



The 99s Amelia Earhart Memorial Scholarship Fund

FLY NOW Award Instructions

Read ALL Instructions before submitting application

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DESCRIPTION OF THE FLY NOW AWARD

The **FLY NOW Award** is a progressive award given to Student Pilot Members with a need for financial assistance to become licensed pilots. The award provides up to \$3000 toward completion of the Recreational Pilot, Sport Pilot, or Private Pilot certificate, or non-U.S. equivalent, in any aircraft. This award will be given progressively to winners AFTER they complete four milestones in their training.

Applicant must be an official Student Pilot Member of The 99s by the submission deadline - there is no other length of membership requirement. Must have, if required for the pilot certificate sought, a current medical certificate. Applicant need NOT have soloed or passed the written exam.

Each Applicant who belongs to a Chapter needs to request a recommendation from her Chapter Amelia Earhart Memorial Scholarship Chairman. Each Applicant in a Section without chapters needs to request a recommendation from her Section Amelia Earhart Memorial Scholarship Chairman. In addition, each applicant must have a Mentor, a 99 who will support her through the training process.

WHAT IS A MENTOR?

A **MENTOR** can be any 99 in the applicant's Chapter or Section who is willing to provide support, encouragement, and guidance to the student throughout her primary training.

She will be someone who can answer questions, be a shoulder to cry on and someone who celebrates the student's accomplishments along the way. Webster defines mentor "a wise, loyal advisor". She does not take the place of your instructor but enhances your training with camaraderie and support.

The Mentor must agree to assist the applicant throughout her period of training in any way she deems advisory. However, she should not take over the role of instructor. The Mentor must make contact with the student at least once a month during the training and should feel free to include others in recognizing the continuing progressive steps achieved by the student. The Mentor must also provide updates to Amelia Earhart Trustees once a month.

It is permissible for the Chapter Chairman, Chapter Scholarship Chairman, Section Chairman, Section Scholarship Chairman, or a past scholarship winner to be a Mentor.

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DEADLINES & TIMELINE

		<u>Spring Award</u>	<u>Fall Award</u>
Applicant-to-Chapter Submission Deadline <u>OR</u> Applicant-to-Section Submission Deadline	RECEIVED BY	MARCH 15	SEPTEMBER 15
Chairman-to-Trustees Submission Deadline	RECEIVED BY	MARCH 31	SEPTEMBER 30
Applicant MANDATORY Update to Trustees	After each stage of training is complete		
Trustees Notify Winners	BY	APRIL 30	OCTOBER 31
Winners' Training Must Be Complete	BY	APRIL 30 of the Following Year	OCTOBER 31 of the Following Year

CONTACT INFORMATION

Designated AEMSF Trustee to receive applications and updates:

**Shelley Ventura
202 West Trail
Grayslake, IL 60030 USA**

Email: flynow@ninety-nines.org

Questions? Contact Shelley Ventura by email or
Home Phone: 847-223-2639 or Cell Phone: 847-321-8382

Applications are available at
<http://www.ninety-nines.org/userfiles/file/FlyNowApplication2015-1.pdf>

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APPLICANT INSTRUCTIONS

Before you decide to apply:

→ **Make sure you are eligible for the award.**

- You must be an official Student Pilot Member of the Ninety-Nines, International Organization of Women Pilots before the application deadline of March 15 (for Spring applications) or September 15 (for Fall applications). That means you must have submitted all required documents along with initial membership dues to HQ in Oklahoma City and received confirmation that your membership application was approved and processed before the deadline. Apply for membership early to avoid disappointment!
- If your Section has chapters, you must be a member of a chapter.
- This must be your primary (first ever) pilot certificate or license of any type, such as the Recreational Pilot certificate, Sport Pilot certificate, or Private Pilot certificate, or non-U.S. equivalent. This training may be in any aircraft type appropriate to the primary pilot certificate sought, such as airplane, glider, hot air balloon, etc.
- If required for the primary pilot certificate being sought, you must have a current, valid medical certificate and/or a student pilot certificate.
- Non-US Applicants must meet any additional requirements of the country where training will occur.
- You must demonstrate a need for financial assistance.

→ **Have a plan to fund your training.** Payments are made only AFTER you have achieved a milestone, so you need to be in a position to pay for the training as you go. Although financial need is a requirement, the award will not cover all expenses. You must have a plan in place to handle the remainder of your expenses in order to complete your certification in the allowed time. Also, understand that milestones are only eligible if it is the first time you achieve them. There is no award for retaking a knowledge test that has expired, or for performing a solo again after a lapse in training or change in flight schools.

