



NORTHEAST CHAPTER/
AMERICAN ASSOCIATION
OF AIRPORT EXECUTIVES

**SCHOLARSHIP,
GRANTS AND
INTERNSHIPS
APPLICATION
FORM**

NORTHEAST CHAPTER/AAAE



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SCHOLARSHIP, GRANTS AND INTERNSHIPS APPLICATION FORM

Applicant shall type application and submit it to the Northeast Chapter Executive Secretary, P.O. Box 8, West Milford, NJ 07480-0008. A recommendation from the Airport Manager or Governing Body must be completed on this application at the time of submittal for Grants other than Post College Scholarship and Internship Grants. Check next to Grant for which you are applying. A separate application is required for each grant.

AAAE ANNUAL CONFERENCE GRANT

DUE DATE: MARCH 1 OF CURRENT YEAR

ABOUT THE GRANT: One grant a year may be awarded to cover all reasonable expenses of the recipient's attendance at the AAAE's Annual Conference including enrollment fees, travel, and lodging.

Eligibility: Grants are limited to any airport staff member, who is a member of NEC/AAAE or whose airport's manager is a member.

AIRPORT PROFESSIONAL EXCHANGE GRANT

NO DUE DATE. APPLICATIONS ARE ACCEPTED THROUGHOUT THE YEAR.

ABOUT THE GRANT: Several grants each year may be awarded to cover the expenses for meals, travel and lodging up to a maximum of \$1,500 per Grant to provide funding for members to travel to other airports in the Chapter for the exchange of information regarding matters of airport management.

Eligibility: Applicant must be a NEC/AAAE member.

ACCREDITATION INCENTIVE GRANT

DUE DATE: FEBRUARY 1 AND OCTOBER 1 OF CURRENT YEAR

ABOUT THE GRANT:

(1) The Chapter will reimburse two members per year for initial accreditation program registration fees and study material, after the member's management presentation has been accepted or the candidate has passed the written exam. This grant is limited to Executive Candidates who use personal funds to cover initial accreditation fees.

(2) The Chapter will cover the cost of tuition, travel and lodging for three members to attend the Professional Development Institute (PDI) in the United States, or CAI-Georgian College in Canada. These grants are eligible to all executive Candidates who have completed the management presentation phase. Applicants are judged on their participation and support of Chapter and National association events and activities, as well as a written essay describing why they wish to attend PDI or CAI-Georgian College.

(3) As a reward for those candidates who do not receive Chapter financial support via either of the above, the first two of those candidates to complete the accreditation process each calendar year and who have completed an application for their award will receive free registration at the Chapter's annual conference.

Eligibility: Limited to Chapter members who are Airport employees enrolled in the AAAE Accreditation Program, and whose employers cannot financially support the applicant's accreditation pursuit.

Check Category for which you are applying

- Reimbursement of initial AAE registration fees and materials upon completion of the program
- PDI/CAI-Georgian College tuition: Provide tuition for attending the PDI or CAI-Georgian College school. The additional requirement for consideration for this grant is completion and acceptance of A.A.E. thesis.
- NE Chapter Annual Conference Registration for first chapter member accredited in the year.

Note: Only one grant per person may be awarded under the accreditation incentive program.

INTERNSHIP GRANT

DUE DATE: FEBRUARY 1 AND OCTOBER 1 OF CURRENT YEAR

ABOUT THE GRANT: Two \$1,000 Grants may be awarded a year

ABOUT THE INTERNSHIP: Hands on experience in an airport environment complements the Airport Management Student's educational experience. Internships are usually for three months but may be extended, on the mutual agreement of the airport and intern. Interns will be exposed to specific areas of airport administration on varying levels at an airport in good standing with the Chapter.

Eligibility: Students aspiring to a career in airport management or recent graduates wishing to gain experience in airport management.

INTERNATIONAL AVIATION SNOW SYMPOSIUM GRANT

DUE DATE: MARCH 1 OF CURRENT YEAR

ABOUT THE GRANT: Three grants a year may be awarded to cover all reasonable expenses of the recipient's attendance at the International Aviation Snow Symposium, including enrollment fees, travel, and lodging.

Eligibility: Two awardees may be members of the chapter or staff members of Airports whose managers are members. The third Grant may be awarded to an airport staff member from outside the Chapter area. Nominee should have some responsibility with respect to airport snow removal; however airport management students will be considered.

