

**AMVETS Ladies Auxiliary Department of Michigan  
LOCAL SCHOLARSHIP OFFICER INSTRUCTIONS  
2023-2024**

**#1 Research local, Department of Michigan and National Scholarship Programs and become familiar with the requirements and forms.**

**#2 Educate your members on the Scholarships available and encourage them to identify applicants. Besides local scholarships, there are also the following Scholarships available:**

- A. Dept. of Michigan AMVETS Ladies Auxiliary**
- B. Dept. of Michigan AMVETS Ladies Auxiliary Career Start**
- C. National AMVETS Ladies Auxiliary**
- D. National AMVETS Auxiliary Career Start**
- E. National AMVETS Auxiliary College Support**
  
- H. Sackette's Nursing Scholarship**

**Department Scholarships can be downloaded from their website, [amvetsauxdeptmi.org](https://www.amvetsauxdeptmi.org) and the National Scholarships can be downloaded from their website, [amvetsaux.org](https://www.amvetsaux.org). Any eligible student can apply for multiple scholarships – but only one per level (one Department, one National)**

**#3 All Michigan Auxiliary Scholarship applications can be downloaded from the Michigan Auxiliary website (<https://www.amvetsauxdeptmi.org>) or requested from the Dept. Scholarship Officer. They are to be returned to the Dept. Scholarship Officer postmarked no later than June 1st of each year.**

**#4 Promote and use the Department Scholarship Memorial Cards. The cards may be obtained from the Department Scholarship Officer and the cost may vary based on printing costs.**

**#5 Contributions may be made to the Scholarship Memorial Fund and should be forwarded to the Department Secretary. The honoree and the contributor will be listed in the Department Convention Book.**

**#6 Read Bulletins and check the Auxiliary website often for updated information.**

**#7 Set up a notebook to record all work done by your Auxiliary members. It is much easier to fill out a report if you have an accurate record.**

**#8 All projects should have prior approval of the Auxiliary, be recorded in the minutes and be performed in the name of the AMVETS Ladies Auxiliary.**

**#9 One copy of your Mid - year Report is mailed or e-mailed to the Department Scholarship Officer, no later than November 5th of the current year. File a report even if you have “ Nothing to Report at this Time”. One copy of your annual (final) report should be mailed or emailed to the Department Scholarship Officer no later than May 5th of the current year.**

**#10 Read the Donor's Rules carefully and follow them to qualify for awards at the Department Convention. Donor Rules are sent out in a Convention digest bulletin each March by the Department. Have them handy when filing your reports.**

**#11 Copies of the service report forms and evaluation sheets may be downloaded from the Dept. Auxiliary website.**

**#12 February is Scholarship month and you are encouraged to have a fund raiser with a portion of the funds going to the Department Scholarship Fund.**

**The purpose of this special month is:**

**(a) To give our members a better understanding of our National programs through scheduled special actives and events.**

**(b) To obtain publicity in local newspapers, radio and television stations to make the community aware of the support we give to these programs.**

**(c) To make an extra effort to raise funds for these programs.**

**IDEAS FOR FUND RAISERS:**

**50/50 Raffles - Garage Sales Auctions - Golf Events - Bake Sales -**

**Breakfasts - Secret Word Games - Card Parties - Walk-a-thons -**

**Dinners - Passing a Donation Jar at events.**

<b>No change by 2022-2023 Department Officer</b>
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