

**1. PURPOSE:** This policy describes the procedures for the Military Police Regimental Association (herein referred to as Organization) Scholarship Program.

**2. APPLICABILITY:** It is the policy of this organization to practice equal opportunity regarding the scholarship program. All considerations will be made without regard to race, creed, religion, sex, national origin, age, disability, or any other circumstance prohibited by statute.

- a. Must be an immediate family member of an active MPRA standard member. Corporate members are not eligible (verification of current membership status is required). The immediate family members of a deceased member (active at time of death) are also eligible. Immediate family is defined as a parent, sibling, and child (by blood, adoption, or marriage), spouse, legal domestic partner, grandparent, or grandchild.
- b. Must be attending or planning to attend an accredited college or university based in the United States and all US territories.
- c. Must be pursuing a first bachelors, masters, or doctoral degree. Students pursuing a second bachelors and subsequent graduate degrees are not eligible.
- d. Previous recipients of the organization's scholarship are eligible to apply.
- e. Members of the Senior Advisory Council (SAC) and Board of Directors (BOD) along with qualified members of the paid staff and their dependents are eligible to apply for the organization's scholarship. There is no conflict of interest in their application as the organization utilizes a third-party scholarship manager that directly receives and evaluates the applications.
- f. U.S. citizenship is not required.

**3. GENERAL:**

- a. Established in 2006, the program was developed for the purpose of providing monetary awards to qualified applicants pursuing undergraduate or graduate degree programs.
- b. The organization awards scholarships to college-bound high school students, current college students, and adults seeking continuing education through an accredited college or university. The scholarship awarded is not based on the financial need of the applicant.
- c. The recipient is solely based on the individual applicant's accomplishments and contributions. No distinction or selection criteria will exist that limits or promotes any organization sponsoring members rank or grade, service component (AD/RC/NG), or choice of school (service academy vs. non). Additionally, there is no distinction between those who have received other scholarships and those who have not.

- d. Funding for the program is through donations from individual contributions and corporate sponsors as well as the proceeds from various fundraising efforts.
- e. The minimum funding of individual and the maximum level of awards are both determined by the BOD. This determination is based on the recommendation of the Soldier Programs Chair. This will be decided annually at a strategic planning session or if required at a BOD meeting.
- f. The total number of scholarships and funding amount are determined and approved each year by the BOD.
- g. A copy of this policy will be provided to the Scholarship Managers to provide continuity for the program.
- h. The application window is open from January 1 through April 30 of each year.

#### **4. RESPONSIBILITIES:**

- a. Soldier Programs Chair. Provides oversight of the program.
- b. The Scholarship Managers. An independent company, Scholarship Managers, P.O. Box 2810, Cherry Hill, New Jersey 08034, manages the program for the organization. Contact is [scholarshipmanagers@scholarshipmanagers.com](mailto:scholarshipmanagers@scholarshipmanagers.com) and phone number (856) 616-9311.
- c. The Treasurer and Business Manager manage the scholarship account for the organization and ensure the scholarship management fee is paid annually. The amount paid is based on the actual number of applications submitted.
- d. Executive Director. The Executive Director will oversee the transmission of funds for the actual scholarships to the Scholarship Managers no later than June 15 of the award year. The purpose of this decision is to confirm the availability of funds and to record the obligation.

#### **5. PROCEDURES:**

- a. Applicants must complete the scholarship application and complete the 500-word essay prior to the published suspense date. The essay topic is "Why you wish to pursue a post-secondary degree and how you intend to use the skills you will learn in the future."
- b. Applicants must provide the most recent official or unofficial high school or college/university transcripts. Transcripts may be in a sealed envelope and submitted with the application.
- c. Letter of recommendation attesting to the applicant's ability to undertake a field of study and strengthens the overall application.
- d. Applicants must ensure their contact information is current and legible.

- e. The application will be posted on the MPRA website at [www.mpraonline.org](http://www.mpraonline.org) no later than January 1 of each year. The submitted application must be original paperwork. Photocopies and faxes are not acceptable.
- f. Scholarship Managers will receive all applications directly. They will review and evaluate all applications and will select the number of awardees based on the guidance provided by the BOD through the Executive Director prior to the annual application window. Unless notified by the Executive Director, Scholarship Managers will assess applications based on community involvement or volunteering (40%), essay (30%), and GPA (30%).
- g. Scholarship Managers will rank order the awardees and designate the amount of each scholarship awarded.
- h. Scholarship Managers will notify the Executive Director and once approved, the recipients will be notified through a formal letter mailed by the Scholarship Managers. Those not selected will also be notified in this manner. The Scholarship Managers will make notifications no later than June 1 of each year. The recipients will then be required to return the verification letter to the Scholarship Managers confirming their personal information and the name and address of their college or university.
- i. The organization will publish the names of the recipients on the website after the official notifications have been made by the Scholarship Managers. The organization will provide local chapters award information for their areas.
- j. Local chapters and commands can promote the program and the organization and highly encourages presentations. The BOD encourages announcement of awards, pictures of presentations, and articles for publishing on the website and in the quarterly magazine.
- k. The BOD will provide the Scholarship Managers the funds to award the recipients who will provide a check in the awarded amount to the designated college or university no later than August 1 of each year. Recipients that have received service academy appointments or full scholarships may have the check paid directly to them to offset other related expenses.
- l. The Scholarship Manager will notify the Executive Director when all obligated funds are awarded and negotiated for auditing purposes. It is the responsibility of the Executive Director to finalize this step in the process and to report closure to the BOD.

## 6. ANNUAL PROGRAM TIMELINE:

Annual Meeting Determination of next year's funding amount, number of scholarships, and increments of individual awards (Soldier Programs Chair)

January 1 Scholarship notification published on the MPRA website (Business Manager)

January 1	Application window opens.
April 30	Application window closes.
June 1	Recipients notified by mail (Scholarship Managers).
June 15	The organization transmits funding to the Scholarship Managers.
August 1	Awards disbursed directly to college or universities (Scholarship Managers).
Until Complete	Verification of receipt and negotiation of all scholarship checks for auditing purposes (Scholarship Managers and Executive Director).

Approved by the National Board of Directors.

///Original Signed///

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