

Standard Operating Procedures Oregon GCSA Legacy Scholarship

1. **PURPOSE:** To identify and recognize a child or grandchild of an Oregon GCSA member and provide them with a scholarship award of an amount to be determined annually by the OGCSA Board of Directors. The award will be funded by the Oregon GCSA and administered by the Board of Directors of the Oregon GCSA.

2. **COMPOSITION:** Oregon GCSA Legacy Scholarship will be awarded to the most outstanding student in an annual competition based on eligibility and selection criteria indicated below. Applications will be reviewed by the scholarship committee and submitted to the Oregon GCSA Board of Directors for final approval. All decisions of the committee will be final. Application deadline will be March 31 of each year. Applicants will be notified of their status by April 30 of the year submitted. scholarship award checks will be made payable to the educational institution of their choice.

3. **ELIGIBILITY:**
 - One or more of the applicant's parents or grandparents must be a currently active or current AA-Life member of Oregon GCSA and maintained the membership for five or more consecutive years in one of the following classifications: A, B, C, Affiliate, AA-Life Honorary Lifetime Member. The competition is open to natural or adoptive offspring of Oregon GCSA members. Children or grandchildren of deceased members are also eligible if the member was active at the time of his or her death.
 - The student must be enrolled full-time at an accredited institution of higher learning, accredited technical college, or other education related endeavor deemed appropriate by the administrators. In the case of high school seniors, the student must be accepted at such an institution for the next academic year. Graduating high school seniors must attach a letter of acceptance to their application.
 - Any number of students from the same family may apply. Awards may be granted to past winners
 - If a child or grandchild of a current Oregon GCSA member of the Board and/or scholarship committee is applying they must excuse themselves from the committee and Board section. Committee vacancies will be replaced by another current Board member or Past President of the Oregon GCSA.

4. **CRITERIA FOR SELECTION:**
 - Applicants will be evaluated based on written essay, academic achievement, extracurricular and community involvement, leadership, and outside employment.
 - The student must submit an original essay of up to 500 words. The essay must be original and not previously submitted to the Oregon GCSA.
 - Financial need is not a factor in the selection.

5. **SELECTION PROCESS:**

- The Scholarship Committee shall evaluate and score the applications with the established scoring rubric. Based on the scores, a ranking of all applicants will be established.
- It shall be the responsibility of a committee member to refrain from judging if he/she feels there is a personal bias on their part. In the event of a tie for the #1 ranking G.P.A. will become the tiebreak. In the event of a tie in G.P.A., the Committee Chairman will be given the authority to determine the result.

6. HOW TO APPLY:

Students must complete and submit the attached application form and supply the following under one cover:

1. Transcripts from all high schools and colleges attended.
2. Typed original essay (up to 500 words).
3. Graduating high school seniors must attach a letter of acceptance to their application.
4. All applications must be postmarked by March 31 of the year submitted.
5. Send or email the packet to:

Oregon GCSA
Legacy Scholarship
 P.O. Box 1556
 Oregon City, OR 97045
 Phone: (503) 344-6535
ogcsa@ogcsa.org

Award amounts will be determined on an annual basis.

Scholars will receive a plaque of recognition.

Recipients will be notified no later than April 30.

Scholarships will be presented at the Annual Meeting of the Oregon GCSA in May.

Oregon GCSA Legacy Scholarship

Your scholarship application will be judged by its appearance and content. It is important to remember the following tips:

1. Read the instructions carefully.
2. Request information that you must obtain from others early. When your school will be sending transcripts directly to us, check back with the school about a week after you make your request to make sure your transcripts have been sent.
3. If you have questions, call the number on the application.

4. Try and have your application arrive as early as possible.
5. Provide all the information required. Do not submit an incomplete application.
6. Do not include extra items.
7. Proof all materials. Have one or two other people proof your essay. Use spell check.
8. Type your application. If you do not have a computer or a typewriter, go to the computer lab at your school.
9. Be neat. If you need additional pages to fully answer a question, use them.
10. Use white paper. Do not use staples.
11. Make copies of your finished application for reference.

Checklist for a complete application

- Carefully complete each question in application. Sign where indicated.
- Attach all official transcripts from any university and post-secondary school that include grades from the last completed semester.
- Attach required essay.
- If you are a graduating high school senior, attach a letter of acceptance from the institute of higher learning you plan to attend.

Deadline for Submitting Application

Completed applications must be postmarked by March 31.

Mail applications to:

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