

STANDARD OPERATING PROCEDURE FOR CHAPTERS FLY NOW & AMELIA EARHART SCHOLARSHIPS

Revised 9.8.18

Purpose:

Assist members with application process for the Ninety-Nines AE Memorial Scholarships, Fly Now Award, and other scholarships

Objectives:

- Provide information to SFV99s about Ninety-Nines' and other scholarships
- Facilitate and guide members who want to apply for scholarships
- Review applications, make recommendations, and provide assistance so that members have a better chance of winning

Tasks:

1. Appoint a scholarship committee as appropriate to assist with encouraging members to apply for AE Scholarships and other duties.
2. Get information, application availability, and due dates on AE and Fly Now Awards periodically throughout the year.
3. Pass on information to membership via emails, newsletters and at general meetings.
4. Determine who wants to apply for what scholarship and for what rating/certificate.
5. Set deadlines for receiving applications as Scholarship Chair.
6. Provide guidance for completing applications.
7. Review applications; revise as necessary, decide who should be recommended, and complete 99s Certification and Recommendation on applications. Utilize a committee as appropriate.
8. Forward qualified Fly Now applications to Trustees. Forward qualified AE applications to Section Scholarship Committee.
9. Maintain file(s) of applications sent on, either electronically or on paper.

Timeline:

1. **January** – AE Scholarship applications due to Chapter AE Chair by January 1. Receive applications, review, request revisions & review again. Decide if should be recommended; if so, complete 99s Certification and Recommendation. Forward applications to Section Scholarship Chair by email, to reach her by January 15. Remind Chapter about Spring Fly Now requirements and deadlines; ask who wants to apply.
2. **February** – Offer assistance with Fly Now application process. Follow up with previous Fall AE applicants to see if they have updates for Trustees (due by March 5).
3. **March** – Remind Spring Fly Now applicants they must have at least 5 hours of total time since October 1. Applications due to Chapter AE Chair by April 1.

4. **April** – Spring Fly Now applications due to Chapter AE Chair by April 1. Receive applications, review, request revisions & review again. Decide if should be recommended; if so, complete 99s Certification and Recommendation. Forward applications by email to Trustee, to reach her by April 15. Fall Fly Now applicants must have at least 5 hours from April 1 to October 1.
5. **May** – Spring Fly Now winners announced May 15. AE winners announced approximately May 16.
6. **June** – Remind potential applicants for AE Scholarships that instructions and applications will be available on Ninety-Nines website by September 1. Remind potential applicants for Fall Fly Now they must be a member by July 1 and have at least 5 hours total time since April 1. Ask who wants to apply.
7. **July** – Remind potential applicants for Fall Fly Now they must be a member by July 1.
8. **August** – Offer assistance with Fall Fly Now application process. Ask who wants to apply for an AE scholarship; remind them of requirements and due dates.
9. **September** – Verify that AE Scholarship instructions and applications are available on Ninety-Nines website. Remind Fall Fly Now applicants that they must have at least 5 hours total time since April 1 and applications are due to Chapter AE Chair by October 1.
10. **October** – Fall Fly Now Award applications due to Chapter AE Chair by October 1. Receive and review Fly Now applications, request revisions & review them again. Decide who should be recommended; if so, complete 99s Certification and Recommendation and forward applications via email to Trustee, to reach her by October 15.
11. **November** – Fall Fly Now Award winners announced approximately November 16. Remind potential applicants for AE Scholarships applications are due to Chapter AE Chair by January 1 (or earlier if necessary). To apply, must have been a member by July 1.
12. **December** – Remind AE Scholarship applicants their applications are due January 1 to Chapter AE Chair. Review draft applications for AE Scholarships. Remind potential applicants for Spring Fly Now they must be a member by January 1.

Additional Information:

1. SFV99s website has helpful information in “Ceci’s Tips” regarding scholarships, how to write an essay, getting a Student Pilot Certificate, Ground School, getting a Private Pilot Certificate, getting a Drone Pilot Certificate, and more. www.sfv99s.org/education.php
3. Southwest Section 99s website has a list of scholarships, tips for applying for scholarships, and more. www.sws99s.org
4. Ninety-Nines website provides instructions for AE Memorial Scholarships and Fly Now Awards, as well as applications and due dates. www.ninety-nines.org
5. WAI scholarship application period opens in July. Applications due approximately November 15. www.wai.org/scholarships