

## **Amelia Earhart Memorial Scholarship Section AE Committee Chairman SOP**

The Amelia Earhart Memorial Scholarship Section Chairman is responsible for promoting and keeping chapters up to date on deadlines and requirement for the AE Scholarships. The Chairman is responsible for receiving and reviewing scholarship applications and selecting qualified applications to the AEMSF Board for review. The AE Scholarship Chairman's responsibilities include the following:

1. Contact Chapter AE Chairs in June of each year to see what assistance they may need to be effective in their position. If there is no AE Chair, contact Chapter Chair about how they can choose an AE Chair or act as AE Chair if no member is available for the position. Let AE Chairs and Chapter Chairs know that you are available to answer any questions.
2. Keep members in your Section informed regarding the AEMSF by reporting at Section Meetings, holding a webinar on how to evaluate applications, and/or writing an article in Section newsletters advising dates, keys to a successful scholarship application, etc. Urge members to apply.
3. When applications are available on the International website for the Fly Now and AE scholarships, familiarize yourself with the requirements, changes, etc. Notify Chapter AE Chairs that the applications are available. Encourage them to read and study the instructions/requirements and let members and perspective members know about the scholarship opportunities and how best to prepare.
  - a. Note – Fly Now Award applications are submitted directly from Chapter AE Chairs to the appropriate AEMSF Trustee. They do not go through Section AE Chairs.
4. Send an email to Chapter Chairs and AE Chairs one month in advance of the deadline to encourage more applications. Remind the Chapter AE Chair to ensure the current year's AEMSF application form is used and check online to confirm applicant meets the one-year continuous membership requirement.
5. Urge Chapter Chairs/AE Chairs to review and process each application as soon as possible after receipt and email to Section AE Chair as soon as possible; avoid waiting

until the deadline if possible. This provides more time for the Section Committee to review in case changes are needed.

6. Ensure that Chapter AEMEF Chairs understand how many applications they may move forward. Chapter quotas are determined based on the number of Chapter members officially recorded by 99s Headquarters on December 1. The membership total is available in the December Headquarters Dispatch at [www.ninety-nines.org](http://www.ninety-nines.org) or from the notification sent to Chapter Chairman by 99s Headquarters. A chapter may select one application for every 25 members or major portion thereof. Regardless of size, each Chapter is allowed at least one application.
7. If a 99 is not a member of a chapter, she may send you her application and you will write her recommendation letter and sign the appropriate areas normally signed by a Chapter AEMS F Chair.
8. Evaluate all applications with a committee; three tends to be a good number. It is important to choose pilots outside your chapter with different skills. For example, if you are a general aviation pilot, it is helpful to have a professional pilot and or a CFI on your team.
  - a. Note: Refer to Tip “How to Effectively Evaluate an AEMS F Scholarship Application” for details on what to look for under each Part of the application.
9. Schedule plenty of time during the review time frame to review AEMS F applications in detail. Review applications as soon as possible upon receipt. If corrections are needed, notify the Chapter AE Chair and applicant right away so revisions can be made. Submission dates must not be changed, however other corrections or grammatical errors may be made. (See separate document regarding tips for evaluating applications.)
10. Confirm the number of applications that can be sent by Section AE Committee to the Trustees by reviewing the number of members in your section.
11. Send qualified applications to the AEMS F file using the hosting service the Trustees prefer. You may also send an Excel document to identify details of each applicant.
12. Notify all applicants whether their application moved forward or not, and why.

13. The Trustees will notify you of the winners and those who were not chosen.  
Congratulate those who won and offer guidance for those who did not.