



**2012 AEMSFS Scholarships & Awards**  
**Chapter & Section AE Scholarship Chairmen**  
**Instructions & Checklist**

**Deadlines for ALL Scholarships & Awards**

**Applicant-to-Chapter Submission Deadline:** BY DECEMBER 1, 2011  
**Applicant-to-Section Submission Deadline:** BY DECEMBER 20, 2011  
**Section-to-Trustees Submission Deadline:** BY JANUARY 15, 2012  
**Applicant MANDATORY Update to Trustees:** BY FEBRUARY 1, 2012

**Timeline for All Winners**

Trustees Notify Winners: BY MAY 10, 2012  
Winners Must Begin Training: BY JUNE 30, 2012  
AE Scholarship Awards Banquet: 99s International Conference, Providence, July 2012  
Winners' Training Must Be Complete: BY JUNE 30, 2013

**Designated AEMSFS 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](mailto:Herring@mc.net)

**QUESTIONS?**

Contact Peggy Doyle or Madeleine Monaco, AEMSFS Co-Chairs  
[AEChair@ninety-nines.org](mailto:AEChair@ninety-nines.org) or Peggy 540-349-1479 or Madeleine 847-358-1747

[www.ninety-nines.org/aemsf.html](http://www.ninety-nines.org/aemsf.html) (Applications and Information documents)



# 2012 AEMSF Scholarships & Awards

## Chapter & Section AE Scholarship Chairmen

### Instructions & Checklist

#### Instructions for ALL AE Scholarship Chairmen

1. **The AE Scholarship Chairman duties** are to be performed by the following 99s Officer:

- 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.

2. **These are the complete, official Instructions and Checklist for all AE Scholarship Chairmen, with specific instructions for**

- CHAPTER AE Scholarship Chairmen, for handling Chapter Member applications
- SECTION AE Scholarship Chairmen for Sections WITHOUT Chapters, and/or Section AE Scholarship Chairmen in a Section with Chapters handling Section Member applications
- SECTION AE Scholarship Chairmen for Sections WITH Chapters handling Chapter Member applications

3. **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 and alternates are selected and recommended. By providing your official recommendation, you are saying that the applicant is qualified and deserving of the scholarship or award.

4. **Use the AE Scholarship Chairman Checklist** that the applicant will submit with her application package to meet every deadline and track the progress of applications through the selection process. Promptly notify applicants of their status.

5. **The Fact Sheet** describes all scholarships and awards offered this year, and includes a summary of the deadlines and procedures. **Complete and official Applicant Eligibility Requirements and Instructions are in each of the AE Scholarship and Award Application packages, which you can view or download from the 99s website:**

- AE Scholarships: For licensed pilot Members to advance in aviation/aerospace. There are FIVE applications for the AE Scholarships, each with different eligibility requirements: Flight Training, Jet Type Rating, Academic, Technical Training, and Emergency Maneuver Training.
- New Pilot Awards: Toward completion of FWP/Associate Member's initial (first ever) pilot certificate.

6. **Complete application package submitted by applicant** consists of:

- Application Parts I-IX including documentation, and the Cover Sheets for AE Chapter and Section Chairmen.
- **NOTE**: 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:
  - 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.



## 2012 AEMS Scholarship & Awards Chapter & Section AE Scholarship Chairmen Instructions & Checklist

### Instructions for CHAPTER AE Scholarship Chairmen

1. **Notify your Chapter Members that the application submission deadline to you is DECEMBER 1.**
2. **For each application received, notify the applicant** that you have her application.
3. **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 Chapter AE Scholarship Chairman may form a committee of two or three Ninety-Nines and/or aviation community members to aid in the application review and recommendation process, which then **MUST** be confirmed by general accord of the Chapter. In providing your official recommendation, you are saying that the applicant is qualified for and deserving of the scholarship or award.
4. Allow time for you, your Chapter committee, and the Chapter to review applications and for you to return 99s Certification and 99s Recommendation to recommended applicants well prior to the Section submission deadline of **DECEMBER 20**.
5. **Quotas for Chapters:**
  - Quotas are to be determined based on the number of Chapter Members officially recorded by 99s Headquarters at **DECEMBER 1**. Contact the AEMS Trustee Chairman for your quota information.
  - 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: No quota but your Section can only forward one for each Chapter.
6. **For EACH application recommended as selectee or alternate:**
  - **Contact Chapter Chairman** so she can get applicant's recommendation confirmed by general accord of the Chapter.
  - **Write 99s Recommendation** and complete and sign **99s Certification**.
  - **Make one copy of entire application** and retain for your records.
  - **Return original application** with 99s Certification and 99s Recommendation and completed Chapter Cover sheet 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 20**.
7. **Notify non-recommended applicants** of the status of their applications and provide reason(s).
8. **Complete the AE Scholarship Chairman Checklist** and retain for your records with copies of completed Chapter Chairman Cover Sheets, copies of applications, and shipping receipts.
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.



