



**Adjutant General's Corps Regimental Association (AGCRA)  
Scholarship Program  
Memorandum of Instruction (MOI)**



**1. AIMS AND PURPOSES.**

a. To establish a permanent scholarship fund to financially assist Adjutant General's Corps Regimental Association (AGCRA) members and their authorized dependents or grandchildren to further their higher education.

b. To recognize and reward excellence in education and community support.

**2. GENERAL.** The AGCRA Scholarship Fund is established to award and administer grants from the Association's fund to eligible AGCRA members and their authorized dependents and/or grandchildren based on academic excellence, community/school activities, and military affiliation or service (if applicable).

**3. AGCRA SCHOLARSHIP CRITERIA/STANDARDS.** Based on donations received, scholarship proceeds generated, and the financial health of the AGCRA Scholarship Fund, the AGCRA National Executive Council (NEC) Treasurer will recommend the number of available scholarships in any given year, subsequently approved by the NEC Operations Committee for disbursement. The AGCRA Scholarship Board (see paragraph 5 below) will evaluate and score scholarship applicants based on the criteria listed below. The top-scoring applicants, based on the number of available scholarships in any given year, will be awarded a \$1,000 AGCRA scholarship. The AGCRA scholarship criteria are provided below. Documents described below must be included within an applicant's scholarship application:

a. Grade Point Average (GPA).

(1) An applicant's GPA will be validated through an official high school, community college, trade school, college, or university transcript for the current academic year.

(2) Scholarship board points will automatically be applied as follows:

- 30 Points for 4.0+
- 25 Points for 3.5 - 3.9
- 20 Points for 3.0 - 3.4
- 0 Points for 2.9 and below
- There will be no rounding of GPAs.

b. Volunteering & Community Service. The Scholarship Board may award up to 20 points for these criteria.

c. ROTC, Prior Military Service, or currently serving U.S. Service personnel (if applicable). The Scholarship Board may award up to 10 Points for this criterion.

d. Scholarship Endorsement(s). See paragraph 8b below for details. The Scholarship Board may award up to 10 Points for this criterion.

e. Applicant's Personal Narrative for why they are seeking an AGCRA Scholarship (typed, no more than two pages) will be evaluated by the Scholarship Board (see paragraph 8d below). Up to 30 Points can be awarded for this criterion.

f. There is a grand total of 100 points that an applicant can attain.

#### **4. AGCRA SCHOLARSHIP PROGRAM SELECTION CRITERIA DETAILS.**

a. Academic excellence and community/school activities will constitute the primary criteria. The applicant's personal narrative, letters of endorsement, and other factors within the application packet will also be considered by the AGCRA Scholarship Selection Board.

b. AGCRA scholarships will be paid directly to an accredited university, college, community college, or trade school (otherwise known as an accredited institution), or to an established 529 education savings plan.

c. AGCRA scholarships will not exceed \$1,000 per calendar year to any selected applicant. Applicants may not receive more than a grand total of two AGCRA scholarships.

d. Each applicant must be accepted or enrolled as a student to attend classes at an accredited institution as described in paragraph 4b above. Note – the accredited institution must support post high school education that includes a two- or four-year degree program (e.g., Baccalaureate, Masters) or a trade program certificate recognized by the regional and national accrediting agencies approved by the U.S. Secretary of Education.

e. The applicant must be enrolled in courses which go toward earning an associates, baccalaureate, or masters degree, or a trade program certificate, and must be considered a full- time student by the accredited institution during each fall or spring semester.

(1) For applicants who are **Soldiers only** (also must be on Active duty, or full-time ARNG / USAR), and an active AGCRA member, the AGCRA Scholarship Board will consider applications from these individuals if they are considered to be **"part-time"** students.

(2) Within the scholarship application, a **"part-time" Soldier** applicant must identify themselves as such within their personal essay based on the criteria in paragraph 4e(1) above.

(3) Academic and enrollment requirements for **"part-time" Soldier** students remains the same as "full-time" students (see paragraph 4d above).

