



**NATIONAL HEADQUARTERS
CIVIL AIR PATROL**
105 South Hansell Street / Building 714
Maxwell Air Force Base, Alabama 36112-6332

28 Oct 09

MEMORANDUM FOR WING DIRECTORS OF CADET PROGRAMS

FROM: NHQ Cadet Team

SUBJECT: Scholarship Procedures and Points System

1. **Background.** Last year, we asked the cadets to email their applications into NHQ and then to get email approvals from both their Squadron and Wing Commander. In an effort to automate and simplify the scholarship application process, we are introducing an online application. The application module will be in eServices on the left side, and the restricted admin module will be on the right side of the screen.
 2. **Application Process.** Cadets will login to eServices and select the Scholarship application module. They will be asked to verify that the contact information in eServices is correct and then they will answer a series of questions about their CAP service and academic achievements. Next, they will upload their resume and letter of recommendation, which must be in PDF format. Finally, they will confirm that the information that they gave is correct and submit the application.
 3. **Scoring System.** The scoring will be conducted in three parts.
 1. An objective overview of the member's CAP service.
 2. An objective overview of the member's academic achievements.
 3. An evaluation of the member's letter of recommendation and resume.
- The CAP Service portion has 72 possible points, the academic achievement portion has 73 possible points and the evaluation portion has 60 possible points, for a total of 205 possible points. The objective scoring points are listed on the next page. The evaluation of the attachments will be completed by a committee comprised of three volunteers.
4. **Role of Squadron Commander.** To be selected for a scholarship, all applicants must be approved by their Squadron Commander. Leave the applicant's name in the "not approved" section for those whose personal conduct or attitude is deemed unsatisfactory. Unit commanders will have from 16 January, until 1 February to approve the applications.
 5. **Role of Wing Headquarters.** Wing HQ will also need to approve the applications in order for a member to be selected for a scholarship. Leave the applicant's name in the "not approved" section for those whose personal conduct or attitude is deemed unsatisfactory. The wing will only be able to see those applications that have been approved by their unit commander. The Wing Commander or DCP needs to approve the applications by 15 February.
 6. **Scholarship Procedures.** Cadets that have been selected for a scholarship will receive a contract through email. Cadets must sign the contract, along with a parent (if the cadet is a minor), and It will explain that they need to provide original copies of their school transcripts, ACT/SAT scores and other supporting documents before they can receive their scholarship.

Steven J. Trupp
Cadet Programs
Program Manager

Objective Scoring Points

CIVIL AIR PATROL SERVICE

Cadet Advisory Council		Cadet Activities		Milestone Achievement	
	Points		Points		Points
Chair, Vice Chair or Recorder	5	Five or more	8	Spaatz	10
Priamay Representative	3	Four	6	Eaker	6
Assistant Representative	2	Three	4	Earhart	4
		Two	2	Mitchell	2
		One	1		

Cadet Competition		Flight Ratings		Emergency Services	
	Points		Points		Points
Competed at National	8	Pilot	8	Four or more Ratings	8
Competed at Region	5	Solo Badge	5	Three Ratings	4
Competed at Wing	3	Pre-Solo Badge	4	Two Ratings	2

Special Awards (Points are given for each type awarded)		Longevity	
	Points		Points
CC Commendation (or Higher)	5	4 years or more	8
AFA or VFW Cadet of the Year	3	3 to 4 years	6
Community Service Ribbon	3	2 to 3 years	4
AFSA Cadet NCO of the Year	2	less than 2	2
CAP Model Rockerty Badge	2		
CAP Recruiting Ribbon	2		

ACADEMIC ACHIEVEMENTS

Mathematics		Grade Point Average		Foreign Language	
	Points		Points		Points
Calculus	10	3.80 or higher	20	2 or more Languages	8
Trigonometry or Advanced Math	7	3.5 to 3.79	15	1 Language	4
Algebra II	4	3.00 to 3.49	8		
Algebra I	1	2.70 to 2.99	4		

SAT/ACT Scores				Advanced Placement Courses	
	Or	ACT Composite	Points		Points
SAT (With Writing Test Addition)				3 or more Classes	10
2250 or higher		34 or higher	25	2 Classes	6
2050 to 2240		31 to 33	20	1 Class	3
1900 to 2040		28 to 30	15		
1750 to 1890		25 to 27	8		
1550 to 1740		22 to 24	4		
1540 or less		21 or less	0		