

Southern Maine Detachment 1324
Marine Corps League
Secondary Education Scholarship Committee

Purpose:

The Southern Maine Detachment, Marine Corps League Scholarship Committee will grant one or more educational Scholarships to qualified applicant(s) who is/are pursuing full time graduate and undergraduate studies, technical training, performing arts, or post-secondary education. The applicant must be enrolled or accepted at a state or nationally recognized institution.

The goal of our Detachment Scholarship Committee is to award at least one \$500.00 Scholarship each year that we receive applications from students of suitable character and accomplishment who meet all of the eligibility requirements. Where the Scholarship funding permits, and at the discretion of the Scholarship Committee, the amount of the Scholarship award(s) may be up to \$1000. However any amount over \$500 would come entirely from any Scholarship funds being held within the Detachment's bank account.

It is the intent that this Scholarship be an annual program. However, the option to accept applications for both spring and fall awards and the amount awarded will necessarily be determined by the assets available in the Scholarship fund. During the normal activities of the Detachment throughout the year, donations, raffles and the like will contribute to the Scholarship fund.

As it is the goal of the Scholarship Committee to award at least one \$500 scholarship per year, in the event the Scholarship Fund is less than that amount, the Committee may request funds from the Detachment, but only if a qualified applicant has been identified. However, any contribution from the Detachment will be conditional upon a vote of approval by the membership. (Article X, Section II (b), Detachment Bylaws).

Reporting:

The Paymaster will maintain funds and financial records for the Scholarship Committee and will report to the Detachment at each meeting.

Function:

From all of the applications, the best applicants(s) will be selected by the Scholarship Committee (to be comprised of a board of at least three League members NOT to include the Detachment Commandant). A letter with the Scholarship committee's determination will be sent via USPS to the recipient's home address, as given on the application. Email notification may also be made, where the opportunity and applicant's preferences permit.

Upon submission of the transcript(s) of grades to the Scholarship Committee Chairman attesting to the completion of the current term/semester within a minimum 3.0 GPA (B), the Scholarship Committee Chairman will request check(s) made payable to as many of the qualified recipient(s) as possible within the limits of the Scholarship fund, drawn from scholarship funds held within the Detachment account.

All decisions reached by the Scholarship Committee are final. However any changes to the Scholarship SOP must be voted on and approved by the Detachment membership.

Who is Eligible?

“Active duty and honorably discharged Marines, Navy FMF Corpsman and Chaplains who are members of the Southern Maine Detachment # 1324 of the Marine Corps League, as well as the Spouse (to include a “Registered Domestic Partner”), Lineal Descendants, Stepchildren and Step-Grandchildren of those members.”

In the event that there are no qualified post-secondary education candidates, the Committee will hold over any Scholarship funds to the next semester.

Steps in the Process - Overview:

1. Applicant passes **Prior Semester** With 3.0 (B) Average
2. Applicant provides Application and Documentation to Scholarship Committee.
 - By February 1st, if applying for Scholarship to be awarded at the end of the current **Spring semester**.
 - By September 1st, if applying for Scholarship to be awarded at the end of the current **Fall semester**.

3. Scholarship Committee reviews Applicant(s) Documentation / Qualifications and Scholarship Committee may request interview(s) with applicant(s)
4. Committee selects Winning Candidate(s) (or None)
5. Candidate passes the **current** Semester with 3.0.
6. Committee reviews Candidates New Transcript
7. Scholarship Committee awards Scholarship funds.

Scholarship Procedure Details:

1. All applicants must complete the “*Detachment Scholarship Application*” form and insure that all of the required supporting documentation is enclosed with the application in a single package. Documentation must include:
 - a. **A copy of a letter from a representative** from the applicant’s prospective school, college, or university stating that the applicant has been accepted for the upcoming / current term. Keep the original. The committee may want to inspect it.
 - b. **A letter from the applicant**, (not more than three pages) with a brief life history and the reason for seeking the Scholarship. It may include high school or college honors, school, community, church or other extracurricular activities.
 - c. **Copies of the transcripts of grades or GED certificate** are required. Copies of the applicant's DD214 and Honorable Discharge certificate may be substituted for a transcript.
 - d. All applications for the Scholarship must be submitted on or before, **September 1st** or **February 1st** depending on whether the Scholarship award is sought for the end of the current fall or spring semester respectively.

