



2012 Amelia Earhart Memorial Scholarship Application *Flight Training Scholarship*

Application Package

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Deadlines & Timeline

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
Other Scholarships Applied For:	Results to Receiving Trustee as soon as known
Trustees Notify Winners:	BY MAY 10, 2012
AE Scholarship Awards Banquet:	99s Int'l Conference, Providence RI, July 2012
Winners' Training Must Be Complete:	BY JUNE 30, 2013

QUESTIONS?

Contact Peggy Doyle or Madeleine Monaco, AEMSF Co-Chairs
AChair@ninety-nines.org or Peggy 540-349-1479 or Madeleine 847-358-1747
www.ninety-nines.org/aemsf.html

APPLICANT ELIGIBILITY REQUIREMENTS

1. **MEMBERSHIP:** Applicant must be a Member of The Ninety-Nines, Inc., and been so continuously since December 1, 2010. *NOTE: May include time as Future Woman Pilot or Associate Member.*
2. **GOAL:** Applicant must have a specific and realistic goal for advancement in aviation or aerospace. This goal may be to qualify for or to 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.
4. **ONE PILOT TRAINING COURSE:** Applicant may request only one (1) pilot training course or certificate or rating for which this Scholarship covers the entire cost. *Examples:* Instrument rating, multi-engine rating, flight instructor certificate, airline transport pilot certificate, or King Air qualification training.



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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 – disqualified, *unless* training is in progress for one of the ratings (see Training in Progress, below).

5. **FLIGHT CURRENCY:** At time of application, applicant must be current and qualified as pilot, i.e., current flight review, competency or proficiency check, or equivalent. *NOTE: Landing / instrument currency not required.*
6. **MEDICAL CERTIFICATE:** At time of application, applicant must possess a current, valid medical certificate of the class required to train and/or exercise the privileges of the certificate/rating sought. This is an AE Scholarship requirement, regardless of FAA or equivalent regulations of other countries. Applicant must continue to provide proof of maintaining medical currency through June 1, 2012.

Example: Applicant seeking the FAA Airline Transport Pilot certificate must have a current, valid First Class medical certificate at time of application.

7. **TRAINING IN PROGRESS:** Application may be made for a certificate/rating without holding a pilot certificate required for the new rating, provided training for that required certificate is in progress and expected to be completed before February 1.

Example: With application for “Flight Instructor certificate,” applicant must either already possess the commercial pilot certificate or be in training for it with expected completion by February 1.

NOTE: If not provided in original application, applicant must provide proof of completion and eligibility so the designated AEMSF Trustee receives it by February 1. Failure to do so is cause for disqualification.

8. **FLIGHT TIME:** Applicant must have sufficient flight time experience so that she will, upon completion of training requested in this scholarship application, meet or exceed minimum flight time requirements for the certificate/rating sought. Applicant may build flight time up to February 1 to meet this requirement.

NOTE: If not provided in original application, applicant must provide proof of flight time eligibility so the designated AEMSF Trustee receives it by February 1. Failure to do so is cause for disqualification.

9. **APPLICATION:** The AE Scholarship application is the mechanism by which the applicant states her scholarship request, including course or training sought and monetary amount requested, and explains how this will help her to advance in aviation or aerospace. The applicant is responsible for ensuring that the application is complete and true in every respect.

No Applicant Eligibility Requirements or deadlines may be waived.

Judging will take place between March 1 and April 30, 2012. All eligibility requirements must continue to be met and Trustees notified of updates during this period.

Disqualification will result from not meeting eligibility requirements or following procedures.

INCOMPLETE, LATE, or FRAUDULENT applications will be DISQUALIFIED.

APPLICANT INSTRUCTIONS

1. Use correct application. If requesting a jet type rating, use only the Jet Type Rating application. If you are currently enrolled in a college degree program that includes flight training in the curriculum, either this Flight Training application or the Academic Scholarship application may be used as appropriate.
2. Submit one (1) AE Scholarship application on 8½ x 11 or A4 size paper and be neat and legible in English. It may be completed by computer, typewriter, or by hand, but all signatures must be in ink pen – electronic or typed signatures are not allowed. Indicate “N/A” for “not applicable.” Use more space or attach extra page to relevant Part, if needed.
3. Verify and establish positive contact with your Section AE Scholarship Chairman, using the online directory. If



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none, it is your Section Governor. (Members-at-Large: it is the International President.) **Chapter Members:** Verify and establish positive contact with your Chapter AE Scholarship Chairman. If none, it is your Chapter Chairman.

