



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

ANNOUNCEMENT

April 06, 2023

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) to help support their academic endeavors and goals. The NBCFAE is committed to helping our youth reach their greatest potential.

Please encourage the youth in your high school, church, or community center to apply for this scholarship. Application deadlines for this scholarship program are Monday, April 17, 2023 through Friday, June 9, 2023. All applications must be postmarked no later than **June 9, 2023** 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 Hitchens

FAA NBCFAE Technical Center Region, Regional President

Attachments

Upon request, applications may also be obtained via email. Please send inquiries to 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 Monday, April 17, 2023 through Friday, June 9, 2023. Postmarked by June 9, 2023 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 9, 2023.



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 typewritten or legible personal statement that includes the following things about yourself:

- a) Describe and list your work experience (jobs held).
- b) Describe your social activities that demonstrate your ability to work with others.
- c) Tell us about your community involvement.
- d) Describe your leadership experience or any roles you have held.
- e) Honors, awards, or other academic scholarships you are receiving/have received.
- f) Career goals:
 - a. What are your future goals?
 - b. Describe how college or technical training can help you achieve your goals.

III. LETTERS OF RECOMMENDATION

Send at least one or two letters of recommendation from a school, church, or community official who can comment on your academic achievements, maturity, motivation, self-confidence, leadership, commitment, and potential. Applicants should include these letters with their applications or postmark them no later than June 9, 2023. The name of the school or organization from which you received the recommendation(s) should be included.



IV. **FINANCIAL NEED STATEMENT**

Provide a copy of the Financial Need Statement that was submitted to the institution where you will be enrolled, or proof of household income. Furthermore, the applicant **must** provide a copy of the completed FAFSA form and verification of **any additional scholarships you anticipate receiving**.

V. **OFFICIAL TRANSCRIPT**

An official (sealed) transcript from a high school, college, or vocational/trade school, as well as proof of enrollment, must accompany this application; or be sent by the school to NBCFAE and postmarked no later than June 9, 2023.

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

Each applicant must submit a copy of the letter of acceptance from the college, university, or institute of professional training to which he/she plans to 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 NBCFAE's 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 ensure 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 PACKAGES 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. Financial Need Statement or proof of family income
5. Official Transcript
6. College or Institute 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

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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 THE EDUCATIONAL INSTITUTION 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:
