



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 and/or grandchildren 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 and/or grandchildren. AGCRA sponsor must provide a signed memorandum verifying that the applicant is an authorized dependent and/or grandchildren. The sponsor's signed memorandum must be in the application packet.

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 calendar year to any selected applicant. Applicants may not receive more than a total of two AGCRA scholarships.

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 approved by the U.S. Secretary of Education.

e. The 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 calendar 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 30 June** 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) \$1,000 individual scholarships to selected applicants for one academic year (i.e., Fall and / or Spring semesters).

6. PROCEDURES: Current AGCRA members or their authorized dependents/grandchildren desiring to apply for an AGCRA scholarship for the first time will use the application form provided at 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 the applicant has previously applied for an AGCRA scholarship. **Scholarship candidates will submit their applications directly into the AGCRA website scholarship portal <http://scholarships.agcra.com> Further instructions are on the site. Scanned PDF documents can be submitted separately, or all at once, enabling applicants to submit documents as they become available, or wait until they receive all the documents before submitting. If applicants have questions or issues with submitting their applications to the website, they can contact the AGCRA NEC scholarship POC: Mr. Troy Worch: programs@agcra.com.**

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 1 August in order to receive an AGCRA scholarship.

b. Letters of recommendation from High School Principal, College Dean, or School Counselor (must have at least one) and letters of recommendation from two of the three 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 and/or Grandchildren Applicants Only: Copy of sponsor's signed memorandum verifying that the applicant is their authorized dependent and/or grandchild.

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 by 30 June of the first year covered by the first scholarship.

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 Associations six (6) annual scholarship recipients.

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

each calendar year.

c. The AGCRA scholarship coordinator will notify applicants via e-mail 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. 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).

f. 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 3rd day of December, 2019



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