→ **Be committed to the time frame of the award.** If you expect to have obligations that would prevent you from earning the milestones within the one year allowed, you may want to apply for the next award period instead. The award is offered in both the Spring and the Fall. Naturally, circumstances can change and unexpected events can occur, but be aware that no extensions will be granted for any reason.

→ **Get involved with your chapter** well before the award application deadline, so they can get to know you and help you find a suitable mentor. The mentor must be a current 99, and ideally, she will be in your chapter, be someone with whom you will be comfortable sharing your ups and downs of training, and will be available to communicate with you and the AEMSf trustees throughout the award year.

(Applicant Instructions continued on next page)

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APPLICANT INSTRUCTIONS - CONTINUED

Ready to apply?

Tell your AE Scholarship Chairman that you plan to apply and verify her current email address, fax number or street address, since you'll need it when you're ready to send her your application. Also, you must ask her to write a recommendation if the chapter approves your application. If you haven't already selected a mentor, ask her to help you find one. **Your AE Scholarship Chairman** is the following 99s Officer:

- For Chapter Member applicant: Chapter AE Scholarship Chairman, or, if none, Chapter Chairman.
- For Section Member applicant (in Sections without chapters): 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 applicants.

Download and read the full instructions and application. If you have questions, contact your AE Scholarship Chairman. Don't wait until the application deadline to ask for information, clarification or help! Application may be downloaded from the 99s website. It must be submitted on 8½ x 11 or A4 size paper or electronically as a PDF and be neat and legible in English. It may be completed by computer, typewriter, or by hand. Signatures must be in ink pen or be verified electronic signatures. It is acceptable to scan ink signed certification pages to submit electronically, but be prepared to mail the original *if requested by the AEMSF Trustees*.

Gather all the required documents. You will need to submit copies of all the items listed below.

- Student pilot certificate
- Driver's license, or other form of government issued photo ID
- Medical, if required by the type of initial certification you seek
- Logbook, most recent two pages
- Knowledge Test results, if completed. Completion is not required prior to application, however.
- For non-USA applicants, Governmental aviation regulations specifying requirements to begin the training – with proof that they have been met and what is required to complete the certificate or rating sought.

The required documents below this line may be typed directly into the application, or scanned and attached separately.

- Reference letter which describes your character and experience outside of aviation, written by someone outside your family and the 99s.
- Signed Mentor Agreement
- Personal Essay – One page telling us about yourself and describing your aviation activities, what you plan to do with the pilot certificate, how you have participated with the 99s, why you need financial assistance, how you have funded your training so far, how you will continue to fund your training, and anything else that makes you a good candidate for the award. Be specific.

Complete the application. Fill out the Personal Information sheet. Be complete and honest. Type, insert or attach all the required documents listed above. Sign the Applicant Certification page and date it before the applicant deadline passes. Leave the 99s Recommendation and 99s Certification pages blank. Your AE Scholarship Chairman will complete those pages if your application is approved.

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APPLICANT INSTRUCTIONS - CONTINUED

Once you have completed the application:

Make a copy of your complete application, and retain for your records before sending to your AE Scholarship Chair. You are responsible for ensuring that application package is complete in every respect.

If submitting electronically, separate attachments for scanned letters of recommendation and required documentation are acceptable. Clearly mark all attachments with your name.

For applications submitted on paper, clip pages--do not use staples or any type of binder or cover. Deliver to your AE Scholarship Chairman in person or send in a single trackable package. Retain tracking number and receipt. Regardless of the method you use to submit to your AE Scholarship Chairman, she must have it in her hands by the deadline or it will be considered a late submission. Applicant is responsible for following instructions and meeting all deadlines.

After you submit your application:

Follow up with your AE Scholarship Chairman to verify receipt.

AE Scholarship Chairman is responsible for submitting approved application to the designated AEMSF Trustee so she receives it by March 31 (for Spring Awards) or September 30 (for Fall Awards).

Winners will be notified by April 30 (for Spring Awards) or October 31 (for Fall Awards) and must complete training by April 30 of the following year (for Spring Awards) or October 31 of the following year (for Fall Awards). Winners will be given further instructions on submitting required documents and payment requests for their eligible milestones.

