

“Policies and Procedures for Scholarship Selections and Awards”

(Revised by the Scholarship Fund Board of Directors on **Jan. 13, 2020**)

1. Purpose: The purpose of the scholarship program is to increase interest and promote the Junior Reserve Officer Training Corps (JROTC) in the Okaloosa County School District by recognizing, encouraging, supporting, and rewarding those cadets who have excelled in JROTC and plan to further their military studies at the University/College level in pursuit of a reserve commission and military service.
2. Objectives: The objectives of this document are to set forth policies and procedures for Officers and Directors of the Fund to administer the program.
3. Eligibility by Geographic Location: JROTC Cadets living in and attending JROTC programs in the high school system of Okaloosa County (Baker, Crestview, Niceville, Choctawhatchee, and Fort Walton Beach), Navarre H.S in Santa Rosa County, and Walton H.S. in Walton County are eligible awardees of the Fund’s scholarships.
4. Compliance: Compliance with the Fund’s Articles of Incorporation and By-Laws as amended will be adhered to in administering this program. Additional guidance will be adopted by the Officers and Directors and changed as necessary.
5. Scholarship Recipients: Scholarship recipients will be selected by a Scholarship Committee (Committee) based upon merit and need using the criteria under “Nomination and Selection Criteria”. The Committee will be made up of members of the Scholarship Fund’s Board and the Northwest Florida Military Officers Association. Scholarship applicants will be required to submit an application for review and selection. Finalists will be required to appear for an interview by the Committee in order to compete for the Lt. Col. Jim and Mrs. Una Heavener Memorial Scholarship.
 - A. Each JROTC cadet applying for these scholarships will submit his/her application to the Fund’s Scholarship Committee no later than the first day of March of each calendar year.
 - B. These awards will be presented at each school’s JROTC Awards Ceremony and at the May monthly meeting of the NWFMOA Chapter.
6. Scholarship Awards: Scholarships in the amount of \$2,500 each will be awarded to one cadet selected by the Committee from each of the high school JROTC programs in para. 3 above who meets all scholarship criteria. For 2020, we will also award an additional “at large” scholarship of \$2,500. This will be awarded to a qualified JROTC cadet from any of the seven eligible schools. In addition, the scholarship selectees from each high school will compete for the Heavener Memorial Scholarship of \$4,000 which will be awarded to one cadet selected by the Committee as the most outstanding from among the individual school winners. This selection will be made via a personal appearance before the Scholarship Committee. Thus, the Fund will award up to seven \$2,500 and one \$4,000 scholarships each year. [If there is not a qualified applicant from a school, the Committee may elect to award that scholarship to another qualified JROTC student applicant, i.e., a school could be awarded more than one scholarship.] (NOTE: Monetary scholarship awards will be made payable to the selectees’ college/university on behalf of the selectees.) Basic criteria for cadet applicants for these scholarships are as follows:

1) Complete the NWFMOA Scholarship Fund application on this website and submit not later than March 1st in six copies.

2) Have been accepted for enrollment by a college or university having an active Reserve Officer Training Corps (ROTC) program in which the selectee must enroll (Enrollment in the ROTC Unit may be delayed until the 2nd semester).

a) **It is the responsibility of the scholarship winners to provide documentation of college enrollment from their college's Registrar Office and the address to mail the scholarship check to, and of ROTC enrollment from the college's ROTC Unit.** These notifications must be received not later than October 1st of the freshman year of college. In the event the scholarship winner will delay ROTC enrollment until the 2nd semester, such delayed entry notification must be received by October 1st and notification of ROTC enrollment must be received as soon as available.

b) Scholarship checks will be mailed to the respective colleges on behalf of the student only after this documentation is received by the NWFMOA Scholarship Fund, Inc.

3) Have an excellent academic record with a **2.80** or higher **unweighted** grade point average **or a 3.20** or higher **weighted** grade point average.

4) Be of high moral character.

5) Have exceptional potential for a commission and military leadership.

6) Exemplify the highest standards of dress and behavior.

7) **NOT** receive a full (tuition, room, board, and books) athletic, academic, ROTC or Service Academy scholarship or award.

8) Be recommended by his/her school's JROTC senior instructor.

9) Financial need.

Scholarship applications must be received by the Committee no later than March 1st. The Committee will review and evaluate each applicant and select a winner and rank order other applicants from each of the high school JROTC programs for the \$2,000 scholarships. The Committee will hold in-person interviews with the individual school selectees to determine the winner of the Heavener Memorial Scholarship (\$4,000). Each JROTC cadet must meet the Selection Committee board wearing their cadet Class A uniform. Committee members should wear either their military uniform or appropriate business attire. Cadets and each high school's senior JROTC instructor will be notified of the date, time and location of this board.

The Committee will select scholarship winners not later than April 10th of each year. The Committee Chairman shall notify the Fund's President and Secretary-Treasurer, and the President of NWFMOA of scholarship winners as soon as possible after selections are made. Scholarship winners will be announced to the NWFMOA membership at the May meeting.

