



# 2012 Amelia Earhart Memorial Scholarship Application Technical Training Scholarship

## Application Package

Applicant Eligibility Requirements

Applicant Instructions

Part I: Applicant Certification

Part II: Personal Information

Part III: not applicable to this package

Part IV: Technical Training or Certification & Funding Requested

Part V: Applicant Essay

Part VI: Letter of Personal Recommendation

Part VII: Documentation

Part VIII: 99s Certification

Part IX: 99s Recommendation

Cover Sheet for Applicant's Chapter AE Scholarship Chairman

Cover Sheet for Applicant's Section AE Scholarship Chairman

Appendix 1: Applicant Checklist - **download separately from website**

Appendix 2: Chapter AE Scholarship Chairman Instructions & Checklist – **download separately from website**

## 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, AEMSFCo-Chairs  
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)

## 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. **APPLICATION:** The AE Scholarship application is the mechanism by which the applicant states her scholarship



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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. The Technical Training Scholarship is a fully paid scholarship to complete an aviation or aerospace technical training or certification course. Examples: Airframe and/or Powerplant Mechanic certificate, Dispatcher certificate, Air Traffic Control training program, FAA / NTSB / manufacturer's safety training, manufacturer's specialized training or certification course.  
  
NOTE: Excludes any flight training and any technical training that is part of a college degree program. If you are seeking flight training, use the Flight Training Scholarship application. If you are currently enrolled in an aviation or aerospace college degree program, use the Academic Scholarship application.
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 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 (except Part III) 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-IX (except Part III) 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 (there is no Part III for this application) 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 Technical Training Scholarship application***



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*Establish clear financial need*

*Be an active, participating Ninety-Nines member.*

*Clearly indicate how this training will help you to advance toward your goal and how you have prepared to undertake it.*

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**.
  - ✓ Status of any scholarships or grants that were pending at time of initial application or were applied for later.
  - ✓ 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 approximately **MAY 1, 2012** and must complete training by **JUNE 30, 2013**.



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## Part I: APPLICANT CERTIFICATION

Applicant Name:	Chapter & Section:
Technical Training Course Requested:	Amount Requested: US\$ Local Currency
<p>By my signature below, I certify that</p> <ul style="list-style-type: none"><li>✓ I meet all Applicant Eligibility Requirements for the AE Scholarship and, if applicable, will provide additional proof of eligibility by February 1, 2012.</li><li>✓ My application reflects an honest appraisal of my ability to complete the goal requested herein.</li><li>✓ My application is complete, true, and correct in every respect.</li><li>✓ I understand that any misrepresentation, concealment, or omission of required information is grounds for disqualification or withdrawal of scholarship.</li><li>✓ 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.</li><li>✓ I assume full responsibility for meeting all deadlines and tracking the progress of my application through the review and selection process.</li></ul> <p>I further certify that, if awarded an AE Scholarship, I will:</p> <ul style="list-style-type: none"><li>✓ 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.</li><li>✓ Use the funds solely for the specific purpose for which I am applying.</li><li>✓ Begin training by June 30, 2012 and use the scholarship by June 30, 2013.</li><li>✓ Communicate monthly, submit receipts monthly, and provide timely notification of changes to contact information to AEMSFS Trustees through June 30, 2013.</li><li>✓ Maintain eligibility requirements through June 30, 2013.</li><li>✓ Maintain 99s membership through 2017.</li><li>✓ Assist in the promotion of the Amelia Earhart Memorial Scholarship Program and The Ninety-Nines.</li></ul> <p>_____</p> <p style="text-align: center;"><i>Applicant Signature (in ink)</i></p> <p>_____</p> <p style="text-align: center;"><i>Date</i></p>	



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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:



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Note: There is no Part III for Technical Training Application

## Part IV: TRAINING OR CERTIFICATION COURSE & CURRICULUM

Applicant Name:

Amount Requested US\$:

Course:

Local Currency:

**APPLICANT: Complete this portion and attach documentation as per Part VII**

Name and Address of Institution offering the training or certification:

Brief description of Training or Certification Course, including start date:

Brief description of classes or curriculum:

Complete description of experience or credentials that qualify you for this training or certification course:

**INSTITUTION REPRESENTATIVE: Read carefully, complete, and sign.**

### IMPORTANT REMINDERS!

- Scholarship is for entire cost to complete one training or certification course. Do not include any indirect costs, such as books, travel, food, lodging, 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 institution named below.

By my signature below, I certify that

- ✓ I have reviewed the completed Part IV of this application.
- ✓ The cost for this training or certification course is accurate, and includes planned price increases. Our institution will honor the rates indicated during the term of this training.
- ✓ I have examined the credentials of this applicant, and have determined that she is qualified to complete the training or certification course in the time indicated.

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Print Name & Title: \_\_\_\_\_

Institution Name: \_\_\_\_\_

\_\_\_\_\_  
Authorized Institution Representative Signature (in ink)

\_\_\_\_\_  
Date



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## Part V: APPLICANT ESSAY

Applicant Name:

**Write in this space or attach ONE SINGLE SHEET IN ITS PLACE. 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 certification sought. Why are you seeking this specific training or certification? 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?



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### Part VI: LETTER OF PERSONAL RECOMMENDATION

Applicant Name:

**Write in this space OR ATTACH A SINGLE SHEET 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 and should not be submitted with the application package.)

ALL APPLICANTS:

- Institution's course description and curriculum.
- Institution's forms or bills showing cost of course.

### MANDATORY UPDATE BY FEB 1<sup>ST</sup> 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**.

- 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.
- 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: Leave blank and submit with application package to AE Scholarship Chairman.**

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: 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.**

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 for completion.**

Applicant Name:

Course

**If applicant is recommended, this Part is to be completed by the AE Scholarship Chairman as specified in Part VIII. Write in this space or attach a SINGLE SHEET IN ITS PLACE, 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 with application.

Applicant Name:	Chapter & Section:
Name of Technical Training or Certification Course:	Amount Requested: US\$  Local Currency

Previous surnames used:

Complete mailing address:

Email address:

Home phone:

Work or cell phone:

Date joined The Ninety-Nines:

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#### 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 with application. (**Chapter Members:** Submit only if recommended by your Chapter.)

Applicant Name:	Chapter & Section:
Name of Technical Training or Certification Course:	Amount Requested: US\$  Local Currency

Previous surnames used:

Complete mailing address:

Email address:

Home phone:

Work or cell phone:

Date joined The Ninety-Nines:

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### **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:**