

STANDARD OPERATING PROCEDURE (SOP)

THE POST 522 LEGACY OF SERVICE FUND American Legion Post 522 • Hubertus, Wisconsin

Document Identifier: SOP-POST522-LOSF-001

Effective Date: September 24, 2026

Approved By: Post 522 Executive Committee & Post Commander

Scope: Post 522 Academic Scholarships

1. PURPOSE & OBJECTIVE

1.1 This Standard Operating Procedure (SOP) formalizes the administration, governance, evaluation, and disbursement of The Post 522 Legacy of Service Fund.

1.2 This SOP supersedes all previous. It will be used to distribute four \$2500 academic scholarships. The application is open to all qualified candidates. It will also be distributed to Hartford Union High, Slinger High, Germantown High, and Kettle Moraine Lutheran High.

1.3 Established by American Legion Post 522 in Hubertus, WI, the Fund serves to honor the legacy of military veterans by investing in the local community through two distinct operational tracks:

- Title: The Legacy of Service Academic Scholarship (for graduating high school seniors and current college or technical school students)

1.4 The primary mission is to foster the American Legion's core pillars of Americanism, Children & Youth, and Community Support within Washington County and surrounding school districts.

2. GOVERNANCE & COMMITTEE STRUCTURE

2.1 The Fund shall be governed by the Post 522 Legacy of Service Fund Committee (hereafter, 'the Committee').

2.2 The Committee shall consist of exactly three (3) voting members in good standing with Post 522:

- Committee Chairperson: Appointed by the Post Commander; oversees meetings and coordinates application intakes.

- Two (2) Members-at-Large: Appointed annually from the general Post membership to provide objective review oversight. Additional responsibilities include taking meeting notes and submission to chairperson,

2.3 All recommendations made by the Committee regarding major policy adjustments or final fund allocations must be submitted to the Post 522 Executive Committee for final ratification.

3. ACADEMIC SCHOLARSHIP ELIGIBILITY & MANDATES

3.1 Eligibility Requirements: Applicants must be graduating high school seniors residing in Washington County, WI, or attending an accredited regional high school (e.g., Germantown High School, Hartford Union High School, Arrowhead High School). Also, applicants can be actively enrolled in an accredited University or Technical College.

3.2 Preference Framework: Preference points are awarded to direct descendants (children, grandchildren, great-grandchildren) of honorably discharged military veterans, active-duty, reserve and national guard service members, or current members of the American Legion Family.

3.3 Academic Standards: Applicants must maintain a cumulative GPA of 2.75 or higher on a 4.0 scale and plan to enroll full-time in an accredited technical college, trade school, college, or university.

3.4 Submission Package: A completed package requires a standard application form, official high school transcripts, one letter of recommendation, and a original 500-word essay addressing the designated annual prompt (e.g., 'What Civic Duty and Community Service Mean to My Generation').

3.5 Essay Question: Essay question will be determined annually by consultation of the board and the post commander. Essay questions will be based upon the Pillars of the American Legion.

4. SELECTION TIMELINE & BLIND EVALUATION PROCESS

4.1 Annual Operational Timeline:

- January 15: Public launch of application cycle; distribution of materials to local high school guidance counselor offices.
- March 31: Firm deadline for all application submissions (postmarked or digitally stamped). Date/ Time stamp of email submissions is also accepted. All submissions and/ or questions will be emailed to tafish2020@gmail.com or phone number 262.224.1487.
- April 1 – April 15: Review preparation phase; the Post Adjutant strips all identifying names, addresses, and veteran relationships from packages, assigning a unique alphanumeric code to ensure a completely blind evaluation.
- April 16 – April 30: Individual evaluation phase by the Committee using the approved scoring rubrics.
- May 15: Final notification of awards to recipients; public announcement at general membership meetings and school award nights.

4.2 Scholarship Evaluation: 100-Point Blind Evaluation Rubric Matrix

Evaluation Criteria	Maximum Weight	Scoring Metric Breakdown
Essay Quality	15 Points	Evaluated on clarity, alignment with patriotic themes, grammar, and depth of insight.
Community Involvement	15 Points	Documented volunteer hours, civic participation, leadership roles, or scouting involvement.
Academic Achievement	30 Points	Cumulative GPA and commitment to academic progression or technical skill development.
Veteran Affiliation	40 Points	Verified descendant status or direct family connection to the military service community (See subsection 4.3.

4.3 Veteran Affiliation Points: Any veteran, son/ daughter, grandson/ granddaughter of any veteran (10Pts), Any veteran, son/ daughter, grandson/ granddaughter of any American Legion member (20Pts), Any veteran, son/ daughter, grandson/ granddaughter of any Washington County American Legion member (30Pts), Any veteran, son/ daughter, grandson/ granddaughter of any American Legion Post 522 member (40Pts)

5. FINANCIAL DISBURSEMENT & CONTROLS

5.1 Segregation of Funds: All capital belonging to The Post 522 Legacy of Service Fund must be maintained within a dedicated, restricted ledger account managed by the Post Finance Officer, separated entirely from general Post bar, facility, or operational funds.

5.2 Direct Educational Payment: To preserve tax-exempt compliance and protect the integrity of the fund, no scholarship checks shall be issued directly to an individual student. Checks must be drafted co-jointly to both the recipient student AND the financial aid office of their chosen accredited educational institution.

5.3 Accountability Report: All Scholarship applicants must submit an academic status to confirm applicant meets academic standards for the grant.

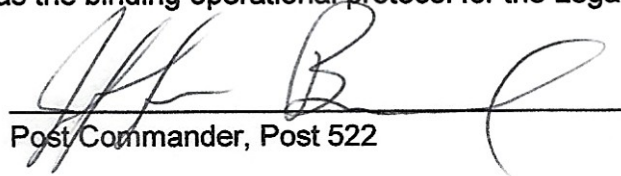
6. AMENDMENTS & REVIEW

6.1 This SOP shall be reviewed annually by the Committee and Post 522 Commander to ensure alignment with financial capacities and community needs.

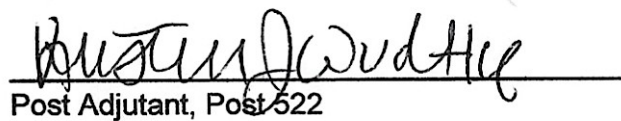
6.2 Amendments to this policy require a majority vote of the Committee followed by a two-third approval vote of the Post 522 general membership present at a scheduled monthly meeting.

7. OFFICIAL RECORD OF EXECUTION

By signing below, the leadership of American Legion Post 522 ratifies and establishes this SOP as the binding operational protocol for the Legacy of Service Fund.


Post Commander, Post 522

Date: 10/13/26


Post Adjutant, Post 522

Date: 10/13/26