7. Payment of Scholarships: Upon receipt of written notification from the selectees' college or university each fall that the cadet is enrolled as a full-time student and enrolled in the school's ROTC program, the school's Registrar or responsible office will be sent the scholarship amount payable to the college on behalf of the student. In the event the scholarship winners wait until the second semester of their freshman year to enroll in ROTC, payment to the college will be withheld until written notification from the college is received.
8. Scholarship Application/Nomination: The application instructions and a checklist for completing such are at Attachment 1 (5 pages) and Sample Grade Sheets for evaluating scholarship applicants are at Attachments 2a and 2b.
9. The Scholarship Program Sequence of Events is attached.

The above revised "Policies and Procedures for Scholarship Selections and Awards" of the NWFMOA Scholarship Fund, Inc. were approved and adopted by the corporation's Board of Directors on September 19, 2018 and are effective immediately. Previous policies and procedures are obsolete.

Original Signed

Original Signed

David A. Parisot, President

George M. Colton, Secretary-Treasurer

Atch: Scholarship Program Sequence of Events

NWFMOA Scholarship Fund, Inc.

Scholarship Program Sequence of Events

1. Mid-October: Send letters or emails to High School Guidance Offices, Northwest Florida State College Recruitment office, and JROTC senior officers at Baker, Crestview, Niceville, Choctawhatchee, Fort Walton Beach, Navarre, and Walton High Schools [See school addresses below] that scholarship information and applications are available on the NWFMOA website.
(Action: Fund President)
2. Mid-January: Select Scholarship Committee Chairman at annual Board of Directors meeting
(Action: Fund Directors)
3. NLT March 1st: Receive scholarship applications (6 copies each) from senior JROTC cadets
(Action: Scholarship Committee Chairman)
4. Early March: Convene Scholarship Committee to distribute applications to Committee members for review and ranking. (Scholarship Committee Chairman)
 - a. Select \$2,500 scholarship winners and alternates from each high school.
 - b. Set date, time, and location for Committee interviews of the high school cadet winners to compete for the “Lt Col James and Mrs Una Heavener Memorial Scholarship” and notify selected cadets and JROTC program senior instructors. (Remind cadets of their uniform requirements)
 - c. Establish questions for interviews in areas of current events, why cadet belongs to JROTC, financial need, potential for commission and military leadership, etc.
5. Mid-March: Scholarship Committee meets for interviews with the high school cadet seniors and selects winner of the Heavener Memorial Scholarship (\$4,000). (Action: Scholarship Committee)
 - a. Notify NWFMOA President and NWFMOA Scholarship Fund President and Directors of names and schools of the \$4,000 and \$2,500 scholarship winners.
 - b. Get scholarship certificates prepared.
 - c. Prepare letters of notification to scholarship winners/JROTC senior instructors for Scholarship Fund President’s signature.
 - d. Prepare letters to each scholarship winner’s college registrar office and ROTC unit of scholarship notification.
6. Early-April: Coordinate with the 7 high school JROTC senior instructors for date/time/location of each school’s annual JROTC awards ceremony and notify NWFMOA President and Fund President and Directors. (Action: Scholarship Committee Chairman)
 - a. Coordinate with NWFMOA Directors to make award presentations. (Preferred presenters are NWFMOA President or Scholarship Fund President for the \$4,000 scholarship and Fund Directors for the \$2,500 scholarships.
 - b. Provide presenters with scholarship certificates and letters.

7. May NWFMOA Meeting: Announce senior cadet scholarship winners to general membership and winner of the Heavener Scholarship. (Action: Fund President and Scholarship Committee Chairman)
8. July-October: Follow-up with scholarship winners on colleges to attend, names/addresses of POC at college Registrar/Admission offices to confirm attendance and Senior ROTC enrollment. (Action: Scholarship Committee Chairman/Fund Secretary-Treasurer)
 - a. After confirmations, Fund Secretary-Treasurer to disburse scholarship checks to colleges in student's behalf.
 - b. Make file copies of checks and ensure timely processing at EFCU.

School Addresses:

Baker High School Principal/JROTC Program
1369 14th St
Baker, FL 32531

Choctawhatchee High School Principal/JROTC Program
110 NW Racetrack Road
Fort Walton Beach, FL 32547

Crestview High School Principal/JROTC Program
1260 N. Ferdon Blvd
Crestview, FL 32536

Fort Walton Beach High School Principal/JROTC Program
400 SW Hollywood Blvd
Fort Walton Beach, FL 32548

Niceville High School Principal/JROTC Program
800 E John Sims Pkwy
Niceville, FL 32578

Navarre High School Principal/JROTC Program
8600 High School Blvd
Navarre, FL 32566

Walton High School Principal/JROTC Program
449 Walton Road
Defuniak Springs, FL 32433