4. **Chapter Members:** It is the Applicant's responsibility to request 99s Recommendation from her chapter. Completed application is to be submitted to the Chapter **by December 1, 2011**. The complete application package submitted to your chapter consists of the Application Parts I-IX including documentation (the 99s Certification and Recommendation will be blank), and the Cover Sheets for Applicant's Chapter and Section AE Scholarship Chairmen. If you are recommended by your chapter, obtain original application with completed 99s Certification and Recommendation for submission to Section.
5. **Section Members (not in a Chapter):** It is the Applicant's responsibility to request 99s Recommendation from her Section AE Chair. Completed application is to be submitted to the Section AE Chair prior to December 20. The complete application package submitted to your Section consists of the Application Parts I-VII including documentation (the 99s Certification and Recommendation will be blank), and the Cover Sheets for Applicant's Section AE Scholarship Chairman. The 99s Certification and Recommendation must be completed by the Section AE Chair. Because you are not in a Chapter, it is recommended that you contact your Section AE Chair to assure that she has signed and completed Parts VIII and IX before she sends your application to the Trustees.
6. **ALL Applicants:** You are responsible for submitting original Parts I-IX including documentation and the Cover Sheets for Applicant's Chapter and Section AE Scholarship Chairman, to your Section AE Scholarship Chairman, or if none, to your Section Governor. Members-at-Large: Submit to International President. **Submit to Section no later than the deadline of DECEMBER 20, 2011.** (Do NOT submit application directly to 99s Headquarters or to AEMSF Trustees.)
7. **ALL Applicants:** You are responsible for ensuring that application package is complete in every respect. Clip pages--do not use staples or any type of binder or cover. Make a copy of your complete application, including Eligibility Requirements and Instructions, and retain for your records before sending to your Section AE Chair.

Suggestions for strengthening your AE Flight Training Scholarship application

Establish financial need.

Be an active, participating Ninety-Nines member.

Strive to find low-cost flight training options.

Begin flight training and complete written tests for certificate/rating sought.

If short on flight time, have a plan to build time by February 1, or apply for the certificate/rating for which currently eligible.

Do not add supplemental time-building flight hours to application

8. **MANDATORY UPDATES:** If required for eligibility, applicant **MUST** provide the following documentation to the designated AEMSF Trustee **so that she will receive it by the deadline of FEBRUARY 1, 2012**.
 - ✓ Proof of completion of any certificate or rating in progress as per Applicant Eligibility Requirements.
 - ✓ Proof of additional hours to meet minimum flight time as per Applicant Eligibility Requirements.
 - ✓ Status of any scholarships or grants that were pending at time of initial application or were applied for since.
 - ✓ Any missing information or documentation, or any other change that affects eligibility or application.
9. Applicant is responsible for following instructions, meeting all deadlines, and tracking the progress of her application through the review and selection process. Use Applicant Checklist and follow up at every step.
10. **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.
11. Winners will be notified by **MAY 10, 2012** and must complete training by **JUNE 30, 2013**.



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Flight Training Scholarship

Part I: APPLICANT CERTIFICATION

Applicant Name:	Chapter & Section:
Pilot Certificate, Rating, or Flight Training Course Requested:	Amount Requested: US\$ Local Currency

By my signature below, I certify that

- ✓ I meet all Applicant Eligibility Requirements for the AE Scholarship and, if applicable, will provide additional proof of eligibility by February 1, 2012.
- ✓ My application reflects an honest appraisal of my ability to complete the goal requested herein.
- ✓ My application is complete, true, and correct in every respect.
- ✓ I understand that any misrepresentation, concealment, or omission of required information is grounds for disqualification or withdrawal of scholarship.
- ✓ I understand that no reimbursement will be made for travel/food/lodging expenses, and no payment will be made to any AE Scholarship winner for training taken before she has received written notification of her award and the appropriate Trustee has received the winner's signed Official Acceptance Form.
- ✓ I assume full responsibility for meeting all deadlines and tracking the progress of my application through the review and selection process.