NOTE: No Applicant Eligibility Requirements or deadlines may be waived.
Disqualification will result from not meeting eligibility requirements or following procedures.
INCOMPLETE, LATE, or FRAUDULENT applications will be DISQUALIFIED.

AWARD SCHEDULE

If not completed by submission deadline of March 15 (Spring) or September 15 (Fall), Awards will be made AFTER each winning candidate passes a NEW milestone. (Milestones do not need to be completed in the order listed below.)

Milestone 1: Passing the FAA or equivalent written knowledge exam:	\$500
Milestone 2: First solo:	\$1000
Milestone 3: Long solo cross-country flight:	\$1000
Milestone 4: Receiving FAA or equivalent flight certificate:	\$500

Funds will only be disbursed AFTER achieving a milestone for the first time. No exceptions!



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INSTRUCTIONS FOR ALL AE SCHOLARSHIP CHAIRMEN

1. **The AE Scholarship Chairman** is designated as only **one** of the following 99s Officers:
 - For Chapter Member applicant: Chapter AE Scholarship Chairman, or, if none, Chapter Chairman.
 - For applicants in Sections WITHOUT Chapters *only*: Section AE Scholarship Chairman, or, if none, Section Governor.
 - For Member-at-Large applicants *only*: International President.

NOTES: No other 99s Officer may perform these duties or provide certification or recommendation for applicant.

2. **Notify your Chapter (or Section) Members that the application submission deadline to you is March 15 (for Spring Awards) or September 15 (for Fall Awards).** This is the date when you must have the application in your hands.
3. **Applicant must submit Signed Mentor Agreement** in her initial submission. Upon applicant request, provide assistance identifying an appropriate mentor.
4. **Applicant** should download or print the application from the 99s website. Application may be submitted on paper with signatures in ink, or submitted electronically as a PDF, with verified electronic signatures OR scanned ink signatures. AE Scholarship Chairman may then submit application to the Trustees either electronically as a PDF, or mailed via a shipping or postal service, regardless of how the original application was sent to the Chairman.

Complete application package submitted by applicant consists of: Application Parts I-VIII

NOTE: The 99s Recommendation(VII) and 99s Certification (VIII) will be blank upon first submission by applicant to the Chapter or Section to which she is a member, and, if recommended, **MUST** be completed by the AE Scholarship Chairman (as designated in Item 1 above).

5. **For each application received, notify the applicant** that you have her application.
6. **Determine whether to recommend applicant.**
 - **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 are selected and recommended. By providing your official recommendation, you are saying that the applicant is qualified and deserving of the FLY NOW award AND that she was registered with HQ as a Student Pilot Member by the submission deadline.
 - Review each application carefully for completeness and accuracy, working with applicant as necessary to correct any errors or omissions.
 - The AE Scholarship Chairman may form a committee of two or three Ninety-Nines to aid in the application review and recommendation process.
 - You will have just two weeks to decide whether or not to recommend your applicant(s).

There are no quotas for the FLY NOW award. Our goal is to reach out to new pilots and help them get established in a flying program that suits their needs. Rules will be re-evaluated for future awards.

(AE Scholarship Chairmen Instructions continued on next page)



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INSTRUCTIONS FOR ALL AE SCHOLARSHIP CHAIRMEN (Continued)

7. For EACH application recommended:

- **Write 99s Recommendation** and complete and sign **99s Certification**. Signatures must be in ink pen or be verified electronic signatures. It is acceptable to scan ink signed certification pages to submit electronically, but be prepared to mail the original *if requested by the AEMS F Trustees*.
- **Make one copy of entire application** and retain for your records.

8. Notify non-recommended applicants of the status of their applications and provide reason(s).

9. Send the recommended applications directly to the designated AEMS F Trustee named on page 2, **reaching her by March 31** (for Spring Awards) or **September 30** (for Fall Awards). **NOTE:** Chapter applications for this award will NOT be sent to Section Scholarship Chairmen.

- If sending on paper, submit one original to the designated AEMS F Trustee, keep one copy. Send in a single, trackable shipment. Retain shipment tracking number and receipt.
- If sending electronically, email as a PDF attachment to designated AEMS F Trustee. Separate attachments are permitted. Clearly mark each attachment with the applicant's name.

10. Winners will be notified by April 30 (for Spring Awards) or October 31 (for Fall Awards). All winners will be given further instructions for documenting their milestones and receiving financial reimbursement following the completion of each phase of training.

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