

SPECIAL OPERATIONS ASSOCIATION
STANDARD OPERATING PROCEDURE

ANNEX J

SCHOLARSHIP COMMITTEE

I. GENERAL

A. PURPOSE. This Standard Operating Procedure (SOP) Annex is to standardize routine recurring operational and administrative procedures required of the Special Operations Association (SOA) Scholarship Committee.

B. CONFORMITY. This annex and all actions taken to implement its directives will conform with the current bylaws of the SOA (as amended or dated later) and the Articles of Incorporation in the State of Texas, Charter Number 120709501, as amended by Certificate dated 2 January 2003 (or amended by Certificate at a later date), and SOA SOP Annex C (Treasurer).

II. DUTIES

A. The Scholarship Committee shall perform the duties as outlined in the SOA Bylaws; Article VIII, Paragraph E as amplified in Robert's Rules of Order, in Compliance with Annex C, Treasury SOP, and/or as directed by the SOA BOD.

B. The Chair will appoint a scholarship committee consisting of at least 5 other members approved by the BOD.

C. The Chair shall prepare an Annual report for the BOD, showing the funds available and recommend the number of awards and amounts that should be given. Funds must be physically on hand to pay for all awards granted and recommended to the end of their granted time. In no case shall the amount of awards, plus a 20% contingency, exceed the amount of uncommitted funds on hand in the restricted funds SOA Scholarship account.

D. The Chair will prepare and present an annual report to the General Membership meeting at the annual Special Operations Association Reunion (SOAR).

III. APPLICATION PROCESS

A. The application process will begin with the solicitation of the applications through the SOA website and other social media in December of the preceding year of the award. The application will have been reviewed by the Scholarship Committee and updated as needed.

B. The Chair shall ensure that the selection process is "BLIND" in that no selector will know who the candidates are or who their relatives are. The recommended procedure to ensure this is for the Chair, or a Committee member, to redact identifying information from each application before it is issued to the evaluation committee. The Chair and the Committee member who accomplished the redacting shall not participate as an evaluator of the applications.

C. All applications will be submitted electronically by the applicant to the Chair by April 15th of the year of the award. Once the Chair has received the applications and have been redacted for

identifying information, the applications will be sent electronically to each Committee member for evaluation.

D. The Committee will have established a rating criterion of the applications that will be transparent and consistent to avoid any semblance of capriciousness.

E. The Committee will make their recommendations with ranking of the applicants to the Chair. Once received, the Chair will, in coordination with the SOA Treasurer, determine how many awards should be given according to the ranking.

F. The Chair shall notify the President and Board of Directors of the process results.

G. The applicants will be notified of the results by the Chair via email. The awardees will be required to submit a picture, short biography, and evidence of enrollment to the Chair. Once received, the Chair shall notify the SOA Treasurer to issue a check. A congratulatory letter will be crafted by the Chair for signature by the President to accompany the check. The picture and biography will be included in the SOA newsletter, or if in time, to be included in the Pre-Reunion Packet prior to the SOAR.

III. SCHOLARSHIP AWARD ELIGIBILITY CRITERIA

A. Applicants must be one of the following:

- a. Currently enrolled in high school, anticipating graduation, and have been accepted full time into a regionally accredited institution of higher education for an undergraduate degree
- b. Was enrolled in high school, graduated within a year of application, and have been accepted full time into a regionally accredited institution of higher education for an undergraduate degree
- c. Currently enrolled full time in a regionally accredited institution of higher education for an undergraduate degree
- d. Currently enrolled, or accepted for enrollment in an accredited trade school/program
- e. For items c and d, the Scholarship Committee shall ensure that the application(s) include directions that are applicable in each setting

B. For the Fein STEM award, the applicant must demonstrate enrollment in an undergraduate STEM program in a regionally accredited institution of higher education. Should the awardee change majors to a non-STEM curriculum, the award shall be null and void.

C. For the Colin Chen award the applicant must demonstrate enrollment or acceptance in an accredited trade school/program

D. Both the Morton and Leuder awards have no special requirements

E. Eligible applicants are those who are:

- a. Child or grandchild of a current general SOA member in good standing
- b. Child or grandchild of a deceased general SOA member who was in good standing prior to death
- c. Adopted or stepchild/step grandchild of a current general SOA member in good standing. The stepchild must prove lineage connection to the SOA member.
- d. Child or grandchild of an MIA/KIA Special Operator who would have been eligible for membership in the SOA

F. Applicants must be able to prove academic ability, interest in scholarship and leadership in relation to academics and community affairs.

IV. AVAILABLE AWARDS

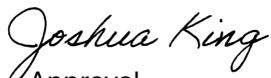
Applicants are eligible for only one of the following four awards in an award cycle:

- a. George Clyde Morton scholarship- \$2,000 per semester for a year (total \$4,000)
- b. Len and Nancy Fein STEM scholarship- \$2,000 per semester for a year (total \$4,000)
- c. William and Eleanor Lueders Honors Award-\$1,000 a year
- d. Colin Chen Award- \$2,000 a year

V. CHANGES

The Committee shall forward all recommended changes to the SOP to the SOA Vice President for review and presentation to the BOD.

VI. EFFECTIVE DATE. This annex to the SOA SOP will become effective upon the approval of the BOD and the dated signature of the Vice President of the SOA.


Approval

Joshua King, Vice President SOA

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