



EAA CHAPTER 431 Scholarship Policy



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Section 1

General Policies

1.0 POLICY STATEMENT

Chapter 431 promotes aviation in Brodhead and the surrounding communities and encourages aviation educational activities. The Aviation Scholarship Program supports individuals pursuing aviation interests by providing scholarships. This policy is designed to support and inspire the next generation of aviators in the EAA community, fostering a spirit of involvement, excellence, and continuous learning in the field of aviation. This policy outlines the criteria, eligibility requirements, application process, selection process, disbursement of funds, and overall administration of scholarships under the Chapter 431 Scholarship Program.

1.1 SCHOLARSHIP INFORMATION

EAA Chapter 431 may award the following scholarships, subject to the availability of funds and approval by the Chapter 431 Board of Directors. Additional information regarding each scholarship, eligibility requirements and application timeline can be found in Section 2-4 of this document.

- Air Academy Scholarship
- Flight Training Scholarship
- Ray Aviation Scholarship

1.2 SCHOLARSHIP COMMITTEE COMPOSITION

- A Scholarship Committee Chairman shall be appointed annually by the Chapter 431 President.
- The Scholarship Committee shall consist of no fewer than three Chapter 431 members in good standing, appointed annually by the President.
- The Chapter 431 President and Treasurer shall serve as ex officio members of the committee.
- If no committee is appointed, the Board of Directors will fulfill the Scholarship Committee's responsibilities.

1.3 RESPONSIBILITIES OF THE SCHOLARSHIP COMMITTEE

- Evaluate and review applications based on established selection criteria.
- Verify eligibility and supporting documentation.
- Recommend scholarship awards to the Board of Directors.
- Monitor recipient progress and confirm compliance with scholarship requirements.
- Report on scholarship awards and program effectiveness annually to the Board.

1.4 GENERAL SCHOLARSHIP CONDITIONS

The following conditions apply to all scholarships awarded under the EAA Chapter 431 Scholarship Program. This framework may be adapted based on the specific needs and resources of EAA Chapter 431 while maintaining alignment with the organization's core values, including merit, engagement in EAA activities, academic achievement, and community service.

- **Eligibility does not guarantee scholarship approval** – Meeting the minimum criteria does not ensure financial assistance.
- **All scholarships must be approved by the Chapter 431 Board of Directors** – The Scholarship Committee may recommend scholarship recipients, but final approval or denial is at the discretion of the Board. Decisions may be made at a scheduled board meeting or via email.
- **Scholarships are not retroactive** – Funds may only be used for expenses incurred on or after the official award date.
- **Scholarship funding is limited** – Funds are subject to the payment limits and availability determined by the Scholarship Committee and Chapter 431 Board of Directors.
- **Unused scholarship funds may be carried forward** – At the discretion of the Board of Directors and Scholarship Committee, scholarships not awarded in a calendar year may be awarded the following year, pending available funding.
- **Scholarships may be revoked** – Chapter 431 reserves the right to terminate scholarship funding and withdraw support if:

1. The recipient fails to meet the original scholarship objectives and requirements.
 2. False or misleading information was provided in the scholarship application.
- **Chapter 431 is not financially liable beyond the awarded amount** – The organization's financial responsibility is strictly limited to the approved scholarship amount.
 - **Applicants who are denied a scholarship may reapply** – Denied applicants may reapply in subsequent years if they continue to meet the eligibility and service requirements. Applications will not automatically carry over to the next year.
 - **Chapter 431 leadership and their immediate families may apply** – Chapter leadership and their immediate family members are eligible to participate in the scholarship program, provided they meet all eligibility requirements and their participation complies with EAA Chapter 431 by-laws.

This policy ensures transparency, fairness, and alignment with EAA Chapter 431's mission to support and inspire future aviators.

1.5 APPLICATION PACKAGE

Applicants must submit a completed application package, in the manner described on the application form, including the following if specified on the application form.

- Online scholarship application
- Essay (if applicable)
- Two Letters of recommendation (if applicable).
- Resume (if applicable).
- High school transcript (if applicable).
- FAA medical certificate (if applicable).
- Student Pilot certificate (if applicable).
- Minor applicants must provide a letter from a parent or legal guardian granting permission to participate.

- Target date for flight training completion (if applicable)
- Any additional information request by the Scholarship Committee that is required to assess applicant eligibility and award points to an application: the responsibility is on the applicant to make the requested information available in a prompt and complete manner within ten (10) days of the initial application.

