



2008 Amelia Earhart Memorial Scholarships AE Scholarship Applicant Checklist

Introduction

The Amelia Earhart Memorial Scholarship Fund

Established in 1940 to help deserving members to further accomplishments, today the Fund provides:

- **Amelia Earhart Memorial Scholarships** for licensed pilot members to advance in training and education in aviation and aerospace, including scholarships to complete additional pilot certificates and ratings, jet type ratings, college degrees, and technical training.
- **Research Scholar Grants** to add to the world's knowledge of women in aviation and aerospace.
- **New Pilot Awards** of up to \$1500 towards completion of any primary pilot certificate, such as recreational pilot, sport pilot, private pilot or non-US equivalent.
- **Maule Tailwheel Training Award** for back-to-basics conventional tailwheel aircraft training, donated by the Maule Aircraft family.

Applications & Information: www.ninety-nines.org/aemsf.html.

More Information: Joy Parker-Blackwood, AEMSFC Chairman, AEChair@ninety-nines.org or 905-841-7930.

Donations: Madeleine Monaco, AEMSFC Treasurer, 46 S. Stonington Drive, Palatine, IL 60074.

Deadlines for AE Scholarships

Applicant-to-Chapter Submission Deadline: *SET BY CHAPTER AE SCHOLARSHIP CHAIRMAN*

Applicant-to-Section Submission Deadline: **BY DECEMBER 1, 2007**

Section-to-Trustees Submission Deadline: BY JANUARY 15, 2008

Applicant MANDATORY Update to Trustees: **BY FEBRUARY 1, 2008**

Timeline for All Applicants

Trustees Notify Winners: BY MAY 1, 2008

Winners Must Begin Training: BY JUNE 1, 2008

AE Scholarship Awards Banquet: 99s International Convention, Anchorage, August 2008

Winners' Training Must Be Complete: BY JUNE 30, 2009

QUESTIONS?

Contact Joy Parker-Blackwood, AEMSFC Chairman
AEChair@ninety-nines.org or 905-841-7930



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Instructions for

AE SCHOLARSHIP APPLICANTS

In any given year, 99s Members, including current or past scholarship winners, may apply for any one scholarship or award for which they are eligible, and may be awarded scholarships in consecutive years. However, the Fund is intended to extend opportunities to as many members as possible, and not to provide one individual member's training from start to finish.

1. **GET AN EARLY START!** Applications will be available by AUGUST 1 in the public area of the 99s website in PDF format at www.Ninety-Nines.org/aemsf.html. The Fact Sheet describes all scholarships and awards offered this year, and includes a summary of the deadlines and procedures. Review the application forms to confirm eligibility. Select the one scholarship application form appropriate to your circumstances and goal.
2. **Promptly establish positive contact** with your Chapter and Section AE Scholarship Chairmen, and determine your chapter's submission deadline.
 - For Chapter Member applicant: Chapter AE Scholarship Chairman, or, if none, Chapter Chairman.
 - For Section Member applicant: Section AE Scholarship Chairman, or, if none, Section Governor.
 - For Member-at-Large applicant: International President.

NOTES: No other 99s Officer may perform these duties or provide certification or recommendation for applicant. Applicant may not act as AE Scholarship Chairman or recommend any other applicant.

3. **Complete and official Applicant Eligibility Requirements and Instructions** are in the application forms.
4. **Use the AE Scholarship Applicant Instructions & Checklist** to prepare your application correctly, meet every deadline, and track the progress of your application through the selection process. Retain the Checklist in your records.
5. **Complete application package** consists of Application Parts I-IX including documentation and one copy of the Applicant Eligibility Requirements, Applicant Instructions, and AE Scholarship Chairman Instructions & Checklist. The 99s Certification and 99s Recommendation will be blank upon first submission by applicant to the Chapter or Section to which she is a member, and, if recommended, should be completed by her AE Scholarship Chairman as indicated above.
6. **CHAPTER MEMBERS:**
 - Submission to Chapter: It is the Applicant's responsibility to request a recommendation from her Chapter. Submit application to your Chapter AE Scholarship Chairman by the deadline she specifies, most likely in the month of NOVEMBER.
 - Submission to Section: It is the Applicant's responsibility to submit her complete application package, including Chapter Certification and Recommendation, to her SECTION AE Scholarship Chairman so it is in her hands by the deadline of DECEMBER 1.
7. **SECTION MEMBERS:** It is the Applicant's responsibility to request a recommendation from her Section. Submit application to your Section AE Scholarship Chairman by the deadline of DECEMBER 1.
8. **Mandatory update to TRUSTEES:** It is the Applicant's responsibility to ensure that any required update is sent to the designated AE Trustee so it is in her hands by the deadline of FEBRUARY 1. **Failure to do so is grounds for disqualification.**

