



## Amelia Earhart Memorial Scholarship Fund General Requirements and Instructions

### **GENERAL SCHOLARSHIP REQUIREMENTS**

***Please read all requirements and instructions before filling out the application. Instructions and checklists begin on page 4 for Applicant and All Chairs. Applications on the website are the most current, regardless of the version date.***

1. **Membership.** For AE Flight Training, Academic or Technical Training Scholarships, applicant must have been a member of The Ninety-Nines, Inc. continuously for **one full year** as of January 1.

*Exception:* For Kitty Houghton Memorial Scholarships and Vicki Cruse Emergency Maneuvers Training, there is no length of membership limitation. Student Pilot members may apply **ONLY** for the First Wings Award or the Kitty Houghton Memorial Scholarship.

2. **Goal.** Applicant must have a specific and realistic goal for advancement in aviation or aerospace. This goal may be to qualify for or advance in an aviation-related profession or charitable cause.
3. **Financial Need.** Applicant must demonstrate a need for financial assistance to progress toward her goal.
  - a. Do not include any indirect costs, such as books, travel, food, lodging, aircraft maintenance, insurance, bank fees, etc.

*Exception:* There is no requirement to demonstrate financial need for the Vicki Cruse Scholarship.

4. **Medical Certificate.** For any scholarship or award request that involves flight training, applicant must submit with her application a copy of a current valid medical, Basic Med or a Driver's License (for certificates/ratings which do not require a medical). The medical certificate's date of issue must be prior to the submission deadline and must still be valid on January 1.

The class of medical required depends on the license, certificate or rating the applicant intends to pursue. If selected to receive a scholarship and the original application contained a medical of a lower class than required to exercise the privileges of the requested certificate or rating, she will be required to upgrade her medical to the appropriate minimum class (as shown below) prior to the date that AEMSF receives her first payment request.

#### Minimum Required Class of Medical

- ATP – 1st Class
- Commercial and Jet-Type Ratings – 2nd Class
- Flight Instructor – 3rd Class
- All others – as required for the specific rating, license or certificate.

*Exceptions: Academic and Technical must hold all prerequisite certificates or ratings for the scholarship requested prior to the application deadline.*



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5. **Training in Progress.** Application may be made for a certificate/rating without holding a prerequisite certificate or rating provided training for that required certificate is completed before March 5.

Example: For an application for “Flight Instructor certificate,” applicant must already possess the commercial pilot certificate or be in training with expected completion before March 5.

Note: AEMSF trustees must receive proof of completed prerequisite certificate or rating by March 5; late notification is grounds for disqualification.

6. **One Scholarship.** Applicant may submit only one scholarship application covering a training course, certificate, rating, type rating, or degree program.

*Example 1: Application for “FAA Multi-Engine Instrument rating” by an applicant already holding an instrument rating. Request is for an add-on multi-engine rating with instrument privileges – allowed.*

*Example 2: Application for “Commercial Instrument” by an applicant with neither rating will be disqualified.*

7. **Flight Currency.** For any scholarship or award request that involves flight training:

- Applicant must submit documentary proof of flight currency, e.g. **logbook endorsement, temporary certificate, employer recurrency verification, flight review with CFI signature, flight school graduation certificate, etc.** Clearly indicate the entry which proves currency. Landing recency is not currency and not required. The date of issue on a pilot certificate is **NOT** sufficient proof of currency. If currency is based on completion of a recent practical test and the applicant has neither the DPE’s signature in the logbook entry for the completed test nor a copy of the temporary certificate, the applicant may present proof obtained from either the DPE or the FAA.
- **Applicant must have logged a minimum of five flight hours in the six months immediately preceding the applicant’s submission deadline.** The flight time may be PIC, SIC or dual instruction, simulator time excluded. Submit the logbook pages (left and right side equal one full page) showing the most recent 20 flights.

8. **Flight Time.** Applicant must have sufficient flight time so that, upon completion of training requested in this scholarship application, she will meet or exceed minimum flight time requirements for the certificate/rating sought. Flight time building to meet this requirement may NOT be included in the funding request.

*Example: An applicant for an instrument airplane rating requiring 50 hours cross-country pilot-in-command time may not include cross-country time building in her funding request. She may only include the costs of the required elements of training for the instrument rating.*

*Note:* Applicants may report completed flight hours up until March 5 to the Designated AEMSF Trustee. The Part II Pilot Experience must show the applicant’s plan to accomplish any remaining time-building hours needed by June 30 of the following year and how the applicant will finance those hours.