I further certify that, if awarded an AE Scholarship, I will:

- ✓ Return Official Acceptance Form with hard copy photo in color or black and white (or can be emailed if resolution is 300 dpi or greater), and brief biographical statement of 200 words or less immediately after receiving written notification of my award.
- ✓ Use the funds solely for the specific purpose for which I am applying.
- ✓ Begin training by June 30, 2012 and use the scholarship by June 30, 2013.
- ✓ Communicate monthly, submit receipts monthly, and provide timely notification of changes to contact information to AEMSFS Trustees through June 30, 2013.
- ✓ Maintain eligibility requirements through June 30, 2013.
- ✓ Maintain 99s membership through 2017.
- ✓ Assist in the promotion of the Amelia Earhart Memorial Scholarship Program and The Ninety-Nines.

Applicant Signature (in ink)

Date



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Part II: PERSONAL INFORMATION

Applicant Name:

Previous surnames used:

Complete mailing address:

Email address:

Home phone:

Work or cell phone:

Date joined The Ninety-Nines:

Short-term goal in requesting this scholarship:

Long-term goal in aviation/aerospace:

Year(s) previously applied for AE Scholarship:

Year(s) previously awarded AE Scholarship:

Progress made since last AE Scholarship application or award:

List all other scholarships and grants received this year, amount, and purpose:

List all other scholarships and grants pending, amount, purpose, and expected notification date:

MANDATORY: Provide all results to designated AEMSF Trustee immediately upon learning results, through June 1.

Highest academic degree and where obtained:

Present position, employer, and date employed:

Summary of employment in last five years:

Annual gross (total) household income:

IF YOU ARE CLAIMED AS A DEPENDENT, YOU MUST PROVIDE PARENTAL HOUSEHOLD INCOME IN ADDITION TO PERSONAL INCOME. If you wish to explain the household income above in further detail you may do so in your Essay. You may also submit a copy of your prior year's annual tax return directly to the receiving AE Trustee.

Number of people in household:

Aircraft owned, and percentage of ownership:

If you own an aircraft, will you use it for this training? If not, why not?



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Part III: PILOT EXPERIENCE

Applicant Name: _____

Pilot Certificates & Ratings Held	Date Obtained mm/dd/yy
Student Pilot (first solo)	
Recreational Pilot	
Sport Pilot	
Private Pilot Single Eng	
Instrument	
Other:	
Commercial Pilot SE	
Multi-Engine	
Other:	

Pilot Certificates & Ratings Held	Date Obtained mm/dd/yy
ATP Multi-Engine	
Other:	
Other:	
Flight Instructor	
Multi-Engine	
Instrument	
Other:	
Other:	
Other:	

Flight Experience by Aircraft Category & Class	PIC hrs	SIC hrs	Dual Given As Instructor
SE Piston			
ME Piston			
SE Turboprop			
ME Turboprop			
SE Turbojet			
ME Turbojet			
Other:			
Other:			
TOTAL			

RECORD OF PILOT TIME (DO NOT WRITE IN SHADED AREAS)																
	TOTAL	INSTRUCTION RECEIVED	SOLO	PILOT IN COMMAND (PIC)	CROSS COUNTRY INSTRUCTION RECEIVED	CROSS COUNTRY SOLO	CROSS COUNTRY PIC	INSTRUMENT	NIGHT INSTRUCTION RECEIVED	NIGHT TAKE-OFF/LANDINGS	NIGHT PIC	NIGHT TAKE-OFF/LANDING PIC	NUMBER OF FLIGHTS	NUMBER OF AERO-TOWS	NUMBER OF GROUND LAUNCHES	NUMBER OF POWERED LAUNCHES
AIRPLANES				PIC			PIC				PIC	PIC				
				SIC			SIC				SIC	SIC				
ROTOR-CRAFT				PIC			PIC				PIC	PIC				
				SIC			SIC				SIC	SIC				
POWERED LIFT				PIC			PIC				PIC	PIC				
				SIC			SIC				SIC	SIC				
GLIDERS																
LIGHTER THAN AIR																
SIMULATOR																
TRAINING DEVICE																
PCATD																

