The Ninety-Nines

“How To” Primer
Junior Girl Scouts Aerospace Badge Event
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FAQs for Junior Girl Scouts Aerospace Badge Events

How do I find my local Girl Scouts troops?
Troop activities are coordinated by local GS Councils, which help develop programs and coordinate activities for the troops. Many troops meet monthly and organize a year’s worth of monthly meetings at the end of the summer, so start early -- councils often publicize approved events 6-9 months in advance. To find the local council that works with your area’s GS troops, visit http://www.girlscouts.org/councilfinder/results.asp, type in your zip code or state, and click on >FIND. Once you have contact information for the local council, you want to make contact with the Program Manager or Program Coordinator (note that staff titles will vary, if all else fails contact the Council chairman or CEO).

Where can I find teaching materials to develop Aerospace badge activities?
NASA has partnered with the Girl Scouts to develop educational tools for all levels of Scouting, and their websites are the leading resource for ideas and materials for Girl Scouts’ exploration of space. Their “Space Place for Kids” is full of great ideas for your event, and the main website is at http://spaceplace.jpl.nasa.gov/en/kids/index.shtml
The portion of the Space Place website specifically tailored to Girl Scouts is at: http://spaceplace.jpl.nasa.gov/en/kids/girlscouts/ for specific activities to help Girl Scouts earn badges in all sort of categories. The main website for NASA’s partnership with the Girl Scouts is at http://solarsystem.nasa.gov/girlscouts/ but you will need a login (check with your local Girl Scouts Council) for access.

Can I bring Brownies to your program for Junior Girl Scouts?
We have found that younger girls are not able to handle the program materials we have prepared for the Junior Scouts Aerospace Badge. Unfortunately, this frustration often results in disruption and even tears, which can cause a troop leader to remove a youngster from their group. Given the active flight line at the FBO that hosts our event, we strongly discourage anyone, whether adult or child, from going outside our controlled safety area. However, your hosting organization may be less busy or may have a “quiet room” that could be used to calm down the children. Be sure you have sufficient volunteers to assist with this need, so your volunteers who are doing the teaching are not interrupted.

A better alternative for Brownies is the Space Explorer Try-It for Brownie Girl Scouts. To earn a Try-It, a Brownie Girl Scout must complete at least four of the activities listed in the Brownie handbook for that topic. These awards, shown below, are more age appropriate for younger girls.
Dear Ms. Passarelli,

Your Chapter of The Ninety-Nines, an international organization of women pilots, would like to offer a special opportunity to your-area Girl Scouts this fall.

We would like to sponsor and host a seminar for Girl Scouts that would enable them to earn an Aerospace badge in one day. Building on the success of a similar project presented by our organization’s Kentucky Bluegrass Chapter, we would create seven stations, each lasting approximately 20 minutes each, to permit the girls to fulfill the requirements for the badge in 2-1/2 to 3 hours. These stations could include presentations by women pilots, the history of women in aviation, building a kite or paper airplane, elementary principles of aerodynamics, and so forth. Depending on the level of interest and enrollment, we could consider holding two sessions – one in the morning and one in the afternoon. Ideally, we would host this event at a local airport so the girls could actually see a single-engine airplane and enjoy the airport environment.

The Ninety-Nines was founded in 1929 by a group of pioneering women aviators, and today includes more than 6,000 members through the world. We are a non-profit, charitable membership corporation holding 501(c)(3) tax status and headquartered in Oklahoma City, Oklahoma. Today Ninety-Nines are professional pilots for airlines, industry and government; we are pilots who teach and pilots who fly for pleasure; we are pilots who are technicians and mechanics. But first and foremost, as our website points out [http://www.ninety-nines.org/99s.html], we are women who love to fly!

And we love to share our passion for flying with the next generation of women pilots – we’re sure there are bound to be some who are actively involved as Girls Scouts! With your expression of interest, we can move ahead to decide on a date, arrange for additional sponsors (for contributions of refreshments) and donations of brochures and information from organizations such as NASA, Boeing, and so on. I hope you will consider working with us to develop a fun and educational program, and I invite you to contact me with questions.

