

NWFMOA Scholarship Fund, Inc.

“Policies and Procedures for Scholarship Selections and Awards”

1. Purpose: The purpose of the scholarship program is to increase interest and promote the Junior Reserve Officer Training Corps (JrROTC) in the Okaloosa County School District by recognizing, encouraging, supporting, and rewarding those cadets who have excelled in JrROTC 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: JrROTC Cadets living in and attending JrROTC programs in the high school system of Okaloosa County are eligible awardees of the Fund’s scholarships. Currently this includes the five (5) JrROTC programs at the high schools of Baker, Crestview, Niceville, Choctawhatchee, and Fort Walton Beach.
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.
6. Awards: The awards program will consist of two phases as follows:
 - A. The MOAA Medal/Ribbon and Certificate: These will be awarded to one cadet from each of the five JrROTC programs at Okaloosa County high schools. The cadet will be selected by the Officer in Charge of each school’s JrROTC program and must:
 - 1) Be in the next to last year (junior year) of the JrROTC program.
 - 2) Be in good academic standing with a GPA of 3.00 or higher.
 - 3) Be of high moral character.
 - 4) Evidence a high order of loyalty to his/her unit, school, and country.
 - 5) Show exceptional potential for military leadership.
 - 6) Have demonstrated community service through either school or community activities.
 - 7) Have made significant contributions to meeting the objectives of the JrROTC program of the school.

The name, rank, and address of the JrROTC cadet selected for this award will be submitted to the Fund's Scholarship Committee no later than the first day of April of each calendar year. These awards will be presented at each school's JrROTC Awards Ceremony and at the May or June monthly meeting of the NWFMOA.

B. Scholarship Awards: Scholarships in the amount of \$1,500 each will be awarded to one cadet selected by the Committee from each of the five high school JrROTC programs. In addition, a scholarship of an additional \$1,500 will be awarded to one cadet selected by the Committee as the most outstanding from among the five individual school winners. Thus, the Fund will award four \$1,500 and one \$3,000 scholarships each year. [If there is not a qualified applicant from a school, the Committee may elect to award that scholarship to another qualified JrROTC student applicant, i.e., a school could be awarded more than one scholarship.] The payment of the \$3,000 scholarship will be made over a two-year period with \$1,500 paid in each of the selectee's freshman and sophomore years of college. (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) 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 only be mailed to the respective colleges on behalf of the student only after this documentation is received by the NWFMOA Scholarship Fund, Inc.

2) Have an excellent academic record with a 3.25 or higher grade point average (unweighted).

3) Be of high moral character.

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

5) Exemplify the highest standards of dress and behavior.

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

7) Be recommended by his/her school's JROTC military officer-in-charge.

8) Financial need.

9) Complete the NWFMOA Scholarship Fund application.

Scholarship applications must be received by the Committee no later than April 1st. The Committee will review and evaluate each applicant and select a winner and rank order other applicants from each of the five high school JrROTC programs for the \$1,500 scholarships. The next ranking selectee will be awarded that school's scholarship in the event the winner fails to meet the scholarship criteria after award, e.g., fails to enroll in college or in his/her college ROTC Program. The Committee will hold in-person interviews with the five individual school selectees to determine the winner of the \$3,000 scholarship. Each JrROTC cadet must meet the Selection Committee wearing their cadet Class A uniform. Committee members should wear either their military uniform or appropriate business attire.

The Committee will complete its selections of scholarship winners not later than April 30th of each year. The Committee Chairman shall notify the Fund's President and Secretary-Treasurer, and the President of NWFMOA of scholarship winners prior to the NWFMOA meeting in May of each year. 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 school 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. Sample letters and certificates are also attached as follows: **[Note: Only 9A is attached to this website version of this document.]**

- A. Atch 3: Scholarship Program Sequence of Events
- B. Atch 4: Sample letters to \$3,000 and \$1,500 scholarship selectees.
- C. Atch 5: Sample Certificates to scholarship selectees and winner of the JrROTC Trophy.
- D. Atch 6: Sample letter to NWFMOA JrROTC Medal winners.
- E. Atch 7: Ordering MOAA JrROTC medals/ribbons and certificates.
- F. Atch 8: Sample letter for reimbursement of funds expended by Scholarship Committee.
- G. Atch 9: Sample awards schedule.

