



2008 Amelia Earhart Memorial Scholarships & Awards AE Scholarship Chairman Instructions & Checklist

Instructions for CHAPTER AE Scholarship Chairmen

1. **Complete the AE Scholarship Chairman Checklist** and retain for your records with Cover Sheets, copies of applications, and shipping receipts.
2. **Establish submission deadlines** for your Chapter that allow time for you to review applications and for you to return 99s Certification and 99s Recommendation to recommended applicants well prior to Section submission deadlines of DECEMBER 1 for AE Scholarships and APRIL 1 for New Pilot and Maule Awards.
3. **Notify your Chapter Members of your deadlines.**
4. **Notify each applicant** that her application was received.
5. **Determine whether to recommend applicant as selectee or as alternate.** Review each application carefully for completeness and accuracy, working with applicant as necessary to correct any errors or omissions. The application review and recommendation may be either by general accord of the Chapter, or the Chapter AE Scholarship Chairman may form a committee of two or three Ninety-Nines and/or aviation community members for this purpose. In providing your official recommendation, you are saying that the applicant is qualified for and deserving of the scholarship or award.
6. **Quotas for Chapters:**
 - Quotas are to be determined based on the number of Chapter Members officially recorded by 99s Headquarters at the time of the Chapter application submission deadline.
 - AE Scholarships: A Chapter may select one application for every 25 members or major portion thereof. Regardless of size, each Chapter is allowed at least one application. Above and beyond the Chapter quota, a Chapter may select and forward any number of qualified alternates.
 - New Pilot Award: A Chapter may select and forward any number of qualified applications.
 - Maule Tailwheel Training Award: A Chapter may select and forward any number of qualified applications.
7. **For each application recommended as selectee or alternate:**
 - **Write 99s Recommendation** and complete and sign 99s Certification for each recommended application.
 - **Make one copy of entire application** and retain for your records.
 - **Return original application with 99s Certification and 99s Recommendation to applicant in a timely manner so she may submit her application to Section by the deadline.**
 - **Notify applicant** that she has been recommended and provide shipment tracking information for the application being returned to her.
 - **Notify Section AE Scholarship Chairman** of names of selectees and alternates from your Chapter so that she may expect to receive their applications.
 - **The Applicant is responsible for submitting complete application to her Section AE Scholarship Chairman** (or if none, to Section Governor) so that she will receive it by the deadline of DECEMBER 1 for the AE Scholarship and APRIL 1 for the New Pilot Award or Maule Tailwheel Training Award.
8. **Notify non-recommended applicants** of the status of their applications and provide reason(s).
9. **ALL SHIPMENTS:** Submit one original, keep one copy. Send in a single, trackable shipment. Retain shipment tracking number and receipt. United Parcel Service is our preferred shipping provider.



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CHECKLIST FOR CHAPTER AE SCHOLARSHIP CHAIRMEN			
AE SCHOLARSHIPS DEADLINE	NEW PILOT & MAULE AWARDS DEADLINE	ACTION	DATE COMPLETED
EARLY	EARLY	SET A CHAPTER SCHOLARSHIP SUBMISSION DEADLINE that allows enough time for your application review. Notify Chapter Members.	
EARLY	EARLY	ESTABLISH POSITIVE CONTACT with your Section AE Scholarship Chairman. Record all contact information. Name: _____ 99s Title: _____ Address: _____ _____ Phone/Fax: _____ Email: _____	
BY YOUR DEADLINE	BY YOUR DEADLINE	SUBMISSION DEADLINE: All applications must be received by Chapter AE Scholarship Chairman by the deadline.	
BY YOUR DEADLINE	BY YOUR DEADLINE	NOTIFY EACH APPLICANT that her application was received.	
	<i>(Not Applicable)</i>	Determine Chapter Quotas (see Instructions): <i>Total members in Chapter:</i> <i>For AE Scholarships:</i> <i>For New Pilot Award or Maule Award: NO QUOTA</i>	
		Application Review: <i>Scholarship Committee Members:</i> <i>Number of AE Scholarship selectees:</i> <i>Number of AE Scholarship alternates:</i> <i>Number of New Pilot Award selectees:</i> <i>Number of Maule Award selectees:</i>	
WELL BEFORE DEC 1	WELL BEFORE APRIL 1	If applicant is recommended as selectee or alternate: COMPLETE & SIGN 99s Certification. WRITE 99s Recommendation.	
		MAKE ONE COPY of the entire application and retain for your records with Cover Sheet.	
WELL BEFORE DEC 1	WELL BEFORE APRIL 1	PROMPTLY RETURN ORIGINAL APPLICATION TO APPLICANT. If she is recommended as selectee or alternate, she must receive it in time to submit to Section before the deadline. IMPORTANT: Shipment must be trackable. United Parcel Service is our preferred shipper. Attach shipping receipt to Cover Sheet.	
WELL BEFORE DEC 1	WELL BEFORE APRIL 1	NOTIFY APPLICANT about whether she has been recommended as a selectee or alternate, or give reason(s) for not being recommended. Provide shipment tracking information for the application being returned to her.	
BY DEC 1	BY APRIL 1	NOTIFY SECTION AE SCHOLARSHIP CHAIRMAN of names of selectees and alternates for your Chapter.	
BY FEB 1	<i>(Not Applicable)</i>	AE SCHOLARSHIP APPLICANT MANDATORY UPDATE to Trustees as per Instructions in applications.	
		WINNERS WILL BE NOTIFIED by May 1 and honored at the Amelia Earhart Memorial Scholarship Banquet during International Convention. Publicity about the Winners and the AE Scholarship program is highly encouraged any time after all winners have been notified.	



2008 Amelia Earhart Memorial Scholarships & Awards *AE Scholarship Chairman Instructions & Checklist*

Instructions for SECTION AE Scholarship Chairmen *for Sections WITHOUT Chapters*

and/or for Sections with Chapters receiving applications from SECTION Members

1. **Complete the AE Scholarship Chairman Checklist** and retain for your records with Cover Sheets, copies of applications, and shipping receipts.
2. **You should receive applications from your Section Members** by the Section submission deadlines of DECEMBER 1 for the AE Scholarship and APRIL 1 for the New Pilot Award and Maule Award.
3. **Notify each applicant** that her application was received.
4. **Determine whether to recommend applicant as selectee or as alternate.** Review each application carefully for completeness and accuracy, working with applicant as necessary to correct any errors or omissions. The application review and recommendation may be either by general accord of the Section or the Section AE Scholarship Chairman may form a committee of two or three Ninety-Nines and/or aviation community members for this purpose. In providing your official recommendation, you are saying that the applicant is qualified for and deserving of the scholarship or award.
5. **Quotas for Sections WITHOUT Chapters** (NOTE: Sections WITH Chapters please refer to quotas under "Instructions for Section AE Scholarship Chairmen for Sections WITH Chapters"):
 - Quotas are to be determined based on the number of Section Members officially recorded by 99s Headquarters at the time of the Section application submission deadline.
 - AE Scholarships: A Section may select one application for every 100 members or major portion thereof. Regardless of size, each Section is allowed at least one application. Above and beyond the Section quota, the Section may submit up to four additional strong alternates.
 - New Pilot Award: A Section without Chapters may select and forward one application. (An applicant in a Section with Chapters must be a Chapter member.)
 - Maule Tailwheel Training Award: A Section may select and forward any number of qualified applications.
6. **For each application recommended as selectee or alternate:**
 - **Write 99s Recommendation** and complete and sign 99s Certification for each recommended application. **Make a copy** of these for the applicant.
 - **Make one copy of entire application** and retain for your records.
 - **Send all recommended applications** for selectees and alternates to designated AE Trustee by the submission deadlines of JANUARY 15 for the AE Scholarship and APRIL 15 for the New Pilot Award and Maule Award.
 - **Notify designated AE Trustee** of names of selectees and alternates from your Section so she may expect to receive their applications.
 - **Notify applicant** that she has been recommended, provide shipment tracking information for the application sent to Trustee, and send her copy of the completed 99s Recommendation and Certification.
7. **Notify non-recommended applicants** of the status of their applications and provide reason(s).
8. **ALL SHIPMENTS:** Submit one original, keep one copy. Send in a single, trackable shipment. Retain shipment tracking number and receipt. United Parcel Service is our preferred shipping provider.
9. **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



2008 Amelia Earhart Memorial Scholarships & Awards AE Scholarship Chairman Instructions & Checklist

CHECKLIST FOR SECTION AE SCHOLARSHIP CHAIRMEN for Sections WITHOUT Chapters			
AE SCHOLAR- SHIPS DEADLINE	NEW PILOT AWARDS DEADLINE	ACTION	DATE COMPLETED
BY DEC 1	BY APRIL 1	SUBMISSION DEADLINE: All applications must be received by Section AE Scholarship Chairman by the deadline.	
BY DEC 1	BY APRIL 1	NOTIFY EACH APPLICANT that her application was received.	
		Determine Section Quotas (see Instructions): <i>Total members in Section:</i> <i>For AE Scholarships:</i> <i>For New Pilot Award: ONE</i> <i>For Maule Award: NO QUOTA</i>	
		Application Review: <i>Scholarship Committee Members:</i> <i>Number of AE Scholarship selectees:</i> <i>Number of AE Scholarship alternates:</i> <i>Number of New Pilot Award selectees:</i> <i>Number of Maule Award selectees:</i>	
WELL BEFORE JAN 15	WELL BEFORE APRIL 15	If applicant is recommended as selectee or alternate: COMPLETE & SIGN 99s Certification. WRITE 99s Recommendation. MAKE ONE COPY of the entire application and retain for your records with Cover Sheet.	
BY JAN 15	BY APRIL 15	SEND APPLICATION(S) to designated Trustee.	
BY JAN 15	BY APRIL 15	NOTIFY DESIGNATED TRUSTEE of names of selectees and alternates for your Chapter.	
BY JAN 15	BY APRIL 15	NOTIFY APPLICANT about whether she has been recommended as a selectee or alternate, or give reason(s) for not being recommended. Provide shipment tracking information for the application being returned to her.	
BY FEB 1	<i>(Not Applicable)</i>	AE SCHOLARSHIP APPLICANT MANDATORY UPDATE to Trustees as per Instructions in applications.	
		WINNERS WILL BE NOTIFIED by May 1 and honored at the Amelia Earhart Memorial Scholarship Banquet during International Convention. Publicity about the Winners and the AE Scholarship program is highly encouraged any time after all winners have been notified.	