## 2012 AEMSF Scholarships & Awards

### Chapter & Section AE Scholarship Chairmen

### Instructions & Checklist

<b>CHECKLIST FOR CHAPTER AE SCHOLARSHIP CHAIRMEN</b>			
AE SCHOLARSHIPS DEADLINE	NEW PILOT AWARDS DEADLINE	ACTION	DATE COMPLETED
DECEMBER 1	DECEMBER 1	<b>CHAPTER SCHOLARSHIP SUBMISSION DEADLINE is December 1. Notify Chapter Members.</b>	
EARLY	EARLY	<b>ESTABLISH POSITIVE CONTACT</b> with your Section AE Scholarship Chairman. Record all contact information. Name: _____ 99s Title: _____ Address: _____ _____ Phone/Fax: _____ Email: _____	
DECEMBER 1	DECEMBER 1	<b>SUBMISSION DEADLINE:</b> All applications must be received by Chapter AE Scholarship Chairman by the deadline.	
	<b>BY YOUR DEADLINE</b>	<b>NOTIFY EACH APPLICANT</b> as soon after December 1 as possible that her application was received.	
	<i>(Not Applicable)</i>	<b>Determine Chapter Quotas (see Instructions):</b> <i>Total members in Chapter:</i>  <i>For AE Scholarships:</i> <i>For New Pilot Award: NO QUOTA</i>	
		<b>Application Review:</b> <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>	
WELL BEFORE DEC 20	WELL BEFORE DEC 20	<b>If applicant is recommended as selectee or alternate:</b> <b>OBTAIN general accord from Chapter.</b> <b>COMPLETE &amp; SIGN 99s Certification.</b> <b>WRITE 99s Recommendation.</b>	
		<b>MAKE ONE COPY</b> of the entire application and retain for your records, including a copy of the completed Chapter Cover Sheet.	
WELL BEFORE DEC 20	WELL BEFORE DEC 20	<b>PROMPTLY RETURN ORIGINAL APPLICATION TO APPLICANT.</b> If she is recommended as selectee or alternate, she must receive it in time to submit to Section before the deadline. <b>IMPORTANT: Shipment must be trackable. United Parcel Service is our preferred shipper. Attach shipping receipt to Cover Sheet.</b>	
WELL BEFORE DEC 20	WELL BEFORE DEC 20	<b>NOTIFY APPLICANT</b> 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 20	BY DEC 20	<b>NOTIFY SECTION AE SCHOLARSHIP CHAIRMAN</b> of names of selectees and alternates for your Chapter.	
BY FEB 1	<i>(Not Applicable)</i>	<b>AE SCHOLARSHIP APPLICANT MANDATORY UPDATE</b> to Trustees as per Instructions in applications.	
		<b>WINNERS WILL BE NOTIFIED by May 10</b> and honored at the Amelia Earhart Memorial Scholarship Banquet during 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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**Instructions for SECTION AE Scholarship Chairman**

**(or Section Governor if she has not appointed an AE Chair for her Section)**  
***for Sections WITHOUT Chapters***  
***and for Sections with applicants who are NOT Chapter members***

1. **You should receive applications from your Section Members** by the Section submission deadline of **DECEMBER 20.**
2. **Notify each applicant** that her application was received.
3. **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.
4. **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 as of **DECEMBER 20.**
  - **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 for mentoring purposes.)
5. **For each application recommended as selectee or alternate:**
  - **Contact Section Board of Directors** for confirmation of your recommendation of each applicant.
  - **Write 99s Recommendation** and complete and sign **99s Certification. Make a copy** of each and send to applicant.
  - **Make one copy of entire application** and retain for your records.
  - **Send all recommended applications** for selectees and alternates to designated AE Trustee so she receives them by the submission deadlines of **JANUARY 15.**
  - **Notify designated AE Trustee** of names of selectees and alternates from your Section so she may expect to receive their applications.
  - **Notify each applicant** that she has been recommended, provide shipment tracking information for the application sent to Trustee, and send her copies of the completed 99s Recommendation and Certification.
6. **Notify non-recommended applicants** of the status of their applications and provide reason(s).
7. **Complete the AE Scholarship Chairman Checklist** and retain for your records with copies of the Section Chairman Cover Sheets, copies of applications, and shipping receipts.
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.



