

AMVETS Ladies Auxiliary Department of Michigan
LOCAL SCHOLARSHIP OFFICER INSTRUCTIONS
2025 - 2026

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

- Department Scholarships can be downloaded from the website, amvetsauxdeptmi.org or requested from the Department Scholarship Officer and must be returned to the Dept. Scholarship Officer postmarked no later than June 1st of each year.
- National Scholarships can be downloaded from the website, amvetsaux.org.
- Any eligible student can apply for multiple scholarships – but only one per level (one Department, one National)

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

- Dept. of Michigan AMVETS Ladies Auxiliary
- Dept. of Michigan AMVETS Ladies Auxiliary Career Start
- National AMVETS Ladies Auxiliary Scholarship
- National AMVETS Ladies Auxiliary Career Start
- National AMVETS Ladies Auxiliary College Support
- National AMVETS Ladies Auxiliary Trade Scholarship
- Sackette's Nursing Scholarship

#3 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.

#4 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 all communications including the bulletins of the National and Department officers on the National and Department websites. They should contain information which can assist you with your program. Share the information with your members by including it in the reports you give at your meetings.

#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, postmarked no later than November 5th of the current year. Always file a report even if you have "Nothing To Report At This Time". One copy of your annual (final) report is be mailed or e-mailed to the Department Scholarship Officer postmarked no later than May 5th of the current year.

- Copies of the current service report forms and evaluation sheets may be downloaded from the Dept. Auxiliary website
- Your project reporting will be included with all projects reported to your Department service officer and sent to the Department NEC
- The Department NEC sends the Department service officers reports to their National counterparts to be combined Nationally and reported by AMVETS to the US Congress to influence veterans legislative priorities.

#10 Read the Donors 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. They are sent to the local President and available on the Department website. Check with your President or on the website for a copy and have them handy when filing your reports.

#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:

- To give our members a better understanding of our National programs through scheduled special activities and events.
- To obtain publicity in local newspapers, radio and television stations to make the community aware of the support we give to these programs.
- 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.

Reviewed and Revised by Department Parliamentarian May 2025