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# How to Create a Unit Scholarship Fund

*Though examples of criteria are provided, the units must formulate criteria that work for them.*

Provide a designated fund for scholarship monies.

- **Set dollar amount for scholarship**
  - Determine a funding source for the scholarship
- **Set criteria for applicants:**
  - Relationship to a veteran and/or Auxiliary member (child, spouse, widow/widower, grandchild, great-grandchild, etc.)
  - Membership in American Legion Auxiliary, The American Legion, Sons of The American Legion
  - Residency (applicant must reside in state and/or be a state resident; applicant must be a member of the department American Legion Family)
  - Is financial need a criterion (applicant must show financial need to continue higher education), or not?
  - Is there a GPA requirement?
  - Does the applicant need to be a senior in high school, or can they be a returning student?
  - What institution of higher learning does the applicant intend to attend (the school selected needs to be/does not need to be in state; it is an accredited school)?
  - Due date for application
- **Determine the information needed/wanted on the scholarship application:**
  - Completed application (name, address, city, state, zip, telephone number, date of birth, membership number, name of veteran through which eligibility is gained, relationship to veteran)
  - Essay and criteria/topic/word length, typed and double-spaced
  - Signature of the sponsoring American Legion Auxiliary unit president
  - Is community service a requirement (receive verification of service)?
    - If so, determine the number of hours needed and when they can be performed (during high school career, during last 12 months)
  - Verification of the relative's or applicant's military service
- **Information from a high school applicant:**
  - Letters of recommendation (from school faculty, administrators, guidance counselor, pastor, community members, not from relatives)
  - Education information (cumulative GPA, rank in class, transcript, scores from SAT/PSAT/ACT)
- **Information from a college applicant:**
  - Letters of recommendation (from school faculty, administrators, guidance counselor, pastor, community members, not from relatives)
  - Education information (cumulative GPA, transcript of all classes taken to date)
- **Judging:**
  - The judges' decision is final
  - The judges determine the scholarship to be awarded
  - Determine judging criteria and rubric prior to judging applications
- **How many scholarships may the applicant receive in a year and over a lifetime?**

- Scholarships are made on a one-time-only basis (one scholarship in the applicant's lifetime)
- Scholarships are nonrenewable

- **Award scholarship:**

- How/when will applicant be notified of scholarship decisions?
- Will scholarship be awarded to student or to the school's financial aid office?
- Will the scholarship be awarded prior to the first college semester, after the first semester, or split between the two semesters?
- Does the scholarship need to be used within a certain period of time?

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