

**Memphis Chapter
MILITARY OFFICERS ASSOCIATION OF AMERICA**

February, 2017

Memphis Chapter POLICY

ROTC Scholarship Award Program

1. **General.** The Memphis Chapter's ROTC scholarship program is an important part of its commitment to the future of our military. The goal is to offer deserving ROTC cadets the opportunity to work toward a military career as a commissioned officer in one of the military services.
2. **Purpose.** To establish policy, delineate responsibilities, and prescribe procedures for the administration of the ROTC Scholarship Program.
3. **Responsibilities.**
 - a. Memphis Chapter Board of Directors:
 - (1) Establish scholarship award program policy by majority vote; review and vote on amendments to the policy as necessary.
 - (2) Determine the number and amounts of scholarships to be awarded each year. Routinely, four \$1,250 scholarships will be programmed; however, adjustments to the number and amounts may be made based on number of qualified applicants and/or funds available on any given year.
 - b. ROTC Liaison: Will serve as Chairman of the ROTC Scholarship Committee and principal action officer for the overall administration of the ROTC Scholarship Program.
 - c. ROTC Scholarship Committee: The ROTC Scholarship Committee will be composed of the ROTC Liaison, Treasurer and two other members of the Chapter appointed by the President.

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June 2016

SUBJECT: ROTC Scholarship Awards Program**4. Eligibility.**

- a. A ROTC cadet in good academic standing and enrolled in a ROTC program of the universities the chapter supports and has previously been awarded a Chapter scholarship is eligible for a renewal.
- b. Any JROTC cadet of the high schools the chapter supports, scheduled to graduate in the current school year, in good academic standing and committed to be enrolled in a ROTC program is eligible to apply.

5. Application Procedures.

- a. In mid-November, all high school Junior ROTC Senior Instructors in the Chapter coverage area will be notified by letter (Appendix A) of the opening of the scholarship application window for the school year, and advised to encourage qualified applicants to submit application packets NLT 1 February.
- b. Existing senior ROTC scholarship recipients will have their ROTC Commander contacted for reaffirmation of commitment and excellence.
- c. Qualified applicants will be advised to submit application packets using the appropriate form (Appendix B) to include all pertinent documentation as listed on the form no later than the submission deadline established. All letters of recommendation and applicants' essays to be considered genuine and acceptable must be signed by the authors.

6. Selection Process.

- a) Selection of the scholarship recipients begins with a review of the application packets by the ROTC Scholarship Committee in February. All applicant packets are scored by each member of the selection committee and the average of the numeric scores is used to determine the order of merit.
- b) The Committee will review the letter of confirmation from ROTC commanders to determine renewal of an existing scholarship. If there is not confirmation, then that scholarship is terminated.
- c) The recommendations of the Committee are considered and approved by the Chapter's Board at the March meeting

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7. **Funding.** The ROTC Scholarship Awards Program is primarily funded by net revenues of material sponsorships, soldier sponsorships, and outright donations by chapter members and commercial supporters. Other sources of funds include personal donations from chapter members, and proceeds from 50/50 raffles at chapter meetings throughout the year.

8. **Presentations.** Every effort will be made to present awarding of scholarships to recipients in a public ceremony by an officer of the Chapter. Recipients will be encouraged to ask parents and other family members to accompany them to the ceremony.

The cadet's ROTC college/university will be contacted in August to confirm enrollment and to arrange transfer of funds. The ROTC unit commander must also confirm commitment.

9. **Publicity.** All scholarship presentations will be publicized in the chapter newsletter, chapter social media and other local media as appropriate. Presentation ceremonies will be photographed whenever possible.

AUTHENTICATION:

/signed/

Secretary

Appendices:

- A. Notification Memo
- B. Application Form (JROTC)

Appendix A



MEMORANDUM FOR: Junior ROTC Instructors

SUBJECT: Notification of ROTC Scholarship Application Window for Current School Year

1. This is to serve notice that the Memphis Chapter, Military Officers Association of America (MOAA) is now accepting applications for ROTC scholarships effective upon receipt of this notice through February 1 of the next year.
2. Applicants must be in good academic standing. Applications need be submitted using the attached form (form may be locally reproduced as necessary), accompanied by pertinent documentation as listed. Application packets will be addressed to:

Memphis Chapter, MOAA
ATTN: Chairman, ROTC Scholarship Committee
2842 Misty Creek Cove
Germantown, TN
38138

3. Applications will be reviewed by the Memphis Chapter Scholarship Selection Committee in February and respective schools will be notified of results NLT March 31.
4. An appropriate formal presentation by an officer of the Memphis Chapter will be arranged in coordination with the junior ROTC department of the school involved.

P.Z. Horton III, LtCol, USAF (ret.)
Chairman, ROTC Scholarship Committee

Enclosure
JROTC Scholarship Application
Form



Memphis Chapter

JUNIOR ROTC SCHOLARSHIP APPLICATION

Date _____

Name _____
Last First Middle

Age _____ Date of Birth _____ Phone Number _____

Address _____
Street/Post Office Box City State Zip Code

College/University Attending _____

High School Graduation Date _____

JROTC Point of Contact _____

High School and Unit _____

JROTC Phone Number _____ Cadet Rank _____

Parents' Names _____

Attach the following documentation:

1. Certified copy of transcript. (Sent by Senior Instructor)
2. SAT/ACT score results, grade point average and class standing.
3. College/University letter of acceptance.
4. Letter of intent to enroll in ROTC.
5. List personal awards, honors, etc.
6. List school and community activities.
7. Letters of recommendation.
8. Essay (500 words or less) using the criteria below:
 - a. I have selected to study a certain area of concentration....
 - b. My future plans in this field of study are....
 - c. This scholarship would be important to me because....

Application with attached documentation must be received by February 1

