



**RAY AVIATION**  
SCHOLARSHIP



EAA CHAPTER<sup>™</sup>  
HANDBOOK



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# About the Program

The Ray Aviation Scholarship is a scholarship program that is funded by the Ray Foundation, managed by EAA, and administered through the EAA chapter network. Through the generous support of the Ray Foundation, EAA will provide up to \$11,000 to deserving youths for their flight training expenses, totaling nearly \$1.8 million in scholarship funds annually.

Key components of the program will be the awarding of flight training scholarships for glider pilot, sport pilot, or private pilot training, full engagement of the EAA chapter network to identify and mentor scholars, and the continued engagement and tracking of scholars throughout the flight training process.

Awards will be available in the following amounts:

- Private pilot training — \$11,000
- Sport pilot training — \$8,250
- Glider pilot training — \$5,500

## Program Mission

Through the Ray Aviation Scholarship program, EAA and the Ray Foundation strive to make a positive impact on young people who have a strong passion for aviation. This impact will include financial and moral support throughout flight training, creating a welcoming environment for young aviators through the local EAA chapter, as well as creating a lifelong participant within the EAA chapter community.

## Goals for the Program

- Maintain a flight training success rate of 80 percent for those taking part in the program.
- Create a supportive and mentoring community through EAA chapters to increase flight training success. Flight training is too often a solitary pursuit, but getting scholars immersed in a local aviation community will dramatically increase success.
- Celebrate milestones and success stories of Ray Aviation scholars.
- Create lifelong participants in general aviation and EAA chapters.

## Program Funds

### 1. Core Scholarship Fund – \$1,320,000

The core fund will provide one \$11,000 scholarship grant to pre-qualified chapters for approved candidates. All EAA chapters are eligible to apply for this fund.

### 2. 25/75 Matching Fund – \$330,000

The 25/75 matching fund will provide a \$8,250 (75%) scholarship to chapters that commit to providing \$2,750 (25%) of their own funding, for a total \$11,000 scholarship grant. Participation in this matching fund program will guarantee a chapter's slot in the scholarship program. Chapters eligible for the matching program are those that had at least one successfully completed Ray Scholar. Chapters can match up to two scholarships per year.

### 3. Administration, Materials, and Overhead Fees – \$150,000

### Why Multiple Funds?

With the large number of EAA chapters eligible for the program, but limited funds available, EAA hopes to open up the program to more chapters and scholars. The matching fund will also incentivize chapters to put financial skin in the game.

## Chapter Role and Responsibilities

Your chapter will play a critical role in the success of this program, as it is tasked with identifying and recommending local youths to apply for this scholarship. Your chapter is also tasked with mentoring, supporting, and tracking the scholarship recipient's flight training progress.

Due to the critical nature of the chapter's involvement in the program, each participating chapter is required to appoint a scholarship coordinator. This person will be the chapter's main point of contact with EAA, as well as with the scholars and their parents.



# Chapter Scholarship Coordinator Qualifications and Duties

## Minimum Qualifications

- Valid EAA member.
- Valid member of the local chapter.
- Completion of EAA Youth Protection Program and background check. This can be completed at [EAA.org/YouthProtection](http://EAA.org/YouthProtection).
- Must attend the coordinator training webinar after the start of each calendar year.
- Coordinator may not also act as the scholar's primary CFI.
- Coordinator may not be the scholar's parent or legal guardian.

## Required Duties

- Primary point of contact with EAA headquarters.
  - Submission of chapter application.
  - Submission of progress reports.
  - Direct contact for questions regarding the chapter's involvement in the program and the progress of the Ray Aviation scholar.
  - Submission of photos, videos, and/or text to EAA to help promote scholar successes.
- Primary point of contact for Ray Aviation scholar and flight training entity.
  - Distribution and management of funds with assistance from chapter treasurer.
  - Develop relationship between the scholar, parents, CFI, and chapter.
  - Available to answer questions from the scholar and the scholar's parents.
  - Schedule monthly check-in reports with the scholar, CFI, and chapter mentors.
- Lead the identification of eligible Ray Aviation Scholarship candidates.
  - Ensure candidate meets minimum criteria.
- Lead engagement of the Ray Aviation scholars.
  - Involvement in local chapter activities.
  - Provide mentorship opportunities.
  - Promote the successes and milestones of the scholar.
  - Help identify volunteer opportunities within the chapter.
- Work with Ray Aviation scholar to submit required reports.
  - Report 1: Due at completion of first solo, within three months.
  - Report 2: Due at completion of written exam, within six months.
  - Report 3: Due at successful completion of flight training, within 12 months.