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 January 28, 2016 and are effective immediately. Previous policies and procedures are obsolete.

Original Signed

Original Signed

David A. Parisot, President

George M. Colton, Secretary-Treasurer

NWFMOA Scholarship Fund, Inc.

Scholarship Program Sequence of Events

1. Mid-January: Send letters to Okaloosa County Superintendent of Schools with CC to Principals and JrROTC senior officers at Baker, Crestview, Niceville, Choctawhatchee, and Fort Walton Beach High Schools [See school addresses below] (Action: Fund President)
2. Mid-January: Select Scholarship Committee Chairman at annual Board of Directors meeting (Action: Fund Directors)
3. Mid-January: Provide scholarship application packages to the five Okaloosa County high school JrROTC staff (Action: Scholarship Committee Chairman)
4. February NWFMOA Meeting: Request volunteers from general membership for Scholarship Committee (Action: Scholarship Committee Chairman)
5. Early February: Order blank certificates and medals for junior year winners of the 5 JrROTC programs, and certificates for the 5 senior scholarship winners from MOAA. See attachment #7. (Action: Scholarship Committee Chairman)
6. March: Scholarship Committee meets to review program and assign tasks (Action: Scholarship Committee Chairman)
7. NLT April 1st: Receive junior year cadet selectees for the MOAA Medals/Ribbons and Certificates from the JrROTC Senior Officers of the 5 county JrROTC programs (Action: Scholarship Committee Chairman)
 - a. Have Certificates prepared and Medals engraved.
8. NLT April 1st: Receive scholarship applications (5 copies each) from senior JrROTC cadets (Action: Scholarship Committee Chairman)
9. Early April: Convene Scholarship Committee to distribute applications to Committee members for review and ranking. (Scholarship Committee Chairman)
 - a. Select \$1,500 scholarship winners **and alternates** from each of 5 high schools.
 - b. Set date, time, and location for Committee interviews of the 5 high school cadet winners to compete for the \$3,000 scholarship and notify selected cadets and JrROTC program senior officers. (Remind cadets of their uniform requirements)
 - c. Establish questions for interviews in areas of current events, why cadet belongs to JrROTC, financial need, potential for commission and military leadership, etc.
10. Mid-April: Scholarship Committee meets for interviews with the 5 high school cadet seniors and selects winner of \$3,000 scholarship. (Action: Scholarship Committee)
 - a. Notify NWFMOA President and NWFMOA Scholarship Fund President and Directors of names and schools of the \$3,000 and \$1,500 scholarship winners.
 - b. Get certificates prepared and school trophy engraved.
 - c. Prepare letters of notification and envelopes to scholarship winners/JrROTC senior officers for Fund President's signature.

11. Early May: Coordinate with the 5 high school JrROTC senior officers for date/time/location of each schools annual awards ceremony and notify NWFMOA President and Fund President and Directors. (Action: Scholarship Committee Chairman)
- a. Coordinate with NWFMOA members to make award presentations. (Preferred presenters are NWFMOA President and Fund President for the \$3,000 scholarship and Fund officers and directors for the \$1,500 scholarships.
 - b. Provide presenters with scholarship certificates.
12. May NWFMOA Meeting: Announce senior cadet scholarship winners and junior cadet medal winners to general membership (Action: Fund President and Scholarship Committee Chairman)
13. May – August: 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:

Okaloosa County Superintendent of Schools
120 SE Lowery Place
Fort Walton Beach, FL 32548

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

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

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

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

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