

Scholarship Committee Procedures

Revised July 2019

Representation and Authority

The Scholarship Committee shall be Chaired by a Chapter Member appointed by the President. The Chair shall appoint a Vice Chair and submit to the President for approval. Membership shall consist of a minimum of two (2) Executive members and one (1) Corporate or Associate member appointed by the Committee Chair and approved by the President. The Committee shall be responsible for developing criteria for award of scholarships, and selection of the recipients to receive such scholarships as Academic, Michael A Shutt Academic Scholarship, Airport Management Short Course, Professional Accreditation, and Conference Scholarships.

Program Areas

The available scholarships are to promote the development of Airport Executives in the SWAAAE Region. The available scholarships and its intent is below:

Airport Management Short Course Scholarship:

This scholarship is awarded to a member of SWAAAE to attend the annual Airport Management Short Course Conference held every January. This scholarship is to support airport personnel by defraying the cost associated with attendance at the conference. The scholarship is given to up to two individuals and the amount varies between \$500 and \$1,000. Conference registration is waived for scholarship recipients.

Summer Conference Scholarship:

This scholarship is awarded to a member of SWAAAE to attend the Annual Summer Conference (locations vary). The scholarship is to support airport personnel by defraying the costs associated with attendance at the conference. The scholarship is given to up to two individuals and the amount varies between \$500 and \$1,000. Conference registration is waived for scholarship recipients.

Professional Accreditation & Certification Scholarship:

This scholarship is awarded to a member of SWAAAE enrolled in the AAEE Accredited Airport Executive Program, the AAEE Certified Member Program, or planning to attend an Airport Certified Employee (ACE) Program. In addition, the scholarship may be used to attend the AAEE Accreditation/Certification Academy Written Exam Review, one of the ACE Programs, or the AAEE/SWAAAE Final Interview Workshop.

There are several scholarships available and each scholarship is awarded to up to a \$2,000 award each.

Scholarship applications will be accepted in concurrence with the Airport Management Short Course Conference and Summer Conference Scholarships and will be awarded at these conferences.

\$1,500 Academic Scholarships:

This scholarship is awarded to anyone pursuing an undergraduate or graduate degree in Airport Management, Public Administration, or Business Administration. Applicants need not be members of SWAAAE, but they must attend a college in Arizona, California, Nevada, or Hawaii to be eligible.

The scholarship is awarded to up to two individuals in the amount of \$1,500 each. Individuals are awarded the scholarship at the annual Airport Management Short Course Conference held in January. In addition to the academic scholarship, a travel stipend of up to \$1,000 is awarded to attend the conference and conference registration is waived for the scholarship recipients.

SWAAAE \$1,500 Michael A Shutt Academic Scholarship:

This scholarship is awarded to anyone pursuing an undergraduate or graduate degree in aviation or transportation engineering, environmental, planning or airport management. Applicants need not be members of SWAAAE, but they must attend a college in Arizona, California, Nevada, or Hawaii, or have a permanent address in these states to be eligible for the scholarship.

This scholarship is given to one individual each year in the amount of \$1,500. Individuals are awarded the scholarship at the annual Airport Management Short Course Conference. In addition to the academic scholarship, a travel stipend of up to \$1,000 is awarded to attend the conference and conference registration is waived for the scholarship recipients. This scholarship is sponsored by Mead & Hunt.

Timeline

July of previous year – Committee Chair seeks committee volunteers and receive SWAAAE President’s approval of Committee members.

- *For Airport Management Short Course Conference, \$1,500 Academic Scholarship and \$1,500 Michael A Shutt Academic Scholarship:*
 - November of previous year – Send SWAAAE Alert/email blast to General Membership requesting scholarship applications.
 - Early December of previous year – Receive scholarship applications. Chair will distribute to committee members. Chair will compile Committee member’s scores. The Chair will notify all scholarship applicants as to their status (receiving a scholarship or did not receive scholarship).
 - January of current year – President awards scholarships at Airport Management Short Course Conference Awards Banquet.

- *For Summer Conference Scholarship:*
 - April of previous year – Send SWAAAE Alert/email blast to General Membership requesting scholarship applications.
 - May of current year – Receive scholarship applications. Chair will distribute to Committee members. Chair will compile committee member’s scores. The Chair will notify all scholarship applicants as to their status (receiving a scholarship or did not receive scholarship).
 - July of current year – President awards scholarships at Summer Conference Awards Banquet.

- *For Professional Accreditation and Certification Scholarship:*

- Applications are received concurrent with the Winter and Summer Conference applications above.
Applications received with the Airport Management Short Course Conference will be presented at that Conference. Applications received with the Summer Conference will be presented at that Conference. The President will award the scholarships at respective Conference Banquet.

Miscellaneous Notes

This document was updated by the FY18/19 2nd Vice President Judy Ross, A.A.E., C.A.E.