



# AOC Educational Foundation

## OpMan 31 – Global Scholarship Program Guidelines

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1. **PURPOSE:** To outline the AOC Educational Foundation's role in developing, funding, and managing scholarship initiatives that support studies in the fields of engineering or engineering technology and an interest in working in aerospace and defense worldwide.
2. **RESPONSIBILITY:**  
The AOC Educational Foundation Board of Governors and staff are responsible for setting strategy, fundraising, and managing scholarship disbursement at the global level.
3. **KEY COMPONENTS:**
  - a. **Fundraising & Program Development:**
    - The Foundation will actively raise funds to support globally administered scholarships.
    - Fundraising efforts may include individual donations, corporate partnerships, grants, and special events.
    - All funds will be held and administered by the Foundation and restricted for scholarship purposes.
  - b. **Scholarship Criteria & Application Process:**
    - The Foundation will establish clear, consistent eligibility criteria focused on students pursuing studies in engineering, hard sciences, and disciplines relevant to electromagnetic spectrum operations.
    - A standardized application process will be developed and made publicly available.
    - All scholarships will be administered concurrently, using a unified set of deadlines.
    - Applications will be reviewed by an impartial, independent selection committee in accordance with IRS regulations and nondiscrimination policies.
  - c. **Award Disbursement:**
    - Scholarships will be awarded to students who are enrolled at accredited institutions of higher education.
    - Disbursements will be made directly to recipients or institutions, as appropriate.
    - Multi-year awards may be considered, with recipients required to meet renewal criteria.
  - d. **Reporting & Record-Keeping:**
    - The Foundation will maintain detailed records of all contributions and scholarship disbursements in compliance with 501(c)(3) requirements.
    - Donor and recipient records will be retained for a minimum of five years.
    - An annual report will summarize the impact of the scholarship program, including the number and of awards and amounts distributed, recipient demographics, and program highlights.



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**e. Coordination with Chapters:**

- The Foundation will support chapter-level scholarship efforts by providing guidance, application templates, and oversight when requested
- Chapter-reported scholarship activity will be included in annual financial filings and used to demonstrate collective program impact.
- The Association of Old Crows (AOC) will provide promotion for both national and chapter-level scholarship recipients and stories through marketing and communications channels.