



AMERICAN LEGION AUXILIARY DEPARTMENT OF CALIFORNIA EDUCATION PROGRAM

March 2024

Hello to the ALA Board of Education Members!

The month of March has different deadline dates where scholarship applications need to be submitted for judging. If your Unit has received any Department Scholarship applications, it is important to follow the guidelines below for processing at the Unit and District levels. *All National Scholarship applications are submitted online to National.*

Agenda Item #1 – Scholarship Applications Due Dates and Processing

The *Education Assistance (Form E21)*, *Continuing/Re-Entry Students (Form E21C)*, and *Lucille Ganey (Form 21G)* scholarship applications are due to the Unit Chairmen no later than March 15. The Unit selects one applicant for each type of scholarship and forwards that application to the District Education Chairman by April 1. The District selects one applicant for each type of scholarship and forwards them to the Department Education Chairman by April 15. (NOTE: The Lucille Ganey scholarship is restricted to Stephens College in Missouri.) Each applicant is eligible to win no more than one scholarship.

The Connie Settles Scholarship (Form E21S) is due by March 1. The Unit selects one applicant for each type of scholarship and forwards applications to the District Education Chairman by March 15. The District selects one applicant and forwards the scholarship application to the Department Education Chairman by April 15.

Agenda Item #2: Adhere to Guidelines and Requirements

Scholarship requirements vary among the different types. When judging, be sure to adhere to the guidelines for that specific scholarship. Only one entry for each scholarship should be submitted.

Agenda Item #3: – Upcoming Education Program Dates

- March 1: National scholarship applications due
- April 15: Purple Up! Day for Military Children
- May 6-10, 2024: Teacher Appreciation Week

Included with this bulletin you will find information regarding “Selecting A Scholarship Winner”. Sample scoring sheets are with this bulletin on the website.

Our next Board of Education meeting will discuss Purple Up! For Military Children and Teacher Appreciation Week. In the meantime, if you have questions or want to share something, *please* do not hesitate to contact me.

Thank you for choosing the Education program; for being a part of the scholarship process by helping students with their higher education aspirations.

This meeting is adjourned!

Yours in Service, United as One

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Selecting 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 applicant's 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.