

# Policies and Procedures governing the James C. Ray Flight Training and Continuing Educational Scholarships

June 15, 2017

## 1.0 Purpose

The purpose of this document is to provide clarity and accountability to the distribution, reporting, and fiscal management of the James C. Ray Scholarships provided by the Central Florida Aerospace Academy Foundation (CFAAF) in Partnership with SUN 'n FUN (SnF) Fly-In Inc. and the Aerospace Center for Excellence (ACE) Inc.

## 2.0 Introduction

The CFAAF has direct oversight over two (2) scholarships programs. These programs are:

- Flight Training Scholarships (4.0)
- Continuing Education Scholarships (4.3)

For purposes of this document the Flight Training Scholarships will be referred to as FTS.

The FTS will be divided into two (2) phases.

- FTS Solo (4.1)
- FTS PPL (Private Pilot) (4.2)

For purposes of this document the Continuing Educational Scholarships will be referred to as CES.

## 3.0 Understandings

SUN 'n FUN Inc has contracted with Blueberry Services LLC to provide services related to parts of the James C. Ray Scholarship Fund. For purposes of this document the contractor provided by Blueberry Services LLC to SUN 'n FUN Inc. will be referred to as the James C. Ray Scholarship Coordinator.

The James C. Ray Scholarship Coordinator will communicate electronically with each applicant. Any and all communication will be required to be done electronically through a company email provided by SUN 'n FUN Inc. and copies of each communication will include the recipient [jcrscholarships@flysnf.org](mailto:jcrscholarships@flysnf.org)

The James C. Ray Scholarship coordinator will be provided a workstation and interview space per the terms of the agreement with Blueberry Services LLC.

Should the President/CEO of SUN 'n FUN Inc. designate an alternate representative to review the scholarship applications this must be approved by the CFAAF Board of Directors.

The James C. Ray Scholarship coordinator will submit to a full background check through Polk County Schools and will be held accountable to the SUN 'n FUN Inc. Employee Handbook policies and procedures.

The CFAAF Board of Directors has the right to review, edit, and revise this document on a quarterly basis.

The James C. Ray Scholarship Coordinator will keep accurate records on each candidate that has applied or been granted scholarship funds from the CFAAF. Each scholarship recipient will have a file that will include but not limited to:

- Name
- Method of Contact (including cell phone and email)
- Start of Flight Training
- Hours Completed to Date
- Flight School Attended including the Flight Instructor
- Scholarship Funds used to date
- Monthly progress reports from the students flight instructor

Each file will be updated monthly and will be available for inspection from any member of the CFAAF Board of Directors within 3 working days.

Each candidate will have their file kept electronically on the SUN 'n FUN Inc server commonly known as the "O Drive"

The James C. Ray Scholarship Coordinator will provide to the CFAAF board of Directors a Monthly Scholarship Report commonly referred to as the MSR. (See Appendix A)

#### **4.0 Flight Training Scholarships**

##### **4.1 FTS Solo**

FTS Solo applications will be accepted monthly.

##### **4.1.1 Application Window**

Applications for the FTS Solo will be open starting at 12:01 AM EST on the first day of each month. The application window will close at 11:59 PM EST on the 7<sup>th</sup> calendar day.

Example:

- Application window opens January 1, 20XX at 12:00 EST
- Application window closes January 7, 20XX at 11:59 EST

Applicants will be required to submit the application packet found on [www.cfaaf.com](http://www.cfaaf.com) to [jcrscholarships@flsynf.org](mailto:jcrscholarships@flsynf.org) **ALL APPLICAIIONS MUST BE SENT TO THIS ADDRESS. NO EXCEPTIONS**

Applications received outside of this window will not be accepted or considered unless they arrive during the application window and must be resubmitted in the subsequent month during the open application period.

##### **4.1.2 Application Review Period**

All applications submitted in the application window will be reviewed during the 8<sup>th</sup> through the 14<sup>th</sup> calendar days of each month.

Example:

- Application review period opens January 8, 20XX at 12:01 AM EST
- Application review period closed at January 14, 20XX at 11:59 PM EST

During this time period the James C. Ray Scholarship Coordinator will review each scholarship application to verify the applicant has submitted a complete application and meets all applicable criteria.

#### **4.1.3 Application Status Update**

The James C. Ray Scholarship Coordinator having fully reviewed each application will now inform each applicant if their application has met the criteria to continue with the process. Each applicant will be notified by the 21<sup>st</sup> of the month in question as to the status of their application.

Example:

- Application status period opens January 15, 20XX at 12:01 AM EST
- Application review period closed at January 21, 20XX at 11:59 PM EST

For purposes of this document applicants will be further classified as Incomplete/Inaccurate or meets requirements.

##### *4.1.3 (A) Incomplete/Inaccurate*

Incomplete/Inaccurate applicants will be notified electronically. Additionally, applicants will be told why their application was not acceptable and offered a chance to reapply again in another open application window. Incomplete/Inaccurate applications may be resubmitted prior to the window closing.

##### *4.1.3 (B) Meets Requirements*

Applicants who meet the requirements will be invited in for a “face to face” interview with the James C. Ray Scholarship Coordinator. The James C. Ray Scholarship Coordinator will notify the applicant electronically and provide a date, time, and location for the “face to face” interview. Should the provided time not work for the applicant an alternate time may be coordinated based on interview availability. All correspondence must be confirmed electronically following phone or personal conversations.

#### **4.1.4 Application Interviews**

Having established an interview date in between the 15<sup>th</sup> and 25<sup>th</sup> of the month the James C. Ray Scholarship Coordinator will have concluded all interviews by the 25<sup>th</sup> of the month with recommendations to the CFAAF Board of Directors.

Example:

- Application interview period opens January 15, 20XX at 12:01 AM EST
- Application Interview period closes at January 25, 20XX at 11:59 PM EST

In the event an interview is not completed by the end of the calendar month the James C. Ray Scholarship Coordinator must notify the Executive Director of ACE through electronic mail.

This email must include the applicant's name, attempts to interview, and recommendations.

#### **4.1.5 Final Application Review and Notification**

The CFAAF Board of Directors will review each applicant with notes provided by the James C. Ray Scholarship Coordinator taken during the interview process. This review will happen between the 26<sup>th</sup> and the last day of month.

Example:

- Application packet received through electronic mail by James C. Ray Scholarship Coordinator to the CFAAF Board of Directors by January 26, 20XX at 12:01 AM EST
- CFAAF Board of Directors returns a Yes or No vote on each candidate to the James C. Ray Scholarship Coordinator no later than January 31, 2017 by 11:59 PM EST

Applicants will be notified of their status as accepted or denied of the scholarship within the first five calendar days of the subsequent month.

A majority of Yes votes will be required for an applicant to be approved for a scholarship. (3 members must participate)

In the event of a tie by the CFAAF Board of Directors the James C. Ray Scholarship Coordinator will cast the deciding vote.

#### **4.2 FTS PPL**

It is understood that all applicants for the FTS PPL shall have successfully passed the FAA Private Pilot written examination prior to applying for the FTS PPL Scholarship.

##### **4.2.1 Application Window**

Applicants who achieved soloing an aircraft and passed the FAA Private Pilot written examination with the funds provided through the CFAAF are required to notify the James C. Ray Scholarship Coordinator and the Executive Assistant to the President/C.E.O. of SUN 'n FUN Inc within 7 calendar days of this achievement. Notification must be done electronically

##### **4.2.2 Application Review Period**

The candidate will submit their application packet no later than 2 days prior to their scheduled interview to the Executive Assistant to the President/CEO of SUN 'n FUN Inc.

In the event any deficiencies are noted in the application packet the candidate will have 7 calendar days to resubmit and reschedule their FTS PPL Interview.

##### **4.2.3 Application Interviews**

Scheduling of FTS PPL interview will take place within 7 calendar days of notice to SUN 'n FUN Inc. The James C. Ray Scholarship Coordinator will be present at these interviews and his/her schedule will be taken into consideration when scheduling the FTS PPL Interviews.

#### **4.2.4 Application Review and Notification Update**

At the completion of the FTS PPL Interview the President/CEO of SUN 'n FUN Inc or the Executive Director of ACE will notify the James C. Ray Scholarship Coordinator and the CFAAF Board of his/her decision.

