



RAY AVIATION SCHOLARSHIP



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2023 EAA Ray Aviation Scholarship – Scholarship Coordinator Guide

This document covers the basics of your new responsibility as the 2023 EAA Ray Aviation Scholarship Coordinator for your chapter. While not all-inclusive, the guidance provided below is vital to your chapter's success! A successful scholarship program can provide a chapter with a unique sense of purpose, and the scholar with a positive life-changing experience in both growth and opportunity.

EAA Ray Aviation Scholarship Coordinator Minimum Qualifications

1. Valid EAA member
2. Valid member of the local EAA Chapter
3. Completion of the EAA Youth Protection Program and background check
 - This can be completed at [EAA.org/YouthProtection](https://www.eaa.org/youthprotection)
4. Must attend the [Scholarship Coordinator Training webinar](#) before awarding a scholar
5. Coordinator may not act as the scholar's CFI
6. Coordinator may not be the scholar's parent or legal guardian

EAA Ray Aviation Scholarship Coordinator Responsibilities

The Scholarship Coordinator is responsible for coordinating the mentorship, fund disbursement, and reporting for their chosen Ray Scholar.

Mentorship: While the Scholarship Coordinator should be a mentor themselves, they should also include other chapter members when it comes to mentoring their scholar. The coordination of mentors is crucial to building the scholar's knowledge and network. It is expected that the Scholarship Coordinator schedule check-ins with their scholar, CFI, and, if applicable, scholar's parents at least once a month to review training progress, successes, and areas of improvement. The scholar should utilize the Ray Aviation Scholar Monthly Report document to track their progress. These reports are not the same as the online progress reports submitted by the Scholarship Coordinator and are only used on a chapter level to track scholar progress between milestones.

Fund Disbursement: The Scholarship Coordinator is responsible for managing the disbursement of funds sent from EAA. Many chapters have their Scholarship Coordinator and Treasurer work together to manage funds, but the coordinator should be keeping a detailed ledger of funds dispersed and funds spent by the scholar. EAA and the Ray Foundation expect accurate reporting and ask for fund updates on every online progress report. Utilizing software such as Microsoft Excel or Google Sheets is a great way to manage inflows and outflows of funds.

Additionally, all invoices/receipts of expenses paid by Ray Scholarship funds must be saved and submitted with each report, since we reference these when reviewing funds spent by the scholar.

Reporting: There are three milestones that the Scholarship Coordinator is required to report on when achieved by the scholar: first solo flight, written knowledge test, and completion of checkride. The reports are submitted in the [Ray Scholarship Chapter Portal](#) on the WizeHive platform. The next round of funds cannot be issued until the respective report is completed and submitted. It is important to make sure the reports are filled out as soon as possible after the milestone has been met to ensure your scholar stays on track and meets their milestone deadlines.

The Scholarship Coordinator is also responsible for being the primary point of contact between EAA Headquarters, the local chapter, and their scholar. Numerous members from an individual chapter acting as liaisons lead to confusion and an unnecessary amount of time working through specific scholarship-related cases. If this is occurring with your chapter, the EAA Ray Aviation Scholarship Manager from EAA Headquarters will contact chapter leadership to inquire on the matter.

Scholar Engagement: The scholar should be participating/volunteering with the chapter monthly. It is up to the Scholarship Coordinator to facilitate this and make sure expectations are being met by the scholar. The chapter gets to determine what they consider qualified participation. Popular activities for a scholar to participate in are:

- Volunteering at pancake breakfasts and Young Eagles rallies
- Assisting with the chapter website and/or social media accounts
- Helping with aircraft build or restoration projects
- Participating in the chapter's IMC/VMC Club
- Volunteering at the local airport

Additionally, you should promote the successes and milestones of the scholar through chapter activities, the chapter newsletter, the chapter website and social media platforms, and local media. Make sure to take some time to make these successes a big deal; not only will it mean a lot to the scholar, but it will help engage and bring chapter members together to rally around the excitement!

Remember: this is not simply a flight training scholarship. It is an experience and an opportunity to be a part of the chapter's community, so scholar participation and inclusion is key. Be sure your chosen scholar is dedicated to being an active and engaged member of your chapter.