Best regards,

Your Name
Your Chapter
The Ninety-Nines

Your email and phone
FACT SHEET

JUNIOR GIRL SCOUTS AEROSPACE BADGE EVENT

What
Earn an Aerospace Badge in one day! Curriculum designed for Junior Girl Scouts ages 8-11

When
Date and Time

Where
Your local FBO

Why
To introduce young girls to the magical world of flight!

How
Cost of $10 per girl covers the learning sessions and the Aerospace badge. Attendance will be limited and places will be reserved on a first-come first-served basis.

Who
Your local chapter, THE NINETY-NINES, International Organization of Women Pilots

Project Description
The Amazing Company is cordially invited to join with the Chicago Area Chapter of The Ninety-Nines to co-sponsor the metropolitan area’s first Aerospace Badge event for Junior Girl Scouts. Building on the success of a similar event sponsored by our sister chapter in Kentucky, we will create 7 "learning stations," to permit the girls to fulfill the requirements for the badge in 2-1/2 to 3 hours. These stations will include presentations by women pilots, the history of women in aviation, building a kite or paper airplane, elementary principles of aerodynamics, and so forth. Girl Scouts from the DuPage, Whispering Oaks and Fox Valley councils will be joining us for this fun-filled event.

As a world leader in the xxxxx industry, The Amazing Company is the singular choice to help us introduce the next generation of women to future careers in aviation!

We look forward to partnering with you in creating this exciting educational opportunity.

Your Name, Co-Chair, Junior Girl Scouts Aerospace Badge Event
Your Chapter, The Ninety-Nines [www.yourchapter99s.org/]
email:
phone:
Junior Girl Scouts ….. Come Touch the Sky!

Second Annual Aerospace Badge Day

The Chicago Area Chapter of The Ninety-Nines presents a special

Junior Girl Scouts Aerospace Badge Event

Saturday, April 22, 2006 – TWO SESSIONS THIS YEAR!
Morning Session:  9:00 am to 11:30 am
Afternoon Session: 1:30 pm to 4:00 pm
Illinois Aviation Academy - DuPage Airport
Intersection of Tower Road and Kautz Road, West Chicago, IL  60185

Learn how airplanes fly ... meet women flight instructors and pilots ... learn about Amelia Earhart ... see what it takes to become an astronaut ... come touch the sky!

Register by mailing this form and your check, payable to CAC The 99s, by March 27, 2006.

SELECT ONE:  ☐ Morning Session (9:00-11:30)  ☐ Afternoon Session (1:30-4:00)

Can we substitute the other session if your first choice is not available?
☐ Yes  ☐ No, please return my check

Council Name & Junior Troop No. # ______________________________
Leader ______________________________
Address ______________________________
Email ______________________________  Daytime Phone __________________

# of girls attending ______ x $10.00 = $ _______
# of adults attending ______ x $5.00 = $ ______

Number of badges needed (included in registration fee) _______

Total enclosed:  $ _______

PLEASE NOTE PARKING WILL BE VERY LIMITED AND TROOPS ARE STRONGLY ENCOURAGED TO CAR POOL.

Mail to:
Elizabeth Hitchcock
112 Huntington Street
Lake Bluff, IL  60044
Reservations will be accepted in the order they are received.
Confirmations will be mailed on April 5th.

Sponsored by the Chicago Area Chapter of The Ninety-Nines, the international organization of licensed women pilots, and hosted by the Illinois Aviation Academy at DuPage Airport.
CHECKLIST FOR GIRL SCOUTS BADGE EVENT

Concept:
- Determine goals of event
- Learn location of delivery entrance
- Learn location of handicap entrance
- Learn location of restrooms
- Plan program format
- Determine guest list
- Determine if there will be handouts, gifts or welcome packets

Speakers:
- Book speakers
- Make travel arrangements if necessary
- For panel discussion: make name plate and name tag for each speaker
- Arrange for water for speakers during presentation
- Order gifts for speakers if appropriate
- Brief speakers and other key participants in writing
- Remarks if needed
- Time line
- Guest List
- Directions to event if needed