Certification of Applicant:

1. Applications may be received through any member of the Detachment. They will immediately be checked by the Scholarship Committee and/or the Adjutant as follows:
 - a. If the applicant is a Detachment member the Adjutant will certify his status as such.
 - b. If the applicant is not a Detachment member, the Scholarship Committee will verify that he or she comes within the category of persons who are eligible to apply for a scholarship and then the Adjutant will certify the status of the Detachment member from which the applicant derives his or her eligibility.
 - c. If approved, the Adjutant or alternate will forward the application back to the Scholarship Committee Chairman or his/her designee.
 - d. In the absence of the Adjutant, the Commandant or the Senior Detachment Officer present in Maine may rule on membership status.

The application and documentation (if apparently qualified) will be scanned/copied and forwarded to each Scholarship Committee member.

2. **In early October or early March** the Committee will select a candidate or may withhold the award if in their judgment there are no suitable applicants. There may or may not be interviews at the option of the Scholarship Committee. Meetings and/deliberations of the Committee will be private, and may be conducted at times, locations, and methods at the discretion of the chairman.

The results of the Committee deliberations will be presented to the Commandant with a recommendation from the Scholarship Committee Chairman.

3. The Committee will recess until the candidate presents transcripts showing 3.0 (B) average during the just-completed semester. The Committee may decide to void the award if the transcript is not presented within a reasonable period after the end of the semester.
4. Scholarship Committee will review the transcript to determine whether it meets the 3.0 (B) average requirement.
5. If the requirements have been met, the Scholarship Committee Chairman will request that the Adjutant make a check payable to the recipient. The Commandant may require that the awardee come to a Detachment meeting to accept the check.

Questions:

Any questions, clarification requests, or requests for variance from the above procedures must be addressed to the Scholarship Committee Chairman, and any substantial issues will be discussed by the whole Committee or referred to the Detachment officers.

Submitted by the Scholarship Committee, appointed by the Detachment Commandant.

Dated: _____

Jay Mckenna, Chairman

Scholarship Committee

Jay Mckenna, Chairman	hound1223@yahoo.com
Walter Lamb, Member	wwland@rodrunner.com
Scott Monroe, Member	scottmonroe@sbcglobal.net
Dave Close, Member	dclose@maine.rr.com

Submitted to and approved by a vote of the members of the Southern Maine Detachment #1324 on:

Date

Certified by Detachment Judge Advocate

Richard E Traiser

**Southern Maine Detachment
Marine Corps League
Secondary Education Scholarship Application**

Applicant Information: 1: Application Type: New Renewal 2. Date _____

3. Name: Last _____ First _____ MI _____

4. Address: Number and Street _____ Appt.# _____

City _____ State _____ ZIP _____

5. Email (Print legibly) _____

6. College Year This Semester: (1, 2, 3, etc.) _____ 7. Cumulative GPA _____

8. Telephone # _____ 9. Applicant's Signature _____

Don't forget to include a copy of your recognized secondary education school/college acceptance letter. Include your latest grade transcript. You may substitute copies of your DD214 and Honorable Discharge in place of a grade transcript.

Sponsor Information: Relationship to Applicant (Check One)

10. Father Mother Grandparent Spouse Member Is Applicant

11. Sponsor's Name: Last _____ First _____ MI _____

Detachment Certification That Sponsor/Member Is In Good Standing

12. Certified By Paymaster Adjutant Treasurer Commandant Other

Title if other _____

13. Certifier's Name _____

14. Signature _____

Scholarship Committee Certification That The Application Is Ready For Consideration

15. Chairman or Designee's Name _____

16. Signature _____