Chapter and Scholar Kits

There are two kits of materials that are sent to the Scholarship Coordinator for administering their chapter's Ray Aviation Scholarship. Please do not lose these materials.

Chapter Kit: This is mailed to the Scholarship Coordinator after the chapter has been approved for a Ray Aviation Scholarship by EAA Headquarters. The kit includes the following items:

- Letter to Chapter (1)
- Ray Aviation Scholarship Chapter Handbook (1)
- Ray Aviation Scholarship Information Handouts (3) for parents of scholar candidates
- Ray Aviation Scholarship Flight Training Waiver for Minors (1)
- Ray Aviation Scholarship Flight Training Waiver for Adults (1)
- EAA Photo Release for Minors (1)
- EAA Photo Release for Adults (1)

- EAA Return Envelopes (2) for sending the signed paperwork to EAA Headquarters
- Ray Aviation Scholar Monthly Activity Reports (12)
- Ray Aviation Scholarship Expectations Agreement (1)

Scholar Kit: This is mailed to the Scholarship Coordinator after the chapter's scholar has been approved by EAA Headquarters. The kit includes the following items:

- Letter to Chapter (1)
- Letter to Scholar (1)
- Ray Aviation Scholarship Scholar Handbook (1)
- Ray Aviation Scholarship Hat (1) – To be awarded to the scholar at the beginning of their training.
- Ray Aviation Scholarship First Solo T-Shirt (1) – To be worn by the scholar during their first solo flight.
- Ray Aviation Scholarship Polo Shirt (1) – To be awarded to the scholar upon completion of training.
- Ray Aviation Scholarship Pilot Pin (1) – To be awarded to the scholar upon completion of training.

Online versions of printed materials are available to download from the [Scholarship Coordinator Resources](#) webpage.

EAA Ray Aviation Scholarship Processes and Deadlines

While this section will not cover all processes, rules, regulations, and deadlines, it covers some of the more important points and frequently asked questions.

Choosing and Nominating Your Scholar: When choosing your scholar, remember that they must be 16-19 years old for powered flight training, or 15-19 years old for glider training, when they are awarded the scholarship. Scholars cannot be any younger than the lower age threshold, since they must complete their training in one calendar year. If they are any younger than 16 or 15, they will be unable to meet this completion requirement.

Example: If you have a scholar in mind for 2023 for a powered flight training scholarship and they are 15 years old and don't turn 16 until December 2023, then they are not qualified to receive the award, because all scholars must apply by October 31, 2023. Alternatively, if the student turns 16 in September 2023, they can be selected and begin their flight training once they turn 16.

Additionally, upon applying scholars *must* have their FAA or Transport Canada Medical Certificate (Private Pilot only) and Student Pilot Certificate in hand. Scholars cannot apply until they have obtained both of these documents, since the application cannot be submitted without uploading a copy of said documents.

After your chapter has chosen a scholar, direct them to EAA.org/RayScholarApplication. Do *not* send them to the same weblink that coordinators follow to sign into the Ray Scholarship Chapter Portal, as they will not find the application they are looking for.

Deadlines: The EAA Ray Aviation Scholarship is a great honor to receive, so it is important for chapters and potential scholars to understand the importance of meeting the deadlines and expectations of the program. Below is an overview of a few deadlines to understand. Be sure to mark these on your calendar:

- **January 2023 through October 2023**
 - Scholars have until the end of each month to submit their Scholar Application. All applications submitted in a particular month are processed the following month no later than the 10th of that month.
 - *Example: If your scholar submits their Scholar Application on April 5, 2023, their application will not be processed until the beginning of May.*