Designated AE Trustee for applications and updates:

Madeleine J. Monaco

Packages: 8605 West Bryn Mawr Avenue #309, Chicago, IL 60631 USA

Fax: 773-693-0009

Cell Phone: 847-431-1847

Email: 99mjm@sbcglobal.net

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ALL APPLICANTS: Complete this checklist and retain for your records.

CHAPTER MEMBERS: Follow instructions for submission to your Chapter AE Scholarship Chairman **AND** to your Section AE Scholarship Chairman.

SECTION MEMBERS: Please skip steps related to submission to Chapter. Follow instructions for submission to your Section AE Scholarship Chairman.

AT-LARGE MEMBERS: Please skip steps related to submission to Chapter. Follow instructions for submission to Section, except: Request a 99s Recommendation and submit your application to the International President.

QUESTIONS? Contact your Section AE Scholarship Chairman, or Jacque Boyd, AEMSF Chairman, 505-377-3166 or AEChair@ninety-nines.org.

CHECKLIST FOR AE SCHOLARSHIP APPLICANTS		
AE SCHOLARSHIPS DEADLINE	ACTION	DATE COMPLETED
PREPARATION OF APPLICATION		
EARLY	<p>ESTABLISH POSITIVE CONTACT with your AE Scholarship Chairmen, to whom you will submit the scholarship application. Record contact information and confirm mailing address:</p> <ul style="list-style-type: none"> ✓ <u>Chapter Member</u>: Submit to Chapter AE Scholarship Chairman, or, if none, Chapter Chairman. <i>If recommended by your Chapter, you will then be responsible for submitting your application to your SECTION AE Scholarship Chairman.</i> ✓ <u>Section Member</u>: Submit to Section AE Scholarship Chairman, or, if none, Section Governor. ✓ <u>Member-at-Large</u>: Submit to International President. 	
EARLY	<p>ESTABLISH POSITIVE CONTACT with your Chapter AE Scholarship Chairman. Record all contact information.</p> <p>Name: _____</p> <p>99s Title: _____</p> <p>Address: _____</p> <p>_____</p> <p>Phone/Fax: _____</p> <p>Email: _____</p>	
EARLY	<p>ASK YOUR CHAPTER AE SCHOLARSHIP CHAIRMAN FOR YOUR CHAPTER'S SUBMISSION DEADLINE! This will probably be sometime in the <u>month of NOVEMBER</u>.</p> <p>My Chapter's AE Scholarship Submission Deadline is:</p>	
EARLY	<p>ESTABLISH POSITIVE CONTACT with your Section AE Scholarship Chairman. Record all contact information.</p> <p>Name: _____</p> <p>99s Title: _____</p> <p>Address: _____</p> <p>_____</p> <p>Phone/Fax: _____</p> <p>Email: _____</p>	
<i>Checklist continued next page</i>		



