



United States Submarine Veterans, Inc.

Requin Base

Scholarship Program

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I. INTRODUCTION

The United States Submarine Veterans (USSVI) Requin Base Executive Board has established a Scholarship Committee to develop and manage a scholarship program on behalf of the membership. The Scholarship Program shall be based upon the creed of the Organization. The Program shall be designed to provide, a program which is fair, equitable and uniform in the distribution of its awards. In addition, the policy must be accountable to the members of the organization, applicants and recipients of the program. The Scholarship Committee will conduct all business within the Policy and Procedures outlined in this document.

II. GENERAL POLICY

1. The Scholarship Committee is a Standing Committee of USSVI Requin Base. This Committee is accountable to all rules and regulations presented in the By-laws of this Organization. The Scholarship Committee shall manage all aspects of the Scholarship Program and report its findings and recommendations directly to the Executive Board. The Executive Board will provide oversight and report its findings and recommendations of the Scholarship Committee to the general membership.
2. The Scholarship Program is designed to provide a scholarship to eligible recipients seeking first time admission to an accredited institute of higher education or trade school. The dollar amount and number of scholarships to be awarded each year is determined by the Requin Base Executive Board.
3. The Scholarship Award shall be a one-time award paid directly to the recipient.
4. The Scholarship Committee shall judge each applicant based on information provided in the application regarding the following areas: academic achievement, participation and achievement in high school, community activities, interaction with veterans, and leadership potential.
5. The Scholarship Committee shall not discriminate regarding race, religion or gender in the management of this program.
6. Members of the Scholarship Committee and/or the Executive Board of Directors shall not participate directly or indirectly in the screening process and/or approval of an applicant they sponsor for the Scholarship Program.)
7. The recipient of the Scholarship must plan to attend an accredited institute of higher education or trade school.
8. The Scholarship Committee shall not consider any application that is submitted with incomplete or falsified information.

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9. The Scholarship Committee members and Requin Base Executive Board shall maintain confidentiality regarding applicants' information.

III. PROCEDURES

1. Distribution and Submittal of Scholarship Applications

- A. After the first year, the Scholarship Committee shall review all aspects of the scholarship award process annually including the specific criteria for determining the rating for each evaluation category and revise this document and application form as needed. The revised document and application forms shall be made available for distribution no later than November 1 in each calendar year.
- B. Application forms may be obtained on the USSVI Requin Base Web page, or by request from any Requin Base member.
- C. Completed applications must be submitted on or after March 1 and before June 15 of the calendar year to the Scholarship Committee for consideration, without exception.
- D. Transcripts are to accompany the application containing a minimum of at least one year of grades with the school officials' signatures. Home schooled applicants shall provide a signed certificate of completion or progress from the church or organization sponsoring the home school program.
- E. The applicant shall provide any additional information requested by the Scholarship Committee. A non-response from the applicant to the Scholarship Committee's request within five (5) working days will render the application incomplete.

2. Screening of Scholarship Applications

- A. Screening of the Scholarship applications received shall be conducted in three specific steps. First the Scholarship Committee shall screen all applications for completeness and eliminate all incomplete applications.
- B. Next, the Scholarship Committee shall ensure each applicant is eligible for an award and has provided all information needed for evaluation.
 - The Sponsor of an applicant must be a member, associate member, or member on Eternal Patrol (deceased) with a minimum of one year of membership in good standing in the (USSVI) Requin Base at the time of application. The eligibility of an applicant's Sponsor is determined using Requin Base membership records, past and present, provided by the Executive Board.
 - The Sponsor's relationship with the Applicant is certified by the applicant's parents or legal guardian.