**When working with Ray scholars, especially those under the age of 18, please remember the importance of two-deep supervision as outlined in EAA's Youth Protection Program. The full program policy is available at [EAA.org/YouthProtection](http://EAA.org/YouthProtection).**

# Selecting a Deserving Scholar and Scholar Requirements

Identifying a deserving scholar is an incredibly important aspect of the program as it will determine the success of the scholar. The individual should ideally already be involved in the chapter, and they should also understand the weight of accepting an \$11,000 flight training award.

The first step in identifying a potential scholar is to ensure they meet the minimum requirements of the program as outlined below.

## Scholar Applicant Minimum Criteria

- Age 15-19 for glider training.
- Age 16-19 for powered flight training.
- Possession of FAA or Transport Canada medical certificate\* (private pilot students only).
- Possession of student pilot certificate.
- Begin flight training within 60 days of accepting the award.

*\*Please note that the prescription of ADD/ADHD medication will impact a scholar's ability to get their FAA medical certificate. For more information, visit [EAA.org/RayScholars](http://EAA.org/RayScholars).*

In addition to the minimum criteria above, we encourage your chapter to give additional consideration to applicants who possess the following experience:

- Young Eagles or Eagle Flight participant.
- Actively participating in the EAA Young Eagles Flight Plan (Sporty's Online Learn to Fly Course).
- Actively engaged with the chapter.
- EAA member or student member.
- Prior flight training experience, specifically a student who is attempting to pay their own way through training.
- Completed their ground school or written exam.

The perfect candidate for this program should almost be too easy to identify. We all know that one young individual who takes part in all of the chapter Young Eagles events, begs their parents to bring them out to the airport, and is always trying to find a way to get up in the air. Your chapter should be looking for that individual.

## Scholarship Committee

It is highly encouraged to create a scholarship committee at your chapter, especially if you have multiple quality candidates. This committee will interview, review, and vet potential candidates to select the most deserving. This committee may also act as the primary group of mentors for the scholar.

While working with the Lakeland Aero Club and the Central Florida Aerospace Academy, which run a very similar flight training scholarship, EAA learned that selecting an individual who is already engaged with a chapter drastically improves the chances for flight training success.

Your chapter will not be penalized for not bringing forward a candidate in any given year; however, bringing forward a candidate who is selected but fails to complete training will negatively influence the chapter's ability to take part in the Ray Aviation Scholarship in future years.

### **Scholar Responsibilities**

To maintain proper good standing within the program, the scholar will have to comply with the following requirements.

- Partake in two hours of chapter volunteer service per month, such as:
  - Young Eagles rally volunteering.
  - Pancake breakfast/fly-in volunteering.
  - Chapter aircraft build or restoration project.
  - Chapter gathering participation.
  - Chapter administrative support.
- Reach flight training milestones as outlined by EAA's training timeline (see Page 12).

Continued funding will be dependent upon meeting these responsibilities, completion of progress reports, and meeting training milestones in a timely manner.

### **Resources to Help Educate Potential Scholars and Parents**

To help educate the parents of potential scholars, EAA has included handouts in your welcome packet that explain the Ray Aviation Scholarship. In addition, it is a good idea for your chapter to have some printed materials to help explain what other programs and opportunities exist. You can visit [EAA.org/VistaPrint](http://EAA.org/VistaPrint) to order your customizable chapter marketing materials.





# Scholar Application

Prior to your scholar nominees submitting their applications, your chapter should sit down and lay out flight training expectations with the potential scholars and their parents (if younger than 18). Ensure students are ready to commit a significant amount of time to flight training and their parents are willing to stand behind this commitment.

It is important to remember that scholars are not approved for the program until the final review by EAA is completed.

## Scholar Application

The scholarship application is handled via WizeHive, the same platform as the chapter application and progress reports.

After your chapter identifies your scholar nominee, please direct them to [EAA.org/RayScholarApplication](http://EAA.org/RayScholarApplication).

On this webpage, they will see application instructions, an application checklist (also below), and a link to the scholar application submission portal. In the portal, the scholar nominee will complete their application and request a letter of recommendation from someone who can explain why they deserve the scholarship.