- *Do not have your scholar apply unless they are ready to start flight training the month following the submission of their application. For example, if you have decided on a scholar in May but they don't want to start flight training until September, they should not submit their application to EAA until August.*
- **October 31, 2023**
 - This is the last day of 2023 that a chapter can have a scholar submit a Scholar Application. Any scholar applications submitted after 11:59 PM Eastern Time will not be accepted, and the chapter will forfeit their 2023 funds.
 - *Please note that chapters will not be penalized for not using their 2023 funds, but understand that those funds are not transferable to the next year.*
 - Chapters with leftover funds from a previous scholar *cannot* transfer those funds to an additional scholar after this deadline. If a chapter predicts that they can stretch their training dollar to facilitate a second scholar, they are encouraged to start their initial scholar as early in the scholarship season as possible.
- **First Solo Deadline**
 - The scholar's first deadline is to complete their first solo within 3 months (from the end of the month the grant was awarded).
 - After this milestone is complete, the Scholarship Coordinator must complete the Solo Report in the Ray Scholarship Chapter Portal for the next round of funds to be released.
 - The Solo Report will require funds spent to be reported. *Only report on funds spent up to solo.*
- **Written Exam Deadline**
 - The scholar's second deadline is to pass their FAA or Transport Canada written knowledge test within 6 months (from the end of the month the grant was awarded).
 - After this milestone is complete, the Scholarship Coordinator must complete the Written Report in the Ray Scholarship Chapter Portal for the next round of funds to be released.
 - The Written Report will require funds spent to be reported. *Only report on funds spent since the solo was completed through when the written exam was completed.*
- **Final Completion Deadline**
 - The scholar's third and final deadline is to pass their checkride and obtain their certificate within 1 year (from the end of the month the grant was awarded).
 - After this milestone is complete, the Scholarship Coordinator must complete the Final Completion Report in the Ray Scholarship Chapter Portal. Once this report is submitted, the chapter and scholar have successfully completed the scholarship!
 - The Final Completion Report will require funds to be reported. *Report the total amount spent on flight training up to the scholar obtaining their certificate, even if the total cost exceeds the award amount.*

EAA may grant extensions to the progress deadlines if the scholar is delayed by unexpected factors outside of their control, such as illness, injury, bad weather, aircraft maintenance, or temporary unavailability of their CFI. However, we will not grant an extension if a scholar falls behind because they failed to commit their time and efforts to flight training.

Payouts: EAA will disburse scholarship funds to your chapter in three installments of 40%, 40%, and 20% of the total award, based on the completion of program requirements:

- **First Payout:** 40% of the scholarship is disbursed after the Scholarship Coordinator has submitted the signed flight training waiver and signed grant agreement for the new scholar.
- **Second Payout:** 40% of the scholarship is disbursed after the scholar has completed their first solo flight, and the Scholarship Coordinator has submitted the Solo Progress Report in the Ray Scholarship Chapter Portal.

- **Third Payout:** 20% of the scholarship is disbursed after the scholar has passed their FAA or Transport Canada written knowledge test, and the Scholarship Coordinator has submitted the Written Progress Report in the Ray Scholarship Chapter Portal.

Note that the payout structure may be different under the following circumstances:

- If the scholar soloed before applying for the scholarship, then the second (post-solo) payout is excluded. The scholar receives only 60% of the total scholarship since they have already completed their pre-solo flight training.
- If the scholar passed their written exam before applying for the scholarship, then the third (post-written) payout is combined with the second (post-solo) payout. The scholar still receives the total scholarship.
- If the scholar soloed and passed their written exam before applying for the scholarship, then the second (post-solo) payout is excluded and the first (post-approval) and third (post-written) payouts are combined into one. The scholar receives only 60% of the total scholarship since they have already completed their pre-solo flight training.

EAA Ray Aviation Scholarship Waivers and Agreements

There are a few pieces of paperwork that are required to be signed before funding can begin for your Ray Scholar.

EAA Ray Aviation Scholarship Flight Training Waiver

This is a liability waiver that must be signed for your scholar before scholarship funding can begin. There are two versions of the waiver: a minor version for scholars under age 18, and an adult version for scholars 18 and older.* If the scholar is a minor, then the minor waiver must be signed by their parent or guardian. If the scholar is an adult, then the adult waiver must be signed by the scholar. The signed waiver must be physically mailed to EAA Headquarters; since it is a liability waiver, we can only accept a paper waiver, signed with a pen.

If a scholar is awarded the Ray Aviation Scholarship as a minor, but reaches adulthood in the middle of flight training, then they must sign the adult version of the flight training waiver and have it mailed to EAA Headquarters.

The minor and adult waivers are included in the Ray Scholarship Chapter Kit, along with EAA prepaid return envelopes so you can mail the signed waivers to EAA Headquarters. The waivers are also available to download from the [Scholarship Coordinator Resources](#) webpage.