(4) Additionally, "**part-time**" **Soldier** applicants will be assessed against the same criteria as "full-time" students for an AGCRA scholarship.

f. An AGCRA scholarship application and supporting documents must be received by the AGCRA Scholarship Selection Board not later than May 15<sup>th</sup> of each calendar year for consideration, or the suspense date listed on the AGCRA scholarship website at [AGCRA.COM](https://agcra.com).

(1) No exception is authorized.

(2) The AGCRA scholarship website is expected to open by March 1<sup>st</sup> of each year. The AGCRA Scholarship website link is <https://agcra.com/scholarships>.

g. **Second Year AGCRA Scholarship.** Winning applicants who, in the first year of receiving an AGCRA scholarship, are in academic good standing with their accredited institution and maintain a B average (or equivalent) or higher-grade point average (GPA) (*Examples - 3.0 GPA or higher on a 4.0 scale; or 3.75 GPA on a 5.0 scale*), may have their scholarship extended for a second year. Those students must provide academic transcripts (email to [Treasurer@agcra.com](mailto:Treasurer@agcra.com)) verifying maintenance of a B average (or equivalent) or higher GPA and academic good standing **by June 30<sup>th</sup>** of their second year. No AGCRA scholarship recipients will be awarded more than two AGCRA scholarships.

## **5. AGCRA SCHOLARSHIP BOARD.**

a. The selected officers for the Scholarship Program are the five members of the NEC Operations Committee. These members will also comprise the AGCRA Scholarship Selection Board.

b. The AGCRA Scholarship Selection Board will review and evaluate scholarship applications received not later than May 15<sup>th</sup> of each year. The AGCRA Scholarship Selection Board will execute the voting system described in paragraph 3 above to select the best applicants who will receive an AGCRA scholarship.

c. Scholarship board member conflict of interest guidance is address within Appendix 4 of this MOI.

## **6. AGCRA SCHOLARSHIP PROGRAM ELIGIBILITY.**

a. Any active AGCRA member. The active member must be in compliance with paragraph 4d and 4e above.

b. Any active AGCRA member's authorized dependent and/or grandchildren. Authorized dependents and/or grandchildren must be in compliance with paragraph 4d and 4e above. NOTE - The AGCRA sponsor must provide a signed memorandum verifying that the applicant is an authorized dependent and/or grandchildren. The sponsor's signed memorandum must be in the application packet.

**7. AGCRA SCHOLARSHIP FUND LEVELS.** AGCRA will award \$1,000 individual scholarships, as recommended by the NEC Treasurer and approved by the NEC Operations Committee, to selected applicants for one academic year (i.e., includes both Fall and Spring semesters, or Trade School equivalent).

**8. PROCEDURES.** Active AGCRA members or their authorized dependents/grandchildren desiring to apply for an AGCRA scholarship for the first time will use the application cover sheet provided at [AGCRA.com](http://AGCRA.com). Required documents that must accompany the application are listed below. A checklist for these documents is also provided at Appendix 1. All required documents must be submitted even if the applicant has previously applied for an AGCRA scholarship. **Scholarship candidates will submit their applications directly into the AGCRA website scholarship portal at [AGCRA.com](http://AGCRA.com). Further instructions are on the website. Scanned PDF documents can be submitted separately or all at once, enabling applicants to submit documents as they become available or wait until they receive all the documents before submitting. If applicants have questions or issues with submitting their applications to the website, they can contact the AGCRA NEC Scholarship POC at [Scholarships@agcra.com](mailto:Scholarships@agcra.com).**

a. Verification of being an AGCRA Member. Scholarship application must include a current AGCRA membership number or validation of active membership by the AGCRA NEC VP, Membership. The membership number, or validation must also be included with dependent or grandchild scholarship applications. Questions regarding AGCRA membership can be emailed to [Membership@agcra.com](mailto:Membership@agcra.com).

b. An AGCRA active member's authorized dependents and/or grandchildren applicants only - include a copy of the sponsor's signed memorandum verifying that the applicant is their authorized dependent or grandchild.