Type of Hours Required by Regulation to Complete Requested Cert / Rating, but Lacking at Time of Application (e.g. PIC Cross-Country)	A. Current Hours of this Type at Time of Application (from Part III)	B. Additional Hours of this Type Anticipated to be Acquired by February 1	C. Training Hours of this Type Included in this Scholarship Request (from Part IV)	D. Total Hours Anticipated upon Completion of Requested Training. Hours in (D) must be equal to or greater than (E) hours of the type required by regulation to complete requested certificate or rating.	E. Total Hours of this Type Required by Regulation to Complete Requested Cert / Rating (e.g. for PIC XC: 500 hrs)
		+	+	Total of (A) + (B) + (C) =	
		+	+	Total of (A) + (B) + (C) =	
		+	+	Total of (A) + (B) + (C) =	

Date and type of flight review, competency or proficiency check, or equivalent: _____

Completion date and score of written test for certificate/rating sought (optional but recommended): _____

Optional: Provide update to designated AEMSF Trustee before February 1.



2012 Amelia Earhart Memorial Scholarship Application Flight Training Scholarship

Part IV: FLIGHT TRAINING COURSE & FUNDING REQUESTED

Applicant Name: _____

Pilot Certificate, Rating or Flight Training Course Requested: _____

INSTRUCTOR or FLIGHT SCHOOL REPRESENTATIVE: Read carefully, complete, and sign. YOU ARE CERTIFYING THAT THIS STUDENT CAN COMPLETE THIS COURSE OF TRAINING IN THE TRAINING TIME COVERED BELOW. Scholarship is for entire cost of flight training to complete one pilot certificate or aircraft rating or flight training course. If Applicant is the owner or part-owner of the aircraft being used, enter hourly fuel costs under "Aircraft Rental" below. Do not add supplemental time-building flight hours and do not include any indirect costs, such as books, travel, food, lodging, aircraft maintenance, insurance, etc.

- No reimbursement will be made for training taken before winner has received written notification of her Scholarship and the appropriate Trustee has received the winner's signed Official Acceptance Form.
- **If awarded an AE Scholarship, upon proper submission of AEMSF forms and receipts, reimbursement check(s) will be made jointly to applicant and the school or instructor named below.**

Enter Make & Model of Aircraft, Simulator, or FTD Here:	Aircraft/Sim rental for dual instruction	hrs @ \$	per hr	= \$
	Instructor time if not included above	hrs @ \$	per hr	= \$
	Aircraft/Sim rental for solo	hrs @ \$	per hr	= \$
Enter Make & Model of Aircraft, Simulator, or FTD Here:	Aircraft/Sim rental for dual instruction	hrs @ \$	per hr	= \$
	Instructor time if not included above	hrs @ \$	per hr	= \$
	Aircraft/Sim rental for solo	hrs @ \$	per hr	= \$
Enter Make & Model of Aircraft, Simulator, or FTD Here:	All-inclusive course	Flat Fee: \$		= \$
TOTAL FLIGHT TRAINING HOURS:				
Ground Instruction or School	Flat Cost: \$	-OR-	hrs @ \$	per hr = \$
Flight Check / Checkride	Examiner Fee	Flat Fee: \$		= \$
	Aircraft/Sim rental for flight check	hrs @ \$	per hr	= \$
SUBTOTAL				\$
Less employee or other discount				- \$
If outside U.S., indicate amount in local currency here:	TOTAL AMOUNT REQUESTED in U.S. Dollars (MANDATORY)			\$

By my signature below, I certify that

- ✓ I have completed the above funding request, after evaluating THIS student.
- ✓ The training course and/or aircraft rental and instructor rates are accurate, and **INCLUDE PLANNED PRICE INCREASES**. I certify that the rates listed above will be honored for the duration of this training course.
- ✓ I have examined the credentials of this applicant, including logbook and other training records, and have determined that she is qualified to complete the training course or certificate or rating in the time indicated.

