United States Submarine Veterans, Inc.
Groton Base
Scholarship Program
Policy & Procedure
Manual



OUR CREED:

"To perpetuate the memory of our shipmates who gave their lives in the pursuit of their duties while serving their country, That their dedication, deeds, and supreme sacrifice be a constant source of motivation towards greater accomplishments. Pledge loyalty and patriotism to the United States of America and its Constitution."

Revised November 2015

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UNITED STATES SUBMARINE VETERANS
GROTON BASE
SCHOLARSHIP PROGRAM

I. INTRODUCTION

The United States Submarine Veterans (USSVI) Groton Base Executive Board has established a Scholarship Committee to develop and manage a scholarship program on behalf of the membership. The Scholarship Program shall be based upon the creed of the Organization. The Program shall be designed to provide for the immediate and long term, a program which is fair, equitable and uniform in the distribution of its awards. In addition the policy must be accountable to the members of the Organization, all sponsors of funding, applicants and recipients of the program. The Scholarship Committee will conduct all business within the Policy and Procedures outlined in this document.

II. GENERAL POLICY

1. The Scholarship Committee is a Standing Committee of USSVI Groton Base. This Committee is accountable to all rules and regulations presented in the By-laws of this Organization. The Scholarship Committee shall manage all aspects of the Scholarship Program and report its findings and recommendations directly to the Executive Board. The Executive Board will provide over site and report its findings and recommendations of the Scholarship Committee to the general membership.

2. The Scholarship Program is designed to provide financial assistance to outstanding eligible recipients seeking **first time** admission to an accredited institute of higher education.

3. Active duty personnel are excluded from this Scholarship Program.

4. The Scholarship funds collected but not awarded in a calendar year shall remain in the USSVI Groton Base Scholarship account. All liabilities of the scholarship awarded must be committed to the recipient in the year of the award and such monies shall be fenced until all liabilities or obligations with the specific scholarship award have been finalized.

5. All funds left by a member's estate to the Organization noted for scholarship, education, or higher learning are to be placed directly into the Scholarship account.

6. In the event the USSVI, Groton Base dissolves, all funds allocated to the Scholarship account will be forwarded to the USSVI National Organization for specific use in support of the national scholarship program.

7. The Scholarship Committee shall not discriminate with regard to race, religion or gender in the management of this program.

8. The Scholarship Awards Committee shall ensure each applicant is eligible prior to being considered for an award. The Chairperson of the Scholarship Committee obtains verification of membership from the latest Membership List. Applicants must be between the ages of 17 through 26 or in their senior year of high school and have not previously received a Scholarship award from USSVI Groton Base.

9. The Scholarship Committee shall judge each applicant on the basis of the application in the following areas: academic achievement, participation and achievement in high school and community activities, leadership potential, career objectives, personality, character and overall impression.

10. Members of the Scholarship Committee, Executive Board and Board of Directors shall not participate directly or indirectly in the screening process and/or approval of an applicant they sponsor for the Scholarship Program.

11. The Scholarship Committee shall determine the number and amount of scholarships it shall support based on the amount of funds available each calendar year. The Scholarship Committee shall recommend the number of scholarships to be awarded to Groton Base and the amount of funds to be donated to the National Scholarship Fund to the Executive Board.

12. The recipient of the Scholarship must attend an accredited institute of higher education.

13. The Scholarship Committee shall accept applications for consideration from:

A. Any student, between the age of 17 through 26, whose parent, step-parent, grandparent, step-grandparent or great-grandparent or step great-grandparent is a member or an associate member with a minimum of one year of membership in good standing of the (USSVI), Groton Base in the year of application, and has a "C" grade average or equivalent in the year of application.

B. Any student, between the age of 17 through 26, whose parent, step-parent, grandparent, step-grandparent or great-grandparent or step great-grandparent is a member or an associate member with a minimum of one year of membership in good standing of the (USSVI), Groton Base in the year of application, who has been home schooled and has an institution (church or private organization sponsored) certificate of completion of the home schooling program.

C. The Scholarship Committee shall not consider any application that is submitted with incomplete or falsified information.

