

HOW TO CREATE A UNIT SCHOLARSHIP FUND

Committee:
Education

Contact Information for Questions: education@ALAforVeterans.org

Promote American Legion Auxiliary scholarships, and award local scholarships at the department and unit levels.

Though examples of criteria are provided, the units must formulate criteria that work for them.

Provide a designated fund for scholarship monies.

- **Set dollar amount for scholarship**
 - Determine a funding source for the scholarship
- **Set criteria for applicants:**
 - Relationship to a veteran and/or Auxiliary member (child, spouse, widow/widower, grandchild, great-grandchild, etc.)
 - Membership in American Legion Auxiliary, The American Legion, Sons of The American Legion
 - Residency (applicant must reside in state and/or be a state resident; applicant must be a member of the department American Legion Family)
 - Is financial need a criterion (applicant must show financial need to continue higher education), or not?
 - Is there a GPA requirement?
 - Does the applicant need to be a senior in high school, or can they be a returning student?
 - What institution of higher learning does the applicant intend to attend (the school selected needs to be/does not need to be in state; it is an accredited school)?
 - Due date for application
- **Determine the information needed/wanted on the scholarship application:**
 - Completed application (name, address, city, state, zip, telephone number, date of birth, membership number, name of veteran through which eligibility is gained, relationship to veteran)
 - Essay and criteria/topic/word length, typed and double-spaced
 - Signature of the sponsoring American Legion Auxiliary unit president
 - Is community service a requirement (receive verification of service)?
 - If so, determine the number of hours needed and when they can be performed (during high school career, during last 12 months)
 - Verification of the relative's or applicant's military service
- **Information from a high school applicant:**

- Letters of recommendation (from school faculty, administrators, guidance counselor, pastor, community members, not from relatives)
 - Education information (cumulative GPA, rank in class, transcript, scores from SAT/PSAT/ACT)
- **Information from a college applicant:**
 - Letters of recommendation (from school faculty, administrators, guidance counselor, pastor, community members, not from relatives)
 - Education information (cumulative GPA, transcript of all classes taken to date)
- **Judging:**
 - The judges' decision is final
 - The judges determine the scholarship to be awarded
 - Determine judging criteria and rubric prior to judging applications
- **How many scholarships may the applicant receive in a year and over a lifetime?**
 - Scholarships are made on a one-time-only basis (one scholarship in the applicant's lifetime)
 - Scholarships are nonrenewable
- **Awarded scholarship:**
 - How/when will applicant be notified of scholarship decisions?
 - Will scholarship be awarded to student or to the school's financial aid office?
 - Will the scholarship be awarded prior to the first college semester, after the first semester, or split between the two semesters?
 - Does the scholarship need to be used within a certain period of time?