Address: _____

Phone: _____ e-mail: _____

Print Name & Title: _____

School Name (if any): _____

Authorized Instructor or Flight School Representative Signature (in ink) _____
Date



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Part V: APPLICANT ESSAY

Applicant Name:

Write in this space, OR ATTACH ONE SHEET ONLY IN ITS PLACE WITH YOUR ESSAY. Essay may not exceed one page (one side only) and should include at least the following elements:

- ✓ Tell us about yourself, your activities in aviation, and your participation in The Ninety-Nines. Be specific.
- ✓ Describe your goals in aviation or aerospace, and opportunities ahead. Tell us what you have already accomplished in pursuit of these goals, and pertinent to specific course or certificate/rating sought. Why are you seeking this specific training? How will it help you to qualify for or to advance in an aviation-related profession or charitable cause?
- ✓ Tell us how you have financed your training and education so far. Provide your current annual gross household income and make a statement of financial need for completion of this training.
- ✓ How will awarding you this scholarship benefit The Ninety-Nines and the aviation community?
- ✓ If applicable, clearly explain any training request that might be considered unusual or of unusually high cost.



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Part VI: LETTER OF PERSONAL RECOMMENDATION

Applicant Name:

Write in this space OR INCLUDE ONE SHEET ONLY IN ITS PLACE one (1) letter of personal recommendation by an individual who is not in aviation, who can describe applicant's character and experience in areas other than aviation. *NOTE: This letter may NOT be written by any 99s member or family member.* Suggestions: Request from respected friend, teacher, or mentor; spiritual guide, priest, pastor, or rabbi; or supervisor from work or volunteer project. The letter should include at least the following elements:

- ✓ You may address your letter to the AE Scholarship Trustees and Judges.
- ✓ How do you know the applicant, for how long, and how well? Be specific.
- ✓ Describe applicant's character and experience in areas other than aviation.
- ✓ Tell us exactly why you recommend this applicant for an AE Scholarship.



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Part VII: DOCUMENTATION

Attach legible photocopies of all applicable supporting documentation. Write your name clearly on each page. (This checklist is for your use. Do not submit with the application package.)

ALL APPLICANTS:

- Pilot certificate (both sides).
- Proof of pilot currency as per Applicant Eligibility Requirements (pertinent logbook page or instructor sign-off or other appropriate documentation).
- Proof of meeting flight time requirements as per Applicant Eligibility Requirements (last logbook page showing total flight times or instructor sign-off or other appropriate documentation – may be same as above; do not submit in duplicate).
- Medical certificate as per Applicant Eligibility Requirements.
- Written tests for certificate/rating sought (optional but recommended).

For flight training outside the United States:

- Governmental aviation regulations specifying requirements to complete the certificate or rating sought.

MANDATORY UPDATE BY FEB 1ST And Beyond!

If required for eligibility, applicant MUST provide the following documentation to AEMSF Trustee below so she receives it by the deadline of FEBRUARY 1, 2012.

- 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.
- Status of any scholarships or grants that were pending at time of initial application, or any others you applied for AFTER submitting this AE Scholarship application. If they are still pending as of February 1, you must notify the Trustees as soon as you learn the results.
- Any missing information or documentation or updates to medical certificates.
- Any other change that affects eligibility or application.

NOTE: Failure to send a required update is grounds for disqualification.

Send documentation in a single, trackable shipment or by fax or e-mail so Trustee will receive it by February 1. Retain shipment tracking number and receipt. United Parcel Service is our preferred shipping provider.

Send to: Ellen Herring, AEMSF Trustee
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



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Part VIII: 99s CERTIFICATION

NOTE TO APPLICANT: Submit with application package to AE Scholarship Chairman or Representative for completion.

Applicant Name:

Amount requested: US\$

LOCAL Currency

If applicant is recommended, this Part is to be completed by the AE Scholarship Chairman as below and returned to Applicant well before the Section submission deadline of **DECEMBER 20**.

- **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: Neither the applicant nor any other 99s Officer may perform these duties or provide certification or recommendation for applicant.