POST SCHOLARSHIP

DUE DATE: MARCH 1 OF CURRENT YEAR

ABOUT "WILEY": Wilfred M. "Wiley" Post, Jr., A.A.E. residing in Allentown, PA, was the Airport Manager of the Allentown-Bethlehem-Easton Airport in eastern Pennsylvania until his retirement in 1984. He was a charter member of the Northeast Chapter, American Association of Airport Executives, since 1957, one of the founders of the International Aviation Snow Symposium in 1966 (and General Chairman for 20 years), one of the authors of the annual Balchem/Post Award for excellence in airport snow and ice control, and recipient of numerous achievement awards from industry and governments in recognition of his contributions to the safety of aviation. He was deeply committed to both aviation and education making him an ideal symbol for this aviation scholarship. Current transcripts are required.

ABOUT THE SCHOLARSHIP: Four \$1,000 scholarships may be awarded annually.

Eligibility: Limited to Juniors & Seniors enrolled in colleges/ universities offering airport management coursework. Preference shall be given to those with a permanent residence in the Northeast Region. Those students aspiring to a career in commercial piloting are not eligible.

F. RUSSELL HOYT GRANT FOR NEC/AAAE ANNUAL CONFERENCE ATTENDEES

DUE DATE: JULY 15 OF CURRENT YEAR

ABOUT THE GRANT: One grant a year may be awarded to cover all expenses of the recipient's attendance at the NEC/AAAE Chapter's Annual Conference, including enrollment fees, travel, and lodging.

Eligibility: Applicant must be a NEC/AAAE member, and a full time airport employee involved in airport management. Applicants are to give assurance that they will be able to attend the NEC/AAAE Annual Conference if selected.

NEC/AAAE ANNUAL CONFERENCE REGISTRATION GRANT

DUE DATE: JULY 1 OF CURRENT YEAR

ABOUT THE GRANT: Ten grants a year may be awarded to cover the enrollment fee only to attend the NEC/AAAE Chapter's Annual Conference.

Eligibility: Applicant must be a NEC/AAAE member, a first time attendee to the NEC/AAAE Annual Conference, and a full time airport employee involved in airport management. Grant is limited to one per airport. Applicants are to give assurance that they will be able to attend the NEC/AAAE Annual Conference if selected.

AAAE NON-HUB/GA AIRPORTS CONFERENCE GRANT

DUE DATE: JULY 15 OF CURRENT YEAR

ABOUT THE GRANT: One grant a year may be awarded to cover all reasonable expenses of the recipient's attendance at the Non-Hub/GA Airports Conference, including enrollment fees, travel, and lodging.

Eligibility: Awardee must be a member of the Chapter

AAAE F. RUSSELL HOYT NATIONAL AIRPORTS CONFERENCE GRANT

DUE DATE: AUGUST 1 OF CURRENT YEAR

ABOUT THE GRANT: One grant a year may be awarded to cover all reasonable expenses of the recipient's attendance at the National Airports Conference, including enrollment fees, travel and lodging.

Eligibility: Awardees may be a member of the Chapter or a staff member of an Airport whose manager is a member. Nominee should have some supervisory experience; however airport management students will be considered.

ARFF SCHOOL GRANT

DUE DATE: AUGUST 1 OF CURRENT YEAR

ABOUT THE GRANT: One grant a year may be awarded to cover all reasonable expenses of the recipient's attendance at an AAAE ARFF School, including enrollment fees, travel, and lodging.

ABOUT THE SCHOOL: For some time now, the FAA and AAAE jointly have been conducting formal training for Aircraft Rescue and Firefighting (ARFF). Several schools including Basic and Advanced ARFF school, Train the Trainer School, and Chief's School have been formalized in response to the need to train firefighters on the special characteristics of Aircraft Rescue and Firefighting.

Eligibility: Limited to any professional or volunteer airport fire-fighter nominated by the airport manager who (the manager) must be a member of the Chapter.

BASIC/ADVANCED AIRPORT SAFETY AND OPERATIONS SPECIALIST (ASOS) SCHOOL GRANT

DUE DATE: MARCH 1 AND OCTOBER 1 OF CURRENT YEAR

ABOUT THE GRANT: Two grants a year may be awarded to cover all reasonable expenses of the recipient's attendance at the Basic or Advanced Airport Safety and Operations (ASOS) Specialist School, including enrollment fees, travel and lodging.