14. As part of their submission, applicants are required to present an original essay of 250-300 words maximum detailing their interpretation of the Organization's creed and how it will apply to their future.

15. Transcripts are to accompany the application containing a minimum of at least two years of grades with the school official signatures. Any additional information requested

by the Scholarship Committee in addition to the application shall be provided by the applicant. A non-response from the applicant to the Scholarship Committee's request within five (5) working days will render the application incomplete.

16. The Scholarship Award shall be for a period of one academic year. The Scholarship Award shall be paid directly to the recipient.

17. The Scholarship Committee members shall maintain confidentiality regarding applicant's information at all times.

III. FUNDING

1. The Scholarship Committee shall participate in all activities associated with raising funds to directly support the Scholarship Program. The Committee shall schedule, track the progress and report the results of all fund raising efforts monthly at the Executive Board meeting.

2. The Scholarship Committee shall receive and review all proposals for fund raising activities. Recommendations shall be presented to the Executive Board prior to the start of the any fund raising activity. Scholarship fund activity leaders shall file an event fund raiser proposal. (Appendix 1: Scholarship Fund Activity Proposal). This procedure is necessary to ensure compliance with state and federal law regarding fund raising and to provide continuity among all fund raising events.

3. The Base Treasurer shall receive and deposit all funds for the Scholarship Program with the USSVI and shall provide a receipt to persons donating funds in excess of $15. A record of the donation shall be given to the Scholarship Chairperson.

4. Groton Base will follow the guidelines and procedures for maintaining a charitable account in accordance with the USSVI Charitable Foundation (USSVICF) as contained in Appendix 5

IV. PROCEDURES

1. Distribution and Review of Completed Scholarship Applications

A. The Scholarship Committee shall make available applications for consideration no later than November 1 in each calendar year. The applications may be obtained at the USSVI Groton Base or USSVI Groton Base Web page, or by request from a Scholarship Committee person. (See Appendix 2: Groton Base Application Form/Requirements/Procedures).

B. Completed applications must be submitted on or after March 1 and before 15 April of the calendar year to the Scholarship Committee for consideration, without exception. (See Appendix 3: Time Line of Scholarship Committee Activity).

2. Screening of Scholarship Applications

Screening the received Scholarship applications shall be conducted in three specific steps. First the Scholarship Chairperson of the USSVI Groton Base shall validate that the sponsor of the applicant is a member or an associate member with a minimum of one year of membership in good standing of the USSVI, Groton Base. If the sponsor is deceased and was a member in good standing for one year prior to their passing and has not been deceased for more than five years they will be an eligible sponsor. The Committee shall screen all applications for completeness and eliminate all incomplete applications. The final screening process shall include evaluating the remaining applications based on a scoring procedure. This procedure is designed to provide an equitable measurement of each applicant based on a 100 point scoring system. Each applicant is rated to a scale below:

1. Academic achievement (10)
2. Participation and achievement in school (10)
3. Participation and achievement in community activities (10)
4. Leadership potential (10)
5. Career objectives (10)
6. Personality and character (10)
7. Essay (30)
8. Overall impression (10)

The specific criteria for determining the rating for each category shall be reviewed annually by the Scholarship Committee and finalized before the start of the application evaluation.

A. Applicants shall be ranked in numerical order, based on their combined numerical score.

B. Once the screening process is completed the Committee's ranking is final for that calendar year.

C. Screening of all applicants shall be completed by June 1. (See Appendix 3: Time Line of Scholarship Committee Activity.)

3. Recommendations for Awards

The Scholarship Committee shall recommend to the Executive Board the applicants to be considered for a Scholarship and the amount to be awarded to each based on the amount of funds available and the number of applicants (See Appendix 3: Time Line of Scholarship Committee Activity).

