

# **Pikes Peak Detachment Marine Corps League**

## **Scholarship Committee**

### **ADMINISTRATIVE PROCEDURES**

Accepted by a Unanimous Vote of the Pikes Peak Detachment Membership

20 February 2016

For Inclusion into the Pikes Peak Detachment Bylaws

**MARINE CORPS LEAGUE  
PIKES PEAK DETACHMENT # 29  
P.O. BOX 10536  
COLORADO SPRINGS, CO 80932**

**MSTSGT BILL WALTERS MEMORIAL SCHOLARSHIP FUND**

The MSTSGT Bill Walters Memorial Scholarship Fund (hereinafter called the Fund) administers a program of Scholarship grants. These Scholarship grants are available to Pikes Peak Detachment members in good standing (dues paid/current) and their immediate families. The number of Scholarship grants awarded annually will be determined by the amount of money in the Fund. Eligible candidates are Pikes Peak Detachment Marine Corps League Members, members' spouse, children, grandchildren and great grandchildren. Members must be a member of the Marine Corps League for a minimum period of one year (dues paid/current) prior to applying for a MSTSGT BILL WALTERS MEMORIAL SCHOLARSHIP. Members do not have to have been a member of the Pikes Peak Detachment of the Marine Corps League for one year.

Scholarship funds will be held in a Scholarship Fund account that is separate from the Pikes Peak Detachment General Fund account. Scholarship funds will only be used for non-scholarship purposes under extraordinary circumstances e.g. pay off of crime policy bonding deductible as discussed in National Bylaws<sup>1</sup>. Use of Scholarship Funds for non-scholarship purposes will be decided/approved by the Pikes Peak Detachment Marine Corps League Commandant.

The Scholarship Fund will be used for Scholarship grants and necessary expenses. Scholarship Grants may be used at any accredited college, university or trade school.

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<sup>1</sup> Marine Corps League National Bylaws with Change 14, September 14, 2010; Section 545 – Bonding – Detachment Commandants, Detachment Adjutant/Paymasters or Paymasters, as applicable and Officers authorized by the Detachment Commandants to handle Detachment funds will be Bonded by a commercial crime policy paid for and administered by the National Organization. The bond limit will be in the amount of \$10,000.00 with a deductible of \$1,000.00. A certificate of coverage will be mailed to each Detachment at the inception of the policy term with the territorial provisions included within the policy. The Detachment at the expense of the Detachment shall arrange any additional bonding coverage desired for Detachment Officers. (Article eight; Section 8115 (m) applies).

Pikes Peak Detachment Marine Corps League General Fund will contribute \$500.00 (minimum) annually (when funds are available) to the Scholarship Fund to sustain the Fund.

Pikes Peak Detachment Marine Corps League members may sponsor an unlimited number of candidates per year.

The Scholarship Committee consisting of three (3) Pikes Peak Detachment members (dues current/paid) appointed by the Commandant annually at a regularly scheduled January or February monthly meeting will administer the Scholarship Fund and program (advertising scholarship(s), review Scholarship Applications and qualifications of applicants, selection of Scholarship winners, reviewing enrollment correspondence, submission of funds to the Scholarship winner's college, university or trade school, etc.). Scholarship Committee members' term of office will be one year. There is no limit to the number of times a member can be appointed to the Scholarship Committee. The Scholarship Committee Chairperson will be selected by the three (3) appointed members.

The Scholarship Committee will review all applications. When voting for an applicant for a Scholarship Grant the Committee Members will vote and the majority will rule. Selected applicant(s) (winner) name(s) will be announced to the membership at a monthly meeting. If possible, the selected applicant should be present.

Upon notification of enrollment in an accredited college, university or trade school by the selected applicant and receipt of enrollment correspondence from the academic institution, the Scholarship Committee Chairperson, working with the Paymaster to withdraw funds (write a check) from the Scholarship Fund, will send the funds (certified mail return receipt requested) to the academic institution to be used by the student for expenses. Failure to provide enrollment correspondence within six (6) months after enrollment will void the scholarship award.

**Instructions for Filling Out  
Marine Corps League Pikes Peak Detachment  
MSTSGT BILL WALTERS MEMORIAL SCHOLARSHIP APPLICATION**

**Honor**

**Courage**

**Commitment**

Thank you for applying for the Marine Corps League Pikes Peak Detachment **MSTSGT BILL WALTERS Memorial Scholarship**. The selected applicant or applicants will be awarded a one-time \$500.00 grant. All scholarship Grant awards will be through a competitive selection process. This scholarship may be used at any accredited university, college or trade school that offers higher education that could lead to a degree or certification. Applicants may reapply annually for a maximum of four (4) years.

Below are listed the prerequisites that must be satisfied before your application can be processed. Failure to submit the required documentation will negate the processing of your application.

**Application Deadline:** Applicants may submit applications from January to April of the year they expect to start their college, university, or trade school. The cut off date is April 30. Applications received after this date will not be considered or returned. Notification will be made to the selected winner during the month of May or June at their High School graduation or as required.

**General Academic Requirements:** All applicants must have a High School diploma or GED. Letters of introduction or endorsement from school officials and Community Service Organizations are welcome but are not required.

**Eligibility:** This scholarship is open to any Pikes Peak Detachment # 29 Marine Corps League member (in good standing – dues paid) and members' immediate family.

Members must be a member of the Marine Corps League for a minimum period of one year (dues current) prior to applying for a MSTSGT BILL WALTERS MEMORIAL SCHOLARSHIP.

Members do not have to have been a member of the Pikes Peak Detachment of the Marine Corps League for one year.

**Acceptance Letter/Enrollment Correspondence:** All applications must be accompanied by a copy of an acceptance letter from an accredited college, university, or trade school that the applicant plans to attend. (Acceptance letters may be submitted as follow-up correspondence if the scholarship application is filed prior to gaining acceptance to a college, university, or college level trade school. Failure to provide enrollment correspondence within six (6) months after enrollment will void the scholarship award.

**Essay:** All applicants must submit a 500 word essay on one of two topics:

- How a Marine Corps League Pikes Peak Detachment Scholarship will make a difference in my life
- Honor, Courage, Commitment - how these Marine Corps traits have made a difference in guiding your commitment to excellence in your planned field of study

**Please return your application with all supporting documentation:**

Chairperson, Scholarship Program  
Marine Corps League  
Pikes Peak Detachment #29  
P.O. Box 10536  
Colorado Springs, CO 80932

**Marine Corps League**  
Pikes Peak Detachment # 29  
P.O. Box 10536  
Colorado Springs, CO 80932

NOTE: Applicant must fill out all sections of this application completely and honestly. This information will be used to determine your eligibility for a scholarship. Deadlines for submission are 30 April.

**MSTSGT BILL WALTERS MEMORIAL SCHOLARSHIP  
APPLICATION**

**APPLICANT - GENERAL INFORMATION**

Name: \_\_\_\_\_ Date \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Phone Number \_\_\_\_\_

County \_\_\_\_\_

City, State \_\_\_\_\_

**High School:**

Name \_\_\_\_\_

Phone Number: \_\_\_\_\_

Street: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Prospective School(s) you desire to attend:** (Submit additional schools on separate sheet)

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Street: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Planned Major Field of Study: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_ Degree/Certificate: \_\_\_\_\_

**Notes:**

1. Scholarship is a one time grant of \$500.00.
2. Students must be accepted by a college/university/trade school to receive this Scholarship.
3. Scholarship will be sent to the college/university/trade school (once identified by the student) to be dispensed for student expenses.
4. Student must meet the eligibility requirements. Proof of Pikes Peak Detachment # 29 Marine Corps League member (in good standing – dues paid).

**PIKES PEAK DETACHMENT MEMBER INFORMATION**

Name: \_\_\_\_\_

Member: Number \_\_\_\_\_ Date Joined MCL and PPD \_\_\_\_\_

Associate Member Number \_\_\_\_\_ Date Joined MCL and PPD \_\_\_\_\_

Relationship of Applicant to Above: \_\_\_\_\_  
(Self, Spouse, Children, Grandchildren)

**DOCUMENTATION REQUIRED**

(Complete 1, 2, or 3 as appropriate. Attach required documentation to application)

1. Pikes Peak Detachment Membership Number and date joined the MCL. (Information can be obtained by the member from the Detachment Paymaster.)

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**PLEASE REVIEW AND READ OVER THE APPLICATION CAREFULLY AND SIGN:**

I certify that the above information and attached supportive documentation is correct.

APPLICANTS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_