



The 99s Amelia Earhart Memorial Scholarship Fund

FLY NOW Award Instructions

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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 \$6000 toward completion of the Recreational Pilot, Sport Pilot, Private Pilot certificate, or non-U.S. equivalent in any aircraft category. This award will be given progressively to winners AFTER they complete eligible milestones in their training.

Applicant must be an official Student Pilot Member of The 99s **at least three months** prior to the submission deadline. Must have a current medical certificate if it is required for the pilot certificate sought. Applicant must have logged **a minimum of five hours** of flight training in the six months immediately preceding the applicant's deadline to chapter. Applicant need NOT have soloed nor passed the knowledge test.

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.

DEADLINES & TIMELINE

		Spring Award	Fall Award
Applicant Continuous Membership Date	MUST BE ON OR BEFORE	JANUARY 1	JULY 1
Applicant-to-Chapter Submission Deadline OR	RECEIVED BY	APRIL 1	OCTOBER 1
Applicant-to-Section Submission Deadline			
Chairman-to-Trustees Submission Deadline	RECEIVED BY	APRIL 15	OCTOBER 15
Applicant MANDATORY Update to Trustees	After each milestone is complete		
Trustees Notify Winners	BY	MAY 15	NOVEMBER 15
Winners' Training Must Be Complete Within 18 Months	BY	OCTOBER 1 of the Following Year	APRIL 1 of the 2nd Following Year



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APPLICANT INSTRUCTIONS

Before you decide to apply:

Make sure you are eligible for the award.

- You must be a continuous Student Pilot Member of the Ninety-Nines, International Organization of Women Pilots **three months** before the application deadline of April 1 (for Spring applications) or October 1 (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. The certificate sought may be in any aircraft category, such as airplane, helicopter, glider, balloon, etc.
- You must have a student pilot certificate or, alternatively, show evidence that you meet the applicable student pilot certification requirements of the governing aviation authority where training is being received.
- You must have a current, valid medical certificate if required for the pilot certificate being sought.
- You must have logged a **minimum of five hours** of flight training in the six months immediately preceding the application deadline.
- 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 **and** if they are required for the certificate you seek. 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 eighteen months 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 period.

(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.

NOTE: No other 99s Officer may perform these duties or provide certification or recommendation for applicants. **Do not** submit your application directly to the AE Trustees or to Headquarters.

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 8 1/2 x 11 or A4 size paper or electronically as a PDF and be neat and legible in English. **No other formats are accepted.** It may be completed by computer, typewriter, or by hand. Signatures must be in ink or be verified electronic signatures. Emailed typed submissions are preferred. 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. Scan them into a single package prior to submitting to your Chapter or Section.

- + Student pilot certificate (see instructions on page 2)
- + Driver's license or other form of government-issued photo ID
- + Medical certificate, if required by the type of initial certification you seek
- + Logbook, most recent two pages (left and right side = one page)
- + Knowledge Test results, if completed. However, completion is not required prior to application.
- + 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 with the other documents listed above and attached.

- + Reference letter which describes your character and experience outside of aviation, written by someone outside your family and the 99s, and preferably by someone who knows you professionally
- + Signed Mentor Agreement (Verify that your mentor is a current 99 in the online directory.)
- + 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.

(Applicant Instructions continued on next page)



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APPLICANT INSTRUCTIONS (Continued)

After 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 the application package is complete in every respect.

Electronic submissions are preferred. A single separate PDF attachment for scanned letters of recommendation, Mentor agreement and required documentation is acceptable. Mark all attachments with your name.

For applications submitted on paper, deliver to your AE Scholarship Chairman in person or send by mail. We recommend sending 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 received it by the deadline or it will be considered a late submission. Applicant, Mentor or personal reference signatures dated later than the deadline indicate a late submission, and will disqualify the application. Applicant is responsible for following instructions and meeting all deadlines. Under no circumstances should you send your application directly to the AEMSFS Trustees or to HQ.

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 AEMSFS Trustee so she receives it by April 15 (for Spring awards) or October 15 (for Fall awards).

