

Brute Scholarship Program

Policies & Procedures

Revision: 10-10-18
Approved: 10-13-18

Section I / Purpose

- a) **Purpose:** The purpose of the Brute Scholarship Program (BSP) is to provide ACTIVE detachment members in GOOD STANDING and/or their immediate family members, financial aid for post high school education.
- **Active Member:** Attends 70% of detachment business meetings and participates in detachment activities.
 - **Member in Good Standing:** Current in membership dues per National bylaws.
 - **Immediate Family Members:** For the purposes of the BSP, immediate family members are defined as spouse, biological dependent children, stepchildren, or guardian children.

Section II / Brute Scholarship Fund Committee

- a) **Committee:** The BSFC shall oversee the BSP, to include processing and reviewing applications, selecting awards, and conducting other related business as needed. The BSFC committee shall consist of a minimum of five and a maximum of seven members.
- b) **Committee Chair:** The Senior Vice Commandant shall chair the committee.
- c) **Committee Members:** The committee membership shall consist of a minimum of two regular life members, one regular member, and one associate member, who are active and in good standing. All members are appointed by the detachment Commandant in accordance with detachment bylaws.

Section III / Eligibility

- a) **Eligibility:** Individuals described in "Section I," are eligible to submit a Brute Scholarship application, provided that they are students accepted for enrollment for an undergraduate degree or certificate program at a university, junior college or students seeking vocational studies at a trade school or enrolled in an apprenticeship program of 12 months or less will be considered.
- b) **Criteria:** All Applicants must meet the following eligibility criteria:

- **GPA:** Have a minimum GPA of 2.00 on a 4.00 scale.
 - **Financial Need:** Have a critical financial need of such a nature and magnitude as to impede current applicant's ability to meet education expenses.
 - **Institution:** Plans to attend a four-year college, 2-year junior college or trade school in the upcoming academic year. An apprentice program through a reputable entity will also be considered. The BSFC will have final approval of what schools and programs are acceptable for application.
- c) **Outlier Eligibility:** Under hardship circumstances and funds being available, the Board of Trustees may direct the BSFC to accept applications from non-Marine Veterans or their immediate family member. In the case of immediate family members, applications from deceased non-Marine Veteran will be accepted.
- d) **Ineligibility:** The following students are ineligible for scholarship awards:
- Students attending a Federal Service Academy.
 - Students, who already have an undergraduate degree, pursuing a second bachelor's degree or attending graduate school.

Section IV / Application

- a) **Application:** The applicant's Brute Scholarship application must be submitted in time, completed, signed, and with all requested documentation for consideration; there are no exceptions. Applicant's failure to abide by any section of the BSP will immediately disqualify the applicant for scholarship award consideration for the year.
- Exceptions such as mid-year applications, etc., will be considered by the BSFC on an individual basis.
- b) **Detachment Memberships:** Prior to submitting an application, the detachment regular or associate member must be a member of the detachment for not less than 12 months.
- c) **Family Members:** Prior to submitting an application, the immediate family member's detachment sponsor must be a member of the detachment for not less than 12 months. However, this rule doesn't apply to deceased members' family members.

Section V / Application Timelines

- a) **Undergraduate/Associate Degree:**
- January 1: Applications available for new and renewal applicants.
 - April 1: Applications closed.

- April – June: Applications reviewed and processed.
- June 1: Final transcript of grades due to BCFC.
- July 1: Award decisions recommended to the Board of Trustees.
- July 15: Award decisions finalized and distributed.
- Final membership approval of awardees will occur at the July detachment meeting or by electronic voting.
- Awardees will be invited to the August detachment meeting to be honored and presented the scholarship award by the membership.

b) Vocational/Trade School Programs (12 Months or Less):

- Applications will be accepted on an ongoing basis.
- Applications will be reviewed monthly as needed by the BSFC.
- Recommendations submitted to the Board of Trustees and detachment membership for final approval.
- Awards will be determined and distributed appropriately.
- Awardees will be presented the award and honored at a detachment meeting.

c) Apprenticeship and Certification Programs:

- Applications will be accepted on an ongoing basis.
- Applications will be reviewed monthly as needed by the BSFC.
- Recommendations submitted to the Board of Trustees and detachment membership for final approval.
- Awards will be determined and distributed appropriately.
- Awardees will be presented the award and honored at a detachment meeting.

Section VI / Required Documentation

- a) **Brute Scholarship Application Form:** The Brute Scholarship application form will be available for download or for on-line completion by January 1 of each year under the "Brutes Only" tab at www.alabamamarine.org.
- b) **Transcripts.** Applicant's final high school and/or college transcript(s) of course work and grades are required to be submitted with application. If final transcripts are not available, preliminary transcripts can be submitted; submission of final transcripts are due to the BSFC by June 1st per the schedule in paragraph Va) above.
- c) **Cover letter.** Applicant must submit a one-page cover letter introducing themselves and explaining why he or she deserves a Brute Scholarship.

- d) **Outlier Documentation:** The BSFC reserves the sole right to request additional documentation from an individual applicant, i.e., financial information, etc.

Section VII / Scholarship Awards

- a) **Availability:** All awards are dependent on availability of Brute Scholarship funds. The annual amount of BSP funds available to award shall be set by the BSFC, and shall not exceed the annual BSP budgeted amount, unless otherwise recommended and approved by the BSFC, Board of Trustees, and detachment membership.
- b) **Awards:** Brute Scholarship awards will be determined by the BSFC per Sections III thru VI and distributed by the detachment Paymaster accordingly.
- c) **Accountability.** The BSFC is responsible for establishing and recommending any changes to the BSP award and selection criteria.
- d) **Award Forfeiture and Repayment:** In the event that a Brute Scholarship recipient has not utilized the scholarship funds appropriately; hence, non-educational in purpose, the recipient will forfeit their scholarship, and repay the detachment for the full sum of the scholarship award within 90 days of notification that their Brute Scholarship has been revoked.

Section VII / Brute Scholarship Fund

- a) **Funding:** Funding for the Brute Scholarship Program will come from many sources, such as: individual members, public donations, fundraising and special events, business meeting drawings and challenge coin revenue. In addition, at the Board of Trustees' sole discretion, periodic transfers of funds from the detachment's regular account funds.
- b) **Funds:** Scholarship funds are restricted funds and can only be used for scholarship awards as defined by the BSP. The funds shall be held in a separate interest-bearing account administered by the detachment Paymaster.
- c) **Brute Scholarship Fund Report:** The BSFC Chair or the detachment Paymaster, shall make a BSP financial report at quarterly detachment business meetings. The Board of Trustees can request an interim BSF report and/or a review at their sole discretion at any time.

Section VIII / BSP Budget

- a) **Budget:** The BSP budget will constitute a line-item in the detachment's annual budget and shall be prepared by the BSP committee and submitted by the Chair to the Board of Trustees no later than November of said year.

Section IX / Amending BSP

- a) **Amendments:** The Brute Scholarship Program may be canceled or amended at any time by a majority vote of the of the Board of Trustees and membership.