

UNIT INSTRUCTION SHEET FOR PROCESSING SCHOLARSHIP APPLICATIONS

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 Roberta Marie Stretch Memorial Scholarship Application** to the American Legion Auxiliary Department Headquarters for consideration. The Unit's selection **must** be post-marked no later than **MARCH 15TH**. For information see the Education article in the current ABC Book provided to each Auxiliary Unit.

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 contests requested in No. 6 & 7 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. 6 & 7.

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.

ROBERTA MARIE STRETCH MEMORIAL SCHOLARSHIP

The Roberta Marie Stretch Memorial Scholarship of \$400 will be awarded to a qualified applicant enrolled or accepted into an undergraduate or graduate (Masters only) program at a four year college or university. Applicant must be Veteran connected and a resident of Nebraska. Preference will be given to former Nebraska Girls State Citizens.

If selected the scholarship must be used within the year selected. Funding not released by January 1st will not be awarded.

Please fill out application (online, by typewriter, or using legible printed handwriting if necessary) and return with all data under No. 6 & 7 in one packet to a Nebraska Unit President by **March 1st**. (Local American Legion Auxiliary Unit contact given below.)

This section to be completed by the Auxiliary Unit for the Applicant

Unit # _____ Unit Location _____ Contact Phone: _____

(List name, mailing address for Unit member contact.)

This is a \$400 Scholarship. Mail your application packet to the Unit by March 1st.

1. Name of Applicant: _____

Mailing Address: _____

(City/State/Zip Code)

2. In what school are you or were you last enrolled? _____

Grade Level: _____

Is this a Public School _____ or Home School _____ or Other (explain) _____

GPA: _____

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 Papers)

How are you related to the named Veteran? _____

4. Are you a graduate of "Cornhusker Girls State? Yes _____ What year? _____ No _____

5. Institute of higher education you plan to attend: _____

6. **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.)

7. 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.nebrskalegionaux.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.
Applicant please ensure you have a complete packet for the local Auxiliary Unit.

Applicant - Please assemble your packet in the order given above. Thank you.