



National Black Coalition of Federal Aviation Employees (NBCFAE)  
Technical Center Region  
P.O. Box 629  
Pleasantville, New Jersey 08232

## ANNOUNCEMENT

April 11, 2018

**Good News.** The National Black Coalition of Federal Aviation Employees (NBCFAE) Technical Center Region is announcing its annual call for applicants for its **Scholarship Awards Program**. The NBCFAE offers cash awards to senior high school students who have been accepted to an institution of higher learning (college, university or trade/technical institute) for the expansion of academic opportunities. The NBCFAE wants to assist our youth in attaining their greatest possibilities.

Please encourage the youth in your high school, church, or community center to apply for this scholarship. The filing period for this scholarship program is April 23, 2018 through June 29, 2018. Applications must be postmarked no later than **June 29, 2018** to ensure acceptance.

Thank you for your support in this matter. If you should have any questions, please feel free to contact me at (609)485-6125.

Sincerely,

*Kenneth W. Hitchens*

Technical Center Regional President

Attachments

Upon request, applications may also be obtained via email. Please send inquiries to [Ken.Hitchens@faa.gov](mailto:Ken.Hitchens@faa.gov)



## General Information and Instructions

### **BACKGROUND AND PURPOSE**

The purpose of the National Black Coalition of Federal Aviation Employees (NBCFAE) Scholarship program is to assist minority students in completing their higher education endeavors, and to recognize and support our youth in their pursuit of academic advancement.

The NBCFAE scholarship selection committee is responsible for publicizing the program and selecting the recipients. The NBCFAE scholarship program offers individual cash awards up to \$1000.00.

### **ELIGIBILITY REQUIREMENTS**

Entrants must live within a sixty-mile radius of the FAA William J. Hughes Technical Center and be accepted to an accredited college, university, or vocational/technical/trade institute.

### **SELECTION PROCESS**

NBCFAE scholars are recommended for selection by a review committee, which evaluates applicants on the following criteria:

- **Academic Achievement (GPA no lower than 2.0)**
- **Personal Qualities and Strengths**
- **Community Involvement**
- **Work Experience or Extracurricular Activities**
- **Letters of Recommendation**
- **List Honors, Awards or other Academic Scholarships you have received**
- **Proof of Family Income (Statement of Adjusted Gross Income)**

NBCFAE scholarships are available on a competitive basis.

### APPLICATION PERIOD AND DEADLINES

The application-filing period is April 23, 2018 through June 29, 2018. Postmarked by June 29 of current year ensures acceptance. If a receipt is desired, send a self-addressed stamped envelope. Faxed applications will not be accepted. **No exceptions or extensions** will be made beyond June 29.



## APPLICATION PACKAGE

### I. APPLICATION FORM

Fill in the attached NBCFAE application form. Leave no blanks; if an item does not apply, indicate with "N/A". Sign and date the application in the space provided.

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

### II. PERSONAL STATEMENT

The personal statement is most important in consideration of your application and is equivalent to an interview. Accordingly, it should be addressed solely to the NBCFAE Scholarship Selection Committee. Personal statements addressed to other institutions or selection committees will not be accepted, nor will general resumes. A key factor in our consideration of your application will be your explanation of what past, present and future contributions you have or plan to give to your community. **(Must be in an essay format; do not submit a resume.)**

Submit a one to two-page(s) typewritten or legible personal statement that includes the following things about you:

- a) Describe and list your work experience (jobs held).
- b) Describe your social activities that demonstrate your ability to work with others.
- c) Community involvement.
- d) Student activities.
- e) Honors, awards, or other academic scholarships you are/have received
- f) Career goals:
  - a. What are your future goals?
  - b. State how you expect college or technical training to contribute towards those goals.

### III. LETTERS OF RECOMMENDATION

Submit at least one to two letters of recommendation from a school, church or community official; who can discuss your academic, personal achievements, maturity, motivation, self-confidence, leadership, commitment, and your potential for future success. The letters should be sent with the application or postmarked no later than June 29. The name of the school or organization from which you received the recommendations should be included.



#### **IV. FINANCIAL NEED STATEMENT**

Submit a copy of the Financial Need Statement, which was submitted to the institution where you will be enrolled or a copy of proof of household income. In addition, the applicant **must** provide a copy of the completed FAFSA form and verification of **any additional scholarships you anticipate to receive.**

#### **V. OFFICIAL TRANSCRIPT**

An official (sealed) transcript of recent high school, college, or vocational/trade school and a form of verification of enrollment must accompany this application; or be sent by the school to NBCFAE postmarked no later than June 29.

#### **VI. COLLEGE/UNIVERSITY/INSTITUTE LETTER OF ACCEPTANCE**

Applicant is required to submit a copy of the letter of acceptance from college, university, or institute of professional training for which he/she will attend.

#### **VII. PHOTOGRAPH**

A recent photograph (self-portrait only, e.g., a recent high school photo) **must** accompany the application package. The scholarship winner's name and photograph will be used for public relations purposes.

#### **VIII. NBCFAE Background Form (If applicable)**

This form is applicable only to NBCFAE members and their dependents.

#### **IX. INSTRUCTIONS**

It is the applicant's responsibility to assure that this application package is complete and that all materials are submitted on time. **IF YOU ARE UNBLE TO SUBMIT A REQUIRED DOCUMENT, PLEASE EXPLAIN WHY - INCOMPLETE APPLICATION PACKAGE WILL NOT BE CONSIDERED.**

Organize and mail the application package in the following order:

1. Application Form
2. Personal Statement
3. Letters of Recommendation
4. Statement of Family Financial Situation (Statement or proof of family income)
5. Official Transcript
6. College Acceptance Letter
7. Photograph (at least size 3" x 3")
8. NBCFAE Background Form (If applicable)

#### **Mail to:**

NBCFAE Technical Center Chapter  
Scholarship Selection Committee  
P. O. Box 629  
Pleasantville, NJ 08232



**NBCFAE SCHOLARSHIP APPLICATION**  
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**NBCFAE BACKGROUND**

Complete this section below only if you are a member of the NBCFAE or a dependent of a member.

A dependent is defined as a member's spouse, son, daughter or other child living with the member or relying on the member for primary financial support.

1. **ARE YOU A MEMBER OF THE NBCFAE?**       ]YES       ]NO

IF YES, PLEASE SKIP TO STEP #3)

2. **MEMBER'S DEPENDENT**

MEMBER'S NAME: \_\_\_\_\_

EMPLOYMENT ADDRESS \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

3. **THE NAME OF THE NBCFAE CHAPTER/REGION TO WHOM YOU ARE AFFILIATED:**

\_\_\_\_\_

**\*\* CHECKS WILL BE ISSUED TO EDUCATIONAL INSTITUTIONS ONLY. \*\***

All of the information provided in this application is true and complete to the best of my knowledge. I hereby give NBCFAE permission to use my name and photograph for the purpose of public relations.

**APPLICANT'S SIGNATURE:**

\_\_\_\_\_

**DATE:**

\_\_\_\_\_