After the scholar nominee submits their application, EAA will complete the review process. Chapters will be notified of their scholars' application status no later than the 10th day of the following month.

## Application Checklist (have this information ready to submit)

- EAA number (if applicable).
- Date the applicant plans to begin training (must be within 60 days of receiving award).
- How the scholar plans to stay engaged with the chapter and fulfill volunteer service hours.
- Certification desired (glider, sport, or private).
- Copy of FAA or Transport Canada medical certificate (private pilot applicants only) required.
- Copy of student pilot certificate required.
- Information regarding the flight training location the applicant will use if accepted (name, type of aircraft, website, etc.).
- Where the applicant plans to complete ground school or a copy of their written exam score.
- Contingency plan should training cost more than the amount of money awarded.
- Copy of most recent page in logbook (if applicable).
- Total amount of other flight training awards received from other groups (chapter, Civil Air Patrol, etc.).
- Email of individual who will be writing the applicant's letter of recommendation (teacher, CFI, or chapter member).
- In the applicant's own words, a 150-250 word explanation of why they should be selected for this award.

# Fund Disbursement

Once a scholar is approved, the fund disbursement process will begin. To begin the disbursement process, your chapter will provide EAA with a signed grant agreement, a completed automated clearinghouse (ACH) transmittal form, and a flight training waiver signed by the scholar or their parent/legal guardian. These forms will be provided in the scholar approval email sent to your scholarship coordinator. Once the required forms have been signed and returned, EAA will send your chapter the scholarship funds. The installment schedule is as follows:

- **First installment: 40 percent of funding** — Paid promptly following EAA approval of the scholar and the return of the signed flight training waiver and grant agreement to EAA.
- **Second installment: 40 percent of funding** — Paid promptly following the approval of the first solo progress report, which is due three months into flight training.
- **Third installment: 20 percent of funding** — Paid promptly following the approval of the written exam progress report, which is due six months into flight training.

## Paying for Flight Training

EAA recommends paying the flight training entity directly, rather than disbursing the funds to the scholar. This allows the chapter to have insight into the amount of money the scholar is spending and how often they are flying. A common approach is to have the training entity submit invoices to the chapter on a biweekly or monthly basis. The timetable and method in which this occurs will be decided between the chapter and the flight training entity.

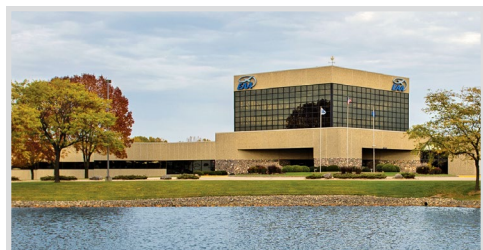
## Returning Funds to EAA

Should your Ray scholar drop out of flight training, your chapter must return all unused funds to EAA. Funds can be returned by mailing EAA a check for the amount of unused funds. Checks should be made out to EAA, and should include your chapter number, scholar's name, and the words "unused funds" on the memo line.

Your chapter may also send EAA a check for funds remaining upon the completion of the Ray scholar's flight training. Please reference Page 17 to learn more about what happens post training.

## Approved Expenditures

- Aircraft rental
- CFI fees
- Aircraft fuel and oil
- Non-owners insurance
- Flying club dues
- Checkride expenses



Mail checks to:  
EAA Chapter Office  
Attn: Ray Aviation Scholarship  
P.O. Box 3086  
Oshkosh, WI 54903-3086

# Chapter and Scholar Meetings

The Ray Aviation Scholarship will consist of two meetings: a monthly meeting between the chapter and scholar, as well as an initial kickoff meeting between the chapter, CFI, scholar, and scholar's parents.

## Initial Kickoff Meeting

Prior to beginning flight training, it is recommended that the chapter sits down with the scholar, CFI, and the scholar's parents. Use this meeting to set the expectations of each individual, answer any lingering questions, and agree to specific payment terms.

To help get all parties on the same page, EAA has developed a scholarship expectations agreement for all four parties to sign. This can be found in the appendix on Page 21 or downloaded from [EAA.org/RayScholars](http://EAA.org/RayScholars).

## Monthly Check-In

The monthly check-in with your Ray Aviation scholar is designed to be a formal sit-down with the student and instructor. Your chapter should take this opportunity to find out what chapter activities the scholar would like to take part in and if there are any other areas of support that the chapter can offer.