Logistics-Set-Up:
- Tablecloths
- Order rental equipment
  - Tables
  - Chairs
  - Linens and Skirting
- Easels
- Registration tables and chairs
- Coffee hospitality table
- Panelist tables and chairs
- Coat racks, hangers and umbrellas
- Do a walk-through with vendors and building manager

Photography:
- Book and instruct the photographer

Audio-visual:
- Arrange for audio-visual needs
- Podium with microphone
- Speakers
Security:
- Arrange for security

Signs and lists:
- Order signs (directional, welcome, restroom, etc.)
- Make name tags (Get Yarn, Construction Paper)
- Order banners?
- Print registration list and make copies
- Proof name tags

Transportation:
- Arrange for transportation/parking for those with special needs

Facilities Services:
- Restrooms cleaned – TOILET PAPER
- Furniture moved

Financial:
- Refund Forms for troops
- Reimbursement for volunteers who purchase materials

Confirmations sent to troops and to volunteers:
- Directions
- Parking
- Wear Warm or Cool Clothing as needed
- T-shirts for sale
- Handicapped access

Public relations:
- Determine public relations plan

On-Site:
- Determine room set-up
- Arrange for trash cans for registration area
- Caution tape for door openings and around planes
- Name tag holders
- Provide day’s schedule to volunteers
- Provide rotation schedule to troop leaders
- Registration desk
- Directing guests
- Greeting guests and give each troop the safety talk
- Make arrangements for attendees with special needs

Registration:
- Trash cans for name tag backings
- Name tag holders
- Signs if registration is broken down alphabetically
- Name tags (including blank tags)
- Registration lists
- Pens, markers, scissors, tape, etc.
- Paper

Day of the event:
- Take materials to event
- Name tags
- Registration lists
- Gifts
- Pens, paper, scissors, tape, etc.
- List of phone numbers of volunteers, key participants, public safety, etc.
- First-aid kit
- Check room set-up
- Check sound
- Set up registration area
- Know location of stairs, elevators, exits, restrooms, pay phones, fire alarms, etc.
- Give final instructions to volunteers and event staff

After the event:
- Pay bills
- Write thank-you notes to speakers, volunteers and other key participants
- Record expenses, attendance, recommendations for future events, etc.
- Hold post-event evaluation meeting
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**Total:** 147 54 159
Your Chapter, The 99s
Junior Scouts Aerospace Badge Event
Order Confirmation

Troop: ____________________________
Contact: ____________________________
____________________________________

Girls: ______ Adults: ______
Badges: ____ Paid: ______

Date, 200X
9:00 AM – 11:30 AM
Location and directions
Include a map in space at right

PLEASE NOTE THE FOLLOWING:

1). Please be on time. We’ll start promptly at 9:00 am, and will open the doors at 8:30 am.
2). Parking may be limited. We strongly encourage you to carpool.
3). Dress casually, in layers. The girls may be sitting on the floor of the hangar for some events. And, airplane hangars are chilly in most weather!
4). Accessibility. Illinois Aviation Academy is handicapped accessible. If you require assistance, please contact us in advance and we’ll meet you at the hangar gate.
5). Group leaders are encouraged to bring cameras.
6). “Girls Fly” T-shirts will be available for $18. We’ll have limited quantities on hand, checks and cash only please. Order forms will also be available but shipping will be an additional charge.

Your Name (Your phone)
We’re So Sorry . . .

We are totally SOLD OUT for the Junior Girl Scouts Aerospace Badge Event!

We have limited capacity in the hangar and for safety reasons, we cannot exceed that limit.

I am returning your check with this letter. However, I have kept a copy of your order and will send a priority notice to your attention if the event is repeated next year.

Thank you very much for your interest and I am sorry we could not accommodate your group.

Your Chapter
The Ninety-Nines
Your Chapter, The Ninety-Nines

Second Annual
Aerospace Badge Day – April 22, 2006

Last year we had to turn you away – this year you have priority!

As we promised when we returned your order for last year’s event, we’re sending you a special priority order form to use for our 2006 Junior Girl Scouts Aerospace Badge event.

The date is April 22, and this year there will be two sessions – one in the morning and a second one in the afternoon. The activities for both sessions will be exactly the same, so please choose the time that’s most convenient for you.

We realize troop leaders change, so if you’re not “in charge” this year, please pass on this priority invitation to the current leader. These are individualized flyers, so we ask that you do not duplicate it.

We’ll be announcing this event to all local-area Girl Scouts councils next week, but your priority order will be processed before any others, as long as we hear from you before the order deadline of March 27, 2006.

We all hope you can join us for this wonderful, fun event. Last year we all had a great time introducing young girls to the magic and adventure of aviation, and we look forward to having your girls with us this April.

Best regards,

Your Name

Co-Chair, Junior Girl Scouts Aerospace Badge Event
Your Chapter, The Ninety-Nines
Thank you very much for volunteering to help!

We have more than 140 girls and 40 adults who have registered and paid for this event, so we need all the help we can get!

Please consider calling a fellow chapter member and asking them to come with you. And remember, the regular April chapter meeting will follow immediately at the end of the badge event.

Planning Session for Volunteers

Date and Time of Planning Session
Location of Planning Session

All volunteers are earnestly requested to attend this planning session for an overview of the event, review of their assignment, and to ask questions. We’ll be going out for dinner afterwards at a local restaurant.

Your Name (your phone)
your email
Status Report March 2007

Chicago Area Chapter, The Ninety-Nines
Third Annual Junior Girl Scouts Aerospace Badge Event
Saturday, April 21, 2007  •  Illinois Aviation Academy at DPA
Morning Session:  9:00-11:30 am / Afternoon Session:  1:30-4:00 pm

We have more than 300 girls coming and are sold out for both sessions!
  o  Morning Session:  154 girls, 58 parents
  o  Afternoon Session:  154 girls, 42 parents

Committee Chairs for 2007
Prep Meeting:  12:00 pm Sunday, March 25, 2007 – Deb Kirschner’s house in Crystal Lake
  ▪  Salad luncheon (members’ contributions), Deb providing dessert and beverages
  ▪  Members bring scissors and sharpeners, etc
Girls Hospitality:  Melody Warman
  ▪  buy snacks and juice boxes, set that all up
Parents Hospitality:  Donna Klein
  ▪  work with Marge and Art Anderson to stock coffee station, buy muffins, etc
Supplies
  ▪  Carol Thompson McCabe has ordered posters and other materials from Sporty’s
  ▪  Leslie Prellwitz received 200 charts from the PilotMall store at Albert Whitted Airport in Tampa, contact is Neil Glazer
  ▪  Kristy ordered pencils
  ▪  EH call DuPage Pilot Shop
Volunteers Lunch
  ▪  Order and pick up from Dominicks: Elizabeth
T-Shirt Sales
  ▪  Deb Kirschner, Sharon Schorsch (?)

Teaching Stations
  ▪  How to Talk to ATC:  Cher Gupta – need second instructor
  ▪  Astronaut Food: Mary Ann Pintor, Diane Cozzi, Karen Ballard
  ▪  Glider Competition (Physics of Flight):  Shelley Ventura - need second instructor
  ▪  Sectional Symbols – Vickie Szewczyk with Linda Walker in the morning, Elizabeth Hitchcock in the afternoon
  ▪  How Plane Fly – Cynthia Madsen and Madeleine Monaco
  ▪  Aviation Careers – Carol Skiber - need second instructor
  ▪  Amelia Earhart (back from the Pacific)

Additional Volunteers (unassigned at the moment)
Gail Wenk
Ruth Frantz (confirm)
Joan Kerwin (confirm)
Mary Lou Mueller (confirm)
Ellen O’Hara (confirm)
Rita Adams (confirm)
Mary Panczyszyn (confirm)
Bob Teets (Mary Ann Pintor) – parking?
**TIMELINE**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>7:30 – 8:00</td>
<td>Arrive, begin set-up</td>
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<tr>
<td>7:45 – 8:00</td>
<td>Volunteers arrive</td>
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<tr>
<td>8:00–8:30</td>
<td>Set-up registration area for troops</td>
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<td>Set-up hospitality area for parents</td>
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<td>Set-up sales area for T-shirts</td>
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<td></td>
<td>Determine Waiting Area for girls (becomes break area)</td>
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<tr>
<td><strong>8:30</strong></td>
<td>Girls begin arriving</td>
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<tr>
<td><strong>8:50</strong></td>
<td>First announcement – groups</td>
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<td>Parents on the sidelines</td>
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<td></td>
<td>No food or drink in training areas</td>
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<tr>
<td>9:00</td>
<td>• Welcome</td>
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<tr>
<td></td>
<td>• We Are The Ninety-Nines</td>
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<tr>
<td></td>
<td>• Remain Inside for safety</td>
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<tr>
<td></td>
<td>• Bathrooms in corner – one downstairs, one upstairs</td>
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<tr>
<td></td>
<td>• Leaders – please help keep girls safe</td>
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<tr>
<td>9:30</td>
<td>Close Registration, Set-up Break tables</td>
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<tr>
<td>11:00</td>
<td>Close-up coffee</td>
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Registration “How To”
(2 copies)

Saturday – 8:30 - 8:50 REGISTRATION DESK - STEP 1
• Ask for the Troop Number, such as “Troop 177”
• VERIFY the number of girls – only 1 packet per girl!
• If only part of the troop is there, be sure remaining packets are clearly marked with Troop Number!
• Troops have already been divided into 7 groups, approximately 20-22 girls each
• Each group is color-coded
• Each group will start at a different training station and then rotate to the next after 20 minutes
• No packets for parents
• Refund forms are available
• Advise of bathroom locations
• No coat check – troop leaders / parents keep girls’ coats

Saturday – 8:30 - 8:50 SAFETY TALK - STEP 2
• Remind parents – it’s an active flight line – keep the girls inside!
• Please watch your head and please watch your step
• Please do not touch planes
• At close of registration, volunteers please rotate to another station – Girls Hospitality or Parents Hospitality
• Security at Doors – Keep the girls inside!
TROOP LEADERS:
FOR YOUR SAFETY
PLEASE NOTE!

PLEASE HELP US KEEP YOUR GIRLS SAFE!

1. As a courtesy to our hosts, please DO NOT TOUCH any of the airplanes until instructed to do so by a teacher

2. Assume every propeller of every airplane is HOT and can injure you

3. Please do not let the girls walk around the hangar unescorted

4. Please watch your step and watch your head at all times
### Morning Sessions

<table>
<thead>
<tr>
<th>Time</th>
<th>Orange</th>
<th>Purple</th>
<th>Red</th>
<th>Green</th>
<th>Blue</th>
<th>Yellow</th>
<th>White</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00-9:20</td>
<td>1</td>
<td>4</td>
<td>5</td>
<td>3</td>
<td>2</td>
<td>6</td>
<td>1</td>
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<tr>
<td>9:20-9:40</td>
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<td>1</td>
<td>4</td>
<td>4</td>
<td>5</td>
<td>5</td>
<td>2</td>
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<td>9:40-10:00</td>
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<td>3</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>6</td>
<td>3</td>
<td>Break</td>
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<tr>
<td>10:00-10:20</td>
<td>4</td>
<td>7</td>
<td>6</td>
<td>7</td>
<td>1</td>
<td>6</td>
<td>4</td>
<td>Break</td>
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<tr>
<td>10:20-10:40</td>
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<td>7</td>
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<td>10:40-11:00</td>
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<td>6</td>
<td>Break</td>
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<td>Break</td>
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**NOTE:** Divide up the GS into 7 groups – one per teaching station – and give them colored name badges to match the colors above.

**NOTE:** Give one copy of this rotation schedule to each troop leader when they arrive.
After you have been through each station, answer the following questions.

