

Blinded Veterans Association Auxiliary Scholarship Committee

Guidelines and Procedures

The Scholarship Committee of the Auxiliary (BVAA) of the Blinded Veterans Association (BVA) is charged with the responsibility of soliciting, collecting, evaluating, and selecting three annual recipients. Each recipient is to be a spouse or the generational child of a past or current BVA member.

The scholarship Committee consists of five members of the BVAA, one of whom will serve as chairperson. Members of the Committee are appointed by the President of the BVAA, who also names the chairperson.

The scholarships are awarded to students and are to be used for tuition, books, fees, and school related items. The BVAA Treasurer is to send the monies directly to the institution in which the recipient is enrolled in two installments-one in September, the other in January providing the student is continuing in the second semester of the school year. In the event a student leaves school during the school year, the balance of the scholarship may be awarded to another eligible-qualified applicant, the highest scoring runner-up, at the discretion of the chairperson of the Scholarship Committee.

An eligible student may be awarded a scholarship no more than four times. In order that all the steps toward the goal of awarding the scholarships in a timely fashion, the following schedule has been established.

Activity

November 1: Request that the BVAA president provide notice to the BVA Bulletin/Happenings that the BVAA is seeking scholarship applications from a spouse or a generational child of a past or current BVA member. Ask that this notice be published in the January-February and March-April Issues of the BVA Bulletin.

Notify the BVAA reporter at the same time so that she/he can also mention the scholarship applications process beginning and announce the current winners of the scholarships.

Update the website to reflect the deadline dates for the new year as well as any changes in this procedure.

May 1 DEADLINE for applications: Applications must be emailed or mailed/postmarked to the chairperson postmarked BY THIS date. If there are any missing elements, notify the student immediately and ask that they provide those elements within seven days. Allow at least a week for mailed applications to be received.

May: The Chairperson will verify with the BVA office (855-281-3385) that each applicant's blinded veteran is a past or current BVA member. The chairperson or designated individual will contact the veteran of the applicant to verify that the relationship is consistent with eligibility requirements.

If there are more than 3 applicants, send each member of the scholarship Committee the full application packet from each qualified applicant along with a scoring sheet for each applicant.

June 15th Committee members will return scoring sheets to the chairperson who will select the top three scoring winners. If there are enough qualifying applicants; runners-up should be selected in case any of the top scorers change their plans and do not attend school or decline after the first quarter/semester.

July 31: Notify each winner of his/her award. Non-winners should also be notified and encouraged to apply again next year. Qualified runners-up may be told that they will be considered in the event a winner's status changes.

Send a list of the winners to members of the Scholarship Committee.

Send a list of the winners to the President of the Auxiliary and the Treasurer along with pertinent information about the recipients.

Send a list of the winners along with pertinent information to the Reporter of the Auxiliary for publication in the July-August BVA Bulletin.

August 15: Scholarship recipients will notify the committee chairperson if they intend to withdraw from an institution or decide to forgo the scholarship. Should an awardee withdraw, the chairperson will submit the runner-up to the scholarship committee to vote on confirmation.

September 1: The Treasurer of the Auxiliary will send a check for half of each scholarship awarded to the appropriate school for each scholarship winner. If any winner does not enter school as planned, the next highest scoring runner-up may be awarded that scholarship.

Also see the beginning of the procedure as it starts over again on this date.

January 1: The Treasurer will send a check for the second half of each scholarship awarded to the appropriate schools for each scholarship winner. If any of the scholarship winners do not continue into the next semester, the next highest scoring runner-up will be awarded the balance of the scholarship.

May 1: This is the deadline for applicants to next year's scholarships.

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