

FROM THE 2025-2026 NATIONAL EDUCATION COMMITTEE

Creating a Unit / Department Scholarship



Our students are the future, and if your unit or department has considered setting up a scholarship, we want to share criteria to help you get started.

Establish the scholarship fund:

- Create a designated scholarship fund.
- Set a fixed award amount.
- Identify a reliable funding source.

Set eligibility criteria for applicants:

- Relationship: Veteran and/or Auxiliary member.
- Membership: American Legion Auxiliary, The American Legion, or Sons of The American Legion
- Residency: In-state and/or state resident; or member of the department American Legion Family.
- Financial need: Require documentation?
- GPA: Minimum required (if any).
- Student Status: High school senior and/or returning/adult student.
- Institution Type: In-state required (or not)? Must be accredited.
- Application due date.

Application requirements:

- Completed form: Name, address, city, state, zip, telephone number, date of birth, membership number, qualifying veteran name/relationship.
- Essay: Topic, length, and format (typed, double-spaced).
- Signature of the sponsoring American Legion Auxiliary unit president.
- Community service: Required (with verification)? If yes: Required hours and timeframe (e.g., during high school or the last 12 months).
- Proof of a qualifying veteran's military service.

Information from a high school applicant:

- Letters of recommendation: Faculty/administrators/counselor/clergy/community (not relatives).
- Academics: GPA, class rank, transcript, SAT/PSAT/ACT (as applicable).

Information from a college applicant:

- Letters of recommendation: Faculty/administrators/counselor/clergy/community (not relatives).
- Academics: Current cumulative GPA, class rank (if available), and transcript to date.

Judging:

- Form a selection committee with diverse perspectives.
- Judges' decisions are final.
- Set criteria and a rubric before reviewing applications

Can a student apply more than once?

- One-time award (one scholarship per applicant, lifetime).
- Renewable award (define renewal requirements).

Promote & award scholarship:

- Notify applicants: How and when? Celebrate winners publicly (with permission).
- Payment: Student or school financial aid office?
- Disbursement: Before first semester, after first semester, or split?
- Use-by: Must funds be used within a set period?

Tip: Consider an endowment so investment earnings fund awards while preserving principal.

Submitted by Karyl Horn, Eastern Division Education Chair



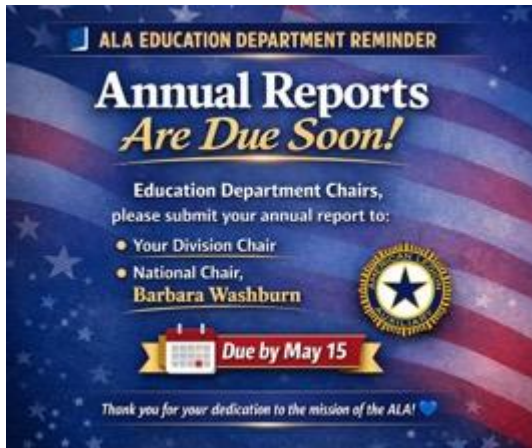
AMERICAN LEGION AUXILIARY

A Community of Volunteers Serving Veterans, Military, and their Families

May 2026

Issue #9

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REMINDERS: Year-End narrative reports from Department Education Chairs are due May 15th to your Division Chair and National Chair, Barb. **NEW FOR 2026!!** You can submit your year-end narrative report via the Formstack link below, and it will be automatically counted as an entry for Best Department Education Program, but it must be submitted by **May 15th**. If you prefer to wait, your award entry is due by 5 PM Eastern Time on June 1st.

<https://member.legion-aux.org/National-Awards-Form>

We challenge all Department chairs to submit a year-end report by May 15th so the Education Committee can be 100% reporting. Division chairs will be calling if they have not received your report. We look forward to reading your stories and seeing pictures of “Education in action”. You never know who might be featured on the big screen during the National Convention.

The winners of the four National Scholarships will be announced soon. Notifications will be sent to winners and their departments in early May. Winners will be posted on the National website during May.



It's not too late to show your appreciation for teachers during Teacher Appreciation Week, May 4 – 8. Here are some ideas from Units across the country:

- Baking cookies all week for different schools
- Baked goods, goody bags with a drink, chocolate, fruits, and Thank You notes
- Desserts for teachers on May 6
- Coupons for a local ice cream shop, which also benefits a local community business
- Providing breakfast or lunch for teachers
- Gift cards for local businesses and Amazon

If you would like to share your stories and pictures or see what others are doing to support the Education Program, join us on Facebook: <https://www.facebook.com/groups/ALAEducation>

