



# CAP REGULATION 60-1

31 JULY 2020

APPROVED/C.LAFOND/CAP/CP

Cadet Programs Management

COLONEL CLARA E. LIVINGSTON GOOD CITIZEN SCHOLARSHIP

This instruction prescribes the procedures for the Colonel Clara E. Livingston Good Citizen Scholarship application.

1. **General.** Colonel Clara E. Livingston was Commander of the Puerto Rico Wing for several years and she established a fund to be used exclusively for cadets of the Puerto Rico Wing. This fund will be used to award \$2,000.00 to the Good Citizen Award recipients, two per year, to two cadets who have demonstrated characteristics of loyalty to nation, state, companions, family and friends. The cadet will apply for the award to advance preparation and training for any field such as flying, the professions, academic, business or manual arts, or for travel directed to an expansion of his or her horizons. Although the prime considerations for the award will be these qualifications, the award may also be given in special circumstances for some outstanding accomplishment or for an act of bravery.

## 1.1. Eligibility:

1.1.1. Must be an active cadet officer of the Puerto Rico Wing.

1.1.2. Must be a high school graduate or scheduled to graduate the same year as the application is submitted.

1.1.3. Must be admitted to an institution of higher education.

1.1.4. Must have indicated a desire to advance preparation and training for any field established in paragraph I (general information) above.

1.1.5. Must demonstrate strong potential and determination to be a good citizen, demonstrating such characteristics as loyalty to nation, state, companions, family and friends. In addition he/she must be honest, reliable, of good moral character, considerate of others and ambitious to succeed in his or her chosen career or occupation.

## 2.1. Application Requirements:

2.1.1. Submit a resume: You may include a document in resume format, not longer than 2 pages, detailing any academic, community or CAP activities not addressed on other sections of this application. Please include a statement about your future goals. Include any relevant aeronautical experiences, including those outside of CAP.

2.1.2. Essay: It may be no longer than 2 pages, about one of the following: *What are your academic aspiration? or How you will make a positive impact on the society?*

2.1.3. Funding Statement: Letter from the cadet stating what the funds will be used for.

2.1.4. Transcripts: Both your high school transcripts and college transcript, if applicable.

2.1.5. College Admission Letter: Statement of acceptance or admission to recognized institution of higher education (if applicable).

2.1.6. Photo: Recent CAP Photo in short sleeve shirt uniform with tie (male) and tie tab (females), photo in color, plain background, full face view portrait style and in 4" X 6" dimensions.

2.1.7. Evidence of Service: Evidence (within the last three years) to support that the cadet meets the eligibility criteria stated above in the section 1.1.5.

2.1.8. Letter of Recommendations: Three letters of recommendation as one document. One (1) letter from Unit/Group Commander stating why this cadet member should be granted the award, based on the previously stated criteria and two (2) additional letters.

2.1.9. Applications must be submitted electronically via email no later than 2359; on or before the first Saturday of the month of July. Late applications will not be accepted.

3.1. **Selection Procedures:** The Colonel Clara E. Livingston Good Citizen Award Committee will be appointed in writing by the Puerto Rico Wing Commander, no later than 31 July each year. This committee will be responsible for selecting the annual recipient(s) of this award, no later than the fourth Saturday of August each year. The committee will be composed of 9 members, where at least one senior member and one cadet member must be female. These members will be appointed as follows:

3.1.1. **Mandatory members:** Puerto Rico Wing Commander or Designated Representative, Chaplain or Designated Representative, and Aerospace Education Officer or Designated Representative.

3.1.2. **Temporary members:** Puerto Rico Wing Commander will appoint six (6) additional members as follows:

3.1.2.1. Three Senior Members from the Puerto Rico Wing; preferable Wing OPR's not related to any Group or Unit active in the Wing.

3.1.2.2. Three Cadet Members from Puerto Rico Wing; preferable from the PRWG Cadet Advisory Council (CAC) and those cadets cannot be related to any unit or any of the candidates for the award. Cadet members nominated cannot be a member of the committee.



**3.1.3. Applications package:**

3.1.3.1. To get to the Award Submission Form; click [HERE](#).

3.1.3.2. For any questions or concerned send an email to: [cadetprogram@prwg.cap.gov](mailto:cadetprogram@prwg.cap.gov).

2. **Notification.** The cadets will be informed in writing about the selection no later than 31 August of each year.

3. **Reporting requirements.** The cadet must inform the wing on how the funds were used 90 days from the day the check is delivered to the cadet.

4. **Inquiries.** If you have any questions do not hesitate to contact [cadetprogram@prwg.cap.gov](mailto:cadetprogram@prwg.cap.gov).

EDGARDO TORRES, Colonel, CAP  
Commander

**Attachment 1**  
**Compliance Elements**

There are no compliance elements to this publication.