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<i>Checklist continued</i>						
AE SCHOLARSHIPS DEADLINE	ACTION	DATE COMPLETED				
EARLY	OBTAIN APPLICATION FORMS: <ul style="list-style-type: none"> ✓ Carefully review the Fact Sheet and application forms so that you will select the AE Scholarship application form that best fits your circumstances and goals. ✓ Verify that you meet Applicant Eligibility Requirements for that specific scholarship. ✓ You may apply for one (1) AE Scholarship or Award per year. ✓ Refer your questions to your Section AE Scholarship Chairman or an AEMS Trustee. 					
	SECURE INFORMATION to complete Course & Funding Request , and get it reviewed and signed by instructor, school, or institution representative. Requested from: Date: Contact information:					
	REQUEST Letter of Personal Recommendation from appropriate individual. Requested from: Date: Contact information:					
	COMPLETE entire application, write essay, and photocopy documentation.					
	MAKE A COPY of entire application, including documentation and Applicant Eligibility Requirements and Instructions, and keep for your records.					
	ASSEMBLE and REVIEW entire application. Complete application consists of: <ul style="list-style-type: none"> ✓ Parts I-IX, including photocopied documentation. ✓ ALL SIGNATURES must be signed in ink. ✓ 99s Certification and 99s Recommendation will be blank. ✓ <u>All Applicants</u>: Submit with one copy of Applicant Eligibility Requirements and Instructions pertinent to the specific AE Scholarship requested. ✓ Submit with Cover Sheet for AE Scholarship Chairman and one copy of AE Scholarship Chairman Instructions & Checklist (obtain from 99s website). ✓ Check for completeness and accuracy, which are applicant's responsibility. ✓ Clip or staple – no binders or covers. 					
SUBMISSION TO CHAPTER						
BY CHAPTER DEADLINE	SUBMIT APPLICATION BEFORE CHAPTER DEADLINE! Submit entire original application to your Chapter AE Scholarship Chairman before your Chapter's submission deadline. IMPORTANT: Ship together in single package. Shipment must be trackable. United Parcel Service is our preferred shipper.					
	<table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 50%;">Shipped to (if different than above):</td> <td style="border: none; width: 50%;">Shipped via:</td> </tr> <tr> <td style="border: none;"> </td> <td style="border: none;">Shipment Tracking Number:</td> </tr> </table>	Shipped to (if different than above):	Shipped via:		Shipment Tracking Number:	
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	Shipment Tracking Number:					
	NOTIFY CHAPTER AE SCHOLARSHIP CHAIRMAN that she may expect your application submission, and provide shipment tracking number.					
	You should hear from your Chapter AE Scholarship Chairman that your application was received. Contact her if no word by deadline.					
	Chapter Application Review: Chapter AE Scholarship Chairman will ensure that all applications received by the deadline are reviewed and screened, and the best-qualified applicants and alternates are selected and recommended by the Chapter.					
WELL BEFORE DEC 1	IF YOU ARE RECOMMENDED BY YOUR CHAPTER as selectee or alternate, your Chapter AE Scholarship Chairman will complete and sign your 99s Certification and 99s Recommendation AND RETURN YOUR ORIGINAL APPLICATION TO YOU. If no word, contact her well before December 1 to request shipping tracking number.					
	MAKE A COPY of the completed and signed 99s Certification and 99s Recommendation and retain with your copy of the application.					
<i>Checklist continued next page</i>						



2008 Amelia Earhart Memorial Scholarships AE Scholarship Applicant Checklist

<i>Checklist continued</i>						
AE SCHOLARSHIPS DEADLINE	ACTION	DATE COMPLETED				
SUBMISSION TO SECTION						
BY DEC 1	<p>SUBMIT APPLICATION BEFORE SECTION DEADLINE OF DECEMBER 1! Submit entire original application with Cover Sheet for Section AE Scholarship Chairman so she receives it by the deadline of DECEMBER 1. <i>Chapter Members: The 99s Certification and 99s Recommendation must be completed and signed by Chapter AE Scholarship Chairman. For Section Members, those Parts will be blank.</i> IMPORTANT: Ship together in single package. Shipment must be trackable. United Parcel Service is our preferred shipper.</p>					
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	Shipment Tracking Number:					
BY DEC 1	NOTIFY SECTION AE SCHOLARSHIP CHAIRMAN of your application submission, providing shipment tracking number.					
BY DEC 15	You should hear from your Section AE Scholarship Chairman that your application was received. Contact her if no word by December 15.					
	Section Application Review: Section AE Scholarship Chairman will ensure that all applications received by the deadline are reviewed and screened, and the best-qualified applicants and alternates are selected and recommended by the Section.					
	IF YOU ARE RECOMMENDED BY YOUR SECTION as selectee or alternate, your Section AE Scholarship Chairman will forward your application to the AE Trustees. <i>Section Members: She will complete and sign your 99s Certification and 99s Recommendation and return a copy to you. Retain these with your copy of the application.</i>					
JAN 15	You should hear from Section AE Scholarship Chairman about the status of your application after the Section Application Review. Contact her if no word by January 15.					
TRUSTEES' REVIEW						
	<p>If forwarded to Trustees, your Section AE Scholarship Chairman will continue to be your primary contact. Ask her for shipment information including tracking number:</p> <table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 50%;">SHIPPED TO:</td> <td style="border: none; width: 50%;">Shipped via:</td> </tr> <tr> <td style="border: none;"> </td> <td style="border: none;">Shipment Tracking Number:</td> </tr> </table>	SHIPPED TO:	Shipped via:		Shipment Tracking Number:	
SHIPPED TO:	Shipped via:					
	Shipment Tracking Number:					
MANDATORY! MUST BE RECEIVED BY FEB 1	<p>SUBMISSION DEADLINE: If not included in original application and required for eligibility, applicant must submit the following documentation so Trustee listed below receives it by FEBRUARY 1:</p> <p><u>ALL Applicants:</u></p> <ul style="list-style-type: none"> ✓ Status of any scholarships or grants pending at time of initial application. ✓ Any missing information or documentation. ✓ Any other change that affects eligibility or application. <p><u>Flight Training Scholarship Applicants:</u></p> <ul style="list-style-type: none"> ✓ Proof of completion of any certificate or rating as per Applicant Eligibility Requirements. ✓ Proof of additional hours to meet minimum flight time as per Applicant Eligibility Requirements. <p><u>Academic Scholarship Applicants:</u></p> <ul style="list-style-type: none"> ✓ Proof of continuing enrollment as per Applicant Eligibility Requirements. ✓ Proof of academic standing (GPA) as per Applicant Eligibility Requirements. <p>Applicant must provide this information so designated AEMSF Trustee receives it by FEBRUARY 1. Failure to send a required update is grounds for disqualification.</p>					
Checklist continued next page						



