



CADET ACTIVITIES SCHOLARSHIPS

This Operating Instruction establishes a frame work for how requests for financial support for a needy cadet to attend cadet activities will be processed and awarded.

Washington Wing has a long history of assisting cadets with the costs to attend cadet activities throughout CAP. Unfortunately Washington Wing does not possess unlimited funds for this purpose and therefore, must impose selection criteria and limits on this assistance.

1. Scholarship Application Procedure

a. Any cadet who has a financial need, may apply for a scholarship of up to a maximum of one-third of the activity cost.

b. Applications for a scholarship will be made by completing Washington Wing Form (WAWG) 39, *Cadet Scholarship Application*, which is available on the Washington Wing Website in the Publication, WAWG Forms section. Be sure to include a description of your financial need with the application. This information will be used by the Wing Finance Committee to review the request and make a recommendation to the Wing Commander, who is the approval authority.

c. The cadet and his parent/guardian are required to sign this application as acknowledgement of the following conditions associated with the wing scholarship. Those conditions are:

- (1) Application does not guarantee a scholarship will be awarded.
- (2) The cadet/family must provide at least  $\frac{1}{3}$  of the cost to attend the activity.
- (3) If selected for a wing scholarship, the funds will only be for activity cost.
- (4) Cadets are eligible for only one (1) scholarship from Washington Wing each year.
- (5) If unable to attend the cadet or parent/guardian has the responsibility to cancel with the activity officials and notify the squadron commander and wing administrator.

d. The application will then be reviewed and completed by the unit Deputy Commander for Cadets and unit Finance Officer. **NOTE:** If the unit has sufficient funds to provide financial help to the applicant that assistance should be considered and utilized prior to making application for a wing scholarship.

e. The application must arrive at Washington Wing Headquarters at least three weeks prior to the close of registration for the selected activity.

f. Once received the application will be reviewed by the Wing Finance Officer and Wing Finance Committee for approval. The amount of the scholarship will be determined by the Wing Finance Officer and the Finance Committee.

g. When approved by the Wing Finance Officer and Wing Finance Committee the application will be submitted to the Wing Commander for final approval.

h. When approved by the Wing Finance Officer and the Finance Committee, amount approved or the amount requested by the cadet, whichever is less, will be deposited directly into the activity account in the name of the cadet for a Washington Wing activity. If the scholarship is for a National Activity, the approved scholarship amount will be sent to the cadet by check.

2. If unable to attend the activity, the cadet or parent/guardian have the responsibility to cancel with the activity officials and notify the squadron commander and Wing Administrator.
3. If the cadet does not successfully complete/graduate from the activity the cadet and the activity project officer will notify the cadet's unit commander and the Wing Administrator of the non-completion.

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Washington Wing Commander