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Instructions for SECTION AE Scholarship Chairmen *for Sections WITH Chapters*

1. **Complete the AE Scholarship Chairman Checklist** and retain for your records with Cover Sheets, copies of applications, and shipping receipts.
2. **You should receive applications from Chapter Members in your Section** by the Section submission deadlines of DECEMBER 1 for AE Scholarships and APRIL 1 for New Pilot Award and Maule Award.
3. **Notify each applicant** that her application was received.
4. **Determine whether to recommend applicant as selectee or as alternate.** Review each application carefully for completeness and accuracy, working with applicant as necessary to correct any errors or omissions. The Section AE Scholarship Chairman may form a committee of two or three Ninety-Nines to review and recommend applications. By providing your official recommendation, you are saying that the applicant is qualified for and deserving of the scholarship or award.
5. **Quotas for Sections WITH Chapters and for Section Members in such Sections:**
 - Quotas are to be determined based on the number of Chapters and Section Members officially recorded by 99s Headquarters at the time of the Section application submission deadline.
 - AE Scholarships: A Section may select one application for every 100 members or major portion thereof. Regardless of size, each Section is allowed at least one application. The Section should first consider all Chapter selectee applications and Section Member applications. If the Section does not have enough of those recommended applications to fill the Section quota, then some or all of the Chapter alternates may be considered to reach the quota. Above and beyond the quota, the Section may submit up to four additional strong alternates.
 - New Pilot Award: A Section may select and forward one application from each Chapter in the Section. (An applicant in a Section with Chapters must be a Chapter member.)
 - Maule Tailwheel Training Award: A Section may select and forward any number of qualified applications.
6. **For each application recommended as selectee or alternate:**
 - **Make one copy of entire application** and retain for your records.
 - **Send all recommended applications** for selectees and alternates to designated AE Trustee by the submission deadlines of JANUARY 15 for the AE Scholarship and APRIL 15 for the New Pilot Award and Maule Award.
 - **Notify designated AE Trustee** of names of selectees and alternates from your Section so she may expect to receive their applications.
 - **Notify applicant** that she has been recommended and provide shipment tracking information for the application being sent to Trustee.
7. **Notify non-recommended applicants** of the status of their applications and provide reason(s).
8. **ALL SHIPMENTS:** Submit one original, keep one copy. Send in a single, trackable shipment. Retain shipment tracking number and receipt. United Parcel Service is our preferred shipping provider.
9. **Designated AE Trustee for applications and updates:**

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AE SCHOLARSHIPS DEADLINE	NEW PILOT & MAULE AWARDS DEADLINE	ACTION	DATE COMPLETED
BY DEC 1	BY APRIL 1	SUBMISSION DEADLINE: All applications must be received by Section AE Scholarship Chairman by the deadline.	
BY DEC 1	BY APRIL 1	NOTIFY EACH APPLICANT that her application was received.	
		Determine Section Quotas (see Instructions): <i>Total members in Section:</i> <i>For AE Scholarships:</i> <i>For New Pilot Award:</i> <i>For Maule Award: NO QUOTA</i>	
		Application Review: <i>Scholarship Committee Members:</i> <i>Number of AE Scholarship selectees:</i> <i>Number of AE Scholarship alternates:</i> <i>Number of New Pilot Award selectees:</i> <i>Number of Maule Award selectees:</i>	
WELL BEFORE JAN 15	WELL BEFORE APRIL 15	If applicant is recommended as selectee or alternate: MAKE ONE COPY of the entire application and retain for your records with Cover Sheet.	
BY JAN 15	BY APRIL 15	SEND APPLICATION(S) to designated Trustee.	
BY JAN 15	BY APRIL 15	NOTIFY DESIGNATED TRUSTEE of names of selectees and alternates for your Chapter.	
BY JAN 15	BY APRIL 15	NOTIFY APPLICANT about whether she has been recommended as a selectee or alternate, or give reason(s) for not being recommended. Provide shipment tracking information for the application being returned to her.	
BY FEB 1	<i>(Not Applicable)</i>	AE SCHOLARSHIP APPLICANT MANDATORY UPDATE to Trustees as per Instructions in applications.	
		WINNERS WILL BE NOTIFIED by May 1 and honored at the Amelia Earhart Memorial Scholarship Banquet during International Convention. Publicity about the Winners and the AE Scholarship program is highly encouraged any time after all winners have been notified.	