

**AMERICAN LEGION AUXILIARY – DEPARTMENT OF NEBRASKA**  
**P O BOX 5227, LINCOLN NE 68505-0227**  
**PHONE 402 466 1808      EMAIL: neaux@windstream.net**  
**www.nebraskalegionaux.net**

**UNIT INSTRUCTION SHEET FOR PROCESSING SCHOLARSHIP APPLICATIONS**

**CAREER and TECHNICAL EDUCATION SCHOLARSHIP UNIT VERIFICATION**

**APPLICATIONS WILL NOT BE ACCEPTED BY INDIVIDUALS**

To qualify for judging applications must be submitted by a local Nebraska American Legion Auxiliary Unit to the Department. Applicants **MUST NOT** send applications directly to the Department Office. Units be sure your applicants know this fact.

The Unit may submit **ONE Career and Vocational Education Scholarship Application** to the American Legion Auxiliary Department Headquarters for consideration. The Unit's selection **must** be post-marked no later than **MARCH 15<sup>TH</sup>**. For information see the Education article in the current ABC Book provided to each Auxiliary Unit.

\_\_\_\_\_ (Applicant's name – print clearly)

**CHECKLIST FOR UNIT PRESIDENT/OFFICER/UNIT EDUCATION CHAIRMAN**

- ✓ Put your Unit's "mail to" information on the first page of application
- ✓ It is the Unit's responsibility to check the contents of the scholarship application to be sure all requested letters and documents are enclosed
- ✓ Signature and phone number of Unit Officer/Chairman who verified contents requested in No. 5 & 6 are included in the applicant's packet
- ✓ Each Unit may submit ONLY ONE of each Department (Nebraska) scholarships
- ✓ ONE Department scholarship per applicant. No duplicate applicants.
- ✓ Mail the completed Department application packet to the Department at: AMERICAN LEGION AUXILIARY, P O BOX 5227, LINCOLN NE 68505-0227
- ✓ All applications to be post-marked no later than MARCH 15
- ✓ Any applications post-marked AFTER MARCH 15 will not be considered

**UNIT #:** \_\_\_\_\_ **UNIT LOCATION: (town)** \_\_\_\_\_

**This application was reviewed by an officer/chairman of the above Unit and contains the information required in No. 5 & 6.**

\_\_\_\_\_  
Signature & Title

\_\_\_\_\_  
Daytime Phone #

Include this completed form in the application packet before mailing to Department.

**AMERICAN LEGION AUXILIARY – DEPARTMENT OF NEBRASKA**

**Applicant if you have any questions on where to submit this completed application please contact our Department Office at 402 466 1808.**

**CAREER and TECHNICAL EDUCATION SCHOLARSHIP**

Career and Technical Education programs are offered through community colleges, trade schools and/or colleges/universities offering two (2) year programs for students who have the intention of going to the workforce after two years or less of higher education. These program areas are typically Associate of Applied Science (AAS) degree programs (2 years in length), Diplomas (1 year) or Certificates less than one (1) year. **This scholarship excludes applicants enrolled in a school of nursing.**

**Applicant must be a resident of Nebraska and must be a Veteran or Veteran connected;**

- **Mail completed application to a local American Legion Auxiliary Unit postmarked by March 1<sup>st</sup>;**
- If selected the scholarship must be used within the year selected. Funding not released by January 1<sup>st</sup> will not be awarded;
- Fill out application online – by typewriter – or using legible printed handwriting and return with all data under No. 5 and 6 in one packet to a Nebraska American Legion Auxiliary Unit President by **March 1<sup>st</sup>**. (Local American Legion Auxiliary Unit contact provided below.)

**This section to be completed by the local American Legion Auxiliary Unit for the applicant:**

Unit #: \_\_\_\_\_ Unit Town: \_\_\_\_\_ Phone Contact: \_\_\_\_\_

\_\_\_\_\_  
(List name & mailing address for Unit contact.)

**This is a \$500 Scholarship. Mail your application packet to the Unit by March 1<sup>st</sup>.**

1. Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
(City/State/Zip)

2. What school are you or were you last enrolled? \_\_\_\_\_

Is this a public school \_\_\_\_\_ or home school \_\_\_\_\_ or Other (explain) \_\_\_\_\_

\_\_\_\_\_  
If not in school, state your occupation: \_\_\_\_\_

3. VETERAN CONNECTION:

Name of Veteran: \_\_\_\_\_ Branch of Service: \_\_\_\_\_

Dates of Service: \_\_\_\_\_ (Data found on form DD214 Discharge paper)

How are you related to the named Veteran: \_\_\_\_\_

4. Institute of higher education you plan to attend: \_\_\_\_\_

5. **Narrative:** (300 words or less) from Applicant stating chosen field of study and why you chose it. **Narrative must be double-spaced and signed by the Applicant.** Please attach a separate page for this portion.

6. The following items **MUST** be included with your application in complete form:

- **Two (2) letters of recommendation from:**
  - (a) One (1) letter from an employer; clergy; or business person in your community;
  - (b) One (1) letter from an administrator; guidance counselor; or teacher. **Both letters must be signed and have a contact phone number. It is preferred that letters be on letterhead.**
- A high school resume' to include a list of community involvement, church activities, and school activities/honors/awards. **Also include number of community service hours served and describe same; plus a contact person name and phone number.**
- **Letter of Acceptance** (tentative or final) from chosen institute of higher education
- **Transcript** of high school (or college) grades **GPA:** \_\_\_\_\_ **Certified Transcript of high school or college grades must be included with the application.**
- **ACT score** \_\_\_\_\_ **SAT score** \_\_\_\_\_ **Accuplacer Score** \_\_\_\_\_  
(As applicable) **Must have official copy of document with scores included.**

\_\_\_\_\_ (Signature of Applicant)

**For further information you may contact:**

**American Legion Auxiliary Department Headquarters Phone: 402 466 1808**  
**Email: neaux@windstream.net Website: www.nebraskalegionaux.net**

**APPLICATIONS WILL NOT BE ACCEPTED BY INDIVIDUALS:**

**To qualify for judging, your application must be submitted by a local Nebraska American Legion Auxiliary Unit. Incomplete applications will NOT be considered. ALL letters MUST be signed and DATED to qualify. Please ensure you have a complete packet for your local Auxiliary Unit.**

**Applicant – Please assemble your scholarship packet in the order given above. Thank you.**