

# ASSOCIATES OF VIETNAM VETERANS OF AMERICA, INC

## RECOMMENDATION TO BOARD OF DIRECTORS – SCHOLARSHIP FUND

The AVVA Scholarship Committee has met several times and has the following recommendations regarding the establishment of a scholarship fund, with the intention of creating a new program that will continue throughout the years.

**PREVIOUSLY DETERMINED BY THE BOARD:** The name of the scholarship program is the AVVA Scholarship Fund. The name of the committee is the AVVA Scholarship Committee. (Adopted by BOD Oct. 2020)

The committee recommends there will be one scholarship offered for persons who have been out of school, but who need a second chance to improve their lives. The name of the scholarship is “The AVVA Elayne Mackey Second Chance Scholarship”. The reasoning for this recommendation is that this group of people does not have access to the same resources for educational aid that people coming out of high school have. This can be awarded one-time per year in time for the fall semester of a school year.

### I. WHO CAN APPLY FOR THE SCHOLARSHIP

- A. To be awarded to Veterans, qualifying AVVA members, spouses or children, grandchildren, and greatgrandchildren of Veterans or AVVA members. The recipients can be of any age.
  - 1. This is intended to include those who have already graduated high school, or those who have since obtained a GED certification.

### II. OTHER CRITERIA FOR ELIGIBILITY

- A. Institutions considered: Any **accredited** 2 to 4-year college or university, or any **accredited** trade school.
- B. An application will be required which will ask for qualifying information and will include questions intended to give a picture of the person’s character and intentions as well as their overall need for aid. (See application for details)
- C. Applicants must have completed high school and/or have obtained a diploma or a GED certificate prior to application.
- D. All applicants must be one of the following:
  - 1. A veteran who has served honorably in the U.S. Military or an AVVA member who has been a member of the organization for at least two consecutive years.

The term “Served honorably” is defined as those veterans who did not receive a dishonorable discharge.
  - 2. The spouse, child, grandchild or greatgrandchild of either of the above.
- E. A point system is to be created for evaluation of applications. Numerical weights will be assigned for such items as financial or social need, the required essay, etc. using 1 – 10. 1 will be the lowest and 10 will be the highest values. The program chair will

## ASSOCIATES OF VIETNAM VETERANS OF AMERICA, INC

### **RECOMMENDATION TO BOARD OF DIRECTORS – SCHOLARSHIP FUND**

eliminate any applications which do not meet the minimum criteria prior to distribution to the evaluating members.

1. Such items of interest as activities and experiences will be assessed and compared, but not given a numerical score, and will be used in tie situations.
- F. Scholarships will be paid to the institution, in the recipient's name, and may be split into two payments matching semester dates, or other applicable section dates, or issued one time in the beginning of the school year (board to choose which). Funds may also be used for materials that are needed to participate in the schooling, when verified to the committee in advance.

### III. REQUIRED DOCUMENTS TO ACCOMPANY APPLICATIONS

- A. DD214 or other separation papers for veterans or the qualifying veteran for relatives of veterans.
- B. Full name and membership number for AVVA members, or the qualifying AVVA member for their relatives.
- C. Copy of high school diploma or GED certificate.
- D. Letters of Reference; at least 2 from people not related to the applicant.
- E. A copy of the acceptance letter for the college or trade school.
- F. A list of any awards, certificates, or other accolades received by the applicant.
- G. An essay written by the applicant. (See the sample application for details.)

### IV. FUNDING CONSIDERATIONS

- A. A donation request letter has been developed to send out to or bring to potential donors. (See attached draft). This letter will be individualized as needed depending what type of group it is sent to. Two documents have been developed to accompany this letter, which explain who we are, and about the scholarship program.
- B. The finance department has created a code specifically for the scholarship fund, for incoming donations.
- C. Types of donors or sources suggested:
  1. Most donations currently coming in to AVVA national from outside sources such as through Guide Start searches, Charitable Organizations, etc.
  2. A donation button through Pay Pal or "Fundraise-Up" added to the AVVA website.
  3. Annual or one-time sponsorships from businesses, corporations, or individuals.
  4. VVA and AVVA chapters or states.
  5. Raffles (To include seeking valuable items donated from businesses or other, that we can raffle nationally).
  6. Individual donations from businesses or corporations
- D. The current initial funding budgeted to the AVVA Scholarship Fund as of the beginning of the 2021-2022 fiscal year is approximately \$22,000.00.