**2012 AEMSF Scholarships & Awards**  
**Chapter & Section AE Scholarship Chairmen**  
**Instructions & Checklist**

<b>CHECKLIST FOR SECTION AE SCHOLARSHIP CHAIRMEN for Sections WITHOUT Chapters</b>			
<b>AE SCHOLAR- SHIPS DEADLINE</b>	<b>NEW PILOT AWARDS DEADLINE</b>	<b>ACTION</b>	<b>DATE COMPLETED</b>
<b>BY DEC 20</b>	<b>BY DEC 20</b>	<b>SUBMISSION DEADLINE:</b> All applications must be received by Section AE Scholarship Chairman by the deadline.	
<b>BY DEC 20</b>	<b>BY DEC 20</b>	<b>NOTIFY EACH APPLICANT</b> that her application was received.	
		<b>Determine Section Quotas (see Instructions):</b> <i>Total members in Section:</i>  <i>For AE Scholarships:</i> <i>For New Pilot Award: ONE</i>	
		<b>Application Review:</b> <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>	
<b>WELL BEFORE JAN 15</b>	<b>WELL BEFORE JAN 15</b>	<b>If applicant is recommended as selectee or alternate:</b> <b>CONTACT</b> Section Board of Directors to confirm their accord. <b>COMPLETE &amp; SIGN 99s Certification.</b> <b>WRITE 99s Recommendation.</b> <b>MAKE ONE COPY</b> of the entire application and retain for your records with a copy of the Section Chairman Cover Sheet.	
<b>BY JAN 15</b>	<b>BY JAN 15</b>	<b>SEND APPLICATION(S)</b> to designated Trustee.	
<b>BY JAN 15</b>	<b>BY JAN 15</b>	<b>NOTIFY DESIGNATED TRUSTEE</b> of names of selectees and alternates for your Section.	
<b>BY JAN 15</b>	<b>BY JAN 15</b>	<b>NOTIFY APPLICANT</b> 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.	
<b>BY FEB 1</b>	<i>(Not Applicable)</i>	<b>AE SCHOLARSHIP APPLICANT MANDATORY UPDATE</b> to Trustees as per Instructions in applications.	
		<b>WINNERS WILL BE NOTIFIED by May 10</b> and honored at the Amelia Earhart Memorial Scholarship Banquet during 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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**Instructions for SECTION AE Scholarship Chairmen**  
***for Sections WITH Chapters***

1. **You should receive applications from Chapter Members in your Section** by the Section submission deadline of **DECEMBER 20.**
2. **Notify each applicant** that her application was received.
3. **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.
4. **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 **DECEMBER 20.**
  - **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.)
5. **For each application recommended as selectee or alternate:**
  - **ONLY for Section members not in a Chapter: Write 99s Recommendation** and complete and sign **99s Certification. Make copies** of these and send to applicant. **Get confirmation** from Section Board of Directors.
  - **Make one copy of entire application** and retain for your records.
  - **Send all recommended applications** for selectees and alternates to designated AE Trustee so she receives them by the submission deadline of **JANUARY 15.**
  - **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, **for Section members not in a Chapter**, send her copies of the completed 99s Recommendation and Certification.
6. **Notify non-recommended applicants** of the status of their applications and provide reason(s).
7. **Complete the AE Scholarship Chairman Checklist** and retain for your records with copies of completed Chapter and Section Cover Sheets, copies of applications, and shipping receipts.
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.



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**Chapter & Section AE Scholarship Chairmen**  
**Instructions & Checklist**

<b>CHECKLIST FOR SECTION AE SCHOLARSHIP CHAIRMEN for Sections WITH Chapters</b>			
<b>AE SCHOLAR- SHIPS DEADLINE</b>	<b>NEW PILOT AWARDS DEADLINE</b>	<b>ACTION</b>	<b>DATE COMPLETED</b>
<b>BY DEC 20</b>	<b>BY DEC 20</b>	<b>SUBMISSION DEADLINE:</b> All applications must be received by Section AE Scholarship Chairman by the deadline.	
<b>BY DEC 20</b>	<b>BY DEC 20</b>	<b>NOTIFY EACH APPLICANT</b> that her application was received.	
		<b>Determine Section Quotas (see Instructions):</b> <i>Total members in Section:</i>  <i>For AE Scholarships:</i> <i>For New Pilot Award:</i>	
		<b>Application Review:</b> <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>	
<b>WELL BEFORE JAN 15</b>	<b>WELL BEFORE JAN 15</b>	<b>If applicant is recommended as selectee or alternate:</b> <b>MAKE ONE COPY</b> of the entire application and retain for your records with copies of Chapter and Section Cover Sheets.	
<b>BY JAN 15</b>	<b>BY JAN 15</b>	<b>SEND APPLICATION(S) to designated Trustee.</b>	
<b>BY JAN 15</b>	<b>BY JAN 15</b>	<b>NOTIFY DESIGNATED TRUSTEE</b> of names of selectees and alternates for your Chapter.	
<b>BY JAN 15</b>	<b>BY JAN 15</b>	<b>NOTIFY APPLICANT</b> 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.	
<b>BY FEB 1</b>	<i>(Not Applicable)</i>	<b>AE SCHOLARSHIP APPLICANT MANDATORY UPDATE</b> to Trustees as per Instructions in applications.	
		<b>WINNERS WILL BE NOTIFIED by May 10</b> and honored at the Amelia Earhart Memorial Scholarship Banquet during International Conference. Publicity about the Winners and the AE Scholarship program is highly encouraged any time after all winners have been notified.	