

82d Airborne Division Association Awards Standing Operating Procedure

APPENDIX F

1. AIMS AND PURPOSES:

a. To establish a permanent not-for-profit corporation to financially help the dependent children of Airborne Veterans, and former active duty troopers to further their education.

b. To perpetuate the memory of the members of the 82d Airborne Division and 82d Airborne Division Association, past and present.

c. To be of service and assistance in matters pertaining to educational financing.

d. To encourage the dependent children of Airborne Veterans and former active duty troopers to improve their education.

2. GENERAL: The 82d Airborne Division Association Educational Fund, Inc. was established for awarding and administering of grants from the Fund to those eligible family members of Association members and former active duty troopers, based on financial need and academic excellence. The Officers for the Fund are as follows:

a. President

b. Vice President

c. Secretary

d. Treasurer

Above officers are elected annually by the Educational Fund Board of Directors. The Officers and the Executive Director, as the Steering Committee, will review and evaluate applications received by November 1, each year, and through a voting system, will select applicants to receive grants.

3. ELIGIBILITY:

a. Any dependent child of a trooper killed in combat while serving with the 82d Airborne Division may apply to the Fund.

b. Any dependent child of a voting member of the 82d Airborne Division Association, Inc., may apply to the Fund.

c. Any dependent child of a deceased Life or All American Member of the 82d Airborne Division Association, Inc., may apply to the Fund.

d. Any former active duty 82d Airborne Division trooper, who is a Life or All American Member and a member of a Veteran Chapter, having served no more than two (2) consecutive enlistments, may apply to the Fund within two (2) years after receiving a honorable discharge, for no more than three (3) college calendar years.

4. CRITERIA:

a. Financial need and academic excellences constitute primary criteria; other factors may be considered by the Committee.

b. Grants will be made for the second semester only and will be paid directly to the college or university.

c. Grants will not exceed \$2,000 each, per year.

d. Applicant must be enrolled as a student and attending classes on a resident campus in an accredited university or college (two (2) or four (4) years), except for US Military Academies.

e. Applicant must be intent on pursuing a course toward a baccalaureate degree, and must gain at least 12 semester hours per semester toward that degree.

f. Application and supporting documents must be received, by the Educational Fund President not later than 1 November of the academic year, for consideration. No exception is authorized.

g. Former troopers who have received an Initial Grant may reapply the succeeding years for two (2) additional grants.

5. As an incentive to encourage academic excellence, and to honor the first Commander of the 82d Airborne Division, who set the pace and established the criteria for excellence in the Airborne Community, the General Matthew B. Ridgway Scholarship (\$1,500) has been established. This Scholarship is to be awarded to dependant children applicants. Likewise, the Past President Herb Altman Memorial Scholarship (\$1,500) has been established to be awarded to former trooper applicants.

a. Candidates whose grades warrant will be automatically considered; no separate application need be submitted.

b. The General Matthew B. Ridgway and the Past President Herb Altman Memorial Scholarships will not necessarily be awarded every year.

6. PROCEDURES: Dependent children and former troopers desiring to make application will utilize forms, enclosed as APPENDIX F-1 or F-2. Required documents that MUST accompany the application are listed below. A Check List for these documents is printed on the Application Form.

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a. Proof of admission to university/college (only with initial application or if a re-applying student has transferred to a different university/college).

b. Letters of Recommendation.

c. Most recent transcript from college or high school.

d. Personal letter from applicant giving reasons for request, plans for the future, summary of school and other activities, personal interest, and any other information the applicant may believe to be pertinent.

e. Copy of page(s) from the University/College Catalogue reflecting the school's accreditation.

f. Photograph, head and shoulders, Passport type, minimum size. Photo will not be used during evaluation and selection, but for publicity in the event the applicant is selected.

g. Copy of first page of parents' or guardians' last submission of Federal Income Tax, whatever version of IRS Form 1040 utilized. If the Association member is NOT the parent that claims applicant student as a dependent, then the copy of the first page of IRS Form 1040 of the one who claimed the student applicant AND proof of substantial child support from the Association member parent must accompany the application form. NOT REQUIRED FOR FORMER TROOPER.

h. Additional documentation for former trooper applicants:

(1) Notarized copy of Honorable Discharge and DD Form 214.

(2) Copy of 82d Airborne Division Association Membership Card (either Veteran Chapter or All American) NOT MILITARY CHAPTER OR ETS Membership Card.

7. COMMITTEE:

a. All applications must be received not later than 5:00 P.M. Eastern Time, November 1st of the year the application is submitted.

b. Applicant will be notified upon receipt of application.

c. All applicants will be processed at the same time.

d. Grants will be awarded primarily on basis of financial need and academic standing.

e. Grants are not authorized for post-graduate work.

f. Grants may be made to more than one member of the same family only if and when funds are available.

g. Application for renewal of grants must be submitted with appropriate documentation. If applicant changes colleges all required documents for an ORIGINAL application must be submitted. Renewal is not guaranteed; applicant will be evaluated against all other applicants for that academic year.

h. Applicant will be notified of selection or non-selection within six weeks from cut-off date, by the Fund President.

i. The Fund will dispatch a letter and check in the amount approved for those successful candidates to the registrar/bursar of the college or university, or as otherwise indicated in the respective application. The grant or scholarship will be disbursed by that official, in behalf of the successful candidate, until the monies are exhausted, for expenses such as:

- (1) Room and Board
- (2) Tuition
- (3) Required textbooks
- (4) Required fees
- (5) Miscellaneous school expenses (not to exceed \$25 per month)