



INWG Operating Instruction 13-01

1 January 2014

Cadet Programs

INWG CADET SPECIAL ACTIVITY SCHOLARSHIPS

This Operating Instructions describes the procedures for the administration of the Indiana Wing Cadet Scholarship program.

1. Responsibilities.

- a. Wing Commander (INWG/CC).** Final authority for the selection of scholarship recipients and appointment of the Scholarship Committee.
- b. Director of Cadet Programs (INWG/CP).** Administers program, coordinates the application process, nominates committee members, and ensures funding is identified in the fiscal year, non-appropriated budget process.
- c. Director of Finance (INWG/FM).** Coordinates disbursement of scholarship funds based on approved list of scholarship applicants.
- d. Applicants.** Follow instructions in this Operating Instruction, complete all special activity application procedures, pay for activity attendance, and submit proof of payment and INWGF 925 if selected for scholarship.
- e. Unit Commanders.** Will review all applications, assess the appropriateness of the cadet's application, determine whether to endorse and forward the application, print the cadet's Membership Search Report, and send the complete package to Wing HQ.

2. Program Management.

- a. Eligible Activities.** Scholarship funds will pay for registration fees for INWG encampments, NHQ-approved National Cadet Special Activities, Region Cadet Leadership School, Flight Encampments, or the National Emergency Services Academy.
- b. Scholarship Committee.** INWG/CC will appoint a Committee composed of three CAP senior members to review and rank order cadet scholarship applications. INWG/CP is responsible for nominating Committee members. Members will be senior members and at least two members of the Committee will hold a specialty track rating in Cadet Programs.
- c. Scholarship Amounts.** Total amount of scholarship funds available each year will be determined by the Wing Finance Committee in coordination with INWG/CP. Individual awards will be approximately \$100-\$250 and will not exceed the activity registration cost.
- d. Disbursement of Funds.** Following acceptance to an activity, scholarship applicants are responsible for paying activity fees by the payment date set by NHQ/CP. Scholarship recipients will

complete and submit an INWGF 925 and annotate “Cadet Scholarship Recipient” on the INWGF 925. INWG/FM will arrange for processing.

e. Voiding of Scholarships. At any time, the INWG/CP may recommend voiding a cadet’s scholarship if the cadet is no longer in good standing. Final decision is made by INWG/CC.

3. Application Procedures.

a. Timeline. It is the individual cadet’s responsibility to understand and comply with activity application timelines. This timeline only addresses INWG Cadet Special Activity scholarships. Note, cadets applying for activities that are out of the normal summer activity window (such as the “Civic Leadership Academy”) will contact INWG/CP for instructions.

- 1) 1 February – INWG/CP will send a reminder to the Wing with a link to this OI and the identified essay topic.
- 2) 1 March - Scholarship Applications due from cadet to squadron commander
- 3) 15 March -- Scholarship Applications due from squadron commander to Wing HQ by email to inwgcap@gmail.com
- 4) 1 April – Scholarship awards will be announced by Wing HQ.

b. Application Package. The package forwarded by the unit commander will have

- 1) Scholarship Application Form with both Part 1 and Part 2 completed.
- 2) 500-word essay. INWG/CP will provide the essay topic in the Wing notification email.
- 3) An eServices printout of the “Member Search Report” for the applicant.

c. Scholarship Application Form. Use the attached form. All application forms must have both sections completed (cadet and unit commander) when submitted to the Wing.

d. Essay. All applications must have a 300-500 word essay attached to them concerning a Drug Demand Reduction topic; the topic will be provided to cadets by the Director of Cadet Programs. All essays will be graded by the INWG Scholarship Committee using CAPR 52-16 figure 2-5. Essay may be either typed or handwritten.

4. Committee Deliberation. The Scholarship Committee will review completed applications; incomplete applications will be returned and not considered. The Committee will consider the quality of the application form; commitment to achievement and participation represented in the “Member Search Report”; and the essay score. The Scholarship Committee will submit a rank-ordered list of scholarship applicants to INWG/CP. The committee will act based on a simple majority vote of the Committee membership.

5. Determination. INWG/CP will compare the rank-ordered list of applicants against the available scholarship funds, and make a final recommendation to INWG/CC. Notification will be by email or phone, and instructions provided on filing for reimbursement in accordance with this OI.

MATTHEW R. CREED, Col, CAP
Commander

INWG SPECIAL ACTIVITY SCHOLARSHIP APPLICATION FORM

Section 1—*To be Completed by the Applicant*

Name of Applicant: _____ Date: _____

CAPID of Applicant: _____ Age of Applicant: _____

Grade of Applicant: _____ Unit Charter #: _____

Unit Commander's Name: _____

Name of Activity Attending: _____

Cost of Activity: _____ Amount of Scholarship Funds requested: _____

Previous Activities

Attended: _____

Past/Present Leadership Positions in Your Squadron: _____

I hereby request the above funds for the above activity and will use those funds specifically for the stated activity. I also realize that all scholarships are subject to funding availability.

Printed Name of Applicant

Signature

Date