The President/CEO of SUN 'n FUN Inc or the Executive Director of ACE will notify the candidate either as to their acceptance or denial of the FTS PPL Scholarship. This notification must take place within 7 calendar days.

### **4.3 Continuing Education Scholarships (CES)**

It is understood that no more than five (5) new CES will be granted per calendar year.

#### **4.3.1 Application Window**

Applications for the CES will be have two (2) open application periods:

- Primary: April 1<sup>st</sup> through April 30<sup>th</sup>
- Secondary: September 1<sup>st</sup> through September 31<sup>st</sup>

Applicants will be required to submit the application packet found on [www.cfaaf.com](http://www.cfaaf.com) to [jcrscholarships@flysnf.org](mailto:jcrscholarships@flysnf.org) **ALL APPLICAIIONS MUST BE SENT TO THIS ADDRESS. NO EXCEPTIONS**

Applications received outside of this window will not be accepted or considered unless they arrive during the application window and must be resubmitted during the open application window.

#### **4.3.2 Application Review Period**

All applications submitted in the application window will be reviewed:

- May 1<sup>st</sup> through May 5<sup>th</sup>
- October 1<sup>st</sup> through October 5<sup>th</sup>

During this time period the Executive Director of ACE will review each scholarship application to verify the applicant has submitted a complete application and meets all applicable criteria.

#### **4.3.3 Application Status Update**

The Executive Director of the Aerospace Center for Excellence having fully reviewed each application will now inform each applicant if their application merits further review.

Each applicant will be notified between May 6<sup>th</sup> and May 8<sup>th</sup> or October 6<sup>th</sup> through October 8<sup>th</sup> as to the status of their application. This notification will be done electronically following a phone or verbal acknowledgement.

For purposes of this document applicants will be further classified as Incomplete/Inaccurate or Meets requirements.

#### *4.3.3 (A) Incomplete/Inaccurate*

Incomplete/Inaccurate applicants will be notified electronically. Additionally, applicants will be told why their application was not acceptable and offered a chance to reapply again in another open application window. Incomplete/Inaccurate applications may be resubmitted prior to the window closing.

#### *4.3.3 (B) Meets Requirements*

Applicants whose application meets the criteria will be scheduled for a “face to face” interview with the Executive Director of ACE. This interview will be scheduled during May 9<sup>th</sup> through May 14<sup>th</sup> or October 9<sup>th</sup> through October 14<sup>th</sup>.

#### **4.3.4 Application Interviews**

The Executive Director of ACE will interview each applicant to determine if their academic, aviation, and community involvement warrant a CES. The interviews will be concluded by the 18<sup>th</sup> of the month of May or October. Should all interviews not be completed by this deadline the Executive Director of ACE must notify the CFAAF Board of Directors electronically. This notification must include what students have yet to be interviewed and the plan to complete the interviews.

#### **4.3.5 Final Application Review and Notification**

The Executive Director of ACE will send each member of the CFAAF the applicant packet including his/her notes on each candidate. Each member of the CFAAF will individually review each candidate and submit their Yes or No vote electronically to the Executive Director of ACE by the 24<sup>th</sup> of the qualifying month.

In the event a majority decision is not reached by the CFAAF Board of Directors the Executive Director of ACE will cast the deciding vote.

The Executive Director of ACE will notify the candidate either as to their acceptance or denial of the CES Scholarship. This notification will take place electronically by the 25<sup>th</sup> of the month.

**APPENDIX A**

Monthly Scholarship Report commonly known as MSR.

As of June 2017 we are on Revision 1 of the MSR.

	A	B	C	D	E	F	G	H
	Last Name	First Name	Scholarship Award	Amount Expended	Scholarship Balance	Start Date	Status / HRS FLN	Issues/ Concerns
1								
2					0.00			
3					0.00			
4					0.00			
5					0.00			
6					0.00			
7					0.00			
8					0.00			
9					0.00			
10					0.00			
11					0.00			
12					0.00			
13					0.00			
14					0.00			
15					0.00			
16					0.00			
17	Totals of Scholarship Fnds				0.00			
18								
19								