



TUSKEGEE AIRMEN SCHOLARSHIP FOUNDATION CHAPTER GUIDELINES FOR THE SCHOLARSHIP PROGRAM

All eligible TAI Chapters are encouraged to participate in our Scholarship Program. To be eligible to submit applications for consideration, a chapter must NOT be inactive as defined by TAI Bylaws. The chapter must also have at least 10 members whose per capita annual fees have been received by the National office no later than the due date for the submission of the application packages to the National Scholarship Selection Chairman.

Participating Chapters should consider using a committee responsible for:

- a. Establishing and maintaining a rapport with high school guidance counselors within the chapter's "service area". Counselors should be kept informed about our program goals, our procedures, our forms and our processing deadlines. High school guidance counselors should be contacted each year if for no other reason than to destroy our obsolete scholarship application forms.
- b. Encouraging all potentially eligible applicants to submit their applications to a TAI Chapter to begin the competitive process. All applications should be acknowledged and all applicants should be told the disposition of their applications.
- c. Receiving, examining and evaluating all "completed" applications for compliance with stated requirements.
- d. Forwarding to the Scholarship Selection Committee those applications deemed worthy of further consideration. The number of applications forwarded **should not exceed 5** which is the number allocated to each Chapter.

Chapters MUST:

- e. Reproduce TASF Forms 59, 61 and 62 in sufficient quantities to meet chapter needs. **Do not modify the forms.**
- f. **Legibly insert the chapter's name and return address in the appropriate spaces on TASF Form 62.**
- g. **Before** submitting your applications **verify** that the name of the correct chapter is at the top of the TASF Form 62.
- h. **Please DO NOT staple any pages of the applications that are submitted for evaluation by TASF.**
- i. **Please DO NOT write on or make notes on the applications that are submitted.**
- j. **Please DO NOT make double sided copies of the applications.**
- k. **Submit applications from their local area or applications from students whose mailing address is closest to the chapter.**
- l. Take special efforts to reach financially disadvantaged youth and youth who can demonstrate an aptitude for and a sincere desire to pursue a career in aviation or aerospace technology research. Encourage them to apply for a TASF Scholarship.
- m. Publicize the names of awardees to the maximum extent possible.

All applications MUST be submitted on the official TASF Form 62 (revised August 2017). Any applications received on any other form or modified WILL be automatically disqualified.

Participating chapters are required to fill out TASF Form 59, Part I lists items that should be examined on each application and in Part II of the form chapters are required to "certify" that their candidates meet, or do not meet, the definition of "financially disadvantaged" as that definition is commonly used and applied within that geographic location. The use of a structured review system will reduce the number of frequently found errors such as:

- a. Incomplete applications (absence of entries in the DOB or income blocks)
- b. Missing required items (e.g., IRS 1040 forms or typewritten essays)
- c. Excessive and unnecessary attachments (e.g., student data sheets unrelated to required attachments)
- d. Attachments exceeding 8.5"x 11"

Completion of TASF Form 59 is MANDATORY for those applications being forwarded to the Scholarship Selection Committee! Attach the form to the application package before forwarding.

If completed scholarship applications are received at our Tuskegee Airmen Scholarship Foundation Board of Director's address **before student filing deadlines dates**, those applications will be forwarded to appropriate TAI Chapters for evaluation and processing consideration. The student applicant's mailing address will determine the specific TAI Chapter to which the applications will be sent. Chapters should forward any applications out of their area to the appropriate (closest to the applicant's mailing address) chapter. We recommend that the chapters use the chapter finder on the TASF Website to find the closest chapter.