

## THE SARAH DUCHARME SCHOLARSHIP PROGRAM

Since its inception in 1972, the Scholarship Program has awarded scholarships to students recommended per applications submitted by Grand Auxiliaries and Auxiliaries not in a Grand. Scholarship donations from Supreme Districts, Grands, and local auxiliaries will make this happen. Only with your help can we continue to assist our Members and their families with this Program. Being 100% and more in Scholarship donations from every Grand and Auxiliary is what makes this happen.

**PURPOSE:** The Scholarship Program is to assist in furthering the education of a student who wishes to obtain a post high school education to earn a technical or undergraduate degree in a medical field. These fields include but are not limited to areas in Nursing, Pharmacology, Radiology, Dental Assisting, Laboratory Technician or Dietitian. **Effective November 2016, the Scholarship Program now includes degrees in Veterinary Science.** The scholarship program is not for graduate level or degree advancement. Auxiliary members are eligible for this scholarship.

**ELIGIBILITY:** Applicant must be a descendant of someone with the VFW or VFW Auxiliary Eligibility. (All students are accepted if they meet the Eligibility.) The student must have a High School Diploma or an equivalent and must have been accepted as a full-time student at an Accredited College, Technical School or special Instructional Institution. The Application with Recipient's Student ID number will be submitted to the Chairman of the Grand Scholarship Committee or the Chairman of the Scholarship Committee for Auxiliaries not in a Grand. The Recipient may apply for an additional year of funds after successfully completing the current year providing their continuance is in the Medical Field. A maximum of four (4) Awards may be granted to a Recipient. There may be only **One New Applicant per year** from a Grand or Auxiliary not in a Grand.

**FUNDING:** All MOC Auxiliaries are obligated to send in \$0.50 or more per member, based on the membership as of April 30, 2023. Donations are also welcome from Grand Auxiliaries, Supreme Districts and personal donations. Annual Scholarship awards will not exceed the amount of funds received each year from the Grands and Auxiliaries.

**DISBURSING:** Scholarship Awards will be sent directly to the Recipient's School by the Supreme Treasurer in two (2) installments. The first will be sent at the beginning of the term and the second after necessary information has been provided to the Chairman showing continued enrollment for the Second Semester of the School Term.

**COMMITTEE MEMBERS:** The Supreme Scholarship Committee consists of three (3) Members, one to be appointed each year by the Supreme President. The Chairman shall be the One-Year Member.

**DUTIES OF THE SUPREME SCHOLARSHIP COMMITTEE:** The committee shall review all Applications and determine who the Recipient(s) shall be. The decision of the Recipient and the amount of the Scholarship shall be based on need, scholastic ability, and sincere interest in their chosen field. The Committee must agree on any decisions made. The Committee shall keep the Grand Scholarship Chairman informed concerning the status of the Recipients for that Grand. Committee Members shall keep all records pertaining to all Scholarship Applicants during their tenure on the Scholarship Committee.

**DUTIES OF THE SUPREME SCHOLARSHIP CHAIRMAN:** The Supreme Chairman shall maintain all files of all applicants who have applied for the Scholarship Program. The Supreme

Chairman shall notify the proper Supreme Officers of all meetings and pertinent correspondence written, in connection of the Scholarship Program. The Supreme Chairman shall ensure that all Scholarship Committee Members receive copies of all correspondence received and sent concerning the Scholarship Program. In addition, the Supreme Chairman will ensure that the third-year Committee Member receives a file with copies of all active Applicant files. All active files will be transferred to the incoming Chairman and the inactive files forwarded to the Supreme Treasurer. The Supreme Chairman shall also compile all Reports for the Supreme Auxiliary and present incentive Awards at the Supreme Convention. The Supreme Chairman shall arrange the time and place for the Scholarship Committee members to meet at the Convention. The Supreme Chairman will notify all Recipients, their Institutions of Learning and Supreme Treasurer of the amount of the Scholarships. The Supreme Chairman will provide the Recipients with the information they will need to submit in order to receive the second installment of the Scholarship. The Supreme Chairman will send each Grand that submits an Application a letter informing them if their student will be receiving a Scholarship Award. At the end of her year as Chairman she will brief the Committee Members of the status of all active Applicant files. A list shall be prepared and submitted to the Supreme President and Supreme Treasurer of Recipients and Award Amount with all required information to ensure funds are disbursed in a timely manner to Institutional Learning Centers. The Supreme Scholarship Chairman shall maintain contact with Grand Chairman during the year to ensure applications are not held at the Grand level at Year End.

