



THE NINETY-NINES, INC. COLORADO CHAPTER

Standard Operating Procedures

Abstract

The Colorado Chapter Standard Operating Procedures describe the duties and responsibilities of each chapter officer position, committee chair or committee.

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THE NINETY-NINES, INC. COLORADO CHAPTER

STANDARD OPERATING PROCEDURES

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STANDARD OPERATING PROCEDURES

INTRODUCTION & OVERVIEW

The Colorado Chapter Standard Operating Procedures describe the duties and responsibilities of each officer position, committee chair or committee within the chapter.

For each area there is a set of step-by-step instructions on how to do each of the various tasks that are the responsibility of that area. The goal is for the instructions to be clear and detailed-enough that all important chapter work gets done, without tasks being omitted, duplicated, or in conflict between positions. Some committees have a large set of subcommittees and responsibilities such that this document references a separate document of procedures specific to that area.

Every chapter member has the opportunity to serve as a chapter officer, committee chair or committee member. These Standard Operating Procedures are the basis for training new officers, committee chairs and committee members on what to do and how to do it. It is a great way to introduce new members to the diverse ways in which they can become involved in chapter committees and the charitable activities of the Colorado Chapter.

This is a living document that evolves over time as the needs of the membership change and evolve. Therefore, it is recommended that this document be reviewed and revised every two years, or more often if necessary.



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CHAPTER OFFICERS

CHAIRMAN

The Chapter Chairman organizes and oversees all Chapter activities.

Determine agenda for the monthly business meeting. Email agenda to board and Committee Chairman and have copies for others present. Keep the meeting moving as the business meeting must be completed in time for the general meeting.

Preside at meetings (or, if Vice-Chairman is not available, find someone else to do so), passing all information needed to members.

Be an ex-officio member of all committees except the Nominating Committee

Appoint Committee Chairmen as needed, appoint a financial auditor, and perform all other duties usually pertaining to the office of Chairman.

Attend Section and International meetings if at all possible. Chapter will pay registration fee. If not possible, be sure someone who is going will be your representative and attend meetings as needed

Receive information

From Headquarters:

- Membership Report – forward to the Webmaster
- International Bylaws changes – forward to the Board to decide what to present at meeting
- Delegate slips for International Conference – complete and sign these slips and BE SURE that they are given to all delegates attending the conference.

From Section

- Annual tax report request – forward to Treasurer

Receive other information from other organizations, other Chapters, etc. Read and forward information to Board, Committee Chairman and/or Chapter as needed.

Prepare annual International reports.

International

- Officers for coming year (see reporting form on International website)

Write letter of recommendation for AE Scholarship applicants as needed (if the AE Scholarship Chairman isn't available).



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VICE-CHAIRMAN

The Chapter Vice-Chairman assists the Chairman as needed, and performs the duties of the Chairman in her absence.

Chair meetings when the Chairman is not available.

Attend Section and International meetings if at all possible.

Backup the Program Chairman and help provide programs when needed.

Assist the Chairman and Committee Chairmen as requested.

SECRETARY

The Chapter Secretary maintains minutes and records of meetings.

Attend all business meetings.

- Record minutes of meeting, keeping an accurate account of all decisions made. Email a draft to the Board and other attendees of the meeting for comments and corrections.
- Record any decisions made by email at any time between meetings.
- File meeting minutes and Treasurer's report.
- Forward final version of minutes to the Webmaster to post on the website.

Record names of delegates to Section and International meetings.

Ensure source and final pdf versions of the following documents are stored and maintained in the Chapter Google Drive locations. Propose changes as needed.

- Chapter Bylaws
- Chapter Standing Rules.
- Standard Operating Procedures handbook
- Committee operations manual(s)



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TREASURER

The Treasurer acts as the Chief Financial Officer of the Organization. She is responsible for all the organization's financial accounts.

IRS EIN Number (Employer Identification Number) 84-0723591

Manage all bank accounts: Wells Fargo Banks

- This includes Scholarship and donation monies.
- In addition to these accounts, we also currently have one credit card accounts.
- We also have the ability to accept credit cards through a PayPal account.

Keep separate ledgers on accounts and on all major projects

- Bank accounts
- Other accounts as needed (e.g., Section meeting when we are hosts)

Receive income, deposit to bank account and update ledgers. Pay bills as received and update ledgers

Prepare monthly financial reports

- Overall Chapter report -- present at Board meeting
- Major project reports -- have available for Committee Chairman at project meetings

Prepare annual financial report

- Use report format requested by South Central Section.
- Report must be signed by two officers, usually the Chairman and the Treasurer.
- Send to South Central Section Treasurer by required date (currently August 15).
- Present at the following months' Board meeting
- Email a copy to the Newsletter Editor to publish in the next newsletter.

File IRS 990-N (The User Guide for filing can be found at <https://www.irs.gov/pub/irs-pdf/p5248.pdf>) or submitted to South Central 501(c)(3) Chairman for filing.

File Colorado Corporate reports each year in September or as required by the State of Colorado.

