

To: Dave Brady
Adjutant, MCLPA

From: Bob Ziltz
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Subject: **Proposed Administrative Procedure Change**

In accordance with Department Bylaws, Article Eight, Section 800, the following proposed amendments are submitted for consideration by the body assembled at the Department Convention.

Changes to: Section 8025 / Subsection (a)

Addition of a new subsection (b) to become: Section 8025 / Subsection (b)

Intent

Establish a Marine Vocational Scholarship Program.

Rename the existing program to the Scholarship Program for Higher Education.

These changes are proposed to establish the program for scholarship assistance for newly transitioning Marines and Marine Reservists to find suitable employment on their separation from the U.S. Marine Corps or return home from training or deployment for Reserves. The program includes FMF Corpsmen and FMF Chaplains and so uses the term "regular member" to identify those eligible for this program.

Rational

Traditionally, the Department of Pennsylvania has supported a scholarship program for post-secondary education. This program offers scholarship assistance for formal (2 or 4 year) programs at established colleges and universities and generally excludes vocational type of training. The program is most often utilized by children and grandchildren of our membership.

It is recognized that transitioning Marines may need "cross-over" or other vocational training to obtain employment after release from active duty. This program is intended to fill the gap and help transitioning members. Membership in the League is a requirement so it will become part of the recruiting package for these same members.

The name change for the existing program is simply to provide an easy way to distinguish between the two programs: The Higher-Ed program vs. the Vocational program.

Effective Date

At the conclusion of the Convention or July 1, 2020, whichever occurs first.

Changes to: Section 8025 / Subsection (a)**Current and Proposed**

- 1) Current section uses the term “Scholarship Program.”
Change to “Scholarship Program for Higher Education” throughout the section.
- 2) Current section uses the term “Scholarship.”
Change to “Higher Education Scholarship” throughout the section.
- 3) Part 1. (3) change the word “investment” to “invest.”
Comment: This change corrects inappropriate word choice.
- 4) Part 1. (3) change the word “Foundation’s” to “Department’s.”
Comment: Scholarship funds are the Department’s and while administered by the Foundation should be invested per Department investment policy.
- 5) Part 2. (2) add sub-section (D) as a new section.
Comment: This change recognizes the new Vocational program and allows a transitioning member to use the Vocational program to find a job and then sometime later, to use the Higher Education program to further their education. The use of the Vocational program will not preclude the use of the Higher Education program.

Section 8025 (a) with proposed changes is shown as a complete section below.

SECTION 8025 – Subordinate Programs.**(a) Department of Pennsylvania Scholarship Program for Higher Education.****Part 1. Administration of Higher Education Scholarship Funds**

- (1) **Repository of Scholarship Funds.** The Marine Corps League of Pennsylvania Foundation [Foundation] shall be the repository of all Department **higher education** scholarship funds from any and all sources.
- (2) **Source of Higher Education Scholarship Funds**
 - (A) Scholarship Budget Item. The Department General Scholarship Fund for Higher Education [General Scholarship Fund] shall be a fixed expense within the Department which is funded by appropriation through the Department’s budget submitted annually to the Convention. The appropriated funds will be disbursed by the Department Paymaster to the Foundation upon approval of the Department budget.
 - (B) Donations to General Scholarship Fund **for Higher Education.** Donations to the General Scholarship Fund **for Higher Education** shall be made to the Foundation payable to the MCLPaF. Any donations to the General Scholarship Fund received by the Department Paymaster shall be disbursed to the Foundation within one (1) week of receipt.
 - (C) Donation to a Memorial Scholarship Fund **for Higher Education.** All donations to a scholarship fund in memory of a named individual or organization shall be made to the Foundation payable to the MCLPaF. The Foundation shall maintain the

memorial account in a financial record bearing the individual or organizations name. Any contributions received “in memory of” but not designated for a specific memorial scholarship fund in that person’s or organization’s name shall be placed in the General Scholarship Fund. For example, a \$100 donation “in memory of “Studley Whiplash” with no further instructions would be deposited in the General Scholarship Fund **for Higher Education.**

- (3) **Investment of Scholarship Funds.** The Foundation shall invest **ment** scholarship funds in financial instruments in accordance with the **Foundation’s Department’s** investment policy.
- (4) **Disbursement of Scholarship Funds.**
- (A) Reserved Principal. Only the amount of principal of the General Scholarship Fund in excess of \$10,000 may be used to award scholarships.
- (B) The Scholarship Committee.
- (i) The criteria for an applicant to qualify for a scholarship shall be determined by the Department Convention.
- (ii) The Scholarship Committee [Committee] shall select the recipient of scholarship awarded by the Department for the fiscal year. The Committee shall then forward the names and addresses of all recipients and the amounts awarded to the Foundation by the close of the Department Convention.
- (5) **The Foundation.** The Foundation shall disburse to each recipient the amount awarded within one month of notification by the Committee.

Part 2. Administration of Higher Education Scholarship Program

- (1) **Purpose.** To provide scholarships to applicants:
- (A) Who are pursuing an undergraduate degree and will be enrolled as a fulltime student (12 semester hours minimum) in the upcoming academic school year; or
- (B) Who are veteran MCL members who work fulltime and are enrolled for a minimum of 6 semester hours.
- (2) **Eligible Recipients.** Eligible recipients are:
- (A) Members in good standing for at least one year in the Department of Pennsylvania and the MCL Auxiliary of the Department of Pennsylvania;
- (B) Spouses, children, stepchildren, grandchildren, and great grandchildren of members in good standing for at least one year of the Department of Pennsylvania and the MCL Auxiliary of the Dept. of Pennsylvania; and
- (C) Children of U.S. Marines, FMF corpsmen and Navy chaplains (serving with a Marine unit) who were killed in combat.
- (D) Regular members who have received one or more Marine Vocational Scholarships are eligible for a Higher Education Scholarship provided they meet program requirements.**
- (3) **Non-eligible Recipients.** Students who:
- (A) Have their first undergraduate degree and are pursuing their second bachelor degree; or
- (B) Are attending any graduate school are not eligible to receive a scholarship.
- (4) **Selection of Recipients.** The Scholarship Committee [Committee] shall select the recipients at the Department Convention and give a complete report to the entire membership.
- (5) **Meetings.** The Committee shall meet as often as necessary.

(6) Higher Education Scholarship Application Procedure.

(A) An applicant shall:

- (i) Print the Pennsylvania Marine Corps League Scholarship Form [application] from the Department of Pennsylvania MCL web site;
- (ii) Complete the application following the instructions making sure all sections are correctly and completely filled out and sign the application;
- (iii) If a first-year applicant, attach a certification of acceptance from his/her educational institution; and
- (iv) Submit the application postmarked after February 1 and no later than May 31 to the Chairperson listed on the application.

(7) Scholarship Committee Procedure.

- (A) The Committee shall log in the application with the date received and all the application's attachments. If any information is omitted the application shall be returned to applicant to supply the omitted information.
- (B) All applications will be thoroughly reviewed for compliance with the instructions on the application and listed on a master sheet for Committee review at the Department Convention.
- (C) Approval of an application requires a simple majority (51%) vote by the Committee.
- (D) Approval or rejection with the reason will be noted on the application by each Committee member.
- (E) All applicants will be notified of approval or rejection with the reason via email if provided or U.S. Postal Service after the Department Convention.
- (F) The MCL of Pennsylvania Foundation [Foundation] shall be notified of the names, addresses, amounts, and specific scholarship, if applicable, for each scholarship recipient.
- (G) The Foundation shall write and mail a check to each recipient in accordance with the information provided by the Committee.

Changes to: Section 8025 / Subsection (b)**Current and Proposed**

- 1) Subsection (b) is a completely new section and is shown as a new section below.
Comment: This section adds the Marine Vocational Scholarship program to the APs, assigns administration of the program funds to the Foundation and program supervision and management to the Department's Scholarship Committee.

SECTION 8025 – Subordinate Programs.**(b) Department of Pennsylvania Marine Vocational Scholarship Program.****Part 1. Administration of Marine Vocational Scholarship Funds**

- (1) **Repository of Scholarship Funds.** The Marine Corps League of Pennsylvania Foundation [Foundation] shall be the repository of all Department Marine Vocational Scholarship funds from any and all sources.
- (2) **Source of Vocational Scholarship Funds.** Funds for the vocational scholarship program shall be from three (3) sources.

- (A) Undispersed funds from the previous program year;
- (B) New contributions appropriated through the Department's annual budget;
 - (i) The Department Scholarship Fund for Vocational Training [Marine Scholarship Fund] may be a fixed expense within the Department which is funded by appropriation through the Department's budget submitted annually to the Convention. If included in the annual budget and approved at the Convention, the appropriated funds will be disbursed by the Department Paymaster to the Foundation within 30 days of the Convention.
- (C) Donations to the Scholarship Fund for Vocational Training.
 - (i) Donations to the Marine Scholarship Fund shall be made to the Foundation payable to the MCLPaF. Any donations to the Marine Scholarship Fund received by the Department Paymaster shall be disbursed to the Foundation within one (1) week of receipt.
- (3) **Scholarship Amount.** The maximum amount per scholarship award shall be set at the Department Convention based on the funds available and planned number of awards during the program year. Scholarship awards will be suspended for the program year after all funds available have been awarded and disbursed. Additional awards can be made after funds have been depleted only if additional funds from any source are received.
- (4) **Investment of Scholarship Funds.** The Foundation shall invest Marine vocational scholarship funds in financial instruments in accordance with the Department's investment policy.
- (5) **Disbursement of Scholarship Funds.**
 - (A) The Marine Vocational Scholarship program is an annually funded program; individual scholarships may be awarded that in total are equal to or less than the full amount of monies held by the vocational scholarship fund, without reserve, each program year.
 - (B) The Scholarship Committee.
 - (i) The Scholarship Committee [Committee] shall select the recipients of Marine vocational scholarships based on applications for the scholarship as they are received throughout the program year. Once approved, the Committee shall then forward the name and address of each recipient and the amount awarded to the Foundation for disbursement of the scholarship.
- (5) **The Foundation.** The Foundation shall disburse to each recipient the amount awarded within one month of notification by the Committee.

Part 2. Administration of Marine Vocational Scholarship Program

- (1) **Purpose.** To provide scholarships to regular members of the Marine Corps League of Pennsylvania who are seeking new knowledge, skills or credentials that will lead directly to full-time employment.
- (2) **Eligible Recipients.** Eligible recipients are Regular Members of the Marine Corps League of Pennsylvania who are in good standing at the time of their application and who maintain their membership for the duration of their vocational training including the time of disbursement of scholarship funds.
- (3) **Number of Scholarships.** This program is intended to assist with cost of vocational training leading to employment. Eligible recipients may receive up to four vocational scholarships over a two-year period based on the requirements of their educational program without regard to the

durations of each individual course of instruction. Each scholarship awarded must be made on the basis of one scholarship per individual module or course of instruction. There shall be no awards of multiple scholarships for individual courses.

(4) **Non-eligible Recipients.** Students who:

- (A) Are Associate Members (i.e. have not served in the U.S. Marine Corps, Marine Corps Reserve, an FMF Navy Corpsman or as an FMF Navy Chaplain.)
- (B) Have already received four vocational scholarships; or
- (C) Have already completed similar vocational training; or
- (D) Are attending any graduate school are not eligible to receive a scholarship.

(5) **Selection of Recipients.** The Scholarship Committee [Committee] shall receive, review and approved each application for a vocational scholarship on an individual basis. Programs vary in length, subject matter, scheduled offerings and often convey a certificate or other form of completion certification. The Committee shall review each program for which an applicant is planning on attending and award scholarships on the basis of meeting the purpose of this scholarship as per Section 8025 (b), Part 2 (1) of these APs.

(6) **Meetings.** The Committee shall meet as often as necessary.

(7) **Marine Vocational Scholarship Application Procedure.**

(A) An applicant shall:

- (i) Print the appropriate Pennsylvania Marine Corps League Scholarship Form [application] from the Department of Pennsylvania MCL web site;
- (ii) Complete the application following the instructions making sure all sections are correctly and completely filled out and sign the application;
- (iii) Attach a description of the vocational program of study for which the scholarship is sought;
- (iv) Attach a form of acceptance into the program, either an acceptance letter, paid receipt or other official document provided by the vocational education provider;
- (v) Submit the application to the Committee Chairperson listed on the application;
- (vi) Applications will be accepted any time during the program year.

(8) **Scholarship Committee Procedure.**

- (A) The Committee shall log in the application with the date received and all the application's attachments. If any information is omitted the applicant will be contacted and requested to provide the information needed to complete the application.
- (B) All applications will be thoroughly reviewed for compliance with the instructions on the application and tracked by the Committee.
- (C) Approval of an application requires a simple majority (51%) vote by the Committee.
- (D) Approval or rejection with the reason will be noted on the application by each Committee member.
- (E) All applicants will be notified of approval or rejection with the reason via email if provided or U.S. Postal Service.
- (F) Disbursement of scholarship funds shall be per Section 8025 (b), Part 1 (5) of these APs.