



RAY AVIATION SCHOLARSHIP



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2022 EAA Ray Aviation Scholarship – Scholarship Coordinator Cheat Sheet

This document covers the basics of your new responsibility as the 2022 EAA Ray Aviation Scholarship Coordinator for your chapter. 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. While not all-inclusive, the guidance provided below is vital to ensure the scholar's immediate success, and the chapter's continued success.

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 Activity Report to track their progress. These reports are not the same as the WizeHive 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 the scholarship coordinator and the 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 WiseHive report. Utilizing a 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 must be saved and submitted with each report, as we do 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, FAA written exam, and completion of checkride. 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 can 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. All progress reports are submitted through the Chapter Portal on WiseHive, which can be accessed by visiting [EAA.org/RayScholars](https://www.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.

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 builds, volunteering at the local airport, etc. Additionally, promote the successes and milestones of the scholar through chapter activities, the chapter newsletter, the chapter social media platforms/website, 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!

It is important to 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.

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 age 16-19 (for powered flight training) or 15-19 (for glider training) when they are awarded the scholarship. Scholars cannot be any younger than the lower age threshold, as 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 student in mind for 2022 for a powered flight training scholarship and they are 15 years old and don't turn 16 until December of 2022, they are not qualified to receive the award, because all scholars must apply by October 31, 2022. Alternatively, if the student turns 16 in September of 2022, they can be selected and begin their flight training once they turn 16.

Additionally, upon applying scholars must have their FAA Medical Certificate (PPL only) and student pilot certificate in hand. Scholars cannot apply until they have obtained both of these documents, as 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](https://www.eaa.org/RayScholarApplication). Do not send them to the same page/link that coordinators follow to sign in to their WizeHive account, 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 deadlines and expectations of the program. Below is an overview of a few deadlines to understand and be sure to mark on your calendar:

- **End of each month from February 2022 to October 2022**
 - Scholars have until the end of each month to submit their scholar application. All applications submitted in a particular month are processed the processed month no later than the 10th of that month.
 - *Example: If your scholar submits their scholar application on April 5, 2022, their application will not be processed until 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, 2022**
 - This is the last day of 2022 that a chapter can have a scholar submit a scholar application. Any scholar applications submitted after 11:59 p.m. (Central Time) will not be accepted and the chapter will forfeit their 2022 funds.
 - *Please note that chapters will not be penalized for not using their 2022 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 three 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 WizeHive 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.*
- **FAA Written Exam Deadline**
 - The scholar's second deadline is to pass their FAA written exam 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 WizeHive 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 12 months (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 WizeHive. 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 amount exceeds the award amount.*

EAA Ray Aviation Scholarship Training Agreement

The scholarship training agreement is a document that is for use on the chapter level only. This does not have to be returned to EAA headquarters, as it is an agreement between the student, 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 next steps. If your chapter awards the scholarship, even though a party involved has expressed or is suspected of not being capable of the expectations outlined, 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 scholar success as the scholar and chapter. Before any one 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!

Miscellaneous Mentions

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 are able to stretch their training dollars and get their initial scholar their pilot's certificate for much less 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:

- In order to guarantee 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 50/50 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 \$10,000 scholarship and they completed their pilot's certificate for \$4,500, they have the opportunity to keep up to \$1,500 to use for future flying. After the scholar has been given their funds for future flying, \$6,000 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 \$10,000 scholarship, they could keep the leftover \$4,000 from EAA and they would be responsible for the other part of the grant up to \$6,000.*
 - *If your chapter does not have or cannot obtain those funds, the remaining funds must be returned to EAA*

- If your chapter is going to use remaining funds from their first scholar towards a second scholar, you must have committed to this and have the second chosen scholar submit their scholar application by 11:59 p.m. (Central Time) on October 31, 2022.
 - *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, as 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: In no circumstance can a Ray scholar 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 flight training programs typically astronomically more expensive, they also do not allow for accurate tracking of funds spent specifically on flight 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.