4. Administration of Scholarship Awards

A. Upon Executive Board approval of the Committee's final recommendations, applicants approved and the amount to be awarded shall be presented to the

membership at the July Base Meeting. The Base Commander of USSVI Groton Base shall personally notify each recipient by phone. Additionally the Scholarship Committee Chairman of USSVI, Groton Base will inform all accepted applicants by certified mail (return receipt requested) that they have been selected for a Scholarship, notify them where they will receive their Scholarship and enclose a Letter of Agreement (See Appendix 4: Letter of Agreement). The Letter of Agreement must be signed by the recipient and returned to the USSVI Scholarship Committee Chairman before the announced award date. (See Appendix 3: Time Line of Scholarship Committee Activity).

B. The recipient(s) shall provide the USSVI Groton Base with the correct address of the technical institute, college or university they are attending.

C. The recipient(s) must maintain a "C" average or better to remain current in the Scholarship program.

D. The Scholarship Committee Chairman shall provide all necessary information to transfer funds to the recipient.

E. The Scholarship Committee shall destroy all applications and essays submitted by applicants not awarded a Scholarship. All documentation submitted by applicants who are awarded a Scholarship shall be retained by the Base archivist.

5. Annual Report of Committee's Activities to the Executive Board

The Scholarship Committee Chairman shall provide an annual report to the Executive Board at the End of the Year Executive Board meeting. The report shall contain all activities the Committee fostered during the year and the future activities the Committee expects to conduct in the coming year. The report shall be submitted in written form to become a permanent record of the USSVI Groton Base.

6. Changes to the Policy and Procedure Manual:

Changes to this Policy and Procedure Manual must be submitted in written form to the Scholarship Committee for review and consideration. Any change(s) that the Scholarship Committee recommends shall be presented to the Executive Board.

Revised October 2015

Scholarship Chairman Gregg C. Kane November 2, 2015

Base Commander November 2, 2015

Appendix 1: Scholarship Fund Activity Proposal:

SCHOLARSHIP FUND ACTIVITY PROPOSAL

Date::_____ACTIVITY LEADER: _____

PROPOSED EVENT:

_____

_____

_____

PROPOSED COST TO CONDUCT ACTIVITY: $_____

ESTIMATED AMOUNT THE ACTIVITY IS EXPECTED TO RAISE: $_____

ESTIMATED RESOURCES AND MANPOWER TO CONDUCT ACTIVITY:

_____

_____

_____

TIME PERIOD OF ACTIVITY: _____

Scholarship Committee Recommendation: _____Date: _____

Committee Remarks:

Application Form for College Scholarship
United States Submarine Veterans, Inc. – Groton Base

Applicant's Name: **Age:** **Sex: M F**	**Applicant's Parents Names:**
Address:	**Address:**
Phone #:	**Phone #:**
E-Mail:	**E-Mail:**

To: USSVI Groton Base Scholarship Committee Chairperson

Subject: Request my name be put forward as an Applicant for the USSVI Groton Base Scholarship Awards Program

Sponsor's Name:	**Relationship to Applicant:**
Address:	
Phone #:	**E-Mail:**

School Entering or Planning to Attend:
Major(s)/ Courses Planning to Attend:
Applicant's plans for completion of college and plans for post graduate career:
ACT/SAT Scores achieved:

Submit the following documents with this application:

1, A letter of recommendation from your guidance counselor
2. School transcripts for the last two years with school official's signatures
3. Two letters of reference from individuals other than from a relative or those referenced above
4. An essay of 250 to 300 words maximum detailing the applicants interpretation of the SUBVETS Creed.
5. ACT/SAT scores.
II. Typed resume

Signed: _____

Applicant

Application Requirements for College Scholarship
United States Submarine Veterans, Inc. – Groton Base

Applicant must:

1. Be between 17 and 26 years of age.

2. **For the first time,** be entering in a full time study program at an accredited educational institution.

3. Demonstrate scholastic/academic proficiency (Grade C average or equivalent).

4. Submit an essay of 250 to 300 words maximum explaining their interpretation of the USSVI Creed and how it could apply to them personally though their course of study and career.

5. Provide any other information requested by the Scholarship Committee in order to evaluate eligibility.

6. Provide a resume along with the other documents listed on the application form (recommended information for the resume – work experience, proficiencies, awards, personal information, projects worked on, hobbies, life/ career objectives/ goals).