Winners will be notified by May 15 (for Spring awards) or November 15 (for Fall awards) and must complete training within eighteen months of the application deadline (by October 1 of the following year for Spring awards or April 1 of the second year for Fall awards). Winners will be given further instructions on submitting required documents and payment requests for their eligible milestones.

Be ready to immediately submit a short bio (between 85 and 100 words) **and high-resolution photo for publication** in the event you are selected to receive the award. Past issues of the May/June and November/December 99 News are a good reference for what you'll need to submit. <http://www.ninety-nines.org/99-news-magazine.htm>

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

Milestones completed after submission deadline (April 1 for Spring awards or October 1 for Fall awards) and before the eighteen-month award period elapses will be paid **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:	\$2500
Milestone 3: Long solo cross-country flight:	\$2000
Milestone 4: Receiving FAA or equivalent flight certificate:	\$1000

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.

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

2. **Inform potential members** that they must join The Ninety-Nines **three months prior to the submission deadline and have logged five hours in the six months prior to the submission deadline** to be eligible to apply. Submission deadline is the applicant's deadline to chapter.
3. **Notify your Chapter (or Section) members that the application submission deadline to you is April 1 (for Spring awards) or October 1 (for Fall awards).** This is the date when you must have the application in your hands. Late submissions must be disqualified.
4. **Applicant must submit signed Mentor Agreement** in her initial submission. Upon applicant request, provide assistance identifying an appropriate mentor. Verify that the mentor is a current 99 in the online directory.
5. **Applicant** should download or print the application from the 99s website. Application may be submitted on paper 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 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 of which she is a member, and, if recommended, **MUST** be completed by the AE Scholarship Chairman (as designated in Item 1 above). For your convenience, those pages are available on the website as a separate document, which you may submit as a separate attachment.

6. **For each application received, notify the applicant** that you have received her application.
7. **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 Join Date Deadline AND that she meets all eligibility requirements.

- Review each application carefully for completeness and accuracy, working with applicant as necessary to correct any errors or omissions. Late signature dates are disqualifying.
- 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) and forward the recommended applications to the designated Trustee.

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 when necessary.

(AE Scholarship Chairmen Instructions continued on next page)



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INSTRUCTIONS FOR ALL AE SCHOLARSHIP CHAIRMEN (Continued)

8. For EACH application recommended:

- **Write 99s Recommendation and complete and sign 99s Certification.** Signatures must be in ink 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*.
- **Make one copy of entire application** and retain for your records.

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

10. Send the recommended applications to the designated AEMSF Trustee named below, reaching her by April 15 (for Spring awards) or October 15 (for Fall awards).

NOTE: Chapter applications for this award are NOT sent to Section Scholarship Chairmen.

- Electronic submission is **preferred**. If sending electronically, email as an attachment to designated AEMSF Trustee. A single attachment is preferred, but at most you may send three attachments for an applicant -- one for the Application PDF, one for the 99s Recommendation PDF, and last for all other documents, essay, and reference letters scanned into a single document. Clearly mark each attachment with the applicant's name.

NOTE: Regardless of how you received the application, you are permitted to scan it to submit electronically.

- If sending on paper, submit one original to the designated AEMSF Trustee and keep one copy. Send in a single shipment. We recommend using a trackable method, and that you retain shipment tracking number and receipt. However, do not request return receipt or other signature.

11. **Winners will be notified** by May 15 (for Spring awards) or November 15 (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.

NOTE: Milestones eligible for payment are those completed after April 1 but not later than October 1 the following year for Spring awards and after October 1 but not later than April 1 of the second following year for Fall awards.

CONTACT INFORMATION

Designated AEMSF Trustee to receive applications and updates for Fall 2019:

Dorothy Norkus
8076 Camino Huerta
San Diego, CA 92122-1809
Email: flynow@ninety-nines.org

Questions? Send email or contact Dot Norkus

Cell Phone: (858) 353-0737

Applications are available at
<https://www.ninety-nines.org/fly-now.htm>