Any application that is missing required items or incomplete will not be considered.

1.6 DISBURSAL OF FUNDS

Authorization of Funds

The release of scholarship funds must be authorized by either the Scholarship Committee Chairman, Chapter 431 President or Treasurer.

Payments will be made on a monthly basis, contingent upon the submission and verification of a recipients training invoice for that month. In cases where the recipient has already incurred eligible expenses, funds may be disbursed directly to the recipient, provided they submit satisfactory documentation verifying scholarship-related expenses.

1.7 APPLICATION ASSESSMENT CRITERIA

Eligible application packages shall be scored by the Scholarship Committee based on the following criteria:

- Quality of essays and reference letters
- Membership in EAA and Chapter 431 for at least 6 months
- Level of participation in Chapter 431 activities
- Leadership & Community Service
- Target date for completion of flight training (if applicable)

Selection will be based on merit, demonstrated interest in aviation, and fulfillment of service requirements. Preference will be given to candidates who show potential for future contributions to the aviation community.

1.8 NON-DISCRIMINATION

EAA Chapter 431 scholarships are merit-based, and Chapter 431 will not discriminate against any person on the basis of race, gender, national origin, or any other protected class in admission or participation in its programs.

1.9 COMPETITIVE PROCESS

In the event there are simultaneously multiple qualified applicants for the same scholarship opportunity, the Scholarship Committee will work with the Board of Directors to determine other objective criteria and process in which to score the applicants and equitably award the scholarship.

1.10 FINAL AUTHORITY

The Chapter 431 Board of Directors maintains the final authority for the administration of all Chapter 431 programs and the award of any scholarship. No part of this policy shall be interpreted to assign this final authority to any other individual or committee.

1.11 EFFECTIVE DATE

This Policy shall be in effect from the date of approval by the Chapter 431 Board, currently February 6th 2025, and until such time as it is amended or revoked by the Chapter 431 Board of Directors

1.12 CONTACT INFORMATION

Questions can be sent to scholarship@eaa431.org.

Section 2

Air Academy Scholarship

2.0 AIR ACADEMY SCHOLARSHIP DESCRIPTION

The EAA Chapter 431 Air Academy Camp Scholarship is designed for youth ages 14-18 who are interested in attending an [EAA Air Academy](#) in Oshkosh. This scholarship provides funding for up to 50% of the registration fee, with additional financial assistance available based on need. Camps take place in June or July, and applicants are responsible for covering their own travel expenses. The application deadline is June 30th each year for camps scheduled the following year.

2.1 SCHOLARSHIP ELIGIBILITY

- Ages 14-18.
- Minor applicants must provide a letter from a parent or legal guardian granting permission to participate.
- [Completed application package.](#)

2.2 TIMELINE FOR AIR ACADEMY SCHOLARSHIP

Step	Description
1. EAA 431 to fill out the request to reserve slot for Air Academy EAA Air Academy: Chapter Camp EAA	If approved by the Board of Directors, the chapter will reserve a slot at the EAA Air Academy. Reservations will be completed by September 1st for the following summer's camp to hold a slot.
2. Scholarship Window Open	The Scholarship Committee will open the application window for eligible students to apply once a slot has been confirmed. Applicants must submit a completed

	scholarship application package , including all supporting documentation, via the online portal. The scholarship application deadline will be published and strictly adhered to. Applications received after the deadline will not be considered.
3. Scholarship Committee Application Review Period	<p>The Scholarship Committee will review and consider applications that have been received. The Scholarship Committee will review and make a recommendation to the Board of Directors within ten (10) days of close of scholarship window.</p> <p>During this 10-day period, the Scholarship Committee or its designee may request additional information from the applicant if needed.</p>
4. Board of Directors Decision	<p>The Scholarship Committee will select the most appropriate candidate based on selection criteria and present to the Board. The Board of Directors will approve or deny the scholarship within 30 calendar days of receiving the application from the Scholarship Committee. The Board will then notify the Scholarship Committee of its decision.</p>
5. Applicant Notification	<p>The Scholarship Committee will notify applicant(s) within five (5) days after the Board's decision regarding the approval or denial of their scholarship application.</p>
6. Scholar EAA Camp Application	<p>EAA Scholar will complete the EAA Air Academy Participant Application online at EAA Air Academy - Application before March 31st</p>

2.3 EXTENUATING CIRCUMSTANCES OR CHANGE IN PLANS

If a scholarship recipient is unable to attend the EAA Air Academy due to extenuating circumstances or a change of plans, they should notify the Scholarship Committee as soon as possible and no later than January 31st. This allows the scholarship funds to be reallocated to another deserving applicant. Depending on the situation, the scholarship may be deferred to a future camp session or forfeited if attendance is no longer feasible. Open communication with the committee is essential to ensure the best use of available resources and provide opportunities for other aspiring aviators.