*Age of adulthood is 19 in Alabama and Nebraska, and 21 in Mississippi.

EAA Ray Aviation Scholarship Grant Agreement

This agreement outlines the terms of the scholarship that has been awarded to your chapter to fund your scholar's flight training. Like the flight training waiver, the grant agreement is also required to be signed and sent to EAA Headquarters to initiate scholarship funding. Unlike the flight training waiver, the grant agreement can be signed electronically or scanned/photocopied and emailed to the EAA Ray Aviation Scholarship Manager or to rayscholars@eaa.org. The agreement must be signed by the Scholarship Coordinator or another chapter officer.

The grant agreement is included in the scholar approval email that is sent to the Scholarship Coordinator when EAA gives final approval for the scholar's application.

EAA Ray Aviation Scholarship Expectations Agreement

This document is for use at the chapter level **only**. It is not required to be returned to EAA Headquarters, as it is an agreement between the scholar, parents, chapter, and instructor. You should utilize this agreement to ensure all

parties understand and accept the expectations of the program before any funds are dispersed. If any one party shows concern toward upholding their portion of the agreement, we caution moving forward with the scholarship and encourage you to contact the EAA Ray Aviation Scholarship Manager at EAA HQ to discuss the case and identify the next steps. If your chapter awards the scholarship, but one of the parties involved has expressed or is suspected of not being capable of the expectations outlined, then be advised that once funds have been distributed a point of no return has been reached. If circumstances that lead to scholar failure arise after fund distribution, whether it be by the scholar, parents/guardians, chapter, or instructor, the chapter will be required to return any unspent funds to EAA.

There are a lot of moving parts to manage as the EAA Ray Aviation Scholarship Coordinator. Take great care to choose your scholar carefully and take into heavy consideration the dedication and support of the parent/guardian and instructor parties, as they can have just as much of an impact on the scholar's success as the scholar and chapter. Before any party signs the agreement, be sure everyone understands that this is an official agreement and there are negative consequences for failing to uphold their end of the agreement. If every party is on the same page and accepts their part of the agreement, you may all sign the agreement, ensuring smooth flying ahead!

The Scholarship Expectations Agreement is included in the Ray Scholarship Chapter Kit. It is also available to download from the [Scholarship Coordinator Resources](#) webpage.

EAA Photo Release

This waiver gives EAA and your chapter permission to use photos or videos of the scholar in marketing or promotional content, such as advertisements. Photo releases are not required for images of scholars that are used for editorial purposes only, such as publication in newsletters, news articles (print or online), or on social media. However, you may want to have the photo release signed anyway for peace of mind. There are versions available for minors and adults.

The minor and adult waivers are included in the Ray Scholarship Chapter Kit, along with EAA prepaid return envelopes so you can mail the signed waivers to EAA Headquarters. The waivers are also available to download from the [Scholarship Coordinator Resources](#) webpage.

Lightspeed Growth Initiative 2023

We are extremely grateful to Lightspeed Aviation for once again providing our Ray Scholars the opportunity to earn a free Zulu 3 headset. Lightspeed is donating 160 headsets for EAA Ray Aviation Scholars in 2023.

To become eligible for a headset, a Ray Scholar must complete one of the following requirements:

- The scholar completes their first solo flight.
- If the scholar soloed pre-scholarship, then they become eligible upon passing their Airman Knowledge Test (the written exam).
- If the scholar soloed and passed the written exam pre-scholarship, then they become eligible upon being approved as a Ray Scholar by EAA.

To complete their eligibility, each scholar is required to write a short essay, at least 250 words long, about how the Ray Aviation Scholarship has impacted them so far and how it is helping them achieve their aviation goals. Scholars are welcome to be creative with their essays. The completed essays must be emailed to rayscholars@eaa.org.

Once the essay is received, EAA will notify Lightspeed that the scholar is ready to receive a Zulu 3 headset. Lightspeed will mail the headset to the EAA chapter's Scholarship Coordinator, who will then present it to the scholar.

If all the free headsets allocated for EAA Ray Scholars are claimed, then chapters have the option to purchase a discounted Zulu 3 headset for their scholar. To purchase a discounted headset, visit go.lightspeedaviation.com/eaaray-scholar-program.

