



HEADQUARTERS ALABAMA WING  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY



12 July 2023

MEMORANDUM FOR: ALWG CADETS

FROM: ALWG/CP

SUBJECT: 2023 Alabama Wing Cadet Scholarships

1. **Alabama Wing Cadet Scholarships.** Alabama Wing is awarding four scholarships in the form of two \$1,000 academic scholarships and two \$1,500 flight scholarships to outstanding cadets in our wing who demonstrate the very best our wing has to offer.

2. **Application Process**

- a) Applications open 12 July 2023 and close 15 August 2023.
- b) Applications will be accepted at [scholarships@alwg.us](mailto:scholarships@alwg.us)

3. **Eligibility**

- a) Academic Scholarship Qualifications. The cadet should:
  - Be an active member in their squadron
  - Minimum 18 months in the cadet program
  - Be of upstanding moral character and exemplify the core values of Civil Air Patrol
  - Have an acceptance to a two or four-year college or university or trade school
  - Submit a cover letter that addresses plans for the future, lessons learned from CAP, and how the cadet intends to use the core values and leadership lessons learned in their college career
  - Submit a CAP resume
  - Submit two (2) letters of recommendation
    - Letter of Recommendation from their Squadron Commander or Deputy Commander for Cadets.
    - An external Letter of Recommendation – this can be another volunteer organization, employer, a mentor. Someone from outside CAP who can provide insight into your unique qualifications.
  - Submissions should be made in a single email to [scholarships@alwg.us](mailto:scholarships@alwg.us)
- b) Flight Scholarship Qualification. The cadet should:
  - Be an active member in their squadron
  - Be 16 years old at the time of application
  - Minimum 18 months in the cadet program
  - Be of upstanding moral character and exemplify the core values of Civil Air Patrol

- Submit a cover letter that addresses the cadets plan for use of the funding including location, CFI, starting date of flight training, and frequency of training
- Submit a CAP resume
- Submit FAA Medical Certificate – Class III
- Submit last 2 pages of logbook flights, if any
- Submit two (2) letters of recommendation
  - Letter of Recommendation from their Squadron Commander or Deputy Commander for Cadets.
  - An external Letter of Recommendation – this can be another volunteer organization, employer, a mentor. Someone from outside CAP who can provide insight into your unique qualifications.
- Submissions should be made in a single email to [scholarships@alwg.us](mailto:scholarships@alwg.us)

4. **Selection.** Selection will be made by a committee composed of representatives from each group in Alabama Wing.

#### 5. **Disbursement**

- a) Academic. Cadets receiving the Academic Scholarship will receive the \$1000 in a single disbursement paid directly to the recipient. The recipients will be required to sign an agreement attesting that their signature on the check will be evidence of their receipt of funds and attesting that funds are only to be used for valid educational expenses. They will receive a Form 1099 MISC in Jan/Feb 2024.
- b) Flight. Cadets receiving the Flight Scholarship will have the funds handled in one of two ways:
  - Recipients receiving primary flight instruction from a CAP Flight Instructor in a CAP-owned aircraft will have those funds transferred from the Alabama Wing to the account of the squadron where the aircraft is based. The unit will then use said funds to offset the allowed costs associated with the flight training. The Squadron Commander / Deputy Commander for Cadets or designee are responsible for providing periodic reports to ALWG/CP on the progress of recipients undergoing flight training under these scholarships, as well as funds expended and funds remaining to be used.
  - Recipients wishing to receive flight instruction from a third-party instructor or school will obtain a written estimate and submit it along with a W-9 to ALWG/CP [cp@alwg.us](mailto:cp@alwg.us). The Director of Cadet Programs will then submit a disbursement request to the ALWG Finance Committee requesting that the wing issue a check to the entity providing instruction. Under no circumstances will the disbursement exceed **\$1,500**.

6. **Limitations.** Cadets are only eligible to receive each ALWG scholarship once during their cadet career. This limitation only applies to Alabama Wing funded and administered scholarships, and in no means affects the eligibility for other Civil Air Patrol scholarships.

For the Commander,



RACHEL E PRIDGEN, 1<sup>ST</sup> LT, CAP  
Director, Cadet Programs