This is also a good chance to take note of any uncorrected issues and offer chapter support. However, don't look at these monthly check-ins as a way to police a scholar. Remember, the chapter is also tasked with celebrating successes and continuing to encourage the scholar. Coming out of these meetings, the student should feel energized and excited to attack the next month of flight training.

To ensure full engagement with the student, your chapter should make these monthly check-ins an event that the scholar looks forward to. For example, these meetings could occur at the scholar's favorite local restaurant, followed by a local flight where the scholar can get out of the training environment and simply enjoy a ride in one of the chapter members' aircraft.

To help guide monthly check-ins, EAA has developed a monthly activity report. This can be found in the appendix on Page 20 or downloaded from [EAA.org/RayScholars](http://EAA.org/RayScholars).

# EAA Progress Reports

**EAA-Mandated Training Progress Gates** – Must be completed per the timeline below to receive additional funding, and will be confirmed with submission of progress reports.

- First solo — Three months into flight training.
- Written knowledge exam passed — Six months into flight training.
- Checkride passed — 12 months after beginning flight training.

## Progress Reports

There will be three mandatory progress reports for the chapter to fill out with their Ray scholar. These reports will include flight training progress, chapter volunteer service (two hours per month are required), and the amount of money spent to date. These reports will be handled through WizeHive, which is the same online platform used for chapter applications. Notification to complete these reports will be sent via email to the chapter coordinator.

After the chapter completes and submits the progress report, EAA will review the report. EAA will initiate the next funding installment, as long as the scholar is staying on track with flight training and volunteer hours. Failure to complete the reports on time will halt fund disbursement. The due dates for the reports are as follows.

**First solo progress report** — Completion of first solo. Due within three months of beginning training.

**Written exam progress report** — Written exam is passed. Due within six months of beginning training.

**Checkride completion report** — Scholar passed checkride. Due within 12 months of beginning training.

All progress reports are submitted through the Chapter Portal on WizeHive, which can be accessed by visiting [EAA.org/RayScholars](https://EAA.org/RayScholars) and clicking Ray Aviation Scholarships Chapter Portal. You can also use the direct link at [https://webportalapp.com/sp/login/rayaviationchapter\\_20](https://webportalapp.com/sp/login/rayaviationchapter_20).

Chapters will be reminded via email of the due date of their progress report. However, if they reach the milestone prior to the deadline, they should complete the report to trigger the next installment of funding.



# Supporting the Scholar

Once a scholar has been identified and selected for the Ray Aviation Scholarship, your chapter's primary responsibility is to mentor, encourage, celebrate successes, and engage the scholar in chapter activities. Here are some ideas.

**Mentor** — Each student will learn at a different pace and have different struggles, but these are some ideas for mentoring your scholar.

- Check out YouTube!  
Many reputable training sources offer videos describing private pilot training maneuvers, how to navigate by VOR, using an E-6B, and much more. Find videos for the topics your scholar is struggling with most and encourage them to watch the videos. Be sure to review the videos, ideally with the student's CFI, before recommending them — just because it's on YouTube doesn't mean it's accurate.
- Learn from fellow chapter members.  
Whether it is a CFI or experienced aviator, your chapter is sure to have a member who is willing to sit down and discuss how they overcame the same struggle in their own training.

**Encourage and Motivate** — Just because a student isn't struggling with a specific topic doesn't mean that they couldn't use a little extra encouragement and motivation.

- Show what opportunities await the scholar.  
Sometimes when a student is deep in flight training, they forget why they even started lessons — to have fun! Mixing in some flight experiences for the scholar is a great way to keep them motivated to finish. An evening flight in a Piper Cub or a flight to a nearby fly-in are just a couple of examples!
- Incentivize progress.  
Similar to performance goals for a salesperson, place an incentive on training goals. For example, supplement the current scholarship with an additional \$500 for post-training flying if the scholar passes their written exam by a specific date.

**Flight Training Supplies** — Scholars who will be taking their first flight lesson may not have all the supplies they need to begin flight training. These chapter-purchased materials can be returned to the chapter and used for future scholars.

- Chapter member hand-me-downs.  
Scholarship funds are not to be spent on flight gear or study materials, such as headsets, kneeboards, or E-6B flight computers. Rather than spending hundreds of dollars on new flight gear, canvas your chapter members to see what items they may have. It is highly likely that your chapter members have old headsets, E-6Bs, and plotters that can be given or loaned to scholars.
- Purchase necessary materials.  
There may be some flight training supplies and study materials that chapter members do not have available to pass on to the scholar. Consider using chapter funds to gift a scholar the necessary textbooks (*Airplane Flying Handbook*, FAR/AIM, etc.) or flight gear.

