

**NATIONAL GUARD ASSOCIATION  
OF CONNECTICUT**

**NGACT**



**SCHOLARSHIP  
STANDING OPERATING PROCEDURES  
(SOP)**

**January 2025**

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20XX= Award Ceremony (Recognized at school scholarship night)

## Task Checklist and Accomplish Dates

### Tasks and Accomplish Dates

- |  |             |
|--|-------------|
| a. Establish deadline for applications:  | 1 May _____ |
| b. Develop Criteria:   | _____       |
| c. Adjust Announcement, criteria, deadline information:  | _____       |
| d. Send out announcement:<br>Yankee Courier, CT Guardian, NGCT All Email, Facebook, IG & NGACT Website | Nov _____   |
| e. Compile Nominations:  | Apr _____   |
| f. Select Recipients:  | May _____   |
| g. Obtain Funding:<br>NGACT 3K & USAA \$1000.00  | _____       |
| h. Solicit USAA Contributions for winner brunch:   | May _____   |
| i. Mail Regrets correspondence:  | May _____   |
| J. Mail out Congrats/Brunch Invitation correspondence:   | May _____   |
| k. File documents in binder:   | May _____   |

## Scholarship Eligibility

1. Eligibility
  - a. A transcript of high school credits or a transcript of college credits for applicants already in institutions of higher learning must be provided along with application. Original college transcripts should be uploaded to website, or mailed to National Guard Association of Connecticut, Scholarship Committee, 360 Broad St., Hartford CT 06105-3795. Or email to [ngactexecutivedirector@gmail.com](mailto:ngactexecutivedirector@gmail.com)
  - b. A letter from the applicant with personal, specific facts as to their desire to continue their education and why financial assistance is required.
  - c. One **(1)** letter of recommendation verifying the application and giving general information & personal traits that would make the applicant a desirable recipient. Letters should ideally come from a community leader, minister, elected officials, etc.

- d. Two (2) letters of academic reference from a principle, counselor, dean or professor
- e. Verification of NGACTION membership (parent, grandparent, spouse or yours, if you are a member)

2. Incomplete packages will not be considered.

**Point System**

1. Purpose: To ensure Connecticut Soldiers and Airmen are competing equally based upon standardized categories such as the following:

- a Top 10% of Class
- b Vets Status
- c Volunteer Activities w/ NGACTION
- e Volunteer Activities in General
- f GPA 2.5 or better
- g NGACTION Member
- h NGACTION Lifetime Membership
- 1 Other- Significant Stand-Outs: Military School, Hardships, etc
- J Number of Credits Enrolled In
- k Previous NGACTION Scholarship Winner

2. 1 to 10 Points Awarded based upon designated categories shall be given for the following:

- a GPA 3.1 to 4.0 (1point per point) = \_\_\_ points
- b Vets Status = \_\_\_ points
- c Volunteer Activities w/ NGACTION = \_\_\_ points
- e Volunteer Activities in General = \_\_\_ points
- g NGACTION Member = \_\_\_ points
- h NGACTION Lifetime Membership = \_\_\_ points
- 1 Other- Significant Stand-Outs: Military School, Hardships, etc
- J Number of Credits Enrolled In = \_ points
- k Prior NGACTION Scholarship Winner = \_\_\_ points

**SAMPLE NGA CT SCHOLARSHIP ANNOUNCEMENT MEMO**



**National Guard Association of Connecticut**  
**360 Broad Street, Hartford, CT 06105-3795**  
**www.ngact.org**

**November 15, 20XX**

A Message from the Scholarship Committee of the National Guard Association of Connecticut

The National Guard Association of Connecticut (NGACT) proudly announces the **20XX** Scholarship Application for NGACT members and their dependents. For a full list of those eligible to apply, please visit our website at [www.ngact.org](http://www.ngact.org) .

NGACT was founded in 1994 as a combined officer and enlisted organization for the purpose of representing active and retired members of the Connecticut Army and Air National Guard.

NGACT was originally organized as a non-profit organization designed to serve as the collective voice of all Guard officer and enlisted personnel. Together, members share in the pride, patriotism, and vigilance that keep America strong, accomplishing together what no person could accomplish alone. This united voice helps keep the Connecticut Army and Air National Guard ready and equipped to defend our freedom and represented at the national level through the National Guard Association of the United States (NGAUS).

NGACT provides a means to express the wishes of its many members. In the past it has proven its value through improved benefits, modern facilities, and better equipment. Moreover, NGACT offers individual and family benefits otherwise not available; Group Insurance for members and families, annual NGACT Conference, and support services including co-sponsor of National Guard events and support of Send Off and Welcome Home Celebrations. The Scholarships program is just one of the many ways the organization gives back to the members, and recognizes its members for exceptional service and academics.

