



2018 Amelia Earhart Memorial Scholarship Fund General Requirements and Instructions

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AEMSF SCHOLARSHIP PROGRAM

The Amelia Earhart Memorial Scholarship Fund was established in 1940 and has grown to over \$5 million currently funding the following six scholarships:

1. **The Flight Training Scholarship** covers the entire cost for one pilot training course, certificate, rating or type rating.

Examples: Instrument rating, multi-engine rating, flight instructor certificate, airline transport pilot certificate, King Air training or Boeing 737 type rating.

2. **The Academic Scholarship** provides up to \$10,000 annually towards a college degree in aviation or aerospace. Students may reapply each year for continuing support through graduation. If flight training is integral to curriculum, either the Academic Scholarship application or the Flight Training Scholarship application may be used.

Examples: Associate, Bachelor's, Master's, or Doctoral degree in fields such as aerospace engineering, aviation technology, aviation business management, air traffic management, or professional pilot.

3. **The Technical Training Scholarship** is a fully paid scholarship to complete an aviation or aerospace technical training or certification course.

Examples: ATP CTP, Airframe and/or Powerplant Mechanic, Dispatcher, 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

4. **The Vicki Cruse Memorial Scholarship for Emergency Maneuver Training** is for the entire cost of flight training to complete a program of spin and emergency maneuver training, with some exposure to pure aerobatics.

5. **The Kitty Houghton Memorial Scholarship** provides funds for flight training or education in a related field of aviation study. Eligible members must be from a country with an emerging economy, that is, a country defined as NOT in the G20 member countries. The 2016 members of the G20 are Argentina, Australia, Brazil, Canada, China, France, Germany, India, Indonesia, Italy, Japan, Republic of Korea, Mexico, Russia, Saudi Arabia, South Africa, Turkey, the United Kingdom, the United States and the European Union.



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DEADLINES & TIMELINE

Applicant to Chapter Submission Deadline:	Received by December 1, 2017
Section-Member-Only to Section Submission Deadline:	Received by December 20, 2017
Chapter to Section Submission Deadline:	Received by December 20, 2017
Section to Trustees Submission Deadline:	Received by January 10, 2018
Applicant MANDATORY Update to Trustees:	Received by February 20, 2018 **** NEW ****
Judging of applications:	Between January 10 and March 31, 2018
Trustees Notify Winners:	By April 10, 2018
AE Scholarship Awards Banquet (Attendance optional):	99s International Conference, July 2018
Winners' Training Must Be Complete:	By June 30, 2019

Please read all instructions before filling out application

GENERAL SCHOLARSHIP REQUIREMENTS

Additional requirements exist for specific scholarship type and are listed in the actual application.

- Membership.** Applicant must be a member of The Ninety-Nines, Inc. continuously since December 1, 2016.
Note: There is no length of membership requirement for Vicki Cruse or Kitty Houghton scholarships. Student Pilot members may apply ONLY for the Fly Now Award or the Kitty Houghton Memorial Scholarship.
- Goal.** Applicant must have a specific and realistic goal for advancement in aviation or aerospace. This goal may be to qualify for or advance in an aviation-related profession or charitable cause.
- Financial Need.** Applicant must demonstrate a need for financial assistance to progress toward her goal.
Note: There is no requirement to demonstrate financial need for the Vicki Cruse Scholarship.
- One Training Course.** Applicant may request **only one** training course, certificate, rating or type rating.
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 will be disqualified, *unless* training for one of the ratings will be complete by February 20. (See Training in Progress below)
- Flight Currency.** At time of application for a scholarship involving flight training, applicant must be current and qualified as pilot, i.e., current flight review, competency or proficiency check, or equivalent.
Note: Passenger carrying/instrument currency is not required.
- Medical Certificate.** At time of application, applicant must possess a current medical certificate of the class required to exercise the privileges of the certificate or rating sought. This is an AE Scholarship requirement regardless of FAA or equivalent regulations of other countries.
Example: Applicant seeking the FAA Airline Transport Pilot certificate or a Jet Type Rating must have a current First Class medical certificate at time of application.
Note: Current medical not required for scholarships which do not include flight training.



