

“Policies and Procedures for JROTC Scholarship Selections and Awards”

(Revised by the Scholarship Fund Board of Directors on Sept. 23, 2023)

1. **Purpose:** The purpose of the scholarship program is to increase interest and promote the Junior Reserve Officer Training Corps (JROTC) 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 (the Board) 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 (the Board) and changed as necessary.
5. **Scholarship Recipients:** Scholarship recipients will be selected by a Scholarship Committee based on 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 luncheon meeting of the NWFMOA Chapter.
6. **Scholarship Awards:** Scholarships in the amount of \$3,000 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. The Board may award additional “at large” scholarships of \$3,000. These 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 \$4,500 which will be awarded to one cadet selected by the Committee as the most outstanding from among the individual applicants. This selection will be made via a personal appearance before the Scholarship Committee. Thus, the Fund may award up to seven \$3,000 and one \$4,500 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.] In the event more than eight qualified scholarship applications are received in a given year, the scholarship applicants will be ranked by

total scores as First Alternate, Second Alternate, etc. Alternates will be awarded scholarships in order if primary awardees do not claim their 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 (or Crosstown Program) in which the selectee must enroll (Enrollment in the ROTC Unit may be delayed until the 2nd semester of the sophomore year of college).

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.** In the event the scholarship winner will delay ROTC enrollment, such delayed entry notification must be received by November 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.

(Note: Scholarship awardees will be selected without deference to race, color, gender, religion or creed, or national origin. Scholarship awardees must be qualified for ROTC and commissioning as a military officer.)

7. **Timing and Evaluation**: 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 \$3,000 scholarships. The Committee will hold in-person interviews with the individual school selectees to determine the winner of the Heavener Memorial Scholarship (\$4,500). Each JROTC cadet must meet the Selection Committee board wearing their cadet Class A uniform. Committee members should wear either their military uniform, appropriate business attire, or chapter shirt. 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.

8. **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 delay enrollment in ROTC, payment to the college will be withheld until written notification from the college is received and ROTC unit are received.

9. **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 23, 2023 and are effective immediately. Previous policies and procedures are obsolete.

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Original Signed

David A. Parisot, President

George M. Colton, Secretary-Treasurer