1. In order to receive take-off and landing instructions, who do pilots talk to on the radio?

2. The airspace surrounding DuPage County Airport is (circle one) Alpha Bravo Charlie Delta.

3. What does a pilot use to help identify things on the ground, such as roads, airports, and towers?

4. There is a circle on charts with the numbers 0, 9, 18, and 27. What is this circle showing?

5. Which two nutrition supplements must astronauts take while in space?

6. What is the extra utensil astronauts need to eat their food?

7. How many blades were on the propeller of the airplane you toured today?

8. Did the airplane have low wings or high wings?

9. Name two different aviation careers.

10. Who was one of the founders of the 99s?

11. All 99s are women ____________________.
DID YOU HAVE FUN TODAY?

Please take a moment to thank our host organization, THE LOCAL FBO!

We couldn’t do it without them!

Mr. Bob Goodguy, President
Your Local FBO, Inc.
123 Aviation Road
Your town, USA

See you next year!

YOUR Chapter, The Ninety-Nines
International organization of licensed women pilots
April 29, 2005

Mr. Bob Goodguy
Hosting FBO

Dear Bob:

It’s a pleasure for me to enclose photographs from the Junior Girl Scouts Aerospace Badge Event last weekend. Everyone who attended – volunteers, girls, parents – proclaimed the morning a resounding success. The Girl Scouts councils want to know if we have a date for next year!

I thought it was just great to see your hangar full of girls. As you can see from the photos, they were totally involved with what they were learning, and their enthusiasm just shines out from these images. It’s my fondest wish that some day 20-25 years from now, I will read in the newspaper about a woman preparing for a Mars mission, and she will say to the reporter, “you know, I really fell in love with flying at a Girl Scouts program at the local FBO when I was just a girl ....”

We are sincerely grateful to you and your entire staff (I was amazed to see one of your CFI’s calmly teaching about weight and balance while we were just on the other side of the wall). One of my greatest pleasures as a relative newcomer to the world of general aviation is the overwhelming generosity of people such as you. Your support is fundamental to The Ninety-Nines mission of providing aviation education in the community. We simply couldn’t do it without you.

With thanks and best regards,

Your Name
Co-Chair, Junior Girl Scouts Aerospace Badge Event
Your Chapter, The Ninety-Nines
April 28, 2005

Mr. William Goodguy  
Local Pilot Shop  
Your Airport  
123 Aviation Road  
Your town, USA

Dear Mr. Goodguy:

It is a pleasure for me to report that the Junior Girl Scouts Aerospace Badge Event, presented by your local chapter of The Ninety-Nines last Saturday, was a resounding success.

More than 150 girls attended, accompanied by 54 adult troop leaders. It was a delight to see the hangar of the local FBO filled with Girl Scouts! They sampled freeze-dried ice cream as they pretended to be astronauts, donned headsets to simulate talking to the control tower, learned about all types of aviation careers, from test pilots to mechanics, and even enjoyed a surprise visit from Amelia Earhart.

We are sincerely grateful to the Local Pilot Shop for its generous donation of 160 gliders, which were a colorful and fun addition to our event. A number of our members indicated they’d be visiting the shop to see what other pilot “toys” you might have in stock, so I hope your generosity will not go unrewarded.

Again, thank you for helping support our cause of providing aviation education in the community.

With thanks and best wishes,

Your Name  
Co-Chair, Junior Girl Scouts Aerospace Badge Event  
Your Chapter, The Ninety-Nines
Girl Scouts Aerospace Badge Survey emailed to all troop leaders AFTER event

We hope you and your Girl Scout troop enjoyed the aerospace badge event at Your Airport last weekend. We’d really like your feedback to help improve our program for next year. Please take one minute to answer these few questions and email your reply to me. I really appreciate your help.

1. Did our volunteers explain aviation concepts clearly? Were ideas and concepts age appropriate? Too hard? Too easy?
2. Did your girls enjoy the posters and other materials in the teaching packets? Were they helpful?
3. Was the setting too informal (girls sitting on the floor)?
4. Is the session too busy? Should we allow more breaks for the girls?
5. Were t-shirts too costly? Did you feel comfortable ordering them in advance?
6. What other suggestions do you have to make our program better?

Thank you for your help,
Your Name
Co-Chair, Junior Girl Scouts Aerospace Badge Event
Your Chapter, The Ninety-Nines