c. Proof of acceptance and/or admission to an accredited institution if received as of the May 15<sup>th</sup> submission. If final admission acceptance has not been received by the May 15<sup>th</sup> application deadline, a copy of the accredited institution application(s) submitted by the applicant will suffice. When this is the case, a selected applicant must provide proof of acceptance not later than August 1<sup>st</sup> in order to receive a winning AGCRA scholarship.

d. Most recent academic transcript from a high school, community college, trade school, college, or university.

e. Volunteering & Community Service. A listing with dates and descriptions of volunteer or community service.

f. ROTC, Prior Military Service, or currently serving U.S. service personnel (if applicable). A listing with dates and descriptions of any ROTC courses, prior military service, or currently serving as a U.S. servicemember.

g. A letter of endorsement from a High School Principal, University/College Dean,

Community College/Trade School Administrator, or School Counselor (**must have at least one these**). Additionally, a letter of endorsement (**must have at least one**) from any of the following five individuals:

- (1) High school teacher or coach.
- (2) Church official (e.g., minister, reverend, pastor, priest, worship leader).
- (3) Community Leader.
- (4) United States City, County, State, or National Government Official.
- (5) Employer, if applicable.
- (6) Note - applicants can include up to five (5) letters of endorsement maximum.

h. Personal narrative from the applicant providing reasons for an AGCRA scholarship request, plans for the future, summary of school and other activities, ROTC or military service (if applicable), personal interests, and any other information the applicant believes to be pertinent. The applicant's personal narrative must be typed, single-spaced, and no more than two pages.

i. Head and Shoulders Photograph. Note – Your photo will not be used during scholarship evaluation or during the selection process; however, the photo will be used for AGCRA publicity in the event the applicant is selected for an AGCRA scholarship. Please understand that by submitting your photograph, you will release publishing rights of the image to the Adjutant General's Corps Regimental Association, heretofore known as the AGCRA, solely for the use of promoting the AGCRA Scholarship Program. If other people appear in your photo, you must have sufficient permission of any recognizable figure, model or person, or persons appearing in the photograph to be able to submit the photograph to the AGCRA and to be able to release the publishing rights of the photograph. AGCRA claims all rights to the usage of your photograph on printed and/or digital material. The AGCRA will not return any photos submitted with scholarship applications. **Important – By submitting your photograph to the AGCRA, you agree to all of the terms and conditions written above.**

j. AGCRA scholarship recipients wishing to extend their scholarship for a second year must provide proof of academic good standing and academic transcripts verifying a B average (or equivalent) or higher GPA by June 30<sup>th</sup> after the first year covered by the first AGCRA scholarship. Email proof of academic good standing and transcripts to [agcra-scholarship-2nd-yr@agcra.com](mailto:agcra-scholarship-2nd-yr@agcra.com).

## **9. AGCRA POST SCHOLARSHIP BOARD ACTIONS.**

a. The AGCRA scholarship coordinator ([Scholarships@agcra.com](mailto:Scholarships@agcra.com)) will notify winning applicants via e-mail upon the Scholarship Board's final decisions.

b. Winning applicants' names and photos will be posted throughout AGCRA communications venues (e.g., 1775, the Journal of the AGCRA; AGCRA.com; AGCRA social media accounts; the AGCRA Newsletter; S1Net; and Army- / AGCRA-wide announcements).

c. AGCRA will dispatch a letter and check in the approved amount for those selected scholarship applicants to the registrar/bursar of the accredited institution or to an established 529 education savings plan listing the scholarship winner as the beneficiary. The scholarship will be disbursed by an accredited institution official, on behalf of the selected candidate for the following expenses:

- (1) Accredited institution tuition.
- (2) Accredited institution room and board.
- (3) Required accredited institution textbooks.
- (4) Required accredited institution fees.

#### **10. AGCRA SCHOLARSHIP DONATION PROGRAM.**

a. Details of the AGCRA Scholarship Donation Program is provided at Appendix 2.

b. Our Donation Program fiscally supports the AGCRA Scholarship Program, offsets any Association budget shortfalls, and strives to have a reliable stream of proceeds for the AGCRA Scholarship Fund managed by the NEC Treasurer.

c. AGCRA operates as an IRS 501(c)(3) nonprofit organization supporting the U.S. Army's Adjutant General's Corps. We are the only professional organization with this primary function. AGCRA Tax EIN # 92-1044839.