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7. **Training in Progress.** Application may be made for a certificate/rating without holding a prerequisite certificate or rating provided training for that required certificate is expected to be completed before February 20.

Example: For an application for "Flight Instructor certificate," applicant must either already possess the commercial pilot certificate or be in training with expected completion by February 20.

Note: Designated AEMSF Trustee must receive proof of completed prerequisite certificate or rating by February 20; late notification is grounds for disqualification.

8. **Flight Time.** Applicant must have sufficient flight time 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. Flight time building to meet this requirement may NOT be included in the funding request.

Example: An applicant for an instrument airplane rating requiring 50 hours cross-country pilot-in-command time may not include cross-country time building in her funding request. She may only include the costs of the required elements of training for the instrument rating.

Note: Applicants may report completed flight hours up until February 20 to the Designated AEMSF Trustee.

9. **Application.** The applicant is responsible for ensuring that the application is complete and true in every respect; incomplete, late, or fraudulent applications will be disqualified. No eligibility requirements or deadlines will be waived.

10. **Quotas** are determined based on the number of Chapter and Section members officially recorded by 99s Headquarters on December 1. The membership total is available in the December Straight & Level at www.ninety-nines.org

- a. A chapter may select one application for every 25 members. Divide total number of chapter members by 25, then round to the nearest whole number. Regardless of size, each chapter is allowed at least one application. In addition to the chapter quota, a chapter may select and forward any number of qualified alternates.
- b. A section may submit one application for every 100 members. Divide total number of section members by 100, then round to the nearest whole number. Regardless of size, each section is allowed at least one application. In addition to the section quota, the section may submit up to four strong alternates.

Note: Vicki Cruse and Kitty Houghton Scholarship applications are not counted in other AE scholarship quotas.

11. **Application Submission and/or Shipping:** Electronic submission of applications as PDF attachments to email is the **preferred** method of transmittal.

- a. If submitting electronically, scan documents into a single PDF. No other formats are accepted.
- b. If submitting on paper, use 8½"x11" or A4 size paper. Submit one original and keep one copy. Send in a single, trackable shipment **but waive any signature on delivery**. Retain shipment tracking number and proof of mailing.



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APPLICANT INSTRUCTIONS

1. **Use the correct application** for the scholarship best suited to your purpose.
2. **Download application** from the 99s website. It may be completed by computer, typewriter, or by hand. Ensure that each page is neat and legible in English. Be sure all signatures are included and are dated by the applicable deadline. Signatures must be either verified electronic signatures, scanned ink signatures or original ink signatures.
3. **Determine your AE Scholarship Chairman** and establish positive contact. Use the online directory to find her name and contact information, if necessary.
 - a. Chapter Members: Your contact is your Chapter AE Scholarship Chairman; if none, it is your Chapter Chairman.
 - b. Section Members not in a Chapter: Your contact is your Section AE Scholarship Chairman; if none, it is your Section Governor.
 - c. Members-at-Large: Your contact is the International President.
4. **Leave both the 99s Certification and 99s Recommendation blank** when you submit your application to your AE Scholarship Chairman. If you are recommended, your AE Scholarship Chairman will complete the 99s Certification and 99s Recommendation (Parts VIII and IX).
5. **Submit** the complete application package, which consists of the Application Parts I-IX, including all documentation required by Part VI, to your AE Scholarship Chairman so that she receives it by December 1 if you are a Chapter member or by December 20 if you are a Section member not in a chapter or a Member-at-Large. Your AE Scholarship Chair should acknowledge receiving your application. Contact her if you have not heard from her by the Section deadline of December 20.

