

VFW AUXILIARY  
DEPARTMENT OF WEST VIRGINIA

# GRACE MINNIX HIGHER EDUCATION SCHOLARSHIP RULES



1. **PURPOSE:**

The Grace Minnix Higher Education Scholarship was created on October 8, 1993, to honor and celebrate the accomplishments of our Past National President Grace Minnix. The purpose of the Scholarship is to assist the members of the VFW Auxiliary Department of West Virginia and their families in meeting the costs associated with higher education.
2. **FUNDING:**

Donations for the Grace Minnix Higher Education Scholarship shall be solicited and remitted to the Department Treasurer.
3. **PROMOTION:**

The Department President shall appoint a chairman, either an independent chairman or the Scholarships Chairman. The chairman shall promote the Scholarship, encouraging applicants and soliciting funding.
4. **SCHOLARSHIP AMOUNTS:**

Two (2) One-Year Scholarships of \$1,500 for up to 2 semesters or terms, regardless of which year, but remaining subject to expiration).
5. **ELIGIBILITY:**

Applicants must be:

  - a. Members of the VFW Auxiliary of Department of West Virginia for a period of at least one (1) year prior to the date of the application; or
  - b. The daughter/son/granddaughter/grandson of:
    - i. a member of the VFW Auxiliary Department of West Virginia who has been a member for at least one (1) year as of the date of this application, or
    - ii. a member of the VFW Auxiliary Department of West Virginia who was a member in good standing at the time of her death.
6. **APPLICATION:**
  - a. An application must be submitted to the Department Secretary and postmarked no later than April 1 of each year.
  - b. The application shall request the following information:
    - i. Name of school/educational institution applicant is attending or last attended,
    - ii. Honors, extra curricular activities and work experience,
    - iii. Name and address of the educational institution applicant plans to attend that year and when, and

- iv. Course of study applicant plans to pursue and his/her career goals.
- c. Applicant must sign the application and certify the information in the application is complete, true and correct to the best of his/her knowledge.
- d. Each of the following must be included with an application:
  - i. Applicant's statement of no more than 200 words explaining why Applicant should receive one of the Grace Minnix Higher Education Scholarships,
  - ii. Recommendation from a teacher, principal, guidance counselor, minister, employer or other person with knowledge of the ability of the Applicant,
  - iii. Transcript from last educational institution attended, copy of diploma or GED certificate, or other proof of eligibility to attend the named educational institution, and
  - iv. Any other information applicant desires to submit for consideration.
- e. The application must be certified by the Auxiliary President, Secretary or Treasurer that the applicant meets the eligibility requirements.

**7. SELECTION OF WINNERS:**

- a. The Department Secretary will review all applications received to make sure all requirements have been met. He/she will make copies of the applications and included documents meeting all requirements and mail them to members of the Selection Committee.
- b. The Selection Committee shall consist of the Department President, Department Senior Vice President, Department Junior Vice President, Department Scholarships Chairman and Past National President Diana Stout. The Department President will chair the Committee.
- c. The Selection Committee will review the applications and included documents and then meet at the Department Convention to select winners.
- d. The Chairman will announce the winners at the Department Convention.
- e. Winners will be notified by the Department Treasurer of the scholarship won and informed they must contact the Department Treasurer before each semester or term for which a scholarship is available to affirm the information the Treasurer needs to send payments.

**8. PAYMENTS:**

- a. Payments shall be for qualified higher education expenses only, as defined in the Internal Revenue Code (tuition, fees, texts, equipment and other necessary materials and supplies).
- b. The Scholarship value for a semester or term will be sent to the educational institution the winner is attending.
- c. Payment may also be made to the winner as reimbursement upon submission of proof that the winner has paid for qualified higher education expenses and submission of a certification that payment has not already been received from this Scholarship.

**9. EXPIRATION:**

Scholarships will expire two (2) years after the date the last semester or term the scholarship should have been paid or used. Requests for extensions are at the sole discretion of the VFW Auxiliary Department of West Virginia Council of Administration.

**10. DISCONTINUATION OR CHANGE:**

This Scholarship may be discontinued or changed by the VFW Auxiliary Department of West Virginia Council of Administration at any time without notice. However, after a winner has been announced, all funds due that winner will be paid as provided in these Rules.