

**The
National Guard Association
of
New Jersey**



SCHOLARSHIP PROGRAM

Standing Operational Procedures

Updated: 05 January 2020

NGANJ SCHOLARSHIP PROGRAM

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NGANJ SCHOLARSHIP PROGRAM

I. NAME AND PURPOSE.

A. Name: The program shall be known as the “National Guard Association of New Jersey Scholarship Program”.

B. Purpose: To recognize the members and families of the National Guard Association of New Jersey (NGANJ) who are endeavoring to continue their education for significant academic excellence, community achievements and outstanding citizenship.

C. This SOP will document the process for awarding scholarships based on the revenues generated from the annual President’s Golf Tournament.

II. AUTHORITY.

The President of the NGANJ will appoint the Chair of the Scholarship Committee. The Chair will appoint at least three officers as members of this committee. Membership will include at least two members from the New Jersey Army National Guard and one member from the New Jersey Air National

III. ANNOUNCEMENT.

The Scholarship Program will be announced annually, usually during the month of January/February. Dissemination of the announcement will be made from various sources in order to provide the widest coverage.

IV. ELIGIBILITY.

A. This program is a member benefit. Applicants must be Active Regular Members or Nonactive Regular Members of the NGANJ, and not be delinquent in dues in current or preceding year, or family members of same. Individuals who have won previous NGANJ Scholarships are not eligible to apply again.

B. Per the constitution of the NGANJ, Article III, Section 1, all active officers and warrant officers of the National Guard of the State of New Jersey shall be eligible for regular membership and shall be carried on the rolls of the Association as regular members, unless disqualified by reason of non-payment of dues. All former officers and warrant officers of the National Guard of the State of New Jersey who have separated from the National Guard under honorable conditions shall also be eligible for regular membership. All officers and warrant officers eligible for regular membership shall become regular members upon payment of their dues for the current year.

C. Eligibility to participate in the Scholarship Program fall into two categories:

1. Category I - Active Regular Members of the NGANJ.

2. Category II - Family members of Active Regular Members, Nonactive Regular Members or deceased members of the NGANJ.

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V. REQUIREMENTS OF ELIGIBLE INDIVIDUALS.

A. Eligible Applicants must complete and send the Scholarship Application packet prior to the designated cut-off date. Applications received after this date will not be accepted.

B. Eligible Applicants must be presently attending an approved community college, school of nursing, or an approved four-year college/university as a full-time student; or have been accepted for admission to any of these categories of schools.

C. Eligible Applicants must be a graduate of an approved public or parochial high school, or an accredited preparatory school. Individuals in this category must graduate by 30 June of the year in which they are applying.

VI. CRITERIA FOR SELECTON.

A. Individuals will be selected based on academics, leadership and citizenship.

B. There will be no consideration given because of rank/grade of the applicant or the applicant's parent.

C. Those applicants must:

- (1) Have attained a high level of academic achievement.
- (2) Have been active in school activities.
- (3) Have been active in community activities.
- (4) Possess initiative and desire.
- (5) Possess stability and display potential for success based on past performance.
- (6) Must not previously been awarded an Association scholarship.

D. If there should be a "tie" in applicants, the Scholarship Committee shall decide based on the following:

- (1) Active Regular Members of the NGANJ.
- (2) Children of NGANJ members killed while performing their National Guard duties.
- (3) Children of NGANJ members who death was not related to National Guard duties.
- (4) Children of active New Jersey National Guard members.
- (5) Children of retired New Jersey National Guard members.

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VII. SELECTION OF SCHOLARSHIP RECIPIENTS.

A. The Scholarship Committee will meet in the March/April timeframe to review all applications and submit their final recommendations to the Chair.

B. The Chair will forward a list of all applicants indicating award winners to the President and Secretary of the Association. The Category II award winners will include: name, home address, name and address of high school, projected graduation date, parent name and unit. The Category I award winners will include parent and unit.

C. After approval by the President of the Association, the Secretary will prepare letters (President's signature) to all award recipients (Annex A) and non-recipients (Annex B).

D. The Secretary will contact the high school of the scholarship recipients. If possible, a member of the National Guard Association of New Jersey will present each scholarship to the recipient during their high school awards ceremony. For Category I recipients, the appropriate Major Support Command will be notified, and the awarding of the scholarship will be done at an appropriate military formation.

VIII. PRESENTATIONS.

A. Recipients will receive a letter of congratulations and a copy of instructions to cover the processing of the payment of the award. A Certificate of Scholarship (Annex E) will also be included.

B. If possible, press releases will be coordinated between the Secretary and the Publicity Chair to coincide with graduation dates.

IX. SCHOLARSHIP APPLICATION.

The Scholarship Application is located on the National Guard Association of New Jersey website at "www.nganj.org".

COL (Ret) WILLIAM L. PEACE, SR
Executive Director
National Guard Association of New Jersey

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ANNEX A - RECIPIENT'S AWARD LETTER



**NATIONAL GUARD ASSOCIATION OF NEW JERSEY
P.O. Box 266
WRIGHTSTOWN, NEW JERSEY 08562**

Scholarship Committee

15 March 20XX

**William T. Winner
100 Main Street
Anytown, NJ 00000**

Dear **Mr Winner**,

It is a distinct pleasure to inform you that you have been selected by the Scholarship Committee of the National Guard Association of New Jersey to be the recipient of a scholarship grant in the amount of \$1,000.00 for the school year 20XX-20XX.

The factors considered (academic performance, leadership, abilities and citizenship) in awarding you this scholarship indicate that you possess the necessary potential, enthusiasm and conscientious drive to become successful in your chosen field of study. These qualities will ensure that you are ready to meet the myriad of challenges that will be offered by the adult world. You are among those young men and women upon whom our country will depend in the coming years to find answers to those challenges.

This award should be a genuine source of pride and satisfaction to you and your family. On behalf of this Association, I offer my sincerest congratulations to you for this personal achievement and wish you every success in your future endeavors.

Enclosed is our check for your use in the pursuit of higher education.

Sincerely,

COLONEL YVONNE L. MAYS
President
National Guard Association of New Jersey

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ANNEX B - NON-RECIPIENT'S LETTER



**NATIONAL GUARD ASSOCIATION OF NEW JERSEY
101 EGGERT CROSSING ROAD
LAWRENCEVILLE, NEW JERSEY 08638**

Scholarship Committee

XX March 20XX

«Title» «FirstName» «LastName»
«Address1»
«City» «State» «PostalCode»

Dear «Title» «LastName»

On May x, 200x, the Scholarship Committee of the National Guard Association of New Jersey announced the recipients for this years' Scholarship Program..

We regret that you were not one of the individuals selected for this award. However, we were most impressed not only with your scholastic record but also with your extracurricular school and community activities.

The Scholarship Committee thank you for submitting your application and we sincerely express to you our hopes for continued success in your academic and social future. We encourage you to apply again next year.

Sincerely,

COL (RET) WILLIAM L. PEACE, SR
Executive Director
National Guard Association of New Jersey