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9. **Mandatory Updates.** If required for eligibility, the applicant **MUST** send the following documentation to the Designated AEMSFS trustee at [Apps@AEScholarship.org](mailto:Apps@AEScholarship.org) so that she will receive it by March 5:
- Scholarships awarded between January 1 and March 5.
  - Proof of completion of any prerequisite required for requested certificate, e.g. "Flight Instructor certificate" applicant must already possess the commercial pilot certificate before March 5.
  - Any change that affects eligibility, e.g. medical expires before March 5, flight review expires before March 5, etc.

**DO NOT send any updates that are not specifically requested above.**

10. **Quotas** are determined based on the number of Chapter and Section members officially recorded by 99s Headquarters on December 1. The membership total is available in the December issue of Straight and Level at [www.ninety-nines.org](http://www.ninety-nines.org).
- A chapter may submit one application for every 25 members. Divide the number of chapter members by 25, then round off to the nearest whole number. Regardless of size, each chapter is allowed at least one application.
  - A section may submit one application for every 100 members. Divide the number of section members by 100, then round off to nearest whole number. Regardless of size, each section is allowed at least one application.

**Note:** Vicki Cruse and Kitty Houghton Scholarship applications are not counted in other AE scholarship quotas.

11. **Reasons for Disqualification.** Avoid these pitfalls! These issues should be dealt with at both the Chapter and Section levels **BEFORE** they reach the Trustees.
- Application received after deadline
  - Applicant fails to notify Designated AEMSFS trustee of completion of the prerequisite certificate or rating by March 5
  - Signed and dated after application deadline by applicant, letters of recommendation, flight school cost proposal, chapter AE chair, or Section AE chair without acceptable reason provided
  - Applicant's name not on Section certification list
  - Failure to provide proof of currency
  - Failure to meet membership requirements
  - Failure to meet flight time requirements within specified period
  - Failure to provide required documents
  - Inaccurate or fraudulent information provided
  - Failure to provide required update on pending scholarships



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### APPLICANT INSTRUCTIONS

1. **Use the correct application** for the scholarship best suited to your purpose.
2. **Download application** from the 99s website. It may be completed by computer, typewriter, or by hand. Ensure that each page is neat and legible in English. Be sure all signatures are included and are dated no later than the applicable deadline. **Signatures must be either verified electronic signatures, scanned ink signatures or original ink signatures. Note: A typed name is not a signature.**
3. **Determine your AE Scholarship Chairman** and establish positive contact. Use the 99s online directory to find her name and contact information, by going to the “Office, Position or Member Type” box, then selecting the appropriate title as listed below. Then select your chapter in the “Chapter” box or your section in the “Section” box. We **STRONGLY** recommend that you contact your AE Chair well in advance of the January 1 submission deadline so she may start considering her recommendation letter for you.
  - a. Chapter Members: Your AE Scholarship Chairman is your Chapter AEMSF Scholarship Chairman; if your chapter does not have a Scholarship Chairman, it is your Chapter Chairman.
  - b. Section Members not in a Chapter: Your AE Scholarship Chairman is your Section AEMSF Scholarship Chairman; if your section does not have a Scholarship Chairman, it is your Section Governor.
  - c. Members-at-Large: Your AE Scholarship Chairman is the International President.
4. **Submit** the complete application package, which consists of the Application Parts I-VIII, including all documentation required by Part VI, to your AE Scholarship Chairman so that she receives it by January 1. Your AE Scholarship Chair should acknowledge receiving your application. Contact her if you have not heard from her before the Section deadline of January 15. If you are recommended, your AE Scholarship Chairman will complete the 99s Certification (Part VIII) to send to the next step in the review process.
5. **All Applicants: You are responsible** for ensuring that the application package is complete and true in every respect. **You are responsible** for following instructions, meeting all deadlines, and tracking the progress of your application through the review and selection process. Incomplete, late, or fraudulent applications will be disqualified. No eligibility requirements or deadlines will be waived.
6. **Application Submission: DO NOT** submit application to 99s Headquarters or directly to AEMSF Trustees. **Submit to YOUR AE Scholarship Chairman. Make a copy of your complete application**, and retain for your records before sending to your AE Scholarship Chair. You are responsible for ensuring that the application package is complete in every respect.