**Celebrate Successes** — Reaching a milestone, such as a first solo or getting a pilot certificate, always feels great. However, it is even more rewarding to celebrate with the people who helped the scholar reach that milestone.

- Chapter cookouts — This idea comes directly from EAA Chapter 551 in St. Cloud, Minnesota. Whenever a member accomplishes their first solo or earns their pilot certificate, the chapter gathers to celebrate. This can be an impromptu event in which the chapter supplies the main course and asks the members to bring a dish to pass. Then you can hold a short five-minute award presentation with the scholar. See the list of EAA-provided awards on Page 15.
- Newsletter/online feature — Consider reserving a section of the newsletter to update members on your scholar's progress. You can do the same with the chapter website. Additionally, your chapter can leverage its social media presence to post training updates and milestones.
- Local news outlets — Your chapter is supporting an \$11,000 flight training scholarship. That is a big deal both inside and outside of aviation! Make sure the local media outlets (TV, radio, newspaper, etc.) know that you are administering this award. Once they are aware of the award, you can update them on milestones. EAA has developed a stock press release, which can be found at [EAA.org/RayScholars](http://EAA.org/RayScholars).
- Chapter gatherings — Chapters often discuss project and flight training progress at their monthly chapter gatherings. Consider making it a standard practice to allow your Ray scholar to give a brief update on their flight training. If they completed their first solo or received their certificate, you can also use the EAA-provided awards and present those to the scholar. See the list of EAA-provided awards on Page 15.
- Share with EAA — As a part of the progress reports you will submit to EAA, your chapter will have the opportunity to upload photos, videos, and text. Keep this in mind as the scholar progresses through flight training. This will help EAA recognize the scholar via its platforms.

**Engage in Chapter Activities/Chapter Volunteer Service** — Ray scholars are required to complete a minimum of two chapter volunteer hours per month, but creating engagement opportunities early on will exponentially increase the odds that the scholar stays involved with the chapter long-term.

- Event volunteer — Some of the most enjoyable volunteer duties occur at chapter events. Whether it is parking airplanes and greeting pilots at a fly-in or serving food at a pancake breakfast, there are a host of jobs that you can offer the Ray scholar.

Volunteering with chapter members is one of the best ways to build camaraderie, providing the Ray scholar a chance to get to know more chapter members. In addition, this provides your chapter a chance to involve the scholar's parents as chapter volunteers.

- Chapter aircraft build projects — Whether your chapter has a youth build or an adult build, involving the Ray scholar is sure to give them a new perspective on aircraft operations and design.

- Other volunteer/engagement ideas — Chapter administrative support, social media/website support, chapter facility maintenance, and chapter gathering attendance.

### **EAA-Provided Milestone Awards**

EAA will provide the following items at the beginning of the Ray scholar's flight training, to be awarded by the chapter as the scholar reaches certain milestones.

- Ray Aviation Scholar Hat — Given to student at the beginning of flight training.
- Ray Aviation Scholar First Solo T-shirt — Given to student or CFI for the scholar to wear on the day of their first solo. Shirt includes flight description blank lines and a dotted line for the CFI to fill out and cut.
- Ray Aviation Scholar Polo Shirt — Given to student upon completion of training.
- Ray Aviation Scholar Pilot Pin — Given to student upon completion of training or at the chapter's discretion.

### **EAA Reimbursement Opportunities**

Young Eagles and Eagle Flight participants are eligible for the reimbursement of the cost of their FAA Knowledge Exam. Additionally, Young Eagles who have completed the first three volumes of the Sporty's Learn to Fly Course are eligible for a free flight lesson voucher.

- FAA Knowledge Exam Reimbursement (\$175 value)

EAA student members and participants in the Young Eagles Flight Plan are eligible to receive reimbursement after they pass the FAA Knowledge Exam.

To receive this reimbursement, students must submit the following to [YEagles@EAA.org](mailto:YEagles@EAA.org):

1. EAA Number
2. Full Name
3. Mailing Address
4. PDF copy of the receipt from the test center
5. PDF copy of your score sheet, showing that you passed the exam.

