Adjutant General's Corps Regimental Association Scholarship Program
Memorandum of Instruction

1. AIMS AND PURPOSES:

a. To establish a permanent scholarship fund to financially assist Adjutant General's Corps Regimental Association (AGCRA) members and their authorized dependents to further their higher education.

b. To recognize and reward excellence in education and community support.

2. GENERAL: The AGCRA Scholarship Fund is established to award and administer grants from the fund to eligible AGCRA members and their authorized dependents based on academic excellence and community/school activities. The officers for the Scholarship Fund are the members of the AGCRA National Executive Council and will comprise the AGCRA Scholarship Selection Board. The AGCRA Scholarship Selection Board will review and evaluate scholarships applications received by June 1st of each year and through a voting system will select applicants who will receive AGCRA scholarships.

3. AGCRA SCHOLARSHIP PROGRAM ELIGIBILITY:

a. Any current AGCRA member.

b. Any current AGCRA member's authorized dependent.

(1) Applicant must appear as a dependent on the AGCRA member's most recent tax filing.

(2) The most recent tax filing must accompany the AGCRA scholarship application.

4. AGCRA SCHOLARSHIP PROGRAM SELECTION CRITERIA:

a. Academic excellence and community/school activities will constitute the primary criteria. The applicant's narrative, letters of recommendation, and other factors within the application packet will also be considered by the AGCRA Scholarship Selection Board.

b. AGCRA scholarships will be paid directly to the college or university, or to an established 529 education savings plan.

c. AGCRA scholarships will not exceed $1,000 per year to any selected applicant.

d. Each applicant must be enrolled as a student to attend classes at an accredited university or college. Note – the accredited university or college must support post high school education that includes a two or four year degree program recognized by the regional and national accrediting agencies recognized by the U.S. Secretary of Education.

e. Applicant must be enrolled in courses which go toward earning an associates or baccalaureate degree, and must be considered a full time student by the university/college during each fall or spring semester.

f. An AGCRA scholarship application and supporting documents must be received by the AGCRA Scholarship Selection Board President not later than June 1st of each year for consideration. No exception is authorized.

g. AGCRA scholarship recipients who are in academic good standing with their college or university and maintain a B average (or equivalent) or higher grade point average (GPA) *(Examples - 3.0 GPA or higher on a 4.0 scale; or 3.75 GPA on a 5.0 scale)*, may have their scholarship extended for a second year. Those students must provide school transcripts verifying maintenance of a B average (or equivalent) or higher GPA and academic good standing by the 1 June deadline of their second year. No AGCRA scholarship recipients will be awarded more than two AGCRA scholarships.

5. AGCRA SCHOLARSHIP FUND LEVELS: AGCRA will award six (6) $1000 individual scholarships to selected applicants for the fall and/or spring semesters.

6. PROCEDURES: Current AGCRA members or their authorized dependents desiring to apply for an AGCRA scholarship for the first time will use the application form provided as Appendix 1. Required documents that must accompany the application are listed below. A checklist for these documents is also printed on the application form. All required documents must be submitted even if reapplying for a second AGCRA scholarship.

a. Proof of acceptance and/or admission to an accredited university or college if received as of 1 June submission. If final admission acceptance has not been received by 1 June application deadline, a copy of the college/university application(s) submitted by the applicant will suffice. When this is the case, a selected applicant must provide proof of acceptance no later than 15 August in order to receive an AGCRA scholarship.

b. Letter of recommendation from High School Principal, College Dean or School Counselor (must have at least one) and letters of recommendation from two of the following individuals:

(1) High school teacher or coach.

(2) Church official (e.g., minister, reverend, pastor, priest).

(3) United States City, County, State, or National government official.

