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Scholarship Coordinator Guide

This document covers the basics of your new responsibility as the 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. Current EAA member
2. Current member of the local EAA Chapter
3. Completion of the EAA Youth Protection Policy and background check
 - This can be completed at [EAA.org/YouthProtection](https://www.eaa.org/youthprotection)
4. Must watch the [Scholarship Coordinator Training webinar](#) before awarding a scholar
5. Coordinator may not act as the scholar's primary 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 schedules check-ins with their scholar, CFI, and, if applicable, the 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 sheets 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.

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 leads 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.

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.

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 may include:

- Ground volunteer at Young Eagles rallies and Flying Start events
- Volunteering at pancake breakfasts and other chapter events
- Assisting with the chapter newsletter, website, and/or social media
- 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 (12 months). 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 2024 for a powered flight training scholarship and they are 15 years old and don't turn 16 until December 2024, then they are not qualified to receive the award, because all scholars must apply by October 31, 2024. Alternatively, if the student turns 16 in September 2024, 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 the webpage [EAA.org/RayScholarApplication](https://www.eaa.org/RayScholarApplication). This is where the scholar will submit their application to EAA to be reviewed and approved as a Ray Scholar. The webpage includes a checklist of the information the scholar will need to provide on their application. Do *not* send your candidate 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.

When EAA has approved your chapter's Ray Scholar, you and your chapter will receive an email announcing that your scholar was approved and providing information on the next steps to begin scholarship funding.

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 through October**
 - 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, then 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**
 - This is the last day of the year that a chapter can have their 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 scholarship for the current year.
 - *Please note that chapters will not be penalized for not using their scholarship funds this year, but understand that those funds are not transferable to the next year.*
- **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 Progress Report in the Ray Scholarship Chapter Portal for the next round of funds to be released.
 - The Solo Progress Report will require funds spent to be reported. *Only report on funds spent up through the first 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 Exam Progress Report in the Ray Scholarship Chapter Portal for the next round of funds to be released.
 - The Written Exam Progress 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.*
- **Checkride 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 Progress Report in the Ray Scholarship Chapter Portal. Once this report is submitted, the chapter and scholar have successfully completed the scholarship!
 - The Final Progress 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.*

Extensions: 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.

Scholarship Funding

The Ray Aviation Scholarship is offered to potential scholars in the following fund amounts per recipient:

- Private Pilot: \$11,000
 - If a matching scholarship, the chapter provides 25% (\$2,750) and EAA provides 75% (\$8,250).
- Sport Pilot: \$8,250
 - If a matching scholarship, the chapter provides 25% (\$2,062.50) and EAA provides 75% (\$6,187.50).
- Glider Pilot: \$5,500
 - If a matching scholarship, the chapter provides 25% (\$1,375) and EAA provides 75% (\$4,125).

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 to EAA the signed flight training waiver and 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 Exam 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.
 - *Example: A scholar who is seeking a Private Pilot certificate and soloed before applying for the scholarship would receive a total of \$6,600 instead of \$11,000.*
- 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 does not lose any scholarship funds.
- 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.
 - *Example: A scholar who is seeking a Private Pilot certificate, and who soloed and passed the written exam before applying for the scholarship, would receive a total of \$6,600 instead of \$11,000.*

Leftover/Unused Funds: If your Ray Scholar completes flight training and has scholarship funds left over, then the scholar is allowed to keep up to \$1,500 of the remaining funds to use for additional flying, such as acquiring a new rating or endorsement, maintaining proficiency, or even just to fly recreationally. Any remaining scholarship funds beyond that \$1,500 must be returned to EAA.

Likewise, if your scholar drops out of flight training and the scholarship is terminated, then any unused funds disbursed to your chapter must be returned to EAA.

Please return leftover/unused funds to EAA by writing a check. The check should be made out to EAA, and should include your chapter number, scholar's name, and the words "Unused Ray Scholarship Funds" on the memo line. The check must then be mailed to the following address:

EAA Chapters Office
Attn: Ray Aviation Scholarship
PO Box 3086
Oshkosh, WI 54903-3086

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, along with a couple optional forms.

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 legal 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 and print 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 Chapter ACH Information Request

This form allows chapters to set up an Automated Clearing House (ACH) process, allowing the chapter to receive its Ray Scholarship payouts through electronic transfer from EAA to the chapter's bank account. If your chapter has not established an ACH process with EAA yet, then please complete this form and return it to EAA Accounts Payable at accountspayable@eaa.org, or to the mailing address listed on the form.

The Chapter ACH Information Request is emailed to the Scholarship Coordinator when their chapter's scholar has received EAA approval. It is also available to download from the [Scholarship Coordinator Resources](#) webpage.

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, since it is an agreement between the scholar, parents/guardians, 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 Headquarters 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 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

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 2024.

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/eaa-ray-scholar-program.

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.

Dropouts: If your Ray Scholar drops out of the program, please notify EAA as soon as possible and let us know why the scholar dropped out. A phone call or email will be sufficient; no formal termination paperwork is needed. If there are unspent Ray Scholarship funds from the dropout, please return them to EAA as soon as possible.

Flight Training Provider: In no way can a chapter dictate where a scholar receives 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, then 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. We strongly prefer that Ray Scholars receive their pilot certificate before going to college, since this will allow them to advance more quickly through advanced training and get a head-start on their aviation career.

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!