- First Flight Lesson Voucher (\$130 value)

To be eligible for the free flight lesson voucher, students must have taken a Young Eagles flight, enrolled in EAA student membership, completed the first three volumes of the Sporty's Learn to Fly Course, and be at least 13 years of age. After completing the first three volumes, EAA will mail the student a waiver to be signed by their parents and returned to EAA. Once the waiver is received by EAA, the flight lesson voucher, and instructions for redeeming it, will be emailed to the student.

# Scholar Flight Training Tips

Having a consistent flight training schedule is key to successfully and efficiently earning a pilot certificate. Although there are only three EAA-mandated training gates, you should encourage your Ray scholar to follow some other flight training best practices. This information is also included in the Ray scholar's welcome packet.

## Flight Training Tips

- Come prepared for the lesson — Encourage scholars to study before climbing into the airplane, as this is the No. 1 way to save money. To help prepare for the next lesson, encourage scholars to ask their CFI for the goals and desired outcomes for each flight.
- Study aircraft checklists at home — Getting checklist flows to become a matter of habit will make flight lessons flow (pun intended) more smoothly! This is also a great chance to become familiar with the layout of the cockpit. If there is a photo or poster of the aircraft's cockpit, encourage them to study checklists with that image in front of them.
- Schedule at least three lessons per week — Consistency of flight lessons is the key to continued progress. This will help scholars stay proficient and reduce the amount of money spent. Poor weather and aircraft maintenance may cause lessons to be canceled here or there, but scheduling three lessons per week will help keep them flying consistently.
- Hang out at the airport — There is no better way to become comfortable with radio calls and airport operations than to sit near the flightline with a handheld aviation radio. This will help scholars become familiar with typical radio calls, understand traffic flow, and get them familiar with general aviation language.
- Have fun! — While your scholars are on their flight training journey, it can be easy for them to become stuck in a rut. Be sure they are mixing in a little bit of fun flying during their training. Encourage a lesson to a local airport restaurant or a flight over a unique landmark. Always remind them why they decided to learn to fly in the first place.





## Post-Flight Training

Once your Ray scholar has successfully completed flight training, it is time to celebrate! Host a special event for the scholar to celebrate this accomplishment. After the celebration, there will be a few final details to take care of.

### **If There Are Excess Funds Remaining**

Ray scholars are entitled, at the chapter's discretion, to any remaining scholarship funds, up to \$1,500, to be used on other flying expenditures. Eligible expenditures include acquiring additional certificates, ratings, or endorsements; aircraft rental; and/or aircraft fuel.

Using these leftover funds for fun flights is completely acceptable. The scholar might take their significant other on a date to a nearby airport for ice cream. Maybe they want to take their parents up for a ride so they can see their home from above. Perhaps the Ray scholar has an itch to get their tailwheel endorsement so they can finally fly the local Aeronca Champ.

However the scholar chooses to use these funds, these flights have the potential to create a lasting impact and solidify continued engagement in aviation.

Any funds remaining, beyond the \$1,500 set aside for the scholar to fly post-training, must be returned to EAA or used toward an additional scholar, at EAA's discretion. Your chapter has 30 days to determine how it would like to proceed.

### **Using Excess Funds on an Additional Scholar**

If your chapter decides to use the excess funds, beyond the \$1,500 set aside for the scholar to fly post-training, on an additional scholar, the same application process will be used. The only difference is that the additional scholar must fill out the application within 30 days of the first scholar completing flight training.

The likelihood of a second scholar being approved will depend on a number of factors, such as how much excess funding exists from the first scholar, how much money is remaining in the Ray Aviation Scholarship Fund, the chapter's record of accomplishment with previous scholars, quality of the scholarship applicant, and ability to fund the remainder of the award. It is highly likely that the scholar and/or chapter will need to come up with the balance of the scholarship.

## EAA Resources

### **Online Resources**

A digital copy of the following documents is available at [EAA.org/RayScholars](https://EAA.org/RayScholars).

Ray Aviation Scholarship flight training waiver — This waiver is required for your scholar to conduct flight training under the scholarship. There are two versions of the waiver: one for scholars under age 18, which must be signed by their parent or legal guardian, and one for scholars age 18 or older. The waiver must be signed with pen on paper and returned via mail to EAA. A pre-paid return envelope is included in your chapter kit.