As approved by the Operations Committee, AGCRA National Executive Council (NEC), this 16th day of January 2024.



Colonel (Retired) Robert L. Manning, President  
Adjutant General's Corps Regimental Association (AGCRA)



## APPENDIX 1 – REQUIRED DOCUMENTS TO BE UPLOADED WITH AN AGCRA SCHOLARSHIP APPLICATION SUBMITTED AT [AGCRA.COM](https://agcra.com)

- \_\_\_\_\_1. AGCRA Scholarship application cover sheet. Cover sheet can be downloaded at [AGCRA.com](https://agcra.com).
- \_\_\_\_\_2. Verification of AGCRA Active Membership – include the current AGCRA active membership number. AGCRA members can execute a shift-print screen of their membership account number, or an AGCRA membership verification memo can be attained by emailing [Membership@agcra.com](mailto:Membership@agcra.com).
- \_\_\_\_\_3. Verification of AGCRA Member's Authorized Dependent or Grandchild – a copy of the sponsor's signed memorandum verifying that the applicant is their authorized dependent or grandchild.
- \_\_\_\_\_4. Proof of Acceptance and/or Admission to an Accredited Institution. If final proof of acceptance has not been received by the May 15<sup>th</sup> deadline, please provide a copy of the applicant's attendance request. In order to receive a scholarship, the applicant must provide final proof of admission acceptance by August 1<sup>st</sup> of the same year for winning applicants.
- \_\_\_\_\_5. Most recent academic transcript from high school, community college, trade school, college, or university with the Grade Point Average (GPA) highlighted.
- \_\_\_\_\_6. Volunteering & Community Service documentation.
- \_\_\_\_\_7. ROTC, Military Affiliation, or Prior / Current Military Service documentation (if applicable).
- \_\_\_\_\_8. Letters of endorsement from any two sources (or more) as listed in paragraph 8g through 8g(6) of the AGCRA Scholarship Program Memorandum of Instruction (MOI) above.
- \_\_\_\_\_9. Personal narrative from applicant giving reasons for AGCRA scholarship request. Must be type written, and no more than two pages.
- \_\_\_\_\_10. Head and Shoulders Photograph of Applicant. The photo will not be used for scholarship evaluation (see photo details in MOI paragraph 8i above).
- \_\_\_\_\_11. **Scholarship candidates will submit their applications directly into the AGCRA website scholarship portal, [AGCRA.com](https://agcra.com). Further instructions are on the website.**
- \_\_\_\_\_12. **Scanned PDF documents can be submitted separately or all at once, enabling applicants to submit documents as they become available, or wait until they receive all the documents before submitting. If applicants have questions or issues with submitting their applications to the website, they can contact the AGCRA NEC**

Scholarship POC at [Scholarships@agcra.com](mailto:Scholarships@agcra.com).



## APPENDIX 2 – AGCRA SCHOLARSHIP DONATION PROGRAM

**1. BACKGROUND.** Since the AGCRA Scholarship Program's inception in 2011, the Association has awarded \$91,000 to 65 deserving students to pursue a higher education. Twenty-nine of these students earned a second-year scholarship by maintaining a 3.0 GPA or higher during their first year of being on an AGCRA scholarship.

**2. INTENT.** AGCRA's nonprofit financial environment has become increasing challenging and austere. As such, and with the help of Chapter members across the Association, in 2022 the Association embarked on an AGCRA Annual Scholarship Donation Program. Hence, the intent of this Appendix is to set the conditions for an annual voluntary donation effort for the continuous support of the Association's Scholarship Program.

a. We have seen impressive success so far with the number of donors supporting the 2023 AGCRA Scholarship Program.

b. Through the AGCRA Scholarship Donation Program, we can support our Association members and their dependent sons, daughters, and grandchildren who are seeking financial assistance as they begin/continue their higher education. These are the members and the sons and daughters we want to educate – they are our future.

### 3. EXECUTION.

a. The AGCRA Scholarship Program culminates each June with the annual worldwide announcement of the annual scholarship winners. Backward planning from one year out, the NEC will oversee the execution of the subparagraphs that follow below. For the 2024 Scholarship Program, the NEC Senior VP, [SeniorVP@agcra.com](mailto:SeniorVP@agcra.com), is the primary action officer and POC.

b. July through August – launch a worldwide announcement to the AGCRA Chapters and Army HR Community at Large regarding the opportunity for Association members and Chapters to make an annual donation to the Scholarship Program. Donations made to the AGCRA Scholarship Program are considered charitable contributions by the IRS. Individuals should check with their tax professionals for tax implications.

(1) Efforts will be made to maintain a list of all AGCRA Scholarship Donors to recognize their generosity and to consider continuing their support and/or becoming an annual Scholarship Program Donation Member. Making the annual investment in our youth's higher education is an investment in our nation's future! This list will be used to solicit email donation requests for the AGCRA Scholarship Program.

(2) Monthly – Reminder messaging to donate to the Scholarship Program will be executed on a monthly basis across the AGCRA's social media accounts and its worldwide footprint.

(3) Available AGCRA media assets to support the donation request communication efforts include:

- AGCRA.com
- AGCRA Facebook
- AGCRA LinkedIn
- AGCRA Twitter
- AGCRA Instagram
- AGCRA Newsletter

c. How to Donate.

(1) AGCRA is expected to have its scholarship website fully operational by 1 February 2024. As such, there will also be a scholarship donation button added to the website's Sutler Store for ease of use by perspective donors.

(2) Additionally, donations by check can be mailed to the AGCRA NEC Treasurer listed below. Checks should be made out to "AGCRA". And a scholarship donation form is provided at Appendix 2A.

LTC (Ret) David Smoot  
AGCRA Treasurer  
428 Kenal Road  
Ridgeway, SC 29130

(3) Donation questions can also be emailed to [Treasurer@agcra.com](mailto:Treasurer@agcra.com).

d. AGCRA Scholarship Donation Appreciation Campaign.

(1) Continuous – The Scholarship Program POC will maintain a spreadsheet of all pledged and committed donors (see spreadsheet template at Appendix 2B). The AGCRA President will also send an initial appreciation **email** to each donor.

(2) December through January – Each donor (to date) will also be announced through AGCRA social media outlets by donation categories as follows:

- Gold Club - \$1,000 or Higher
- Silver Club - \$750 to \$999
- Bronze Club - \$500 to \$749
- Copper Club - \$250 to \$499
- Members Club - \$249 and Less

(3) June – Once again and upon the announcement of the annual AGCRA scholarship winners, each donor (to date) will also be announced through AGCRA social media outlets by donation categories as listed in paragraph 3d(2) above.

(4) June – Donors who contribute \$1,000 or more to the AGCRA Scholarship Fund during the annual campaign will be mailed an appreciation certificate by the NEC VP, Awards (see Appendix 2C for the certificate of appreciation template).



## APPENDIX 2A – AGCRA SCHOLARSHIP DONATION FORM

### Adjutant General Corps Regimental Association (AGCRA) Scholarship Fund Donation Form

Your donation to the AGCRA Scholarship Program is greatly appreciated. Please make your generous check out to AGCRA, complete the donation form below, and mail both to our AGCRA Treasurer at: **LTC (Ret) Dave Smoot, AGCRA Treasurer, 428 Kenal Road, Ridgeway, SC 29130**. LTC (Ret) Smoot can also be reached at (770) 315-4309 or [Treasurer@agcra.com](mailto:Treasurer@agcra.com).

Any donation amount is greatly needed and appreciated.

Donation Amount:    **\$250**        **\$500**        **\$750**        **\$1,000**        **Other** \_\_\_\_\_  
(Circle One)

Full Name \_\_\_\_\_

Chapter Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ E-Mail \_\_\_\_\_

Donation is made:    In memory of        In honor of        On behalf of        (Circle One)

\_\_\_\_\_  
(Name of Individual being recognized)

Note: Your AGCRA Scholarship Program donation will be recognized through the Association's social media outlets and its weekly newsletter. Your donation will be announced in the appropriate club level listed below.