Save your file as “**Last Name First Name AE (year)**” as the file name, e.g. **Earhart Amelia AE 2025**. Files should be compressed less than **10 mb**.
7. Electronic submission of applications as PDF attachments to email is the **required** method of transmittal. **Combine the entire package into a single PDF document before submitting**. Retain a copy of your complete application in addition to sending it to your AE Scholarship Chairman.



## Amelia Earhart Memorial Scholarship Fund *General Requirements and Instructions*

8. **Mandatory Updates.** If required for eligibility, the applicant **MUST** send the following documentation to the AEMSFS trustees at [Apps@AEScholarship.org](mailto:Apps@AEScholarship.org) so that they will receive it by March 5:
  - a. Scholarships awarded between January 1 and March 5.
  - b. Proof of completion of any prerequisite required for requested certificate, e.g. "Flight Instructor certificate" applicant must already possess the commercial pilot certificate before March 5.
  - c. Any change that affects eligibility, e.g. medical expires before March 5, flight review expires before March 5, etc.

**DO NOT send any updates that are not specifically requested above.**

### **QUESTIONS?**

**Contact your AE Scholarship Chairman. If she is unable to answer your question, she should contact the Section AE Scholarship Chair or the AEMSFS Trustees.**

**Note:** 99s Headquarters is not involved with the AE Scholarship application process. Do NOT send questions or applications to HQ.



## Amelia Earhart Memorial Scholarship Fund *General Requirements and Instructions*

### **INSTRUCTIONS FOR ALL AE SCHOLARSHIP CHAIRMEN**

1. **These are the complete instructions and checklists for all AE Scholarship Chairmen** with specific instructions for:
  - Chapter AE Scholarship Chairmen for handling Chapter member applications
  - Section AE Scholarship Chairmen for handling Chapter approved applications
  - Section AE Scholarship Chairmen for handling applications from Section members not in a chapter (or for President handling applications from Members-at-Large)
2. **The AE Scholarship Chairman** is responsible for establishing procedures to ensure that all applications from her Chapter/Section members are reviewed and screened, and that the best qualified applicants are recommended. By providing your official recommendation, you are saying that the application is completed properly and the applicant is qualified and deserving of the scholarship or award.
3. **Use the AE Scholarship Chairman Checklist;** promptly notify applicants of their status.
4. **A complete application package** submitted by applicant consists of Application Parts I-VIII. **Note:** The 99s Recommendation **MUST** be completed by the appropriate AE Scholarship Chairman, if applicant is recommended.
5. **Application Submission:** Electronic submission of applications as PDF attachments to email is the **required** method of transmittal. Applicants are expected to send you a **single** PDF. If you choose to accept multiple documents, please scan them into a **single** PDF and name the file with the applicant's name before sending to the AEMS F Trustees.



## Amelia Earhart Memorial Scholarship Fund General Requirements and Instructions

### Instructions for Chapter AE Scholarship Chairmen

These instructions are for **Chapter** approved applications only. See the applicable instructions below for handling applications from Section members not in a Chapter and Members-at-Large.

1. **Submission Deadline:** Notify your Chapter members that you must receive applications by January 1.
2. **Notify each applicant promptly** that her application was received.
3. **Selection Process:** Review each application carefully for completeness and accuracy, working with applicant as necessary to correct any errors or omissions. The Chapter AE Scholarship Chairman is strongly encouraged to form a committee of two or three Ninety-Nines and/or aviation community members to aid in the application review and recommendation process to determine whether to recommend applicant. The applicant then **MUST** be confirmed by general accord of the Chapter. You must complete the applicant's 99s Recommendation letter.
4. **Recommendation Process:** For each application recommended:
  - a. Contact Chapter Chairman so she can get applicant's recommendation confirmed by general accord of the chapter.
  - b. Write 99s Recommendation covering all points required; complete and sign. **Expand upon their 99s involvement and provide new insight beyond what is already detailed in their essay.**
  - c. Make one copy of entire application and retain for your records.
  - d. Submit all recommended Chapter applications to Section AE Chairman by the January 15 deadline.
5. **Notify Section AE Scholarship Chairman** of names of selectees from your Chapter so that she may expect to receive their applications.
6. **Notify each recommended applicant** that she has been recommended and send her copies of the completed 99s Recommendation form.
7. **Notify applicants not recommended** of the status of their applications and provide reason(s).
8. **Complete the Chapter AE Scholarship Chairman Checklist** and retain for your records.



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### Chapter AE Scholarship Chairman Checklist

SCHOLARSHIP DEADLINES	ACTION	DATE COMPLETED
<b>BY JAN 1</b>	<b>SUBMISSION DEADLINE:</b> All applications must be received by Chapter AE Scholarship Chairman.	
	<b>NOTIFY EACH APPLICANT</b> that her application was received.	
	<b>ESTABLISH POSITIVE CONTACT</b> with your Section AE Scholarship Chairman. Record all contact information. Name: 99s Title: Address:  Phone/Fax: Email:	
	<b>Determine Chapter Quotas (see General Requirements #10):</b> <i>Total members in Chapter:</i>  <i>Quota for AE Scholarships:</i>	
	<b>Application Review:</b> <i>Scholarship Committee Members:</i>  <i>Number of AE Scholarship selectees:</i> <i>Number of Vicki Cruse Memorial Scholarship selectees:</i> <i>Number of Kitty Houghton Memorial Scholarship selectees:</i>	
<b>BEFORE JAN 15</b>	<b>If applicant is recommended:</b> <b>OBTAIN general accord from Chapter WRITE and sign 99s Recommendation. RETAIN ONE COPY</b> of the entire application for your records.	
<b>BY JAN 15</b>	<b>SEND APPLICATION(S) to Section AE Chairman along with list of recommended applicants.</b>	
	<b>NOTIFY APPLICANT</b> that she has been recommended or give reason(s) for not being recommended.	
<b>BY MAR 5</b>	<b>AE SCHOLARSHIP APPLICANT MANDATORY UPDATE</b> to designated Trustee as per General Requirements. Please remind applicants prior to the deadline.	
	<b>WINNERS WILL BE NOTIFIED by April 15</b> and honored at the AEMSFBanquet during the International Conference. Publicity about the Winners and the AE Scholarship program is highly encouraged any time after all applicants have been notified of results.	

#### QUESTIONS?

Contact Dr. Jacque Boyd or Peggy Doyle, AEMSFB Chair & Vice Chair [Apps@Aescholarship.org](mailto:Apps@Aescholarship.org) or Jacque 575-613-6746 or Peggy 540-229-7713



## Amelia Earhart Memorial Scholarship Fund General Requirements and Instructions

### Instructions for Section AE Scholarship Chairmen For Sections **WITH** Chapters

1. **Submission Deadline:** You should receive applications from Chapter AE Scholarship Chairmen in your Section by the Section submission deadline of January 15.
2. **Notify each Chapter Chairman** that her Chapter's applications were received.
3. **Review** each application carefully for completeness and accuracy, working with applicant and Chapter AE Chair as necessary to correct any errors or omissions. Determine whether to recommend each applicant as selectee. The application review and recommendation may be either by general accord of the Section or by a committee of two or three 99s and/or aviation community members formed by the Section AE Scholarship Chairman. By providing your official recommendation, you are saying that the applicant is qualified for and deserving of the scholarship.
4. **Recommendation:** For each application recommended:
  - a. Fill out the Section Certification form with the names of recommended applicants and sign the Certification form or create a signed list of recommended applicants. If more than one page is required to list the applicants, be sure to sign both forms. Any changed pages in the application shall be noted on the Certification form.
  - b. Make one copy of each application and retain for your records.
  - c. Send all recommended applications and the Section certification form(s) to designated AE Trustee so she receives them by the submission deadline of February 5.
5. **Notify both recommended and not recommended applicants** of their status and provide reason(s) for those not recommended.
6. **Complete the Section AE Scholarship Chairman Checklist** and retain for your records.



## Amelia Earhart Memorial Scholarship Fund General Requirements and Instructions

### Section AE Scholarship Chairman Checklist (For Sections WITH Chapters)

SCHOLARSHIP DEADLINES	ACTION	DATE COMPLETED
<b>BY JAN 15</b>	<b>SUBMISSION DEADLINE:</b> All chapter-screened applications must be received by Section AE Scholarship Chairman.	
	<b>NOTIFY EACH CHAPTER AE CHAIR</b> that her applications were received.	
	<b>Determine Section Quotas (see General Requirements #10):</b> <i>Total members in Section:</i>	
	<i>Quota for AE Scholarships:</i>	
	<b>Application Review:</b> <i>Scholarship Committee Members:</i>	
	<i>Number of AE Scholarship selectees:</i>	
	<i>Number of Vicki Cruse Memorial Scholarship selectees:</i>	
<b>BEFORE FEB 5</b>	<b>RETAIN ONE COPY</b> of each recommended application for your records.	
<b>BY FEB 5</b>	<b>NOTIFY APPLICANT</b> that she has been recommended or give reason(s) for not being recommended.	
	<b>SEND APPLICATION(s) as a single PDF for each</b> applicant plus the Section certification to designated Trustee to be received by FEB 5.  <a href="mailto:Apps@Aescholarship.org" style="color: blue; text-decoration: underline;">Apps@Aescholarship.org</a>	
<b>BY MAR 5</b>	<b>AE SCHOLARSHIP APPLICANT MANDATORY UPDATE</b> to the designated Trustee as per General Requirements. Please remind applicants.	
	<b>WINNERS WILL BE NOTIFIED by April 15</b> and honored at the AEMSF Banquet during the International Conference. Publicity about the Winners and the AE Scholarship program is highly encouraged any time after all winners have been notified.	

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## Amelia Earhart Memorial Scholarship Fund General Requirements and Instructions

### **Instructions for Section AE Scholarship Chairman (or President)**

#### **For Sections *WITHOUT* Chapters, Section Only members and Members-At-Large**

1. **Submission Deadline:** You must receive applications from your Section members (or Member-at-Large) by January 1.
2. **Notify each applicant promptly** that her application was received.
3. **Selection Process:** 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 by a committee of two or three 99s and/or aviation community members formed by the Section AE Scholarship Chairman. If applicant is recommended, you must complete the applicant's Recommendation letter.
4. **Recommendation Process:** For each application recommended:
  - a. Write 99s Recommendation covering all points required; complete and sign Section Certification. Any changed pages in the application shall be noted on the Certification form.
  - b. Retain one copy of entire application for your records.
  - c. Send all recommended applications and the signed Section Certification or list of recommended applicants to designated AE Trustee so she receives them by the submission deadline of February 5.
5. **Notify each recommended applicant** that she has been recommended and send her copies of the completed 99s Recommendation form (Part VIII).
6. **Notify applicants not recommended** of the status of their applications and provide reason(s).
7. **Complete the AE Scholarship Chairman Checklist and retain for your records.**



## Amelia Earhart Memorial Scholarship Fund General Requirements and Instructions

### Section AE Scholarship Chairman Checklist (For Sections **WITHOUT** Chapters, with Section Only members, or International President for Members-At-Large)

SCHOLARSHIP DEADLINES	ACTION	DATE COMPLETED
<b>BY JAN 1</b>	<p><b>SUBMISSION DEADLINE:</b> All applications must be received by Section AE Scholarship Chairman (or President for Members-at-Large). <b>NOTIFY EACH APPLICANT</b> that her application was received.</p>	
	<p><b>Determine Section Quotas (see General Requirements #10):</b> <i>Total members in Section:</i> <i>Quota for AE Scholarships:</i></p>	
	<p><b>Application Review:</b> <i>Scholarship Committee Members:</i>  <i>Number of AE Scholarship selectees:</i> <i>Number of Vicki Cruse Memorial Scholarship selectees:</i> <i>Number of Kitty Houghton Memorial Scholarship selectees:</i></p>	
<b>BEFORE FEB 5</b>	<p><b>If applicant is recommended:</b> <b>WRITE 99s Recommendation.</b> <b>COMPLETE &amp; SIGN either Section Certification form or a self-made list. RETAIN ONE COPY</b> of the entire application for your records.</p>	
<b>BY FEB 5</b>	<p><b>NOTIFY APPLICANT</b> that she has been recommended or give reason(s) for not being recommended. <b>SEND APPLICATION(s) as a single PDF for each</b> applicant plus the Section certification to designated Trustee to be received by FEB 5.  <a href="mailto:Apps@AEScholarship.org">Apps@AEScholarship.org</a></p>	
<b>BY MAR 5</b>	<p><b>AE SCHOLARSHIP APPLICANT MANDATORY UPDATE</b> to the designated Trustee as per General Requirements. Please remind applicants.</p>	
	<p><b>WINNERS WILL BE NOTIFIED by April 15</b> and honored at the AEMSF Banquet during the International Conference. Publicity about the Winners and the AE Scholarship program is highly encouraged any time after all applicants have been notified of the results.</p>	

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