If your application is recommended, your AE Scholarship Chair will then complete and sign Parts VIII and IX, and submit it to the Section AE Scholarship chair (or the Trustees if appropriate).
6. **All Applicants: DO NOT submit application directly to 99s Headquarters or to AEMSF Trustees.** You are responsible for ensuring that the application package is complete in every respect. If hard copy, clip pages together; do not use staples or any type of binder or cover. Make a copy of your complete application and retain for your records before sending to your AE Scholarship Chairman.
7. **Mandatory Updates:** If required for eligibility, you **MUST** provide the following documentation to the designated AEMSF Trustee listed below so that she will receive it by the deadline of February 20.
 - a. Proof of completion of any certificate or rating in progress as per General Scholarship Requirements.
 - b. Proof of additional hours to meet minimum flight time as per General Scholarship Requirements.
 - c. Status of any scholarships or grants that were pending at time of initial application or were applied for since.
 - d. Any missing information or documentation, or any other change that affects eligibility or application.

2018 Designated Trustee for Mandatory Updates

Shelley Ventura
202 West Trail
Grayslake, IL 60030
AEApps@ninety-nines.org
847-223-2639

8. **You are responsible** for following instructions, meeting all deadlines, and tracking the progress of your application through the review and selection process.



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INSTRUCTIONS FOR ALL AE SCHOLARSHIP CHAIRMEN

1. **These are the complete instructions and checklist for all AE Scholarship Chairmen** with specific instructions for:
 - a. Chapter AE Scholarship Chairmen for handling Chapter member applications
 - b. Section AE Scholarship Chairmen for handling applications from Section members not in a chapter
 - c. Section AE Scholarship Chairmen for handling Chapter member applications
2. **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 recommended. By providing your official recommendation, you are saying that the application is completed properly and the applicant is qualified and deserving of the scholarship or award.
3. **Use the AE Scholarship Chairman Checklist;** promptly notify applicants of their status.
4. **A complete application package** submitted by applicant consists of Application Parts I-IX
Note: The 99s Recommendation and 99s Certification will be blank upon first submission by applicant to the Chapter or Section of which she is a member, and, if recommended, **MUST** be completed by the appropriate AE Scholarship Chairman.
12. **Application Submission and/or Shipping:** Electronic submission of applications as PDF attachments to email is the **preferred** method of transmittal.
 - a. If submitting electronically, scan documents into a single PDF. No other formats are accepted.
 - b. If submitting on paper, use 8½"x11" or A4 size paper. Submit one original and keep one copy. Send in a single, trackable shipment **but waive any signature on delivery**. Retain shipment tracking number and proof of mailing.



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Instructions for Chapter AE Scholarship Chairmen

1. **Submission Deadline:** Notify your Chapter members that you must receive the application by December 1.
2. **Notify each applicant** that her application was received.
3. **Selection Process:** Review each application carefully for completeness and accuracy, working with applicant as necessary to correct any errors or omissions. The Chapter AE Scholarship Chairman is strongly encouraged to form a committee of two or three Ninety-Nines and/or aviation community members to aid in the application review and recommendation process and to determine whether to recommend applicant as either selectee or alternate. If either, the applicant then **MUST** be confirmed by general accord of the Chapter. You must complete the applicant's 99s Recommendation letter.
4. **Recommendation Process:** For each application recommended as selectee or alternate:
 - a. Contact Chapter Chairman so she can get applicant(s) recommendation confirmed by general accord of the chapter.
 - b. Write 99s Recommendation; complete and sign 99s Certification.
 - c. Make one copy of entire application and retain for your records.
 - d. Submit all recommended Chapter applications to Section AE Chairman by the December 20 deadline. If transmitting electronically, be sure Section AE Chairman can accept PDFs.
 - e. Notify Section AE Scholarship Chairman of names of selectees and alternates from your Chapter so that she may expect to receive their applications.
5. **Notify each recommended applicant** that she has been recommended and send her copies of the completed 99s Recommendation and Certification forms.
6. **Notify applicants not recommended** of the status of their applications and provide reason(s).
7. **Complete the Chapter AE Scholarship Chairman Checklist** and retain for your records with copies of applications and shipping receipts, if applicable.