(4) Employer, if applicable.

c. Most recent transcript from high school or college.

d. Personal letter from applicant giving reasons for AGCRA scholarship request, plans for the future, summary of school and other activities, personal interests, and any other information the applicant believes to be pertinent.

e. Head and shoulders photograph. Note – Photo will not be used during scholarship evaluation or selection; however, the photo will be used for AGCRA publicity in the event the applicant is selected. Please understand that by submitting your photograph, you will release publishing rights of the image to The Adjutant General's Corps Regimental Association, heretofore known as the AGCRA, solely for the use of promoting the AGCRA scholarship program. If other people appear in your photo, you must have sufficient permission of any recognizable figure, model or person or persons appearing in the photograph to be able to submit the photograph to the AGCRA and to be able to release the publishing rights of the photograph. AGCRA claims all rights to the usage of your photograph on printed and digital material. The AGCRA will not return any photos submitted with applications. **Important:** By submitting your photograph to the AGCRA, you agree to all of the terms written above.

f. AGCRA Members: Copy of current Adjutant General's Corps Regimental Association membership card. The membership card must also be included with dependent scholarship applications.

g. AGCRA Member's Authorized Dependent Applicants Only: Copy of first page of sponsor's, parent's or guardian's last submission of federal income tax, whatever version of IRS Form 1040 was used for filing the most recent US income taxes. The copy will not be returned.

h. AGCRA scholarship recipients wishing to extend their scholarship for a second year must provide proof of academic good standing and transcripts verifying a B average (or equivalent) or higher GPA.

7. AGCRA SCHOLARSHIP SELECTION BOARD:

a. The AGCRA National Executive Council will perform as the AGCRA Scholarship Selection Board, and use a board voting system to select the six (6) scholarship recipients.

b. All AGCRA scholarship applications must be received not later than June 1st of each year.

c. The AGCRA scholarship coordinator will notify applicants via mail, e-mail or telephone call upon receipt of the scholarship application.

d. Scholarships will be awarded primarily on the basis of academic standing and community/school activities. The applicant's narrative, letters of recommendation, and other factors within the application packet will also be considered by the AGCRA Scholarship Selection Board.

e. Application for renewal of AGCRA scholarships must be resubmitted by 1 June of the year following initial scholarship award, and will provide proof of academic good standing and B average (or equivalent) or higher GPA. Applicants may not receive more than two AGCRA scholarships.

f. Winning applicants names and photos will be posted through AGCRA communications venues (e.g., *1775*, the Journal of the AGCRA; AGCRA.com; AGCRA Facebook Page; S1Net; and Army- / AGCRA-wide announcements).

g. AGCRA will dispatch a letter and check in the amount approved for those selected scholarship applicants to the registrar/bursar of the accredited university or college, or to an established 529 education savings plan listing the scholarship winner as the beneficiary. The scholarship will be disbursed by that university or college official, on behalf of the selected candidate, for the following expenses:

(1) College or university room and board.

(2) College or university tuition.

(3) Required college or university textbooks.

(4) Required college or university fees.

As approved by the AGCRA National Executive Council, this 1st day of April, 2014.

Colonel Todd Garlick, President
Adjutant General's Corps Regimental Association (AGCRA)

APPENDIX 1 – AGCRA SCHOLARSHIP APPLICATION

ADJUTANT GENERAL'S CORPS REGIMENTAL ASSOCIATION (AGCRA)
SCHOLARSHIP PROGRAM

I, the undersigned, do hereby make application for an AGCRA scholarship.

Application is for the academic year beginning Fall _____

Date of AGCRA Scholarship Application: _____

Circle Appropriate Request: INITIAL RENEWAL

Circle Appropriate Applicant Information: AGCRA MEMBER AGCRA DEPENDENT

Student's Name: _____ SSN: _____
Last First MI

Student ID number: _____

Home Address: _____ (_____) _____
Telephone Number

_____
City State Zip Code

Date of Birth: _____ Place of Birth: _____ Age: _____

High School: _____ (_____) _____
School Name Telephone Number

_____
City State Zip Code

Date or Projected Date of High School Graduation: _____

Name of University/College Registrar/Bursar, or established 529 education savings plan, and complete address to which scholarship should be mailed:

_____

Degree or Course of Study Contemplated/Enrolled: _____

Circle classification for requested scholarship academic year: Freshman Sophomore Junior Senior

Current AGCRA Association Card Number: _____ Issued: _____
(Required) (Required)

REQUIRED DOCUMENTS TO BE INCLUDED WITH THIS AGCRA SCHOLARSHIP APPLICATION:

_____ 1. AGCRA Member's Authorized Dependent Applicants Only: Copy of first page of sponsor's, parent's or guardian's last submission of federal income tax, whatever version of IRS Form 1040 was used for filing the most recent U.S. income taxes. The copy will not be returned.

