

1. The allowance for the Department Chairman shall be as adopted in the annual budget. The chairman shall submit an end-of-year statement of the expenses incurred and proposed recommendations affecting the program budget for the next year to the Finance Committee by May 1<sup>st</sup>. The Department Chairman shall request the checks to be sent by the Department Office. (1989)
2. The budget for the Department Education Committee and scholarships shall depend upon voluntary donations and poppy seal proceeds received by the Department Office and administered by the Department Chairman. All donations received during the current year shall be used for the following year's budget. Interest income from the Welfare investment account and 10% of net receipts received from Unit Poppy distribution shall be divided equally among welfare accounts except when a deficit exists in any of these accounts. When a deficit(s) exists, the interest income and 10% of, PF44502, Poppy distribution shall be distributed to these accounts to offset the deficit(s). Donations shall be sent directly to the Department Office and made payable to the Department of California, ALA, and earmarked for Education. The Units and Districts shall be urged to make donations to the Department Education Fund. (2011)
3. The Department shall purchase Poppy Seals from National and offer to the Units and Districts at \$2.00 a sheet of 100 and the net profit derived from these sales be placed in the Department Welfare Fund for educational grants. (2011)
4. The District Chairman may not serve as a Unit Chairman. Relatives of children receiving Department educational assistance may not serve as Unit or District judge. (1998)
5. The Department Chairman shall keep current applications and records as may be necessary. Other records shall be kept at the Department Office.
6. Rules for scholarships shall be made available to the Units prior to the opening of the fall school term or as soon thereafter as possible. Units shall be urged to provide copies to the schools in their communities. Eligibility for all educational scholarships to be awarded by the Department of California shall be granted only to students attending schools in California and who is a veteran, son, daughter, or spouse of a veteran. All Chairman shall keep educational assistance applications confidential unless written permission is granted for release.
7. The winning applications and all related material shall be scanned and downloaded to a memory stick/disc and kept with the procedure books and in the Department Office to ensure the history of the scholarship applicants and recipients. (2011)
8. The Department Chairman shall notify all Units and District Chairman submitting applications for scholarship of the final Department results. This

- notification is to allow a Unit or District to present a local scholarship or to be of other assistance.
9. When an application is submitted by a student for more than one scholarship offered by Department or National the student is eligible to receive only one. A student may not receive more than one scholarship from Department in any one year. (1990)
  10. Scholarship checks shall be payable to the Registrar of the college who shall notify the student and present the check immediately upon enrollment of the student. When required by college policy, the check may be made payable to the student.
  11. The Department will award the following scholarships provided budgeted funds are available:
    - a. Education Assistance General Scholarship (form E21) (2005)
      - i. One (1) \$2,000 scholarship payable at \$1,000 per year.
      - ii. Four (4) \$1,000 scholarships payable at \$1,000 each. (2005)
      - iii. Three (3) \$500 scholarships payable at \$500 each. (2005)
    - b. Continuing/Re-Entry Students or students pursuing a higher degree Scholarship (form E21C) (2006)
      - i. One (1) \$1,000 Mel Foronda Memorial Scholarship (2005)
      - ii. Two (2) \$1,000 scholarships payable at \$1,000 each (2005)
      - iii. Two (2) \$500 scholarships payable at \$500 each. (2005)
    - c. National
      - i. One (1) Spirit of Youth for Juniors Scholarship payable at \$500 in the event that California's candidate is not a winner in the Western Division Competition. (2006)
      - ii. One (1) \$500 National President's Scholarship payable at \$500 in the event that California's candidate is not a winner in the Western Division National competition. (2006)
      - iii. One (1) \$500 National President's Non-Traditional Scholarship payable at \$500 in the event that California's candidate is not a winner in the Western Division National competition. (2006)
      - iv. One (1) \$500 National Junior member Loyalty Scholarship payable at \$500 in the event that California's candidate is not a winner in the Western Division National competition. (2021)

**12. Deadlines for scholarships are****a. Scholarships offered by Department**

- i. Each Unit will select one applicant for each type of scholarship and forward the applications to the District Education Chairman on or before March 1. Applicant is eligible to win one scholarship only. (Other limitations may apply.) (2024)**
- ii. The District will select one applicant for each type of scholarship and forwards them to the Department Education Chairman on or before March 15. (2024)**
- iii. The Department selects one winner per scholarship and announces the winners during the June Convention. (2024)**
- iv. Winners are notified by the Department Education Chairman. (2024)**

**b. Scholarships offered by National.**

- i. National scholarship applications are due to National on or before March (2024)**
- ii. National will forward applications to the Department Chairman. (2024)**
- iii. After judging, the Department Chairman will select the top three applicants for each type of National scholarship and forward them to the Western Division Chairman on or before April 1. (2024)**
- iv. Winners will be notified by National (2024)**

13. Students applying for Department scholarships shall fill out one application per category per Code #11. Each category will be judged and scored by individuals chosen by the Department Chairman. Once scored, the Department Chairman shall numerically rank each category with the highest scored application as #1 the next highest #2 and so on and so forth until all applications have been numerically ranked. Once each category is ranked, the Department Chairman will assign the highest scored application the largest scholarship and continue assigning all available scholarships descending in dollar amount and numerical ranking until all scholarships in that category have been awarded. (2013)

14. The Connie Settles Memorial Trust Scholarship shall be awarded annually to Senior Auxiliary members attending college whose membership dues are paid for the current and past three (3) consecutive years. One scholarship up to \$5,000 shall be awarded annually and may include book stipends. The

- applications (E21S) and rules for the scholarship will be posted on the Department Website. (2015)
15. The scholarship applicant has only two (2) years to initiate use of the funds awarded. If a scholarship is not claimed by the university/college on behalf of the applicant within that two (2) year period, the department Office will inquire in writing as to why these funds have not been used. If use of funds is not initiated within that time frame, they are to be reverted to the funds from which they were originated. If the circumstances of non-use are of a medical nature, it is by the discretion of the Department President, Secretary or Treasurer, and the Chairman to extend the claim for an additional time period not to exceed 18 months, before funds are reverted to where they originated. (2018)
  16. The Education, Junior Activities, and Past President's Parley Chairmen will coordinate with each other to assure no duplication of scholarship recipients. (2001)
  17. Mid-Year Report Forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by December 1st. District report forms are to be sent to the Department Chairman by December 15th. (2023)
  18. End of Year report forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by the second Friday in April. District report forms are to be sent to the Department Chairman by May 1<sup>st</sup>. Department Chairman reports are to be sent to their Division Chairman and the National Committee Chairman by May 15<sup>th</sup>. (2019)