



# F. RUSSELL HOYT GRANT FOR NEC/AAAE ANNUAL CONFERENCE ATTENDEES GUIDELINES & APPLICATION

Applicant shall type or print all information on the application and submit it to:

NEC/AAAE, 230 Washington Ave Ext. Suite 101, Albany, NY 12203.

Due Date: AUGUST 1 OF CURRENT YEAR

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 in good standing, 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.

## APPLICANT INFORMATION

FULL NAME			
ADDRESS	CITY	STATE	ZIP
PHONE #	EMAIL ADDRESS		
A.A.E. or Executive Candidate? <input type="checkbox"/> Yes <input type="checkbox"/> No			

## EDUCATION

HIGH SCHOOL	YEAR GRADUATED	OTHER COLLEGE, GRADUATE, OR TECHNICAL SCHOOLS	YEAR GRADUATED
COLLEGE	YEAR GRADUATED	DEGREE/MAJOR	SEMESTER HOURS COMPLETED
DEGREE/MAJOR	SEMESTER HOURS COMPLETED		

CURRENT EMPLOYER	SUPERVISOR	PREVIOUS EMPLOYER	SUPERVISOR
ADDRESS	PHONE #	ADDRESS	PHONE #
JOB TITLE		JOB TITLE	

**WORK EXPERIENCE** (If employed by an airport, please indicate what category airport)

Describe your work:

JOB TITLE

Describe your work:

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Describe your work:

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## NEC/AAAE OR NATIONAL AAAE PARTICIPATION

Are you a member of the NEC/AAAE?  Yes  No  
attended:

Other NEC/AAAE or National AAAE Conferences or schools

Have you previously applied for a NEC/AAAE grant?  Yes  No  
If yes, what grant and when?

What NEC/AAAE activities do you now participate in or have participated in?

Have you previously been awarded a NEC/AAAE grant?  Yes  No  
If yes, what grant and when?



**APPLICANT'S STATEMENT** (Attach additional sheets if necessary)

In what way do you think you will benefit from being a recipient of this grant?

**EMPLOYER RELEASE** (Attach additional sheets if 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

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

I hereby acknowledge that all the information provided in this application is accurate to the best of my knowledge.

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

\_\_\_\_\_  
APPLICANT'S SIGNATURE DATE

event will be considered (check one):

**This RELEASE must be signed and witnessed for those applying for all Grants.**

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

\_\_\_\_\_  
APPLICANT'S SIGNATURE DATE

\_\_\_\_\_  
WITNESS' SIGNATURE DATE

\_\_\_\_\_  
APPLICANT'S PRINTED NAME

\_\_\_\_\_  
WITNESS' PRINTED NAME