## ASSOCIATES OF VIETNAM VETERANS OF AMERICA, INC

### **RECOMMENDATION TO BOARD OF DIRECTORS – SCHOLARSHIP FUND**

1. Currently funds are received by the National Finance Department personnel and are deposited and coded as directed by the AVVA president in accordance with decisions by the board and notification to the Finance Committee Chair.
2. Funds will be distributed to recipients by the Finance Department personnel as instructed by the AVVA program chair at the points in time when a scholarship award is determined, and at the appropriate date for the semester or start date for the school year. Funding for anything other than tuition will be carefully considered by the program chair and members, and will be verified prior to approval.
3. The appointed program chair will oversee fundraising for this program. At some time in the future, in accordance with the Strategic Plan, an organizational administrator will probably be hired, who may be assigned this job.

#### V. ADMINISTRATION AND PROCESSING

- A. The Scholarship Program will be administered by an appointed program chair, who will carefully appoint committee members and will delegate individual tasks as appropriate. The committee chair and members must be chosen based on their skills and abilities relating to the tasks that are crucial to the program. (not less than 3 members)
- B. The program chair will be assigned to receive the applications. This part of the equation is tricky. We do not necessarily want a person's home address out there to this degree. The national office could receive them and forward them, but that is just more work for a short staff. The committee recommends that A P.O. box be rented in the area where the chair lives, in 3-to-6-month time increments, (average cost \$40 to \$60) in case the actual person changes. This will make things more direct, while also being easily changed if needed. An email will be generated for us for use for answering questions or for receiving applications by email. That email should be: scholarship@avva.org.
- C. Once received and verified by the chair, the applications will be evaluated by 3 specific committee members who will have been chosen for their ability to be fair and consistent, and for their related skills. A list will be kept showing the overall rating of each applicant until such time as a determination must be made (Deadline dates will be set)

#### D. CRITERIA AND SCORING

1. The applications will be evaluated using a point system for the main criteria and consideration of other criteria comparisons when there are scores that tie or if a certain factor is highlighted by the scorer.
2. Points for questions will be ranked as follows:
  - a) Questions A and B will be given points from 1-10
  - b) Questions C will be considered only in tie situations
3. The essay will be given points: 1 – 20. The essay will be evaluated for how well they responded to the core of the question, the character of the content, how well thought out it appears to be overall, etc. Spelling and grammar will only be a consideration if it appears to be an extreme indication of something deeper.

**ASSOCIATES OF VIETNAM VETERANS OF AMERICA, INC**

***RECOMMENDATION TO BOARD OF DIRECTORS – SCHOLARSHIP FUND***

**E. TARGET START DATE AND DEADLINES**

1. The original target start date was for the fall semesters in 2021. This may be difficult but is not impossible at this time, unless there are more delays in approval of the program details. A deadline for applications to be received of approximately May 1<sup>st</sup> would give the committee about 2 months to process and notify.
  - a) If the above is impossible, an application process date will be set for the spring of 2022, and will be consistent from then through each year.
2. “Advertising” will initially consist of flyers or other documents being sent to our AVVA and VVA states and chapters, and to other veteran organizations. It will also be added to our website, and in Flash notices. During the next 12 months we will work out a plan to notify other educational organizations where people search for scholarship information.

**F. APPOINTMENTS NEEDED**

1. A more permanent program chair
2. At least three qualified permanent committee members
3. Speak to the VVA/AVVA staff to designate a point person at the national office in case of correspondence there
4. A fundraising chair

Attached please find samples of the recommended application, the draft of the donation request letter, and other pertinent documents. Anything in red text or highlighted in a color indicates an item that needs to be determined.

Once this program is approved, we can write the internal policy (for section 11) for this committee and program. There must be details listed so that everyone knows what is expected. This can be done in a very short time.

Submitted by the Scholarship Committee Chair and Committee members.