ABOUT THE SCHOOL: The ASOS Schools are designed to increase awareness of FAA's Part 139 airport certification program, as well as enhance the professionalism an basic safety responsibilities of airport operations personnel. These professional schools are specifically tailored to airport personnel responsible for the day-to-day operations of public-use (both commercial service and general aviation) and military airports throughout the United States.

Eligibility: Limited to any NEC/AAAE Member

NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
SOCIAL SECURITY NUMBER: _____
A.A.E. OR EXECUTIVE CANDIDATE? _____ PHONE # _____

EDUCATION:

HIGH SCHOOL: _____ YEAR GRADUATED: _____
COLLEGE: _____ YEAR GRADUATED: _____
DEGREE, MAJOR: _____ SEMESTER HOURS COMPLETED: _____
OTHER COLLEGE, GRADUATE, OR TECHNICAL SCHOOLS:
DATES ATTENDED: _____ DEGREE, MAJOR: _____

WORK EXPERIENCE: (IF EMPLOYED BY AN AIRPORT, PLEASE INDICATE WHAT CATEGORY AIRPORT)

CURRENT EMPLOYER: _____ PHONE #: _____
ADDRESS: _____
JOB TITLE: _____ SUPERVISOR: _____
DESCRIBE YOUR WORK: _____

PREVIOUS EMPLOYER: _____ PHONE #: _____
ADDRESS: _____
JOB TITLE: _____ SUPERVISOR: _____
DESCRIBE YOUR WORK: _____

NORTHEAST CHAPTER/AAAE, OR NATIONAL AAAE PARTICIPATION:

ARE YOU A MEMBER OF THE NEC/AAAE? _____
HAVE YOU PREVIOUSLY APPLIED FOR A NEC/AAAE GRANT? IF YES, WHAT GRANT AND WHEN? _____

HAVE YOU PREVIOUSLY BEEN AWARDED A NEC/AAAE GRANT? IF YES, WHAT GRANT AND WHEN? _____

OTHER NEC/AAAE OR NATIONAL AAAE CONFERENCES OR SCHOOLS ATTENDED: _____

WHAT NEC/AAAE ACTIVITIES DO YOU NOW PARTICIPATE IN OR HAVE PARTICIPATED IN? _____

APPLICANT'S STATEMENT: (ATTACH ADDITIONAL SHEETS IS NECESSARY)

IN WHAT WAY DO YOU THINK YOU WILL BENEFIT FROM BEING A RECIPIENT OF THIS GRANT? _____

FINANCIAL DATA: (FOR POST SCHOLARSHIP AND INTERNSHIP GRANTS APPLICANTS ONLY)

PARENTS OR GUARDIANS' NAMES (IF DEPENDENT) _____

Parent's Address: _____

Total Family income (if dependent) or Personal income: _____

From what source do you derive your college funds: _____

Name and address of College where funds should be sent: _____

References: Attach two letters of reference from College instructors. _____

Instructor's Name: _____

Address: _____

Instructor's Name: _____

Address: _____

Applicant's Signature: _____ Date: _____

College Official's Signature: _____ Printed Name of College Official _____

Position: _____ Date: _____

Important: This application must be accompanied by the two requested letters of recommendation, copy of college transcript (or statement that college has been requested to forward a copy directly to the Northeast Chapter) and proof of enrollment. Also the RELEASE FORM below must be signed and witnessed.

FOR APPLICANTS OF ALL GRANTS EXCEPT POST SCHOLARSHIP

(attach additional sheets is necessary)
(the Chapter strongly recommends that the candidate awarded this grant be allowed to utilize this Grant without using personal leave)

For the purpose of classifying the applicant's absence from his normal work location, it is understood that the applicant's attendance at this event will be considered (check one):

- Work related with time charged in accordance to employer's policies (normal salary/ 8 hour day)
- Vacation
- Personal/comp time
- Leave without pay

Applicant's Signature: _____ Date: _____

All information on this form is subject to verification by the Northeast Chapter; however, this information is kept confidential for use in the grant selection process only. Failure to provide the requested information may disqualify the applicant.

The RELEASE FORM below must be signed and witnessed for those applying for all Grants.

The selected candidate agrees, as a prior condition to the acceptance of the Northeast Chapter /AAAE award, to release the (Official name of airport, if an airport employee) _____ and the Northeast Chapter from any liability claims that might arise from the acceptance of this Award.

Signature of Applicant: _____ Date: _____

Witness' Signature: _____ Date: _____

Witness' Printed Name: _____