

AMERICAN LEGION AUXILIARY  
DEPARTMENT OF OREGON

**DEPARTMENT POLICY - EDUCATION & SCHOLARSHIP**

Read the "Department Policy – All Chairmen".

**SCHOLARSHIP PROGRAM**

Refer to the Department Awards List for available scholarships.

**APPLICATIONS**

1. Rules are to be made available to the Units early in the Fall along with application.
2. Units should be reminded that each application must be signed by the Unit President or the Unit Chairman to be eligible for judging.
3. Applications received after the deadline established by the Department Chairman cannot be judged.
4. Those handling the processing of the scholarship applications should be reminded to consider all information pertaining to an applicant as confidential unless written permission is granted to release.
5. Notification of results - Each applicant and sponsoring Unit will be notified of results within two weeks of decisions. This gives the sponsoring Unit an opportunity to honor and recognize the winners and perhaps allows the Unit to present their own scholarships to those not selected.
6. All applications shall be ranked by qualifications and the ranking be put on each in case of future need and kept on file for one year.
7. Department Chairman will forward a list of the winners to the Department office.

**FUNDS**

1. Units should be encouraged to make regular and special donations to the Scholarship Program.
2. No student is eligible to win more than one Scholarship from the Department.
3. Winning students are to be instructed to notify their school of their intent to start classes and request payment in writing from the school be sent to the Department office.
4. The Department Secretary/Treasurer will send the scholarship amount to the school immediately after receiving the request from the school after approval of the Finance Committee.