



**MILITARY OFFICERS ASSOCIATION OF
AMERICA**
Ark-La-Tex Chapter
P.O. Box 134
Barksdale AFB, La. 71110



S.O.P. no. 03-9
Effective 1 February 2003

SCHOLARSHIP POLICIES AND PROGRAM PROCEDURES

A. PURPOSE: To establish policies and procedures to conduct the Chapter's Scholarship Program.

B. POLICY: The Chapter will conduct an annual scholarship program that will provide ten \$1000 scholarships to outstanding graduating high school seniors. Scholarships will be offered in the following two categories:

1. ACADEMIC SCHOLARSHIPS: These scholarships are offered to outstanding seniors who are sponsored by members of this Chapter. The applicant must be a child, grandchild, or great-grandchild of a chapter member. Five scholarships are normally provided in this category.

2. JROTC LEADERSHIP SCHOLARSHIPS: These scholarships are offered to outstanding Junior ROTC cadets in AFJROTC in Bossier Parish or Army JROTC in Caddo Parish. Recipients must be graduating seniors who will attend college as a full time student in the fall semester. They must also enroll in the college ROTC program or attend a military service academy. Five scholarships are normally provided in this category.

3. SELECTION CRITERIA: For both categories the criteria shall be based on academic achievement, demonstrated leadership qualities, school and community service, and personnel initiative. Financial need will not be a consideration.

C. GENERAL:

1. CHAIRMAN OF THE SCHOLARSHIP PROGRAM (CSP). The Chapter President will appoint the CSP. This individual should be a member or past member of the Board of Directors (BOD) but may be selected from the general membership. The term of the CSP is four years with no term limits. The CSP will chair the Scholarship Selection Committee (SSC) and be a voting member.

2. SCHOLARSHIP SELECTION COMMITTEE (SSC). The SSC will consist of the CSP, who will chair the SSC, and other selected Chapter members. These members will be selected by the CSP in coordination with the BOD. The term of the SSC members is four years with no term limits. The SSC will meet not later than 22 April annually to select the scholarship recipients.

D. PROCEDURES:

1. BUDGET REQUEST. The CSP will submit an annual budget request to the BOD, through the Chapter Treasurer, not later than the October BOD meeting.

2. APPLICATIONS. Scholarship applications will be mailed by the CSP to all JROTC units in Bossier and Caddo Parish in early January of each year.

3. ANNOUNCEMENTS. The CSP will prepare scholarship announcements for the January through April editions of the Chapter newsletter. The Chapter Newsletter is an effective way to notify chapter members of the scholarship program and entry deadline which is 15 April of each year.

4. APPLICANT FOLDERS. The CSP will prepare a scholarship folder on each applicant for review and action by the SSC. The folder will contain the student's scholarship application, a copy of the applicant's high school transcript, ACT/SAT scores, and a letter of recommendation from a faculty member. JROTC Leadership Scholarship applicant's faculty letter must be from a JROTC instructor.

5. NOTIFICATION TO SELECTEES AND NON-SELECTEES. The CSP will prepare letters to scholarship selectees and non-selectees informing them of their status. Selectees will normally be notified by 1 May. Selectees letters will be signed by the Chapter President. Selectee letters will contain a Press Release Form and an invitation to the Chapter's June social where they will be recognized for their achievements. Non-selectees letters will be signed by the CSP and mailed by 1 May.

6. NEWS RELEASE. The CSP will use the completed News Release Form for each scholarship recipient to prepare a scholarship news release. The news release will be sent to the local newspapers (THE TIMES, BOSSIER PRESS TRIBUNE, and the BARKSDALE OBSERVER), and to other local newspapers indicated by the scholarship recipient on their news release form.

7. FUNDS DISBURSEMENTS. The CSP will notify the Chapter Treasurer of the name, address, social security number, and university they will attend in the fall for each scholarship recipient. The Treasurer will send the scholarship money to designated college for deposit to the recipient's account. JROTC Leadership Scholarship Recipients must enroll in the college ROTC program to receive the funds.

8. SCHOLARSHIP RECIPIENTS RECOGNITION AT THE JUNE SOCIAL.

a. The CSP will notify the recipients that they will be recognized and honored at our June Social. The recipients will be informed that they may bring up to three guests to this function and that they must inform the CSP not later than the middle of May (exact suspense date will be included in letter of invitation) of the names and relationship of their guests.

b. The CSP will provide the Chapter 2nd Vice President the names of all recipients and their guests not later than one week prior to the date of the June Social. The Chapter will pay for the meals for all scholarship recipients and two of their guests.

c. The 2nd Vice President will insure the scholarship recipient and guests are seated together. Scholarship recipients will not normally be seated with other scholarship recipients.

d. The CSP will prepare framed Scholarship Recognition Certificates for presentation to scholarship recipients by the Chapter President at our June Social.

E. CHRONOLOGY OF SCHOLARSHIP PROGRAM ACTIONS AND EVENTS.

DATE/TIME FRAME

ACTION OR EVENT

September	Submit budget request to BOD through Treasurer.
October	Verify that requested funds are approved and in budget.
December	Review application form for update and availability.
December	Submit scholarship news releases to Editor of Chapter Bulletin
January	Newsletter for publication in January through May issues. Mail JROTC units Leadership Scholarship applications.
January - April	Mail Academic Scholarship applications to requesters.
15 April	Deadline for submittal of scholarship applications to CSP.
Mid-April	SSC meets to select scholarship recipients.
Mid-April	CSP informs Chapters President and 1st VP of SSC results.
May 1	CSP mails letters to selectees and non-selectees.
3rd Week in May	Suspense for scholarship recipients to return Press Release Forms and guest lists for June Social to CSP.
4th Week in May	Suspense for CSP to inform 3rd Vice President of scholarship recipients and guests who will attend the June Social. Must submit one week prior to the social.
1st Sat. in June	Chapter's June Social. Scholarship recipients and guests attend and are recognized.
2nd Week in June	CSP mails news releases to specified newspapers and notifies MOAA National.
2nd week in June	Scholarship news release provided to Editor of Chapter monthly newsletter.
2nd week of June	CSP notifies Treasurer of recipients and universities they will attend. Treasurer mails checks to the universities.