

# **DEPARTMENT SCHOLARSHIP OFFICER'S INSTRUCTIONS**

**Reviewed and Revised June 2024**

1. Service report forms from Local Auxiliaries must be postmarked either by the Post Office or by e-mail by November 5<sup>th</sup> for the mid-year report and May 5<sup>th</sup> for the final report. When you receive the report, staple the envelope to the report. You must notify the local Auxiliary Officer regarding the postal or e-mail date if the report is late.
  - a. Each mailed report must have the envelope stapled to the back of the report. If reports are submitted electronically, you will download a copy of the e-mail which shows the date submitted and staple it to the report.
  - b. When the deadline falls on a Sunday or a holiday, the next business day will apply for the Post Office date only but NOT for email.
2. You must place your initials next to any changes when you make a correction on Mid-year and Final reports. Corrections are to be made in RED only. You must notify the Local Auxiliary Officer by letter explaining in detail any errors you found. Local Officers are to be notified of both Mid-year and Final report corrections.
  - a. Mid-year correction letters are to be mailed no later than twenty (20) days after the Department Officer receives them.
  - b. Final corrections will be in letter form made out by the Department Officer and passed out to the Local Auxiliary Representative on the Convention floor, after the awards presentations.
  - c. If the Local Auxiliary is not represented at Convention, the letter is to be forwarded by mail to the respective Local Officer for her files.
3. Department Service Officers shall send one copy of their completed National "Department Service" mid-year report postmarked or emailed no later than November 20 and final report postmarked or emailed no later than May 20 to the Department NEC Woman. Form is available on the National and Department websites.
4. The Local Auxiliary mid-year and final year end Service Reports, Evaluation Forms and any correction letters are to be retained by the Department Service Officer until the Honor & Awards Committee meeting held at the Department Convention.

## **Section II – Scholarship Applications and Grants**

1. All Scholarship applications are to be sent to you, postmarked no later than fifteen (15) days prior to the Department Convention. The envelope is to be attached to the application cover sheet to verify the postmark deadline date. The applications are to be numbered.

2. A notification must be sent to each applicant upon receipt of their application through either email or in a letter delivered by U.S. mail.
3. One or more Scholarship grants and Career Start grants shall be made available as finances permit. Anyone, including local Auxiliaries, may contribute to the Department Scholarship Fund. This fund may only be used for AMVETS Ladies Auxiliary Scholarship grants. Scholarship applicants must be Michigan residents and can only apply for **one** of the two scholarships, either the Career Start or the Scholarship Grant – **not both**.
4. The Scholarship Officer shall show the judging committee any application she believes should be disqualified, advise why she believes it should be disqualified and get a committee ruling on whether to disqualify the applicant. If an applicant is disqualified, the application will not be judged. Any disqualified applicant is to receive a written notice from the outgoing Scholarship Officer explaining why they were disqualified as soon as possible after the close of the Department Convention.
5. The Scholarship Grant shall be a minimum of one-\$1,000 grant and others as dollar amounts are available. You shall obtain the dollar amount in the Scholarship fund from the Department Treasurer and the committee shall use as much of these funds as possible when granting the Scholarship awards.
6. You are to maintain an electronic record (thumb drive kept with files) of the prior three-year Scholarship activity to include:
  - a. Names of application candidates and scholarship applied for,
  - b. An indication of which candidate(s) received an award and the amount granted.
  - c. Total donations received and balance remaining after disbursement of grants.

### **Section III – Scholarship Judging**

1. The judging charts which reflect the criteria shall be used by the judging committee. Blank charts shall be left in the file for the next year. The judging criteria shall be as follows: Need 40%, Academic 30%, Goals 20% , Grammar and Punctuation 5% and Volunteer work 5%. (2/21)
2. The parent/parent's financial statement is not to be considered when judging applications for Scholarship awards.
3. You will select two (2) to three (3) Auxiliary members from different Districts and/or regions of the state to be approved at the Spring SEC meeting for your scholarship judging committee. No member of the judging committee can be related to any applicant.
4. Although this is an AMVETS Ladies Auxiliary program committee, other committee

members may include one (1) each from the AMVETS and Sons of AMVETS\*. This committee will have no less than three (3) and no more than five (5) members not including you, as committee chairman.

5. The Scholarship Officer shall prepare the applications for judging by removing pages 1 and 2 and black out any names or other identifying information on the remaining pages and supporting documents. Three (3) copies of the modified application should be available at judging. No document shown to the Committee for judging or ruling will have any identifying information on it.
6. Each judge shall fill out a judge's sheet, sign and date it. The Scholarship Officer shall fill out a sheet with the total scores of all the judges and have each judge sign it.
7. You will compose a letter for the winner(s); enclose the Scholarship check(s) and mail directly to each recipient within 3 business days of the close of the Department Convention.

#### **Section IV – Department Honors & Awards**

1. The Youth volunteer certificates are the responsibility of the Local Auxiliary in the purchasing and presenting of said certificates at Convention. It is the responsibility of the Local Auxiliary Officer to report Youth volunteers to the Department Officer, who in turn will be responsible to give the information to the Executive Secretary for the Convention book. The list will also be included with the report sent to the NEC Woman Reporting to the Convention book will include:
  - d. Volunteers to have their individual names listed in the Convention book are Junior AMVETS and those volunteers affiliated with the AMVETS family.
  - e. The Youth Volunteers from schools or clubs are to be listed in the Convention Book by school or club, number of volunteers participating, number of hours for all volunteers, and a list of projects they participated in.
2. Bring all mid-year reports to the Honor & Awards meeting, which is normally scheduled before the Spring SEC meeting. Be sure you have gone through them and made the needed corrections. At this meeting, the Service Officers can meet with the Honors and Awards Chairman and become familiar with the various programs they will be judging at the Department Convention.
3. To be eligible for any Department Service Award, a Local Auxiliary must follow the Donor Rules.
4. For award judging at Convention, bring all your final & mid-year reports to the Honor & Awards Committee meeting. If you are unable to attend this meeting, notify the Committee chairman and the Department President to discuss who will represent your

service area for you.

5. Be prepared to only discuss your top five (5) final reports. If your awards indicate two categories of selection (10-65 members & 66 members and over), separate your reports into those categories and be prepared to discuss your top five (5) Final reports in each category. At the end of this meeting, all service reports will be given to the Chairman for disposal.
6. You can receive information regarding local Auxiliary donations from the Department Treasurer at any time.
7. You and the Department President will sign the certificates for your respective winning reports.
8. The decision of the Honor & Awards Committee is final.

*\*Scholarship Judging Committee may include AMVET and SOA participants per National Parliamentarian 3/28/2024 via email. Info to be within officer instructions only – no bylaw or standing rule inclusion. Committee to remain under Ladies Auxiliary scholarship program leadership.*