_____ 2. Proof of acceptance and/or admission to an accredited university or college. If final proof of acceptance has not been received by 1 June deadline, provide copy of application request. In order to receive scholarship, applicant must provide final proof of acceptance by 15 August of same year.

_____ 3. Letters of recommendation from any three sources as listed in paragraph 6b(1) through 6b(5) of the AGCRA Scholarship Program Memorandum of Instruction.

_____ 4. Most recent transcript from high school or college. Note – AGCRA scholarship recipients wishing to extend their scholarship for a second year must provide proof of academic good standing and transcripts verifying a B average (or equivalent) or higher GPA.

_____ 5. Personal letter from applicant giving reasons for AGCRA scholarship request. Must be type written, single space, no more than two pages.

_____ 6. Head and shoulders photograph of applicant (will not be used for scholarship evaluation).

_____ 7. Copy of current AGCRA membership card.

Mail AGCRA Scholarship Application to:

The Adjutant General's Corps Regimental Association
Attn: AGCRA Scholarship Program
PO Box 10026
Fort Jackson, SC 29207

Or Scan and E-mail AGCRA Scholarship Application to:

plans@agcra.com

_____ _____

Signature of Applicant **Date**

Privacy Act Statement:

Privacy
Privacy is important to us. As such, it is the policy of the Adjutant General's Corps Regimental Association, heretofore known as the AGCRA, its members, and its members dependants, (collectively known as, "AGCRA," "the Association," "we," "our" or "us"), to collect and retain personal information only as appropriate in the course of administering the AGCRA Scholarship Program. This privacy policy describes our collection and use of personal information about you. Consistent with this policy, we collect information in the ways provided below.

Voluntarily Provided Information
We may collect the following user provided personal information to include: full name, e-mail address, postal address, social security number, date of birth, tax records, education level, phone number, prior academic history, employment, or military service. In some cases, applicants who are enrolling in an accredited college or university may be required to provide their college or university information for dispersing scholarship funds. When AGCRA distributes scholarship funds, students, or AGCRA members may also be required to provide information related to established college 529 savings plans in order to distribute scholarship funds. If an applicant for the AGCRA scholarship program chooses not to provide this personal information, he/she may be unable to receive some or all of the services we offer.

How Information is Used and Shared
Information you voluntarily submit to us is used to assist in providing information or services requested by the user. Information may be shared with governmental and nongovernmental agencies that regulate our activities, including but not limited to the U.S. Department of the Army, the U.S. Department of Education, Higher Learning Commission of the North Central Association of Colleges and Schools, agencies of the state of South Carolina, other state agencies, the U.S. Department of Veterans Affairs, other federal agencies, and/or the various military service branches. We may also use the information submitted to inform you of products or services from us or others that may be of interest to you or to send you newsletters or other content that may be of interest.

We may also provide personal information or information automatically collected as required to comply with a court-ordered subpoena or law enforcement investigation. We may also use or share personal information to prevent fraud, including the unauthorized use of our websites or our services or violations of applicable policies.

We do not sell or rent any personal information submitted by users of our websites to any third party. We may share information with AGCRA Chapter affiliates in furtherance of providing the information or services you have requested.

In addition, if in the future, we may, decide to sell, merge or otherwise reorganize the AGCRA association or assets, we reserve the right to transfer and disclose personal information in these circumstances to an entity acquiring the Association or relevant assets.

Customer Service and how to Acquire Additional Information
We are committed to providing every user -- including members, students, applicants, and other persons who contact us -- with prompt, high-quality support at all times. E-mail is the primary form of contact for users, and we encourage you to email us with questions, comments and concerns. You may also contact us by telephone. AGCRA and Chapter affiliates each have a contact page (Ex – AGCRA.com) listing essential e-mail addresses, telephone numbers and fax numbers.