Chapter Benefits Program

In addition to supporting EAA Ray Scholars, Lightspeed is also offering to support EAA chapters by providing them the opportunity to fundraise from the sales of Lightspeed headsets. Participating chapters will receive a custom weblink and QR code that can be featured in your chapter's newsletter, website, or social media. This link will bring users to Lightspeed's online store. A chapter will earn 10% of the sales from each Lightspeed headset purchased through its custom weblink and QR code.

Funds raised through headset sales can be used for any chapter purposes, including scholarships, Young Eagles rallies, hangar or facility upgrades, and more.

Lightspeed will work directly with each EAA chapter that participates in this program. Lightspeed will handle all shipping and delivery of headsets purchased through the custom links. Each month, participating chapters will receive a payout from headset sales tracked by their custom link. These funds can be used to pay for any of your chapter's activities.

Check out this webinar for more details: [EAA Chapter Benefits Program Presentation](#).

To enroll your chapter in this program, visit go.lightspeedaviation.com/eaabenefits-program.

If you have any questions for Lightspeed about this program, please contact affiliate@lightspeedaviation.com.

Miscellanea

This section will review some uncategorized topics that are still of great importance and should be taken into consideration throughout the EAA Ray Aviation Scholarship Program.

Nominating a Second Scholar: Some chapters find themselves in scenarios where they can stretch their training dollars and get their initial scholar their pilot certificate for much less money than the grant they were given to facilitate. That being said, chapters do have the opportunity to nominate an additional scholar to utilize the remaining funds as long as a few criteria are met:

- To guarantee that all of our Ray Scholars are provided the same opportunity for full funding, we require the chapter to support a deal, similar to the principle of the 25/75 match program, where the chapter is responsible for covering the additional cost of training up to the new scholar's eligible amount. Below is a real-life example:
 - *If your initial scholar was awarded a full \$11,000 scholarship and they completed their pilot certificate for \$5,500, they can keep up to \$1,500 to use for future flying. After the scholar has been given their funds for future flying, \$7,000 has been spent on that scholar. Your chapter still has \$4,000 left unused. If the chapter can facilitate the funds, EAA will allow you to award another scholar and use those funds if the chapter funds the rest of the scholarship. In this case, if the chapter wanted to award a second scholar for a full \$11,000 scholarship, they could keep the leftover \$4,000 from EAA and they would be responsible for the other part of the grant up to \$7,000.*
 - *If your chapter does not have or cannot obtain those funds, then the remaining funds must be returned to EAA.*

- If your chapter is going to use the remaining funds from its first scholar for a second scholar, you must have committed to this and have the second chosen scholar submit their Scholar Application by 11:59 PM Eastern Time on October 31, 2023.
 - *For chapters that think they can stretch their training dollars, it is recommended that your initial scholar start as early in the season as possible, since chapters that have a scholar start in September will most likely not meet that deadline.*
 - *If your chapter has leftover funds, but the October 31 deadline has passed, all funds will have to be returned to EAA and a second scholar cannot be considered.*

Important: In no way can a chapter force or dictate where a scholar does their flight training. There are certain regulations on where scholars cannot pursue flight training, but ultimately the scholar has final say on where their flight training takes place. Even if your chapter has a CFI that will fly with the scholar for an extremely low cost, if the scholar is not comfortable with that dynamic, they are in no way required to fly with them.

Flight Training at Universities: A Ray Scholar cannot utilize their funds to attend an aviation program at a university. The Ray Aviation Scholarship is not a college scholarship and cannot be used to pay for a student's tuition. Not only are university programs typically astronomically more expensive, they also do not allow for accurate tracking of funds spent specifically on flight training. We may allow exceptions on a case-by-case basis if a scholar already began flight training and finishes at a university's flight school, but only if the school bills flight training separately from tuition and the scholar has a realistic plan to complete training.

Thank You for Your Dedication!

Thank you for taking some time to read through this guide and dedicating yourself to fostering the future of aviation. You and your chapter are making a real difference in the aviation community and should be proud of your accomplishments. Enjoy this journey and always remember, EAA Headquarters is here to support you every step of the way!