



# 2019 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 \$10000 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 (or international equivalent), 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 2018 members of the G20 are Argentina, Australia, Brazil, Canada, China, France, Germany, India, Indonesia, Italy, Japan, South Korea, Mexico, Russia, Saudi Arabia, South Africa, Turkey, the United Kingdom, the United States and the European Union.



## 2019 Amelia Earhart Memorial Scholarship Fund General Requirements and Instructions

### 2019 DEADLINES & TIMELINE

ALL Applicants Submission Deadline:	Received by January 1, 2019
<ul style="list-style-type: none"><li>• Chapter members – Submit to Chapter AE Chair</li><li>• Section members, no chapter – Submit to Section AE Chair</li><li>• Member-at-Large – Submit to 99s President</li></ul>	
Chapter to Section Submission Deadline (when applicable):	Received by January 15, 2019
Section to Trustees Submission Deadline:	Received by February 5, 2019
Judging of applications (Trustees and Outside Judges):	Between February 5 and April 15, 2019
Applicant MANDATORY Update to Trustees (when applicable):	Received by March 5, 2019
Notification of Results:	By April 15, 2019
AE Scholarship Awards Banquet (Optional Attendance):	99s International Conference, July 2019
Winners' Training Must Be Complete:	By June 30, 2020

**Please read all instructions before filling out application**

### GENERAL SCHOLARSHIP REQUIREMENTS

1. **Membership.** For AE Flight Training, Academic or Technical Training Scholarships, applicant must have been a member of The Ninety-Nines, Inc. continuously for **one full year** as of January 1.

*Exception:* For Kitty Houghton Memorial Scholarships and Vicki Cruse Emergency Maneuvers Training, there is no length of membership limitation. Student Pilot members may apply ONLY for the Fly Now Award or the Kitty Houghton Memorial Scholarship.

2. **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.

3. **Financial Need.** Applicant must demonstrate a need for financial assistance to progress toward her goal.

*Exception:* There is no requirement to demonstrate financial need for the Vicki Cruse Scholarship.

4. **Medical Certificate.** For any scholarship or award request that involves flight training, applicant must submit a copy of a current valid medical, Basic Med or a Driver's License (for certificates/ratings which do not require a medical) with her application. The medical's date of issue must be prior to the applicant's submission deadline and must still be valid on the applicant's submission deadline (Jan 1).

The class of medical required depends on the license, certificate or rating the applicant intends to pursue. If selected to receive a scholarship and the original application contained a medical of a lower class than required to execute the privileges of the requested certificate or rating, she will be required to upgrade her medical to the appropriate minimum class prior to the date that AEMSF receives her first payment request.

#### Minimum Required Class of Medical

- ATP – 1st Class
- Commercial and Jet-Type Ratings – 2nd Class
- Flight Instructor – 3rd Class
- All others – as required for the specific rating, license or certificate.

#### Exceptions

- Academic and Technical Training scholarships typically do not require a medical, unless there is a flight training component to the program.



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5. **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 March 5. (See Training in Progress below)
6. **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 March 5.  
*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 March 5.  
**Note:** Designated AEMSF Trustee must receive proof of completed prerequisite certificate or rating by March 5; late notification is grounds for disqualification.
7. **Flight Currency.** For any scholarship or award request that involves flight training:
  - Applicant must submit the logbook entry or endorsement showing a successful flight review, competency or proficiency check, or practical test within two years of the applicant’s submission deadline. The date of issue on a pilot certificate is NOT sufficient proof of currency.
  - In addition to the logbook pages submitted above, **applicant must have logged a minimum of five hours in the six months immediately preceding the applicant’s submission deadline.** The flight time may be PIC, SIC, SIM time or with an instructor. Submit the most recent two full logbook pages (left and right side equal one full page).
  - Landing, passenger carrying and instrument currency are not required.
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 March 5 to the Designated AEMSF Trustee. The Part II Pilot Experience must show the applicant’s plan to accomplish any remaining time building hours needed by June 30, 2020 and how the applicant will finance those hours.
9. **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 and Level at [www.ninety-nines.org](http://www.ninety-nines.org)
  - a. A chapter may select one application for every 25 members. Divide number of chapter members by 25, then round off to 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 number of section members by 100, then round off to 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.



## 2019 Amelia Earhart Memorial Scholarship Fund General Requirements and Instructions

### 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. Note: A typed name is not a signature.
3. **Determine your AE Scholarship Chairman** and establish positive contact. Use the online directory to find her name and contact information, by going to the "Office, Position or Member Type" box, then selecting the appropriate title as listed below. Then select your chapter in the "Chapter" box or your section in the "Section" box. We **STRONGLY** recommend that you contact your AE Chair well in advance of the January 1 submission deadline so she may start considering her recommendation letter for you.
  - a. Chapter Members: Your **AE Scholarship Chairman** is your Chapter AEMSF Scholarship Chairman; if your chapter does not have a Scholarship Chairman, it is your Chapter Chairman.
  - b. Section Members not in a Chapter: Your **AE Scholarship Chairman** is your Section AEMSF Scholarship Chairman; if your section does not have a Scholarship Chairman, it is your Section Governor.
  - c. Members-at-Large: Your **AE Scholarship Chairman** is the International President.
4. **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 January 1. Your AE Scholarship Chair should acknowledge receiving your application. Contact her if you have not heard from her before the Section deadline of January 15. If you are recommended, your AE Scholarship Chairman (See #3 above) will complete the 99s Certification and 99s Recommendation (Parts VIII and IX) to send to the next step in the review process.
8. **All Applicants: You are responsible** for ensuring that the application package is complete and true in every respect. **You are responsible** for following instructions, meeting all deadlines, and tracking the progress of your application through the review and selection process. Incomplete, late, or fraudulent applications will be disqualified. No eligibility requirements or deadlines will be waived
5. **Application Submission and/or Shipping: DO NOT** submit application directly to 99s Headquarters or to AEMSF Trustees. **Submit to YOUR AE Scholarship Chairman.** (See #3 above.) Electronic submission of applications as PDF attachments to email is the **preferred** method of transmittal. **Combine entire package into a single PDF document before submitting.**

If submitting on paper, use 8½"x11" or A4 size paper. Clip pages together; do not use staples or any type of binder or cover. 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.

Make a copy of your complete application for yourself before sending to your AE Scholarship Chairman.
6. **Mandatory Updates:** If required for eligibility, you **MUST** send the following documentation to the designated AEMSF Trustee at [AEApps@ninetyines.org](mailto:AEApps@ninetyines.org) so that she will receive it by the update deadline of March 5.
  - a. Proof of completion of any certificate or rating in progress as per General Scholarship Requirements.
  - b. Status of any scholarships or grants that were pending at time of initial application or were applied for since.
  - c. Any missing information or documentation, or any other change that affects eligibility or application.

**QUESTIONS? Contact your AE Scholarship Chairman. If she is unable to answer your question, she should contact the Section AE Scholarship Chair or the AEMSF Trustees. Note:** 99s HEADQUARTERS is not involved with the AE Scholarship application process. Do NOT send questions or applications to HQ.



## 2019 Amelia Earhart Memorial Scholarship Fund General Requirements and Instructions

### INSTRUCTIONS FOR **ALL** AE SCHOLARSHIP CHAIRMEN

1. **These are the complete instructions and checklists for all AE Scholarship Chairmen** with specific instructions for:
  - Chapter AE Scholarship Chairmen for handling Chapter member applications
  - Section AE Scholarship Chairmen for handling applications from Section members not in a chapter (or for President handling applications from Members-at-Large)
  - Section AE Scholarship Chairmen for handling Chapter approved 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 **MUST** be completed by the appropriate AE Scholarship Chairman, if applicant is recommended.
5. **Application Submission:** Electronic submission of applications as PDF attachments to email is the **preferred** method of transmittal. Applicants are expected to send you a **single** PDF. If you choose to accept multiple documents, please scan them into a **single** PDF and name the file with the applicant's name before sending to the AEMSF Trustees. You **MAY** submit the 99s Recommendation and 99s Certification as a 2<sup>nd</sup> file if needed to enable electronic filling and signature of those pages; name this 2<sup>nd</sup> file accordingly before sending.

If submitting on paper, send in a single, trackable shipment **but waive any signature on delivery**. Retain shipment tracking number and proof of mailing.

### Instructions for Chapter AE Scholarship Chairmen

1. **Submission Deadline:** Notify your Chapter members that you must receive the application by January 1.
2. **Notify each applicant promptly** 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 covering all points required; 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 January 15 deadline.
5. **Notify Section AE Scholarship Chairman** of names of selectees and alternates from your Chapter so that 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 Chapter AE Scholarship Chairman Checklist** and retain for your records.



## 2019 Amelia Earhart Memorial Scholarship Fund General Requirements and Instructions

### Chapter AE Scholarship Chairman Checklist

AE SCHOLARSHIPS DEADLINE	ACTION	DATE COMPLETED
<b>BY JAN 1</b>	<b>SUBMISSION DEADLINE:</b> All applications must be received by Chapter AE Scholarship Chairman.	
<b>BY JAN 1</b>	<b>NOTIFY EACH APPLICANT</b> that her application was received.	
	<b>ESTABLISH POSITIVE CONTACT</b> with your Section AE Scholarship Chairman. Record all contact information. Name: _____ 99s Title: _____ Address: _____ _____ Phone/Fax: _____ Email: _____	
	<b>Determine Chapter Quotas</b> <b>Divide number of chapter members by 25. Round to nearest whole number:</b> <i>Total members in Chapter:</i> _____ <i>Quota for AE Scholarships:</i> _____	
	<b>Application Review:</b> <i>Scholarship Committee Members:</i> _____ _____ <i>Number of AE Scholarship selectees:</i> _____ <i>Number of AE Scholarship alternates:</i> _____ <i>Number of Vicki Cruse Memorial Scholarship selectees:</i> _____ <i>Number of Kitty Houghton Memorial Scholarship selectees:</i> _____	
<b>BEFORE JAN 15</b>	<b>If applicant is recommended as selectee or alternate:</b> <b>OBTAIN general accord from Chapter COMPLETE &amp; SIGN 99s Certification. WRITE 99s Recommendation. MAKE ONE COPY</b> of the entire application and retain for your records.	
<b>BY JAN 15</b>	<b>SEND APPLICATION(S)</b> to Section AE Chairman so they are received by January 15.	
<b>BY JAN 15</b>	<b>NOTIFY SECTION AE CHAIRMAN</b> of names of selectees and alternates for your Section.	
<b>BY JAN 15</b>	<b>NOTIFY APPLICANT</b> about whether she has been recommended as a selectee or alternate, or give reason(s) for not being recommended. Provide shipment tracking information for any application being returned to her.	
<b>BY MAR 5</b>	<b>AE SCHOLARSHIP APPLICANT MANDATORY UPDATE</b> to Trustees as per Instructions. Please remind applicants.	
	<b>WINNERS WILL BE NOTIFIED by April 15</b> and honored at the Amelia Earhart Memorial Scholarship Banquet during International Conference. Publicity about the Winners and the AE Scholarship program is highly encouraged any time after all applicants have been notified of results.	

### QUESTIONS?

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



## 2019 Amelia Earhart Memorial Scholarship Fund General Requirements and Instructions

### Instructions for Section AE Scholarship Chairman (or President)

***For Sections WITHOUT Chapters, Section Only members and Members-At-Large***

**NEW for 2019.** Deadlines for Section Applicants (not in a chapter) and Member-at-Large Applicants are the same as for Chapter Applicants.

1. **Submission Deadline:** You must receive applications from your Section members (or Member-at-Large) by January 1.
2. **Notify each applicant promptly** 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 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. Determine whether to recommend applicant as selectee or alternate. If applicant is recommended, you must complete the applicant's 99s Recommendation letter.
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 covering all points required; complete and sign 99s Certification.
  - 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 February 5.
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.**



## 2019 Amelia Earhart Memorial Scholarship Fund General Requirements and Instructions

### Section AE Scholarship Chairman Checklist (For Sections *WITHOUT* Chapters or with Section Only members) President Checklist for Members-At-Large

AE SCHOLARSHIPS DEADLINE	ACTION	DATE COMPLETED
BY JAN 1	<b>SUBMISSION DEADLINE:</b> All applications must be received by Section AE Scholarship Chairman (or President for Members-at-Large).	
BY JAN 1	<b>NOTIFY EACH APPLICANT</b> that her application was received.	
	<b>Determine Section Quotas (see Instructions):</b> <i>Total members in Section:</i> _____ <i>Quota for AE Scholarships:</i> _____	
	<b>Application Review:</b> <i>Scholarship Committee Members:</i> _____ _____ <i>Number of AE Scholarship selectees:</i> _____ <i>Number of AE Scholarship alternates:</i> _____ <i>Number of Vicki Cruse Memorial Scholarship selectees:</i> _____ <i>Number of Kitty Houghton Memorial Scholarship selectees:</i> _____	
BEFORE FEB 5	<b>If applicant is recommended as selectee or alternate:</b> <b>CONTACT</b> Section Board of Directors to confirm their accord. <b>COMPLETE &amp; SIGN 99s Certification.</b> <b>WRITE 99s Recommendation.</b> <b>MAKE ONE COPY</b> of the entire application and retain for your records.	
BY FEB 5	<b>SEND APPLICATION(S)</b> as a single PDF for each applicant or single package to designated Trustee so they are received by FEB 5. <div style="text-align: center;"> <b><u>2019 Designated Trustee</u></b>  <b>Peggy Doyle</b>              8146 Great Run Ln              Warrenton, VA 20186-9646              540-229-7713   <a href="mailto:AEAApps@ninety-nines.org">AEAApps@ninety-nines.org</a> </div>	
BY FEB 5	<b>NOTIFY DESIGNATED TRUSTEE</b> of names of selectees and alternates for your Section.	
BY FEB 5	<b>NOTIFY APPLICANT</b> about whether she has been recommended as a selectee or alternate, or give reason(s) for not being recommended. Provide shipment tracking information for any application being returned to her.	
BY MAR 5	<b>AE SCHOLARSHIP APPLICANT MANDATORY UPDATE</b> to Trustees as per Instructions. Please remind applicants.	
	<b>WINNERS WILL BE NOTIFIED by April 15</b> and honored at the Amelia Earhart Memorial Scholarship Banquet during International Conference. Publicity about the Winners and the AE Scholarship program is highly encouraged any time after all applicants have been notified of the results.	

### QUESTIONS?

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 AEChair@ninety-nines.org or Jacque 575-613-6746 or Shelley 847-223-2639





## 2019 Amelia Earhart Memorial Scholarship Fund General Requirements and Instructions

### Instructions for Section AE Scholarship Chairmen

#### *For Sections WITH Chapters*

**These instructions are for Chapter Approved Applications only. See the applicable instructions above for handling applications from Section members not in a Chapter and Members-at-Large.**

1. **Submission Deadline:** You should receive applications from Chapter AE Scholarship Chairmen in your Section by the Section submission deadline of January 15.
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. Contact Section Board of Directors for confirmation of your recommendations.
  - 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 February 5.
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.
7. **Notify applicants** not recommended of the status of their applications and provide reason(s).
8. **Complete the Section AE Scholarship Chairman Checklist** and retain for your records.



## 2019 Amelia Earhart Memorial Scholarship Fund General Requirements and Instructions

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

AE SCHOLARSHIPS DEADLINE	ACTION	DATE COMPLETED
BY JAN 15	<b>SUBMISSION DEADLINE:</b> All chapter-screened applications must be received by Section AE Scholarship Chairman.	
BY JAN 15	<b>NOTIFY EACH CHAPTER AE CHAIR</b> that her applications were received.	
	<b>Determine Section Quotas (see Instructions):</b> <i>Total members in Section:</i> _____ <i>Quota For AE Scholarships:</i> _____	
	<b>Application Review:</b> <i>Scholarship Committee Members:</i> _____ _____ <i>Number of AE Scholarship selectees:</i> _____ <i>Number of AE Scholarship alternates:</i> _____ <i>Number of Vicki Cruse Memorial Scholarship selectees:</i> _____	
BEFORE FEB 5	<b>If applicant is recommended as selectee or alternate:</b> <b>MAKE ONE COPY</b> of the entire application and retain for your records.	
BY FEB 5	<b>SEND APPLICATION(S) each as a single PDF or single package to designated Trustee so they are received by FEB 5.</b> <div style="text-align: center;"> <b>2019 Designated Trustee</b>  <b>Peggy Doyle</b>              8146 Great Run Ln              Warrenton, VA 20186-9646              540-229-7713   <a href="mailto:AEAApps@ninety-nines.org">AEAApps@ninety-nines.org</a> </div>	
BY FEB 5	<b>NOTIFY DESIGNATED TRUSTEE</b> of names of selectees and alternates for your Section.	
BY FEB 5	<b>NOTIFY APPLICANT</b> about whether she has been recommended as a selectee or alternate, or give reason(s) for not being recommended. Provide shipment tracking information for any application being returned to her.	
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