NOTE : THIS SCHOLARSHIP AWARD IS GIVEN TO SELECTED APPLICANTS FOR THE PERIOD OF ONE YEAR ONLY. PREVIOUS AWARD RECIPIENTS ARE NOT ELIGIBLE TO REAPPLY FOR FURTHER AWARD CONSIDERATION.

Application Procedure for College Scholarship
United States Submarine Veterans, Inc. – Groton Base

1. Application forms available from USSVI Groton Base or any member of the Scholarship Committee no later than November 1.

2. Complete application form and submit a resume and essay.

3. Provide the following supporting information/documentation:

   a. High school transcript reflecting courses taken, and grades received for the last two years.
   b. ACT/SAT scores.
   c. Letter of acceptance to an accredited college/university for course of study indicated.
   d. One letter of Recommendation from guidance counselor
   e. Two additional letters of reference from individuals other than relatives, sponsor, teachers or guidance counselor.

4. Application, resume, essay and all supporting documentation must be addressed to U.S. SUBVETS Attention Scholarship Committee 40 School Street Groton, Ct. 06340. Applications must be received by the closing date (April 15th of calendar year submitted).

5. When packages for consideration are received by the Scholarship Committee, an acknowledgement of receipt will be sent to each applicant who properly submitted their application.

6. Applicants that have been selected for scholarship awards will be notified of the USSVI decision in July of the calendar year submitted.

7. Applicants who are to be awarded a scholarship will receive a Letter of Agreement. The Letter of Agreement must be completed and returned for receipt by the Committee by June 22nd of the calendar Year submitted.

8. The formal public award date will be determined by the Executive Board.

The Scholarship shall be awarded for a period of one academic year. The Scholarship shall be paid directly to the recipient.

Appendix 3: Time Line of Scholarship Committee Activity

November 1st	Applications Posted
March 1st	Applications accepted
April 15th	Closing date for Application returns
April 15th -May 21st	Scholarship Committee Screens Applications
May E Board Meeting	Scholarship Committee recommends Applicant(s) To be given Award and amount
By June 22nd	Recipient(s) notified they are selected and return a Letter of Agreement to Scholarship Chairman
Award Presentation	To Be Determined

Appendix 4: Letter of Agreement

U.S. SUBMARINE VETERANS INC GROTON BASE
SCHOLARSHIP PROGRAM

Letter of Agreement,

Congratulations, the U.S. Submarine Veterans, Groton Base has selected you to receive a scholarship award for the _____ academic year. The scholarship award amount is $_____ . As the recipient of this award, you are required to provide the following information to initiate the award:

NAME of Technical Institute, College or University you are attending:

_____

Submit to:
U.S. Submarine Veterans, Groton Base
Attn: Chairman, Scholarship Committee
40 School Street
Groton, CT 06340

To remain current in the scholarship program, you are required to maintain a grade of "C" or better.

I HAVE READ AND UNDERSTAND THE ABOVE LISTED REQUIREMENTS AND ACCEPT THEM AS MY RESPONSIBILITY, AS THE SELECTED SCHOLARSHIP RECIPIENT.

SIGNATURE: _____DATE:_____

Note: Upon receipt, submit this letter signed with the requested information to the above listed address within five (5) business days.

JOHN E. MARKIEWICZ
NATIONAL SECRETARY
UNITED STATES SUBMARINE VETERANS, INC.
AND
UNITED STATES SUBMARINE VETERANS CHARITABLE FOUNDATION
5349 SELTON AVE
JACKSONVILLE FL 32277-1380

February 15, 2006

U.S. SUBVETS Groton Base
John Carcioppolo, Base Commander
40 School St.
Groton, CT 06340

Dear John,

On February 13, 2006, the Board of Directors of the United States Submarine Veterans' Charitable Foundation approved a motion to allow Regions, Districts and larger bases within USSVI to establish a Scholarship program for the children and grandchildren of active duty submarine sailors and submarine veterans within those regions, districts and larger bases.