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<i>Checklist continued</i>		
AE SCHOLARSHIPS DEADLINE	ACTION	DATE COMPLETED
	<p>Above information must be sent via overnight shipping or fax so it will be received by Trustee by deadline of FEBRUARY 1. IMPORTANT: Ship together in single package. Shipment must be trackable. United Parcel Service is our preferred shipper.</p> <p>SHIPPED TO:</p>	
	<p style="text-align: right;"><i>Shipped via:</i></p> <p style="text-align: right;"><i>Shipment Tracking Number:</i></p>	
MUST BE RECEIVED BY FEB 1	<p>SEND TO AE TRUSTEE LISTED IN INSTRUCTIONS:</p>	
	<p style="text-align: right;"><i>Sent via:</i></p> <p style="text-align: right;"><i>Shipment Tracking Number:</i></p>	
FEB 1	<p>If submitting updated information, NOTIFY DESIGNATED TRUSTEE of submission, providing shipment tracking number.</p>	
	<p>Trustees Application Review: AEMSF Trustees will review all selected and alternate applications forwarded by Sections. Ineligible and incomplete applications are eliminated. Remaining applications are scored. Trustees will meet to discuss applications and review AEMS Fund finances and compare available monies to funding requested by applicants. Top-scoring applicants are selected as Finalists and forwarded to Judges.</p>	
about MAR 15	<p>You should hear from Trustees about the status of your application after the Trustee Application Review.</p>	
JUDGES' REVIEW		
	<p>Judges Application Review: The AEMSF Trustees invite three prominent members of the world aviation community to be AE Scholarship Judges. The Judges will individually review all Finalists' applications and score them.</p>	
	<p>Selection of Winners: The Judges' scores are weighted and combined with Trustees' scores. The top Finalists are AE Scholarship Winners.</p>	
MAY 1	<p>You should hear from Trustees by May 1 about the status of your application after the Judges' Application Review.</p>	
WINNERS CHECKLIST		
before JUNE 1	<p>Winners will receive written notification of scholarship award, and must return signed Official Acceptance Form by JUNE 1. <i>NOTE: No payment will be made for training taken before winner has received such notice of award and Trustee has received signed Official Acceptance Form.</i></p>	
JUNE 30	<p>Training must begin by JUNE 30.</p>	
MONTHLY	<p>Submit receipts for reimbursement and communicate monthly with Trustees to inform them of your progress toward completion of your training.</p>	
ANYTIME	<p>Contact AE Trustees anytime you move or your contact information changes.</p>	
INTL CONVENTION	<p>AE SCHOLARSHIP AWARDS BANQUET: You are invited to receive your award in person at the Amelia Earhart Memorial Scholarship Awards Banquet during the 99s International Convention. Please inform AEMSF Trustees if you plan to attend. Publicity about the Winners and the AE Scholarship program is highly encouraged any time after all winners have been notified.</p>	
JUNE 30, ONE YEAR LATER	<p>All training must be completed by JUNE 30 one year after notification of the scholarship.</p>	
Checklist COMPLETE		