Chapters Photo Release — This is for any photos taken of your scholar during their flight training or chapter volunteering, which may be used for EAA commercial content. There are two versions of the release: one for minors, and one for adults. Note that photo releases are not required for editorial content (e.g. *EAA Sport Aviation*, *ChapterGram* newsletter, the EAA blog), but they are recommended just in case.

Ray Aviation Scholarship expectations agreement — A template for an agreement between the chapter, scholar, scholar's parents, and the CFI and/or flight school. This document will be used to lay out expectations for all parties. It is not required to be returned to EAA.

Ray Aviation Scholarship press release — EAA has crafted a boilerplate press release so your chapter can announce the award to the local media.

Ray Aviation scholar monthly report — The scholar, throughout the month, should fill out this report to track their activity. This will ensure proper flight training progress and volunteer hours fulfillment.

### **Ray Aviation Scholarship Program Flow**

Use the step-by-step guide to help understand the program process.

**Step 1** ..... Submit chapter application.

**Step 2** ..... Submit scholar application.

**Step 3** ..... If approved, complete award acceptance process.

a. Sign and return grant agreement letter and ACH transfer form.

**Step 4** ..... Kickoff meeting with parents, chapter, CFI, and the scholar.

a. Sign and return the Flight Training Waiver (provided in chapter kit).

b. Determine the payment plan for chapter to pay flight school.

c. Sign the Scholarship Expectations Agreement (provided in chapter kit).

**Step 5** ..... Disburse funds for scholar flight training.

a. Chapter will have received 40 percent of funding at this point.

**Step 6** ..... Complete solo progress report.

a. Must complete first solo within three months of receiving award.

**Step 7** ..... Disburse funds for scholar flight training.

a. Chapter will have received 80 percent of funding at this point.

**Step 8** ..... Complete written exam progress report.

a. Must complete written exam within six months of receiving award.

**Step 9** ..... Disburse funds for scholar flight training.

a. Chapter will have received 100 percent of funding at this point.

**Step 10** .... Complete checkride completion report.

a. Must complete flight training within 12 months of receiving award.

**Step 11** .... Determine use of excess funds, if they exist.

a. If excess funds exist, up to \$1,500 can be used for future flying by the scholar.

b. If excess funds beyond this \$1,500 exist, they can be used toward an additional scholar.

c. If excess funds are not used for an additional scholar, they must be returned to EAA.

## **Ray Aviation Scholarship FAQs**

### **Q: How will scholarship funds be disbursed?**

Scholarship dollars will be disbursed on a three-installment basis — the initial installment (40 percent), post-solo installment (40 percent), and post-written exam installment (20 percent). Installments will be fulfilled upon completion of required progress reports.

### **Q: What can the funds be used for?**

Funds can be used for any costs directly associated with flight training, i.e., aircraft rental, checkride expenses, CFI fees, aircraft fuel, flying club dues, and non-owners aircraft insurance. Funds may not be used for flight gear such as headsets, kneeboards, E-6B flight computers, etc.

### **Q: Who will receive the scholarship funds when the installments are disbursed?**

The chapter will receive each installment via ACH transmittal or check. The chapter is encouraged to pay the invoices from the flight school/flying club/CFI/etc. rather than directly giving funds to the scholar.

### **Q: A potential scholar has already soloed. Are they still eligible?**

Students who have already soloed will be awarded the appropriate portion of funds. A student who recently soloed may be eligible for the second or third installments of the award post-solo.

### **Q: How does EAA's Youth Protection Program impact the scholarship?**

Ray Aviation Scholarship coordinators will be required to be current on their Youth Protection Policy training and associated background check.

### **Q: Can an EAA chapter support more than one scholar per year?**

Yes! Each chapter will be earmarked \$11,000. Any money remaining following the first scholar's completion of flight training may be used on a second scholar. However, the chapter/scholar must provide proof that additional training costs incurred will be covered via additional funding methods.

### **Q: What if there are additional funds remaining once the scholar has completed flight training?**

Chapters may keep up to \$1,500 for the scholar's future flying expenditures. Qualified expenditures include acquiring additional ratings, endorsements or certificates, or additional aircraft rental for exercising their pilot certificate.

Funds remaining beyond that \$1,500 must be returned to EAA by the chapter or used for an additional chapter scholarship recipient. The chapter has 30 days to propose to EAA how excess funds will be used.

### **Q: What happens to the money if a scholar drops out of flight training?**

All funds not spent on the scholar's flight training must be returned to EAA.