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- The Applicant is between the ages of 17 through 19 or in their senior year of high school and has not previously received a Scholarship award from USSVI Requin Base.
 - Transcripts or certification of completion show the Applicants' grade point average is at least 75% of the maximum possible grade. For example, 3.0 on a 4.0 scale.
- C. The final screening process involves a point system designed to provide an equitable measurement of each applicant's eligibility for an award. Points are assigned for each attribute based on the scale below:
1. Applicant is a direct relationship to their Sponsor, be it son, daughter, grandson, granddaughter, niece, or nephew. Step relationships qualify as well. **20 Pts**
 2. Applicant is a distant relative to their Sponsor such as cousin, grandniece, or grandnephew etc. Step relationships qualify as well. **10 Pts**
 3. Applicant has been selected as scout of the year or is an eagle scout or equivalent. **5 Pts**
 4. Applicant is a participant in a local military organization such as the Young Marines, Sea Cadets, or JROTC etc. **5 Pts**
 5. Applicant has local involvement in any veteran's activities, i.e. visitation of veterans at extended care facilities, assisting vets in the community in some fashion. In other words, be able to substantiate any involvement in a veteran's organization. **5 Pts**
 6. Applicant has maintained a GPA of 75% or higher in their senior year. **5 Pts**
 7. Applicant has maintained a GPA of 95% or higher for their entire high school career. **10 Pts**

3. Recommendations for Awards

- A. Applicants shall be ranked in numerical order, highest to lowest, based on their combined numerical score.
- B. Applicants with identical numerical scores are ranked based upon their Grade Point Average, highest to lowest.
- C. Screening of all applicants shall be completed by June 30.
- D. Any tie in the Committee's rankings will be broken by a majority vote of the Executive Board.
- E. The Committee's ranking is final for that calendar year.
- F. The Scholarship Committee shall recommend to the Executive Board the applicant(s) to be considered for a scholarship.

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4. Administration of Scholarship Awards

- A. Upon Executive Board approval of the Committee's final recommendations, applicants approved and the amount to be awarded shall be presented to the membership at the July Base Meeting.
- B. The Scholarship Committee Chairman shall provide the Base Treasurer with all necessary information to transfer funds to the recipient(s).
- C. After all scholarship monies have been distributed by the Base Treasurer, the Scholarship Committee and Executive Board shall destroy all applications submitted by applicants.

Scholarship Chairman _____ Eric Bookmiller signed and on file _____ Date 03/08/2025 _____

Base Commander _____ Lou Hamill signed and on file _____ Date 03/15/2025 _____

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Application Form for College Scholarship United States Submarine Veterans, Inc. – Requin Base			
Applicant's Name: <input style="width: 90%;" type="text"/>		Age: <input style="width: 30%;" type="text"/>	Sex: <input type="checkbox"/> M <input type="checkbox"/> F
Address: <input style="width: 98%;" type="text"/>			
City: <input style="width: 80%;" type="text"/>		State: <input style="width: 30%;" type="text"/>	Zip: <input style="width: 30%;" type="text"/>
Phone: <input style="width: 40%;" type="text"/>		Email: <input style="width: 60%;" type="text"/>	
School Planning to Attend: <input style="width: 98%;" type="text"/>			
Sponsor's Name: <input style="width: 98%;" type="text"/>			
Address: <input style="width: 98%;" type="text"/>			
City: <input style="width: 80%;" type="text"/>		State: <input style="width: 30%;" type="text"/>	Zip: <input style="width: 30%;" type="text"/>
Phone: <input style="width: 40%;" type="text"/>		Email: <input style="width: 60%;" type="text"/>	
Relation to Applicant: <input style="width: 98%;" type="text"/>			
Parent's Name: <input style="width: 98%;" type="text"/>			
Address: <input style="width: 98%;" type="text"/>			
City: <input style="width: 80%;" type="text"/>		State: <input style="width: 30%;" type="text"/>	Zip: <input style="width: 30%;" type="text"/>
Phone: <input style="width: 40%;" type="text"/>		Email: <input style="width: 60%;" type="text"/>	
<p>Submit the following documents with your application:</p> <ol style="list-style-type: none"> 1. School transcripts for the past year with school official's signature. 2. Any Letters of Recommendation 3. Proof of civic duty, scout achievements, participation in veteran related activities, etc. 			
Applicant's Signature: <input style="width: 90%;" type="text"/>			Date: <input style="width: 30%;" type="text"/>