The **outgoing** Chairman will provide copies of all correspondence to the incoming Chairman for her/him follow-up. The outgoing Chairman will provide the Supreme Treasurer with a list of Recipients approved at Supreme Convention including her/his Social Security number, mailing address, Student ID number, and address of Learning Center. The Chairman will send the letters to be mailed with the checks to the Supreme Treasurer as soon as possible after the Supreme Convention.

The **incoming** Chairman will keep on file all correspondence regarding the current Recipients and send reminders at the end of the first term to anyone who has not provided the necessary information for their second installment. The Chairman will inform the Supreme Treasurer of any changes that occur during the year concerning any Recipient. Any Correspondence received by any other Member concerning a current Scholarship Recipient should be forwarded to the current Chairman. In the spring, the Chairman will send paperwork to all Recipients who are eligible for renewals with instructions regarding what needs to be submitted and the date it is due back to the Chairman. All renewals are to be sent to the Supreme Scholarship Chairman with a copy furnished to the 2<sup>nd</sup> and 3<sup>rd</sup> year Committee Members.

**GRAND:** The Grand President will appoint a Grand Scholarship Chairman who will head a Committee to select one **NEW** Applicant to be forwarded to the Supreme Scholarship Committee (all three (3) members) by the deadline of May 15, 2019. The Grand Chairman shall forward hers/his contact information as Grand Chairman to the incoming Supreme Chairman no later than August 1, 2018. The Grand Scholarship Chairman distributes Report Forms and Application Forms to each Auxiliary Chairman. The Grand Chairman promotes the Program within hers/his Grand by helping the Auxiliaries, when requested, to interpret the rules and regulations of the Program. The Grand Chairman shall be responsible for making a Yearly Report to the Supreme Chairman including donations made by the Auxiliaries, hers/his activities and the activities of the Grand.

**AUXILIARY:** Every Auxiliary should have a Scholarship Chairman appointed who will promote this Program through functions and donations. The Auxiliary Chairmen will send their contact information to the incoming Grand Chairman. The Auxiliary Chairmen is responsible for verifying VFW or VFW Auxiliary Eligibility for New Applicants and signing the Application. The Auxiliary

Chairmen shall be responsible for ensuring all documentation is completed and submitted as requested. The Auxiliary Chairmen shall acquaint hers/his self with the Program to the best of hers/his ability. If any portion is not clear, she/he shall contact the Grand Chairman for clarification. The Auxiliary Chairmen is responsible for completing and submitting the Year-End Report to the Grand Chairman with a copy to the Grand President.

**AUXILIARIES NOT IN A GRAND:** Chairmen of Auxiliaries not in a Grand follow the same duties as an auxiliary in a Grand. They contact the Supreme Chairman for clarifications and the Year-End Report and submit any candidates directly to all three (3) members of the Supreme Committee.

**SUPREME AWARDS:** Awards are based on a percentage of monetary contributions per Member based on April 30, 2023 Membership. Citations will be given to all Auxiliaries making a reported quota of \$.50 per Member.

## **NO MONEY IS TO BE SENT TO THE SCHOLARSHIP CHAIRMAN, ONLY YOUR REPORTS**

All checks are to be sent directly to the Supreme Treasurer. Checks are to be made payable to “**Supreme MOC Auxiliary**” and earmarked **MOCA Scholarship Fund**. All reports received will have contributions verified by the Supreme Treasurer’s Year-End Report.

**PLEASE MAKE COPIES OF THE APPLICATION AND FORWARD ONE TO EACH OF THE SCHOLARSHIP COMMITTEE MEMBERS.**

**REMEMBER APPLICATION DEADLINE IS MAY 15, 2023.**

<b><u>Chairman:</u></b>	<b><u>2 Year Member:</u></b>	<b><u>3 Year Member:</u></b>
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