# Ray Aviation Scholar Monthly Activity Report

Name: \_\_\_\_\_ Report Month: \_\_\_\_\_

After completing the form, please bring it to your monthly check-in with the chapter.

Date	Activity (flight lesson, volunteering, ground school, etc.)	Hours	Flight Hours	Money Spent

<b>Total Money Spent This Month:</b>
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Please list any questions, comments, or concerns regarding this past month of training:

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Please list any training accomplishments or chapter activities you wish to accomplish in the next month:

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**This form is included for use by the local EAA chapter. Unless requested, this form does not need to be returned to EAA HQ.**

# Ray Aviation Scholarship Expectations Agreement

## Students, Parents, Chapter, and Instructor

Congratulations on receiving the Ray Aviation Scholarship!

Earning your pilot certificate will require dedication — the commitment is not to be taken lightly.

To help prepare you for your flight training journey, and the expectations set out for you, please review this document. If you are younger than 18, you should review this with your parents.

### **Expectations for Ray scholars:**

1. Begin flight training within 60 days of accepting this award.
2. Fly at least twice a week, subject to weather and instructor availability. We recommend scheduling three lessons per week.
3. Complete your solo within three months, complete your written exam within six months, and complete training with your successful checkride within 12 months.
4. Keep logbook and other training records organized and with you for your lessons.
5. Participate and volunteer with the EAA chapter a minimum of two hours per month. This will help chapter members get to know you, provide opportunities for you to fly in different aircraft, offer assistance with your training, and teach you more about aviation.
6. Attend monthly EAA chapter gatherings/meetings to update the membership on your training.
7. Be willing to provide the EAA chapter with photos and text for the newsletter, website, etc.
8. Provide invoices for flight training costs to the chapter's scholarship coordinator as agreed upon. This may include aircraft rental, non-owners aircraft insurance, fuel, CFI fees, flying club dues, and examiner fees.
9. Provide the instructor with at least a 12-hour advance notice of lesson cancellation.
10. Write a personal thank-you letter to EAA for the award.

### **Expectations for parent/guardians (if recipient is younger than 18):**

1. Allow the student to be the primary point of contact for the chapter and flight instructor for all flight training and scholarship program purposes (lesson scheduling, progress report fulfillment, etc.).
2. Allow and encourage student to take a lesson at least twice a week. Best practice is to schedule three flights per week.
3. Contact the chapter's scholarship coordinator with any questions or concerns.

### **Expectations from the flight instructor and/or flight school:**

1. Work to keep the scholar on the award timeline, so that additional funding can be earned. (Completion of first solo within three months, pass the written exam within six months, and successful completion of flight training within 12 months.)
2. Be available to fly with the student at least twice a week. (Three lessons per week is recommended.)
3. Provide the student at least a 12-hour advance notice of lesson cancellation.
4. Keep accurate training records and have records and notes available to the chapter's scholarship coordinator upon request.
5. If any issues or problems develop, notify the chapter's scholarship coordinator immediately.

- 6. Clear communication among the student, parents, and the chapter’s scholarship coordinator.
- 7. Provide invoices for flight training costs to the chapter’s scholarship coordinator as agreed upon. This may include aircraft rental, fuel, CFI fees, flying club dues, and examiner fees.

**Expectations for EAA Chapter \_\_\_\_\_ :**

- 1. Ensure all key volunteers have completed EAA Youth Protection Policy training and the associated background check.
- 2. Pay invoices for flight training costs in a timely manner.
- 3. Keep the scholar engaged in aviation activities and mentor the student throughout the flight training process.
- 4. Celebrate training milestones and encourage the student.
- 5. Keep a record of the expended scholarship funds and keep the scholar and the flight instructor aware of the balance of available funds.
- 6. Be the first point of contact with EAA for any scholarship award questions.

**Signed:**

\_\_\_\_\_

Scholarship Student

\_\_\_\_\_

Date

\_\_\_\_\_

Flight Instructor

\_\_\_\_\_

Date

\_\_\_\_\_

Chapter Scholarship Coordinator

\_\_\_\_\_

Date

\_\_\_\_\_

Parent/Guardian (if scholar is under the age of 18)

\_\_\_\_\_

Date





# RAY AVIATION SCHOLARSHIP



3000 Poberezny Rd., Oshkosh, WI 54902

[EAA.org/RayScholars](http://EAA.org/RayScholars)