



YOUR ROLE WITH NATIONAL SCHOLARSHIPS

Nearly 21 million people are expected to attend college in the United States this year. In 2014, the average cost of attending an in-state public university for one year was over \$9,000. Many students seek scholarships or loans to help pay for their education. The American Legion Auxiliary has three¹ national scholarships that are awarded each year. These scholarships are: Children of Warriors National Presidents' Scholarship, Non-Traditional Student Scholarship and the Spirit of Youth Scholarship. The amount awarded for each scholarship varies from \$2,000 to \$5,000. Units and Departments have two roles. The first is to make the public and especially our Juniors aware that scholarships are available and that eligible people can apply. The second role is for units and departments to evaluate applications to move the candidate on to the next level in the chain of command so an overall winner is picked at the division level.

Distributing Scholarship Information

1. First, print out scholarship information from the ALA website
 - To make sure you have the most current application go to (<http://www.alaforveterans.org/scholarships>)
 - Be familiar with the information and keep information out and readily available during Juniors meetings.
 - Announce the scholarship information so that the public is aware of the scholarship opportunities.
2. When announcing scholarship information, make sure to publicize the due date of the scholarship. Scholarship applications must be turned in on or before March 1 of each year. After this date, scholarships are not to be submitted or accepted. Some applicants may want to turn in scholarship information sooner than the deadline. Have someone that is responsible keep a folder available to put these entries in, and make sure the folder does not get misplaced. Once the deadline arrives, if the Unit Education Chairman does not already have the folder of entries, make sure it is given to them within two to three days.

Judging at Unit Level

1. Ideally, a unit Education chairman should be involved in the judging process. However, in the absence of a unit Education chairman, this responsibility would fall upon the unit president. Judging should be non-biased.
2. If only one entry is turned in, make sure that the entry has met all of the requirements set forth for that particular scholarship in the guideline. Do not forget to check and verify if the applicant is a member of the American Legion Auxiliary if the application is for the Spirit of Youth scholarship. For the Non-Traditional Student Scholarship, an applicant

¹ ALA HQ also awards Honorary National Junior Division Vice Presidents, Girls Nation President, Girls Nation Vice President, and Girls Nation Outstanding Senator scholarships.



can be a member of the American Legion Auxiliary, The American Legion or Sons of The American Legion. Next, make sure the entry would be able to get past the first glance criteria in the ALA document “How to Select a Scholarship Winner” (see below). After it has been looked over, and could pass the first glance section, the entry should be certified by the American Legion Auxiliary unit president and mailed to the department secretary to be received on or by March 15.

3. If there is more than one entry turned into your unit, follow the guidelines in “How to Select a Scholarship Winner” (see below). Use the score sheets to help determine the winning entry. Score based on how the entry meets its categories and fits into the guidelines set forth for the scholarship. Judging should be non-biased and favoritism should be avoided by evaluating objectively. Again, after the selection process and certification of the winning entry by the president, send the scholarship you have chosen to represent your unit to the department secretary on or by March 15. Only one entry for each scholarship should be sent to the department secretary.

Judging at Department Level

1. Departments should receive entries on or by March 15. Follow the ALA document, “How to Select a Scholarship Winner” guidelines (see below) to determine the scholarship winner from your department. The winning entry for each department shall be certified by the department president and department secretary or Education chairman and mailed to the respective Division Education Chairman to be received on or by April 1.

Process of Application thru Succession





How to Select a Scholarship Winner

1. First Glance

- The judges' first evaluation of scholarship application is a quick one:
 - Does it meet qualifications?
 - Say "no" to applicant who doesn't meet the minimum requirements.
- Is the application neat? An application with coffee stains or messy handwriting won't make the cut.
- Are all of the required documents included? Be sure there is nothing left out; references, transcripts, photographs or anything else the application requires.
- Are all of the questions answered? Scan the application to see if there have been any questions left unanswered.

2. The Second Cut

- This is the most difficult step. Once you have narrowed down the applications, it is very important to closely review and re-read the application assuring that the responses are well thought out and clear. Double-check all essays against the scholarship rules and criteria.

3. The Final Decision

- **Academics**—It's important to have a competitive GPA. However, consider how challenging the course load is. Are they taking college credit courses or advanced placement courses (AP course)?
- **Leadership**—If leadership is part of the criteria, examine applicants activities. Also, look for a range of leadership positions.
- **Service**—What community service has the applicant completed? Has the applicant volunteered continuously within the community? If their school requires volunteer work, do the applicant activities go above and beyond the required service job.
- **Creativity**—Does the applicant show their creative side? Do they play an instrument, write stories, paint pictures or act in plays? Do they demonstrate their ability by letting the judges know if they have won any awards?
- **Special Circumstances**—Review if applicant has overcome any obstacles to achieve his/her goals. Review what was done, in spite of the roadblocks they have encountered.