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Chapter AE Scholarship Chairman Checklist

AE SCHOLARSHIPS DEADLINE	ACTION	DATE COMPLETED
BY DEC 1	SUBMISSION DEADLINE: All applications must be received by Chapter AE Scholarship Chairman.	
BY DEC 1	NOTIFY EACH APPLICANT that her application was received.	
	ESTABLISH POSITIVE CONTACT with your Section AE Scholarship Chairman. Record all contact information. Name: _____ 99s Title: _____ Address: _____ _____ Phone/Fax: _____ Email: _____	
	Determine Chapter Quotas (see Instructions): <i>Total members in Chapter:</i> _____ <i>Quota for AE Scholarships:</i> _____	
	Application Review: <i>Scholarship Committee Members:</i> _____ _____ <i>Number of AE Scholarship selectees:</i> _____ <i>Number of AE Scholarship alternates:</i> _____ <i>Number of Vicki Cruse Memorial Scholarship selectees:</i> _____ <i>Number of Kitty Houghton Memorial Scholarship selectees:</i> _____	
WELL BEFORE DEC 20	If applicant is recommended as selectee or alternate: OBTAIN general accord from Chapter COMPLETE & SIGN 99s Certification. WRITE 99s Recommendation. MAKE ONE COPY of the entire application and retain for your records.	
BY DEC 20	SEND APPLICATION(S) to Section AE Chairman so they are received by December 20.	
BY DEC 20	NOTIFY SECTION AE CHAIRMAN of names of selectees and alternates for your Section.	
BY DEC 20	NOTIFY APPLICANT about whether she has been recommended as a selectee or alternate, or give reason(s) for not being recommended. Provide shipment tracking information for any application being returned to her.	
BY FEB 20	AE SCHOLARSHIP APPLICANT MANDATORY UPDATE to Trustees as per Instructions. Please remind applicants.	
	WINNERS WILL BE NOTIFIED by April 10 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.	

QUESTIONS?

Contact Dr. Jacque Boyd or Shelley Ventura, AEMSFC Chair and Vice Chair
 AEChair@ninety-nines.org or Jacque 575-613-6746 or Shelley 847-223-2639



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Instructions for Section AE Scholarship Chairman

For Sections WITHOUT Chapters and Sections with applicants who are NOT Chapter members

1. **Submission Deadline:** You must receive applications from your Section members by December 20. For Sections WITHOUT chapters, the AEMSFS Trustees suggest you request applications earlier than the deadline so you will have time to resolve any questions.
2. **Notify each applicant** that her application was received.
3. **Selection Process:** Determine whether to recommend applicant as selectee or 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 by a committee of two or three 99s and/or aviation community members formed by the Section AE Scholarship Chairman.
4. **Recommendation Process:** For each application recommended as selectee or alternate:
 - a. Contact Section Board of Directors for confirmation of your recommendations.
 - b. Write 99s Recommendation and complete and sign 99s Certification for each applicant.
 - c. Make one copy of entire application and retain for your records.
 - d. Send all recommended applications for selectees and alternates to designated AE Trustee so she receives them by the submission deadline of January 10.
5. **Notify designated AE Trustee** of names of selectees and alternates from your Section so she may expect to receive their applications.
6. **Notify each recommended applicant** that she has been recommended and send her copies of the completed 99s Recommendation and Certification forms.
7. **Notify applicants not recommended** 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 applications and shipping receipts, if applicable.



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Section AE Scholarship Chairman Checklist

For Sections WITHOUT Chapters or with Section Only members (continued)

AE SCHOLARSHIPS DEADLINE	ACTION	DATE COMPLETED
BY DEC 20	SUBMISSION DEADLINE: All applications must be received by Section AE Scholarship Chairman.	
BY DEC 20	NOTIFY EACH APPLICANT that her application was received.	
	Determine Section Quotas (see Instructions): Total members in Section: _____ Quota for AE Scholarships: _____	
	Application Review: Scholarship Committee Members: _____ Number of AE Scholarship selectees: _____ Number of AE Scholarship alternates: _____ Number of Vicki Cruse Memorial Scholarship selectees: _____ Number of Kitty Houghton Memorial Scholarship selectees: _____	
WELL BEFORE JAN 10	If applicant is recommended as selectee or alternate: CONTACT Section Board of Directors to confirm their accord. COMPLETE & SIGN 99s Certification. WRITE 99s Recommendation. MAKE ONE COPY of the entire application and retain for your records.	
BY JAN 10	SEND APPLICATION(S) to designated Trustee so they are received by JAN 10. 2018 Designated Trustee Shelley Ventura 202 West Trail Grayslake, IL 60030 AEApps@ninety-nines.org 847-223-2639	
BY JAN 10	NOTIFY DESIGNATED TRUSTEE of names of selectees and alternates for your Section.	
BY JAN 10	NOTIFY APPLICANT about whether she has been recommended as a selectee or alternate, or give reason(s) for not being recommended. Provide shipment tracking information for any application being returned to her.	
BY FEB 20	AE SCHOLARSHIP APPLICANT MANDATORY UPDATE to Trustees as per Instructions. Please remind applicants.	
	WINNERS WILL BE NOTIFIED by April 10 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. **Submission Deadline:** You should receive applications from Chapter AE Scholarship Chairmen in your Section by the Section submission deadline of December 20.
2. **Notify each Chapter Chairman** that her Chapter's applications were received.
3. **Review** each application carefully for completeness and accuracy, working with applicant as necessary to correct any errors or omissions. Determine whether to recommend each applicant as selectee or alternate. The Section AE Scholarship Chairman may form a committee of two or three 99s to review and recommend applications. By providing your official recommendation, you are saying that the applicant is qualified for and deserving of the scholarship.
4. **Recommendation:** For each application recommended as selectee or alternate:
 - a. ONLY for Section members not in a chapter: Write 99s Recommendation and complete and sign 99s Certification. Get confirmation from Section Board of Directors.
 - b. For ALL selected applicants, sign the Chapter 99s Certification form beneath the Chapter AE Chairman's signature.
 - c. Make one copy of entire application and retain for your records.
 - d. Send all recommended applications for selectees and alternates to designated AE Trustee so she receives them by the submission deadline of January 10.
 - e. Notify designated AE Trustee of names of selectees and alternates from your Section so she may expect to receive their applications.
 - f. Notify applicant that she has been recommended and, for Section members not in a Chapter, send her copies of the completed 99s Recommendation and Certification.
5. **Notify applicants** not recommended of the status of their applications and provide reason(s).
6. **Complete the Section AE Scholarship Chairman Checklist** and retain for your records with copies of applications and shipping receipts, if applicable.



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Section AE Scholarship Chairman Checklist For Sections WITH Chapters (continued)

AE SCHOLARSHIPS DEADLINE	ACTION	DATE COMPLETED
BY DEC 20	SUBMISSION DEADLINE: All applications must be received by Section AE Scholarship Chairman.	
BY DEC 20	NOTIFY EACH APPLICANT that her application was received.	
	Determine Section Quotas (see Instructions): Total members in Section: _____ Quota For AE Scholarships: _____	
	Application Review: Scholarship Committee Members: _____ _____ Number of AE Scholarship selectees: _____ Number of AE Scholarship alternates: _____ Number of Vicki Cruse Memorial Scholarship selectees: _____	
WELL BEFORE JAN 10	If applicant is recommended as selectee or alternate: MAKE ONE COPY of the entire application and retain for your records.	
BY JAN 10	SEND APPLICATION(S) to designated Trustee so they are received by JAN 10. 2018 Designated Trustee Shelley Ventura 202 West Trail Grayslake, IL 60030 AEApps@ninety-nines.org 847-223-2639	
BY JAN 10	NOTIFY DESIGNATED TRUSTEE of names of selectees and alternates for your Chapter.	
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