- Gold Club - \$1,000 or Higher
- Silver Club - \$750 to \$999
- Bronze Club - \$500 to \$749
- Copper Club - \$250 to \$499
- Members Club - \$249 and Less

AGCRA operates as an IRS 501(c)(3) nonprofit organization supporting the U.S. Army's Adjutant General's Corps. We are the only professional organization with this primary function. Tax EIN # 92-1044839. AGCRA's corporate office mailing address is:



Adjutant General's Corps Regimental Association (AGCRA)  
4840 Forest Drive, Suite 6948  
Columbia, SC 29260



DONOR LIST FOR THE 2023 AGCRA SCHOLARSHIP PROGRAM							
TITLE / FIRST NAME	LAST NAME	ADDRESS	EMAIL	PHONE	DONATION AMOUNT	COMMENTS	AGCRA PRESIDENT'S THANK-YOU EMAIL SENT?
EXAMPLE - MG (Ret) Joe	Doe	123 Main Street Anywhere, FL 32082	jodoe@msn.com	999-999-9999	\$250	Donation Confirmed <i>* Donation in memory of COL (Ret) William Smith</i>	
EXAMPLE - CSM (Ret) Stanley	Manly	987 Oak Street Somewhere, FL 33584	smanly@gmail.com	888-888-8888	\$500	Donation Receipt Pending	
				TOTAL PLEDGED	\$750		
				CONFIRMED	\$250		



## APPENDIX 2C – AGCRA SCHOLARSHIP DONATION APPRECIATION CERTIFICATE TEMPLATES

	<i>The National Executive Council (NEC) of the Adjutant General's Corps Regimental Association (AGCRA)</i>	
<b>Presents this</b>		
<b>CERTIFICATE OF APPRECIATION</b>		
<b>to</b>		
<div style="border: 1px solid black; padding: 5px; display: inline-block;"><i>[TITLE, FULL NAME]</i></div>		
<p>For your generous donation to the AGCRA Scholarship Fund. Your gracious support for our AGCRA Members or their dependents has provided needed financial assistance as they continue their education. Our exemplary scholarship recipients are who we want to educate – they are our future.</p>		
<div style="border: 1px solid black; height: 100px; width: 100%; background-color: #e0f2f1;"></div> <p style="text-align: center;"><i>Photo Collage of the AGCRA Scholarship Winners</i></p>	<hr/> <p><b>ROBERT L. MANNING</b> Colonel (Retired) , U.S. Army President, AGCRA</p>	

	<i>The National Executive Council (NEC) of the Adjutant General's Corps Regimental Association (AGCRA)</i>	
<b>Presents this</b>		
<b>CERTIFICATE OF APPRECIATION</b>		
<b>to</b>		
<div style="border: 1px solid black; padding: 5px; display: inline-block;"><i>[TITLE, FULL NAME]</i></div>		
<p>For your generous donation to the AGCRA Scholarship Fund. Your gracious support for our AGCRA Members or their dependents has provided needed financial assistance as they continue their education. Our exemplary scholarship recipients are who we want to educate – they are our future.</p>		
<div style="border: 1px solid black; height: 100px; width: 100%; background-color: #e0f2f1;"></div> <p style="text-align: center;"><i>Photo Collage of the AGCRA Scholarship Winners</i></p>	<hr/> <p><b>ROBERT L. MANNING</b> Colonel (Retired) , U.S. Army President, AGCRA</p>	



## **APPENDIX 3 – PRIVACY ACT STATEMENT**

### **Privacy**

Privacy is important to us. As such, it is the policy of the Adjutant General's Corps Regimental Association, heretofore known as the AGCRA, its members, and its members' dependents, (collectively known as, "AGCRA," "the Association," "we," "our" or "us"), to collect and retain personal information only as appropriate in the course of administering the AGCRA Scholarship Program. This privacy policy describes our collection and use of personal information about you. Consistent with this policy, we collect information in the ways provided below.

