Ray 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 www.EAA.org/YouthProtection.
- Must attend the coordinator webinar at the beginning of each calendar year.
- Coordinator may not also act as the scholar's CFI.

Required Duties

- Primary point of contact with EAA headquarters.
  - Submission of chapter application.
  - Final submission of scholar recommendation/application.
  - Final 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, video, and text to EAA to help promote scholar successes.
- Primary point of contact for Ray Aviation Scholar.
  - Distribution and management of funds.
  - Develop relationship between scholar and chapter.
  - Available to answer questions.
  - Schedule monthly check-in reports with the scholar, CFI, and chapter.
- Lead the identification of eligible Ray Aviation Scholarship candidates.
  - Ensure candidate meets minimum criteria.
- Lead engagement of the Ray Aviation Scholars.
  - Involve in local chapter activities.
  - Provide mentorship opportunities
  - Promote the successes and milestones of the scholar.
  - Help identify volunteer opportunities.
- Work with Ray Aviation Scholar to submit required reports.
  - **Report 1:** Due at first solo or three-month mark, whichever occurs first.
  - **Report 2**: Due at completion of FAA written or six-month mark, whichever occurs first.
  - **Report 3**: Due at the successful completion of flight training or 12-month mark, whichever occurs first.