

**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 family members to further their higher education.

b. To be of service and assistance in matters pertaining to educational financing.

2. GENERAL: The AGCRA Scholarship Fund, is established to award and administer grants from the fund to eligible AGCRA members and their immediate dependents based on academic excellence and community/school activities. The officers for the Scholarship Fund is the AGCRA National Executive Council.

The AGCRA National Executive Council is elected per the AGCRA constitution and bylaws. The National Executive Council will formulate an AGCRA Scholarship Selection Board by March 15th of each year. The AGCRA Scholarship Selection Board will review and evaluate scholarships applications received by May 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 immediate dependent (i.e., spouse, child, or other family member recognized by the Army, sister services or US civilian authority as a dependent).

c. Note the following precedence: Eligible AGCRA members must have an active AGCRA membership on file with the Association not later than April 30th of each year in order to apply for the AGCRA Scholarship Program.

4. AGCRA SCHOLARSHIP PROGRAM SELECTION CRITERIA:

a. Academic excellence and community/school activities will constitute the primary criteria; financial need may also be considered by the AGCRA Scholarship Selection Board.

b. AGCRA scholarships will be paid directly to the college or university.

c. AGCRA scholarships will not exceed \$2,000 per year to any selected applicant.

d. Each applicant must be enrolled as a student to attend classes on a resident campus 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 a baccalaureate or associates 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 May 1st of each year for consideration. Mailed scholarship applications must have an envelope postmark date stamp of not later than April 30th of each year. No exception is authorized.

g. AGCRA scholarship recipients may reapply each succeeding year, but will not be awarded more than two AGCRA scholarship grants.

5. AGCRA SCHOLARSHIP FUND LEVELS.

a. AGCRA will award four (4) \$1000 individual scholarships to selected applicants for the fall and/or spring semesters.

b. Scholarships will be divided evenly for an applicant attending both fall and spring semesters, or paid in full if only attending one semester with an academic year.

6. PROCEDURES: Current AGCRA members or their dependents desiring to apply for an AGCRA scholarship 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.

b. Letters of recommendation from three of the following subparagraphs:

(1) High school principal or counselor (must have one or the other).

(2) High school teacher or coach.

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

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

(5) 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 may believe 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.

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 Dependent Applicants Only: Copy of sponsor's ID Card or 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.

7. AGCRA SCHOLARSHIP SELECTION BOARD:

a. The AGCRA National Executive Council will establish procedures to select members for and execute an AGCRA Scholarship Selection Board not later than March 15th of each year.

b. All AGCRA scholarship applications must be received not later than May 1st of each year. Applications may be accepted after May 1st, but only with a scholarship application envelope postmarked April 30th of the same year.

c. All applicants will be notified 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.

e. Application for renewal of scholarships must be resubmitted with all appropriate documentation. Scholarship renewal is not guaranteed; applicant will be evaluated against all other applicants for that academic year. Applicants may not receive more than two AGCRA scholarships.

f. Winning applicants will be announced at the annual National AG Ball held at either Fort Jackson or Columbia, SC in June. Winning applicants will be invited to attend the National AG Ball to be recognized and honored as an AGCRA scholarship winner. Winning applicants will also be posted in 1775, the Journal of the AGCRA; the AGCRA FaceBook page; and S1Net.

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. 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 _____ day of _____,
20____.

Robert L. Manning, President
Adjutant General's Corps Regimental Association (AGCRA)

APPENDIX 1 (Continued)

CHECK LIST FOR FINANCIAL DATA AND REQUIRED AGCRA SCHOLARSHIP APPLICATION DOCUMENTS

APPLICANT'S BUDGET

Give an estimate of your expenses and income for this calendar year. Be exact where figures are known.

YOUR ANTICIPATED HIGHER EDUCATION EXPENSES		YOUR INCOME If a family dependent, put sponsor's, parent's or guardian's information per the most recent US income taxes filed.	
Tuition	\$	Annual Income (<i>Required</i>)	\$
Room	\$	Personal Finances (<i>e.g., Savings, Investments, Property, Insurance, etc.</i>)	\$
Board	\$	Amount you expect to earn during school year/summer	\$
Textbooks	\$	Other Income Sources (<i>specify</i>)	\$
Fees	\$		\$
School Supplies	\$		\$
Other (<i>specify</i>)	\$		\$
	\$		\$
	\$		\$
TOTAL	\$	TOTAL	\$

Signature of Applicant _____ **Date** _____

REQUIRED DOCUMENTS TO BE INCLUDED WITH THIS AGCRA SCHOLARSHIP APPLICATION:

- _____ a. Proof of acceptance and/or admission to an accredited university or college.
- _____ b. Letters of recommendation from any two sources as listed in paragraph 6b(1) through 6b(5) of the AGCRA Scholarship Program Memorandum of Instruction.
- _____ c. Most recent transcript from high school or college.
- _____ d. Personal letter from applicant giving reasons for AGCRA scholarship request. Must be type written, single space, no more than two pages.
- _____ e. Head and shoulders photograph of applicant (will not be used for scholarship evaluation).
- _____ f. Copy of current AGCRA membership card.
- _____ g. AGCRA Member's Dependent Applicants Only: Copy of first page of sponsor's, parent's or guardian's last submission of federal income taxes.

SCHOLARSHIP APPLICATION MUST BE RECEIVED BY THE AGCRA SCHOLARSHIP PROGRAM AT THE ADDRESS BELOW NOT LATER THAN MAY 1st OF THE YEAR APPLICATION IS SUBMITTED:

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