholarship is used.

**Samsung Scholarship** One application will be selected annually from those submitted by The Missouri American Legion Boys State Committee. The selected application will be forwarded to The American Legion National Boys State Committee by The Missouri American Legion Boys State Office, for consideration for a \$20,000 scholarship. This boy will receive a \$1000 scholarship from the National Boys State Committee if he is not selected for one of the \$20,000 scholarships.

**Forty & Eight Scholarship** One \$750 award is given each year to a recipient of a scholarship from the previous year. Recipient must use the scholarship during their sophomore year. The Department will notify those eligible to apply during the end of the spring semester and applications must be returned NLT 15 June for selection during the Department Convention. The applicant must submit a transcript of their freshman year grades and a short synopsis stating what their educational goals are.

**Junior ROTC Cadet of the Year Scholarship** A \$750 scholarship awarded annually to the JROTC Cadet of the Year. Selection will be by the ROTC Awards Committee based on their established criteria and presented to the Education and Scholarship Committee for their action. The recipient will be a high school junior at the time of selection; therefore there will be a one year lag before the scholarship is used. The scholarship must be used the first fall semester of college following graduation from high school, unless approved by the Education and Scholarship Committee Chairman.

**Boys State Governor's Scholarship** A \$750 scholarship is awarded annually to the American Legion Missouri Boys State Governor. Selection will be by the citizens of American Legion Missouri Boys State. The Boys State Commission Chairman will submit the recipient's name to the Education and Scholarship Committee for their action. The recipient will be a high school junior at the time of selection; therefore there will be a one year lag before the scholarship is used.

**Eagle Scout of the Year Scholarship** A \$750 scholarship is awarded annually to the Eagle Scout of the Year. Selection will be by the Boy Scout Committee based on their established criteria and presented to the Education and Scholarship Committee for their action. The recipient may not be a high school senior at the time of selection, therefore there may be a lag before the scholarship is used. The scholarship must be used the first fall semester of college following graduation from high school.

**The Shane Dean Voyles Memorial Scholarship** This memorial scholarship was established by Past Department Commander David Voyles and his wife Ruth Voyles in memory of their son Shane. One \$750 scholarship is awarded annually to a Missouri High School graduate. Each high school in the state may submit only one candidate for consideration for this award. The faculty of the high

school selects a candidate based on his/her athletic abilities, leadership qualities, values, demonstrated patriotism and financial need. Final selection will be made by the Education and Scholarship Committee from the applications submitted. The scholarship must be used the first fall semester of college following the recipient's graduation from high school, unless approved by the Education and Scholarship Committee Chairman.

**Commander's Scholarship** The Commander's scholarship for prior service members was added in 2005. Two awards of \$1000 are given annually in the name of the Commander of the Department of Missouri. Only veterans are eligible to apply for this scholarship and neither marital status nor age is considered. The recipient must be a resident of Missouri and enrolled as a full time student in an accredited vocational or technical college, college, or university in the state of Missouri. Application and detailed qualifications for the Commander's Scholarship can be found on the Department website.

Prepared by: John R. Buckwalter

Reviewed/Approved by:

Adopted: