



2012 Amelia Earhart Memorial Scholarships AE Scholarship Applicant Checklist

Instructions for AE SCHOLARSHIP and AWARD APPLICANTS

1. **GET AN EARLY START!** Applications will be available by early fall 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. 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 AE Scholarship Chairman or Section AE Chair if you are not in a Chapter, and remember the chapter's submission deadline is **DECEMBER 1, 2011**.
3. **Use this 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. **Do not** submit the checklist with your application to the AE Trustees. Submit your application to:
 - 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.

4. **The complete application package** that you will forward to your AE Chairmen as defined above and the AE Trustees consists of Application Parts I-IX including documentation and "Cover Sheets for Chapter & Section AE Chairmen". 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 **MUST** be completed by her AE Scholarship Chairman as indicated above.
5. **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 **DECEMBER 1** deadline.
 - 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 20**.
6. **SECTION MEMBERS:** It is the Applicant's responsibility to request a recommendation from her Section. Submit application to your Section AE Scholarship Chairman so it is in her hands by the deadline of **DECEMBER 20**.
7. **Mandatory update to TRUSTEES:** It is the Applicant's responsibility to ensure that any required update is sent to the designated AE Trustee below so it is in her hands by the deadline of **FEBRUARY 1. IF YOU TELL US YOU ARE WORKING ON SOMETHING – PLEASE ADVISE US WHEN YOU COMPLETE IT.**
Designated AE Trustee for applications and updates: **Ellen Herring**
1181 W Mountain Nugget Dr,
Green Valley, AZ 85614 USA
Winter Home Phone: 520-393-3517 *Cell Phone:* 847-341-4909 *Email:* herring@mc.net
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. **Other Scholarships applied for:** If notified after February 1, advise designated Trustee of results as soon as known.
10. **Winners** will be notified by **MAY 10**, and must begin training by **JUNE 30** (exceptions only allowed after written permission is granted by the Trustees) and use the scholarship by **JUNE 30 one year later**.



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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 AE Chapter and/or Section Chairmen, or
Peggy Doyle or Madeleine Monaco, AEMS Co-Chairs
AEChair@ninety-nines.org or Peggy 540-349-1479 or Madeleine 847-358-1747
www.ninety-nines.org/aemf.html (for Applications and Information)

CHECKLIST FOR AE SCHOLARSHIP and AWARD APPLICANTS		
AE SCHOLAR- SHIPS DEADLINE	ACTION	DATE COMPLETED
PREPARATION OF APPLICATION		
CHAPTER: DEC 1 SECTION: DEC 20	ESTABLISH POSITIVE CONTACT with your AE Scholarship Chairmen, to whom you will submit the scholarship application. Record contact information and confirm mailing address: ✓ <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.	
DECEMBER 1	ESTABLISH POSITIVE CONTACT with your Chapter AE Scholarship Chairman. Record all contact information. Name: _____ 99s Title: _____ Address: _____ _____ Phone/Fax: _____ Email: _____	
DECEMBER 20	ESTABLISH POSITIVE CONTACT with your Section AE Scholarship Chairman. Record all contact information. Name: _____ 99s Title: _____ Address: _____ _____ Phone/Fax: _____ Email: _____	
Checklist continued next page		



2012 Amelia Earhart Memorial Scholarships AE Scholarship Applicant Checklist

<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 AEMSF 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 an individual who is not in aviation, is not a 99 and is not a family member. 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 pages– no staples, binders, or covers. 	
SUBMISSION TO CHAPTER		
BY NOV 1	NOTIFY CHAPTER AE SCHOLARSHIP CHAIRMAN that she may expect your application submission, so she can alert chapter of your pending application and get chapter accord.	
BY DECEMBER 1	SUBMIT APPLICATION BEFORE CHAPTER DEADLINE! Submit entire original application to your Chapter AE Scholarship Chairman before your Chapter's submission deadline and provide shipment tracking number. IMPORTANT: Ship together in single package. Shipment must be trackable. United Parcel Service is our preferred shipper.	
	Shipped to (if different than above): Shipped via: 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 20	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 20 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.	
Checklist continued next page		



2012 Amelia Earhart Memorial Scholarships AE Scholarship Applicant Checklist

<i>Checklist continued</i>						
AE SCHOLARSHIPS DEADLINE	ACTION	DATE COMPLETED				
SUBMISSION TO SECTION						
BY DEC 20	<p>SUBMIT APPLICATION BEFORE SECTION DEADLINE OF DECEMBER 20! Submit entire original application with Cover Sheet for Section AE Scholarship Chairman so she receives it by the deadline of DECEMBER 20. <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>					
	<table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 50%; vertical-align: top;">Shipped to (if different than above):</td> <td style="border: none; width: 50%; vertical-align: top;">Shipped via:</td> </tr> <tr> <td style="border: none;"></td> <td style="border: none; vertical-align: top;">Shipment Tracking Number:</td> </tr> </table>	Shipped to (if different than above):	Shipped via:		Shipment Tracking Number:	
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	Shipment Tracking Number:					
BY DEC 20	<p>NOTIFY SECTION AE SCHOLARSHIP CHAIRMAN of your application submission, providing shipment tracking number.</p> <p>You should hear from your Section AE Scholarship Chairman that your application was received. Contact her if no word by December 31.</p>					
	<p>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.</p>					
	<p>IF YOU ARE RECOMMENDED BY YOUR SECTION as selectee or alternate, your Section AE Scholarship Chairman will forward your application to the AE Trustees. <u>Section Members:</u> <i>Chairman 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></p>					
JAN 15	<p>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.</p>					
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%; vertical-align: top;">SHIPPED TO:</td> <td style="border: none; width: 50%; vertical-align: top;">Shipped via:</td> </tr> <tr> <td style="border: none;"></td> <td style="border: none; vertical-align: top;">Shipment Tracking Number:</td> </tr> </table>	SHIPPED TO:	Shipped via:		Shipment Tracking Number:	
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	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 designated Trustee 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. ✓ Proof of update of any required medical certificate that has expired. <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						



2012 Amelia Earhart Memorial Scholarships AE Scholarship Applicant Checklist

<i>Checklist continued</i>		
AE SCHOLARSHIPS DEADLINE	ACTION	DATE COMPLETED
	<p>Above information must be sent via overnight shipping, fax, or e-mail by you or your Section AE Chairman or Governor 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 INSTRUCTION #8:</p>	
	<p style="text-align: right;"><i>Sent via:</i></p> <p style="text-align: right;"><i>Shipment Tracking Number:</i></p>	
FEB 1	If submitting updated information, NOTIFY DESIGNATED TRUSTEE of submission, providing shipment tracking number.	
FEB 2-MAY 31	NOTIFY DESIGNATED TRUSTEE of any new information regarding updated medicals or change in status of other scholarship applications.	
	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.	
by MAR 31	You should hear from Trustees about the status of your application after the Trustee Application Review.	
JUDGES' REVIEW		
	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.	
	Selection of Winners: The Judges' scores are weighted and combined with Trustees' scores. The top Finalists are AE Scholarship Winners.	
MAY 10	You should hear from Trustees by May 10 about the status of your application after the Judges' Application Review.	
WINNERS CHECKLIST		
before JUNE 1	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 scholarship and Trustee has received signed Official Acceptance Form.</i>	
JUNE 30	Training must begin by JUNE 30. Exceptions may apply depending upon the type of scholarship applied for, but only after requesting permission from the Trustees.	
MONTHLY	Submit receipts for reimbursement and communicate monthly with designated AE Trustees to inform them of your progress toward completion of your training.	
ANYTIME	Contact AE Trustees anytime you move or your contact information changes.	
INTL CONFERENCE	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 Conference. Please inform AEMSF Trustee Chairman if you plan to attend. Reserved VIP seating will be provided. Publicity about the Winners and the AE Scholarship program is highly encouraged any time after all winners have been notified.	
JUNE 30, ONE YEAR LATER	All training must be completed by JUNE 30 one year after notification of the scholarship.	
Checklist COMPLETE		