Effective immediately, Groton Base is authorized to begin it's own Scholarship Fund and the Foundation Treasurer is instructed to establish the Groton Base Scholarship account into which all Groton funds are credited. Also effective immediately, the Groton Base Scholarship Fund is authorized to begin fund raising and providing scholarship monies to qualified applicants in accordance with the USSVCF Scholarship Program and the provisions of the IRC section 501(c)(3) regulations.

Sincerely,

Cc: Tom Conlon, USSVI-CF National Commander
Ed Brooks, USSV-CF Executive Director
John Andersen, USSV-CF Treasurer

Certain Bases or groups within the US Submarine Veterans, Inc. express a desire to create and manage their own (local) scholarship awards program. However, contributions to a local program are generally not qualified for income tax deduction.

In order to meet the tax deduction criteria, contributions must be made to an organization that is approved and qualified by the U.S. Internal Revenue Service as a Chapter 501(c)3 organization. The US Submarine Veteran's Charitable Foundation has this special qualification.

Therefore, if a contribution to the submarine veteran's organization, is to be tax deductible, it must be made to the Charitable Foundation. Of course, these contributions must then be managed and disbursed in accordance with the rules and by laws of the Charitable Foundation.

A chartered chapter (individual Base or District) of the U.S. Submarine Veteran's Inc. may utilize the Charitable Foundation to create and manage their own Scholarship program if they meet the following criteria:

1. There is a pool of at least 100 qualified students within the specified area. These students must also meet the criteria for application and consideration specified for applicants to the Charitable Foundation's Scholarship Program.
2. The Base or District, for which the local program is created to serve, has the financial capacity to award at least $5,000 in scholarships each year.
3. The Base or District has an elected and qualified fiduciary capable of managing an approved and protected financial account to receive tax deductible contributions under the name of U.S. Submarine Veteran's Charitable Foundation – Scholarship Fund.
4. The Base or District has prepared and obtained approval of a written procedure for the conduct of the Scholarship Award Program. The procedure must conform to and emulate the written program followed by the Charitable Foundation's Scholarship Program. Written approval must be obtained from the Charitable Foundation's Board of Directors.
5. The responsibilities of the leading member (chairman, etc.) of the Base/ District Scholarship Awards Committee must include a requirement to establish and maintain a reporting relationship with the chairman of the Charitable Foundation's Scholarship Committee to ensure consistency and uniformity with the national program.
6. Any subordinate scholarship program utilizing the I.R.S. qualification of the US Submarine Veterans Charitable Foundation, must submit to a periodic audit of its procedures and account(s) to maintain its acceptability.

Any Base or District wishing to create and manage its own scholarship awards program under the qualification of the US Submarine Veteran's Charitable Foundation, must make a formal written request to the Charitable Foundation's Executive Director. The request must include a complete description of the program and the names/titles of the awards committee as well as the person assuming fiduciary responsibility for the scholarship funds and account(s).

Appendix 5 USSVCF Authorization and Procedures

1. The bank account where tax deductible contributions are received and disbursed from, must be:
    a. Under normal circumstances, the USSV-CF Scholarship account whereby contributions received will be credited and accounted for as the (Base X Scholarship Fund). When disbursements are required, checks will be written from the USSVI National Treasurer.
    b. If special circumstances require that an account be established near the Base X, it must be a separate investment account clearly and specifically designated as the USSV-CF Base X Scholarship Fund. Whenever possible, this account must be with Merrill Lynch or Wells Fargo Investments.
    c. Authorized signatories for a local account, must include – the USSV-CF Treasurer – USSVI National Commander – USSVI National Office Administrator & The Base X Scholarship Chairman, or other designated local fiduciary (one designated person only).

2. Monies deposited into any account designated as a USSV-CF Scholarship Fund cannot be diverted into any other account or used for any other purpose. If a Base X Scholarship Program becomes inactive, (e.g. insufficient contributions, lack of eligible candidates, or other debilitating factors) the monies in the Base X Scholarship account will revert to the USSV-CF Scholarship Fund. These monies may then be used by the USSV-CF Scholarship Chairman, in award of scholarships to eligible candidates.

3. The Base X Scholarship Program must be managed and controlled in a manner consistent and compliant with the USSV-CF National Scholarship Program and the requirements imposed by the various documents guiding that program.