### **Voluntarily Provided Information**

We may collect the following user-provided personal information: full name, e-mail address, postal address, social security number, date of birth, education level, phone number, prior academic history, employment, or military service. In some cases, applicants who are enrolling in an accredited college or university may be required to provide their college or university information for dispersing AGCRA scholarship funds.

When AGCRA distributes scholarship funds, students or AGCRA members may also be required to provide information related to established college 529 savings plans in order to distribute scholarship funds. If an applicant for the AGCRA Scholarship Program chooses not to provide this personal information, he/she may be unable to receive some or all of the services we offer.

### **How Information is Used and Shared**

Information you voluntarily submit to us is used to assist in providing information or services requested by the user. Information may be shared with governmental and nongovernmental agencies that regulate our activities, including but not limited to the U.S. Department of the Army, U.S. Department of Education, Higher Learning Commission of the North Central Association of Colleges and Schools, agencies of the state of South Carolina, other state agencies, the U.S. Department of Veterans Affairs, other federal agencies, and/or the various military service branches. We may also use the information submitted to inform you of products or services from us or others that may be of interest to you or to send you newsletters or other content that may be of interest.

We may also provide personal information or information automatically collected as required to comply with court-ordered subpoenas or law enforcement investigations. We may also use or share personal information to prevent fraud, including the unauthorized use of our website and/or social media accounts, our services, or violations of applicable policies.

We do not sell or rent any personal information submitted by users of our websites to any third party. We may share information with AGCRA Chapter affiliates in

furtherance of providing the information or services you have requested.

In addition, if in the future, we may, decide to sell, merge or otherwise reorganize the AGCRA association or assets, we reserve the right to transfer and disclose personal information in these circumstances to an entity acquiring the Association or relevant assets.

### **Customer Service and How to Acquire Additional Information**

We are committed to providing every user – including members, students, applicants, and other persons who contact us – with prompt, high-quality support at all times. Email is the primary form of contact for users, and we encourage you to email us at [Scholarships@agcra.com](mailto:Scholarships@agcra.com) with questions, comments, and/or concerns. AGCRA and Chapter affiliates each have a contact page at [AGCRA.com](http://AGCRA.com) listing essential e-mail addresses and telephone numbers.



## **APPENDIX 4 – SCHOLARSHIP BOARD MEMBER CONFLICT OF INTEREST**

In order to protect the integrity of the AGCRA scholarship voting process and to eliminate bias from the selection process, AGCRA has adopted the following board vetting process to ensure transparency and fairness in the selection of scholarship recipients. A board member that is either automatically recused, self-recused, or recused by the NEC is prohibited from voting any applicant file for that year's scholarship program.

### **Automatic Recusals**

Board members will be automatically recused from scholarship board membership if they are the sponsor of an applicant for an AGCRA scholarship or they have provided a letter of recommendation for the applicant. The NEC Treasurer and Senior VP will vet all applications as they are received to identify scholarship board members that must be recused from the board membership for these reasons.

### **Self-Recusals**

After the scholarship application deadline has passed, the Senior VP will provide a list of applicant names to the scholarship voting board members for their review. After examining the list of applicant names, board members will self-recuse themselves under the following conditions:

- They are not the sponsor, but have a near relative relationship with the applicant or the sponsor of the applicant (i.e., sibling, grandparent, cousin, nephew, niece, god parent, etc.)
- They have a close personal relationship with the applicant or the sponsor of the applicant
- They have a direct work/employment relationship with the applicant or sponsor of the applicant
- They have a business relationship with the applicant or the sponsor of the applicant
- Any other relationship with the applicant or sponsor of the applicant that may affect the ability of the board member to provide an unbiased assessment of the applicant during the scholarship voting process

### **NEC Referred Recusals**

Any member of the scholarship board or the NEC can raise a concern on the potential need for a board member to be recused from the scholarship voting process. If this occurs, the AGCRA President will have final authority on whether a board member is removed from voting applicant files. In all instances, the AGCRA President will err on the side of caution by placing the burden of proof on the board member in question as to why they should not be recused from the voting process.