American Legion Auxiliary National President's Scholarship

To insure there will not be bias while reviewing the applications, place a post-it over the candidates name on their application. Then, number the applications and use that as reference until an entry winner has been deemed.

Candidate # _____

a. Scholarship/Grades	25%	or	25 pts.	_____
b. Need	25%	or	25 pts.	_____
c. Essay	25%	or	25 pts.	_____
d. Character/Leadership	25%	or	25 pts.	_____
Total				_____

Candidate # _____

a. Scholarship/Grades	25%	or	25 pts.	_____
b. Need	25%	or	25 pts.	_____
c. Essay	25%	or	25 pts.	_____
d. Character/Leadership	25%	or	25 pts.	_____
Total				_____

Candidate # _____

a. Scholarship/Grades	25%	or	25 pts.	_____
b. Need	25%	or	25 pts.	_____
c. Essay	25%	or	25 pts.	_____
d. Character/Leadership	25%	or	25 pts.	_____
Total				_____

Candidate # _____

a. Scholarship/Grades	25%	or	25 pts.	_____
b. Need	25%	or	25 pts.	_____
c. Essay	25%	or	25 pts.	_____
d. Character/Leadership	25%	or	25 pts.	_____
Total				_____

Candidate # _____

a. Scholarship/Grades	25%	or	25 pts.	_____
b. Need	25%	or	25 pts.	_____
c. Essay	25%	or	25 pts.	_____
d. Character/Leadership	25%	or	25 pts.	_____
Total				_____



**American Legion Auxiliary
Spirit of Youth Scholarship for Junior Members**

To insure there will not be bias while reviewing the applications, place a post-it over the candidates name on their application. Then, number the applications and use that as reference until an entry winner has been deemed.

Candidate # _____

a. Scholarship/Grades	40%	or	40 pts.	_____
b. Essay/Application	30%	or	30 pts.	_____
c. Character/Leadership	30%	or	30 pts.	_____
Total				_____

Candidate # _____

a. Scholarship/Grades	40%	or	40 pts.	_____
b. Essay/Application	30%	or	30 pts.	_____
c. Character/Leadership	30%	or	30 pts.	_____
Total				_____

Candidate # _____

a. Scholarship/Grades	40%	or	40 pts.	_____
b. Essay/Application	30%	or	30 pts.	_____
c. Character/Leadership	30%	or	30 pts.	_____
Total				_____

Candidate # _____

a. Scholarship/Grades	40%	or	40 pts.	_____
b. Essay/Application	30%	or	30 pts.	_____
c. Character/Leadership	30%	or	30 pts.	_____
Total				_____

Candidate # _____

a. Scholarship/Grades	40%	or	40 pts.	_____
b. Essay/Application	30%	or	30 pts.	_____
c. Character/Leadership	30%	or	30 pts.	_____
Total				_____



American Legion Auxiliary Scholarship For Non-Traditional Students

To insure there will not be bias while reviewing the applications, place a post-it over the candidates name on their application. Then, number the applications and use that as reference until an entry winner has been deemed.

Candidate # _____

Need	25%	or	25 pts.	_____
Scholastic standing/academic achievement	25%	or	25 pts.	_____
Character/leadership	25%	or	25 pts.	_____
Initiative/goals	25%	or	25 pts.	_____
Total				_____

Candidate # _____

Need	25%	or	25 pts.	_____
Scholastic standing/academic achievement	25%	or	25 pts.	_____
Character/leadership	25%	or	25 pts.	_____
Initiative/goals	25%	or	25 pts.	_____
Total				_____

Candidate # _____

Need	25%	or	25 pts.	_____
Scholastic standing/academic achievement	25%	or	25 pts.	_____
Character/leadership	25%	or	25 pts.	_____
Initiative/goals	25%	or	25 pts.	_____
Total				_____

Candidate # _____

Need	25%	or	25 pts.	_____
Scholastic standing/academic achievement	25%	or	25 pts.	_____
Character/leadership	25%	or	25 pts.	_____
Initiative/goals	25%	or	25 pts.	_____
Total				_____

Candidate # _____

Need	25%	or	25 pts.	_____
Scholastic standing/academic achievement	25%	or	25 pts.	_____
Character/leadership	25%	or	25 pts.	_____
Initiative/goals	25%	or	25 pts.	_____
Total				_____