By my signature below, I certify that

- ✓ This applicant is recommended for an AE Scholarship by her Chapter (Section).
- ✓ I have written the 99s Recommendation covering all required items (Part IX).
- ✓ I have reviewed this application package, and determined that it is complete in every respect, including documentation.
- ✓ I will complete the AE Scholarship Chairman Checklist and retain it in my records.
- ✓ I will notify the applicant promptly of the status of her application in the review and selection process, as per the Checklist.

- Recommended
- Recommended as Alternate

Chapter (Section) Name: _____

99s Officer Print Name: _____

99s Officer Title: _____

Address: _____

Phone/Fax: _____

Email: _____

AE Scholarship Chairman Signature (in ink)

Date



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Part IX: 99s RECOMMENDATION

NOTE TO APPLICANT: Submit with application package to AE Scholarship Chairman or Representative for completion.

Applicant Name:

Pilot Certificate, Rating, or Flight Training Course
Requested:

If applicant is recommended, this Part is to be completed by the AE Scholarship Chairman or Representative as specified in Part VIII. Write in this space or attach a ONE PAGE LETTER IN ITS PLACE WITH THE 99s Recommendation, which MUST include at least the following elements:

Ninety-Nines:

How has the applicant been a participating Ninety-Nine?

How did your Chapter (or Section) make the decision to submit this application? Was a vote taken?

Goal:

What has she accomplished toward her goal?

How realistic is her goal? What are her opportunities for advancement in aviation?

Financial:

How has she established a clear financial need?

How does her requested funding relate to her requirements for completion and to rates in your region?



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COVER SHEET FOR APPLICANT'S CHAPTER AE SCHOLARSHIP CHAIRMAN

CHAPTER MEMBER APPLICANTS: Complete upper portion and submit to your Chapter AE Scholarship Chairman (or if none, your Chapter Chairman) with application.

Applicant Name:	Chapter & Section:
Pilot Certificate, Rating, or Flight Training Course Requested:	Amount Requested: US\$ Local Currency

Previous surnames used:

Complete mailing address:

Email address:

Home phone:

Work or cell phone:

Date joined The Ninety-Nines:

Chapter AE Scholarship Chairman's Notes

Chapter decision about this Applicant:

- Recommended
- Recommended as Alternate
- Not recommended
- Disqualified

IF APPLICANT IS RECOMMENDED BY CHAPTER AS SELECTEE OR ALTERNATE, promptly return original application with recommendation to the APPLICANT. Applicant must receive it with sufficient time for her to submit it to Section before deadline of DECEMBER 20, 2011.

IMPORTANT: Refer to Chapter AE Chapter & Section Scholarship Chairman Instructions & Checklist. All shipments must be trackable. United Parcel Service is our preferred shipper. Notify applicant of her status and provide shipment tracking number. Retain a copy of this cover sheet and shipping receipt in your records. If applicant is recommended, send original to your AE Section Chairman with the application.

Notes:



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COVER SHEET FOR APPLICANT'S SECTION AE SCHOLARSHIP CHAIRMAN

ALL APPLICANTS: Complete upper portion and submit to your Section AE Scholarship Chairman or if none, your Governor, with application. (Chapter Members: Submit only if recommended by your Chapter.)

Applicant Name:	Chapter & Section:
Pilot Certificate, Rating, or Flight Training Course Requested:	Amount Requested: US\$ Local Currency

Previous surnames used:

Complete mailing address:

Email address:

Home phone:

Work or cell phone:

Date joined The Ninety-Nines:

Section AE Scholarship Chairman's Notes

Section decision about this Applicant:

- Recommended
- Recommended as Alternate
- Not recommended
- Disqualified

IMPORTANT: Refer to Section AE Scholarship Chairman Instructions. All shipments must be trackable. United Parcel Service is our preferred shipper. Notify applicant of her status and provide shipment tracking number. Retain a copy of this Cover Sheet, Chapter Cover Sheet, and shipping receipt in your records. If applicant is recommended, send both Cover Sheets to the AEMSFS Trustees with the application.

Deadline for submission of applications to AE Trustees is **JANUARY 15, 2012.**

(Additional instructions for Section Chairman for applicants NOT in a chapter: Send copies of your completed Parts VIII and IX back to the applicant.)

Notes: