

**Roger Harwood and Joe Santos  
Memorial Scholarships**

Sunset Post #2207  
Veterans of Foreign Wars  
(Mail: P. O. Box 180)  
1426 Main Street  
Fortuna, California 95540

**Policy and Guidelines**

**General Principles**

These general principles apply to the Roger Harwood Academic Scholarship and Joe Santos Vocational Scholarship funds held by the Sunset Post #2207 VFW. Eligible scholarship applicants shall be related to chapter members in current good standing of Sunset Post #2207 VFW. A Scholarship Committee composed of Sunset Post #2207 VFW chapter members shall oversee the application process and determine the scholarship award recipients by vote. The eligible applicant must be a graduating high school senior during the year he/she applies for the scholarship. There is no restriction of the geographic location for any applicant. The purpose of these scholarship funds is to assist recipients with their higher education or training. Each scholarship award is a direct grant to the recipient. Scholarship funds are not intended to cover the full cost of school for any applicant. Two scholarships shall be awarded annually. One scholarship shall be academic (Harwood), and one scholarship shall be vocational (Santos). If no application is received for one of the categories, then two scholarships shall be awarded for the other category. The Sunset Post #2207 VFW may vote to award additional scholarship awards in any one year depending on the amount of funding available. The amount of each scholarship award will be determined annually.

**Scholarship Specifics**

The Roger Harwood Academic Scholarship applies to academic study toward an associate or baccalaureate degree program at any two- or four-year higher public or private educational institution. It does not apply to a certificate or other non-degree study program. The Joe Santos Vocational Scholarship applies to a certificate or other non-degree program at any learning institution. It does not apply to an associate or baccalaureate degree program.

**Scholarship Committee**

The Scholarship Committee is charged with administering the annual educational scholarship award process. The committee is composed of an odd number of members in good standing of Sunset Post #2207 VFW. The minimum number of committee members is three, but, that number can be changed by vote of the Post members at the time the committee is constituted for each annual scholarship award period. At least one Scholarship Committee member must be a current elected Post officer of Sunset Post #2207 VFW.

**Eligibility**

Sunset Post #2207 VFW Member Relationship to Eligible Applicant: The member family relationship is defined as a direct descendant including great grandchildren. Great nieces and great nephews are also eligible. "Step" relationships by marriage to the Sunset Post #2207 VFW member are eligible.

### **Sunset Post #2207 VFW Process Procedures**

As early as possible in the new year during a regular meeting of the Sunset Post #2207 VFW, the Scholarship Committee will be constituted for the upcoming annual scholarship award period. At that meeting, the funding amount and number of scholarship awards for that year will be determined. There will be a maximum of two scholarships awarded. The Scholarship Committee will ensure all scholarship documentation is current and make all scholarship application documents available to interested applicants by 01 April. All scholarship applications shall be received by the Sunset Post #2207 VFW by 31 May. As close to 01 June as possible, the Scholarship Committee shall review all scholarship applications and make their final award decisions based on the selection criteria. Should a Scholarship Committee member have an eligible family member apply for a scholarship, that member should recuse himself or herself from scholarship deliberations for that applicant. The Scholarship Committee shall immediately notify the successful scholarship award applicants by telephone and email with a postal mail notification to follow. Unsuccessful applicants shall be notified by postal mail. The high school administration for each scholarship recipient shall be notified of their award. The scholarship award certificates should be given directly to the award recipients at a monthly Sunset Post #2207 VFW meeting. Notice of the award and the recipients shall be disseminated as widely as possible for public exposure.

### **Selection Criteria**

Instructions for Committee: The goal is to award scholarships to the best qualified applicants from the available application submissions. The Scholarship Committee members shall use the following criteria in making their award decisions:

- \* applicant must be related to Sunset Post #2207 VFW member in good standing
- \* applicant must be a graduating high school senior
- \* applicant must have a minimum 2.5 Grade Point Average on a 4.0 scale
- \* all applicant submissions shall be equally considered in Committee deliberations (no one item will be weighted more than another item)
- \* one scholarship shall be academic (Harwood), and one scholarship shall be vocational (Santos) (if no application is received for one of the categories, then two scholarships shall be awarded for the other category)
- \* prior to actual scholarship award payment, applicant must be enrolled in a 2-year or 4-year college or university or vocational trade school (community college "certificate" programs are eligible)

Incomplete application packages lacking required submission forms and documentation shall be excluded from consideration by the Scholarship Committee.

### **Scholarship Award**

The scholarship shall be awarded in two equal payments during the academic year. The first payment shall be made directly to the recipient after proof of registration in a two-year or four-year college or university or recognized vocational trade school is received by the Sunset Post #2207 VFW. The applicant is responsible for supplying proof of registration. The second and final payment shall be made directly to the recipient after receipt of proof of registration in the next semester or grade period.

## **Specific Application Procedures**

### Instructions for Applicant

1. Submit a completed application form with original signature.
2. Author a personal statement not exceeding two pages introducing yourself to the committee who will review your application. The statement should include your goals, motivation, and reasons why you should be awarded a scholarship. Applicants are encouraged to submit other printed or descriptive material such as academic achievements, leadership, awards/recognition, work history which they consider is relevant.
3. Attach a transcript copy of all class grades earned in high school
4. All completed application forms and materials must be placed in a manila folder with your name, address, telephone, and email address clearly marked on the outside.
5. Submit the application form and materials to be received at the Sunset Post #2207 VFW by 31 May.

### Application Forms

Application forms will be available after 01 April each year on the Sunset Post #2207 VFW website. A hard copy may be obtained directly from a Sunset Post #2207 VFW member. All applications must be received by the Sunset Post #2207 VFW on or before 31 May of the same year. Applicants will be notified of awards after 01 June of the same year.

Executive Committee Approval Date: 21 February 2020