Please take a moment to review the attached application, complete and return by **1 May 20XX**.  
**Must be postmarked by 1 May 20XX.**

Best of Luck to our Applicants  
The Scholarship Committee

**NATIONAL GUARD ASSOCIATION OF  
CONNECTICUT 20XX SCHOLARSHIP PAPER  
APPLICATION**

NAME: \_\_\_\_\_ RANK: \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE INITIAL) (IF APPLICABLE)

HOME ADDRESS: \_\_\_\_\_

TELEPHONE: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

BIRTH DATE: \_\_\_\_\_ GENDER: \_\_\_\_\_ MARITAL STATUS: \_\_\_\_\_

Current Member of NGA? Yes ( ) No ( )

Name, Rank, Address, Telephone Number & Unit of Parent/Grandparent/Spouse of the NGA Member:

\_\_\_\_\_  
\_\_\_\_\_

Current Status of Applicant (Check One): High School ( ) College ( ) Business/Trade School ( )

Have you received any other scholarships? Yes ( ) No ( ) If so, please specify: \_\_\_\_\_

List activities in which you have participated: (School/Church/Community): \_\_\_\_\_

List offices to which you have been elected in any organization:

\_\_\_\_\_  
\_\_\_\_\_

List Honors: (School/Athletic/Citizenship/Scouts, etc.) which you have been awarded: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

List the name and address of the university, college, trade school or business school that you attend or plan to attend:

\_\_\_\_\_  
\_\_\_\_\_

If a Member of the Connecticut National Guard, please list your unit of assignment and AFSC or MOS:

Unit: \_\_\_\_\_  
AFSC/MOS: \_\_\_\_\_

I attest that I have provided accurate information and responded to the above questions to the best of my ability.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Signature of: Parent/Grandparent/Spouse if Applicant is not a NGACT member)

If granted a scholarship and I fail to complete the term for reason other than sickness, physical injury or military deployment, I agree to return any scholarship money received by me to the National Guard Association of Connecticut within sixty (60) days from the date enrollment was terminated.

I further state that I consent to providing the information requested in this application. I have provided this information freely and voluntarily and hereby waive any objections to providing this information which might be made pursuant to the Privacy Act, 5 U.S.C. Section 552a. The National Guard Association of Connecticut has my permission to utilize the information provided in considering and processing this application.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Signature of: Parent/Grandparent/Spouse, if Applicant is not a NGACT member)

**All applications must include the following documents:**

- a. A transcript of high school credits or a transcript of college credits for applicants already in institutions of higher learning
- b. A letter from the applicant with personal, specific facts as to their desire to continue their education and why financial assistance is required
- c. One (1) letter of recommendation verifying the application and giving general information & personal traits that would make the applicant a desirable recipient. Letters should ideally come from a community leader, minister, elected officials, etc.
- d. Two (2) letters of academic reference from a principle, counselor, dean or professor
- e. Name of NGACT member (parent, grandparent, spouse or yours, if you are a member)

**NOTE:** Incomplete packages will not be considered

Complete online at: <https://ngact.org/login>

**Or complete & Forward the Application Package to:**

National Guard Association of Connecticut  
Scholarship Committee  
360 Broad Street  
Hartford, CT 06105-3795

**Or via EMAIL:** [ngactexecutivedirector@gmail.com](mailto:ngactexecutivedirector@gmail.com)

The application deadline is **1 May 20xx** and must be postmarked NLT **1 May 20xx**



**Sample Regrets Letter**



**NATIONAL GUARD ASSOCIATION OF CONNECTICUT**

**William A. O'Neil State Armory**

**360 Broad Street, Hartford, CT 06105-3795**

**<https://ngact.org>**

**860-247-5000**

**DATE**

**Recipients Name & Address**

Dear **Recipients First Name**,

Thank you for applying for the National Guard Association of Connecticut (NGACT) Scholarship. We regret to inform you that you were not considered for a scholarship this year.

Competition for scholarships is difficult and we received more applications than we have in any of the past few years. We encourage you to apply again next year and pay particular attention to the application requirements. You may find information regarding the scholarship program at our website: [www.ngact.org](http://www.ngact.org).

We wish you the best of luck in your continuing education endeavors and look forward to your application next year.

Sincerely,

**XXXXXXXXXXXX**

**NGACT Scholarship Committee Chair**

**Sample Congrats/Brunch Invitation Letter**



**NATIONAL GUARD ASSOCIATION OF CONNECTICUT**

**William A. O'Neil State Armory  
360 Broad Street, Hartford, CT 06105-3795**

**<https://ngact.org> 860-247-5000**

Date

**Recipients Name & Address**

Dear **Recipients First Name**,

It is with great pleasure that the National Guard Association of Connecticut (NGACT) informs you that you were chosen to receive a NGACT scholarship of **\$XXX.00**.

Competition for scholarships is very tough and we received more applications than we have in any of the past few years. The committee was impressed with your scholarship application and wishes you the best of luck in your continuing education endeavors.

We would like to invite you to brunch on **Date** at **location** to personally present you with your scholarship.

Congratulations and best wishes on your quest for higher education!

Sincerely,

**XXXXXXXXXXXXXXXXXX**  
NGACT Scholarship Committee Chair