2.4 AIR ACADEMY CAMP FUNDS DISBURSEMENT

Scholarship funds for the EAA Air Academy Camp will be paid directly to EAA upon the recipient's admission approval.

Section 3

Ray Aviation Scholarship

3.0 RAY AVIATION SCHOLARSHIP DESCRIPTION

This scholarship is a joint effort between EAA and local EAA Chapters. It is intended for High School students to assist with the cost of obtaining a private pilot certificate, up to \$12,000. The EAA Ray Aviation Scholarship has specific qualification criteria. For more information, please refer to the [EAA Ray Aviation Scholarship](#) website at EAA.org.

3.1 SCHOLARSHIP ELIGIBILITY

- Age 16-19.
- Ray Aviation Scholarship applicants must be sponsored by an adult who is a current Chapter 431 member and has been a member for at least 1 year.
- Minor applicants must provide a letter from a parent or legal guardian granting permission to participate.
- Active Chapter 431 members in good standing for at least 6 months.
- 1st, 2nd, or 3rd FAA Medical or Driver's License (Sport Pilot Only).
- Student Pilot Certificate.
- [Completed application package.](#)
- Complete interview with Scholarship Committee.

3.2 TIMELINE FOR RAY AVIATION SCHOLARSHIP

Step	Description
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1. Ray Aviation Scholarship Application	<p>If approved by the Board of Directors, the chapter will apply for Ray Aviation Scholarships before the EAA deadline.</p> <p>The availability of any awarded scholarship will be announce by email and social media to current EAA Chapter 431 members within one week of notification from EAA.</p>
2. Scholarship Window Open	<p>The Scholarship Committee will open the application window for eligible students to apply once a slot has been confirmed. Applicants must submit a <u>completed scholarship application package</u>, including all supporting documentation, via the online portal. The scholarship application deadline will be published and strictly adhered to. Applications received after the deadline will not be considered.</p>
3. Scholarship Committee Application Review Period	<p>The Scholarship Committee will review and consider applications that have been received. The Scholarship Committee will review and make a recommendation to the Board of Directors within ten (10) days of close of scholarship window.</p> <p>During this 10-day period, the Scholarship Committee or its designee may request additional information from the applicant if needed.</p>
4. Board of Directors Decision	<p>The Board of Directors will approve or deny the scholarship within 30 calendar days of receiving the application from the Scholarship Committee. The Board will</p>

	then notify the Scholarship Committee of its decision.
5. Applicant Notification	The Scholarship Committee will notify applicants within five (5) days after the Board's decision regarding approval or denial of their application.

3.3 RAY AVIATION SCHOLARSHIP FUNDS DISBURSEMENT

The Chapter 431 Treasurer will distribute scholarship funds directly to an FAA-certified flight school, FBO, CFI or Board-approved flying club to cover flight instruction and/or aircraft rental costs.

Section 4

Flight Training Scholarship

4.0 SCHOLARSHIP DESCRIPTION

The flight training scholarship is available to student pilots of any age pursuing a Private, Recreational, or Sport Pilot certificate. Recipients can receive up to \$1,500 to support flight instruction and aircraft rental, with funds paid directly to an FAA-certified flight school, FBO, CFI, or a board-approved flying club. Check ride fees and post-certification expenses are not covered. The scholarship must be used within 12 months from the date of award.

4.1 SCHOLARSHIP ELIGIBILITY

- Intended for any age.
- Active Chapter 431 members in good standing for at least 6 months.
- Minor applicants must provide a letter from a parent or legal guardian granting permission to participate.

4.2 TIMELINE FOR FLIGHT TRAINING SCHOLARSHIP

TBD

4.3 FLIGHT TRAINING FUNDS DISBURSEMENT

The Chapter 431 Treasurer will distribute scholarship funds directly to an FAA-certified flight school, FBO, CFI or Board-approved flying club to cover flight instruction and/or aircraft rental costs.

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