- Can be filed online at <http://www.sos.state.co.us/periodic-report>.
- Use the credit card assigned to the Treasurer.

Retain records as required by the Chapter

- Monthly reports, annual report, donations report.

Oversee processing of badge orders

- Receive badge order requests from International and other 99s chapters.
- Receive badge order requests from the Membership Chairman for new Chapter members. These are made at the Chapter's expense.
- Order badges for all new International and South Central Section officers as needed. The Chapter donates these as needed.
- Every week or so, combine orders received and create an order request to Micro Plastics.



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- Annually, provide International the information on badges for inclusion in the 'Items for Sale' section of the website.
- Prepare and have available 'badge order forms'.
- Take forms to any Section and/or International meeting attended or have someone who is going take them.

Attend fund-raising functions as needed (other than major projects) to handle cash

- Based on function and expected number of attendees, have cash on hand to make change.
- Prepare a method to keep count of attendees if necessary (for breakfasts/lunches, etc.).
- Act as cashier (or arrange for someone else) for event.
- Following the event, prepare a report on monies received and expenses.

Keep inventory and track location of any items being offered for sale by the Chapter.

Other jobs, as requested:

- Prepare a budget, for review and approval by the Board.
- Act as Chapter post office box: e.g., Treasurer's address is given out as Chapter/business address.
- Work with the auditor appointed by the Chairman. Assist in the audit of the Treasurer's accounts.



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DIRECTOR(S)

The Directors are responsible for recruiting candidates for officer positions (Chairman, Vice-Chairman, Treasurer, Secretary and two Directors), and for coordinating the summer picnic and holiday party. .

Attend monthly Board meetings. Assist Chairman and Vice-Chairman as requested.

Act as Nominating Committee.

- Ensure that elections are held every two years on odd numbered years or as stated in the Chapter Bylaws.
- Find members to run for office; requirements are in Bylaws.
- Prepare ballot. See Bylaws for dates and conditions under which a ballot will be prepared and mailed. If a ballot is required, mail the ballot to all members as of date of mailing. Include return address envelope with ballot.
- Receive ballots and tabulate. Inform old and new officers of outcome of election.

Make arrangements for annual summer picnic (July or August) and annual holiday party (December).

- Arrange for a location for the event.
- Coordinate with the hostess to select a date (Saturday) for the event.
 - The summer picnic is generally held mid-day with a potluck lunch.
 - The holiday party is generally held in the evening with a potluck dinner.
- Purchase or prepare the main dish for the event. Submit expense to Treasurer for reimbursement, or for thank you as a donation.
- Bring paper plates, cups, utensils, napkins, etc.
- Coordinate or purchase refreshments (water, coffee, tea, soda), plus cooler(s) and ice.
- Write an article or create an announcement of the event (including host name, date, time, location and driving directions). Email to the Newsletter Editor to publish in the newsletter, and to the Webmaster to put on the website and send out as an email blast.
- Receive reservations from members with guest count and potluck contribution. Provide head count to the host.
- Coordinate with the Treasurer to collect payments from attendees.



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CHAPTER POSITIONS

ARCHIVIST

The Archivist stores and maintains Chapter history items and scrapbooks.

Gather historical items, photographs, news articles and materials related to the Colorado Chapter, Chapter members and the 99s.

Organize materials, preserve in appropriate storage boxes and containers.

Create scrapbooks as desired.

Store materials in a secure, dry location. Make items available as requested.

NEWS REPORTER

The News Reporter writes up Chapter activities to include in other 99s publications.

Forward newsletter articles, or write new articles.

- 99 News (bi-monthly).
- SCS Approach (biannually). Deadline will be given at each Section meeting.

Attend activities and take photos or get other members to give you photos of activities.

- Be sure to maintain a record of the activity and the attendees. If you send good quality photos, there is a good chance that the photos and the article will be published.
- Set up a good electronic filing system to organize and classify the digital photos.
- Send copies of photos to Historian for preservation.



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CHAPTER COMMITTEES

AIRMARKING

The Airmarking Chairman coordinates with an airport manager to paint the 99s compass rose or the name of the airport on the ramp, a taxiway, or other location on an airport. She fixes the date and time, and coordinates the necessary volunteers and supplies.

See separate Airmarking operations manual

COLLEGIATE WING

The Collegiate Wing is the Colorado Chapter's "committee" for activities at Metropolitan State University (MSU) in downtown Denver. The Chairman of the committee is also the President of the MSU 99s Club.

The Collegiate Wing was formed so that MSU students would be able to have their own club, with their own programs, affiliated with the 99s. Collegiate Wing members also participate in Chapter activities.

Organize and lead the Collegiate Wing. Preside at meetings, recruit members and appoint officers.

Attend Colorado Chapter monthly business meetings. Report on Collegiate Wing activities.

Oversee and coordinate club activities, according to MSU club guidelines.

Provide a communications conduit between the Colorado Chapter and the Collegiate Wing.



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FLYING ACTIVITIES

The Flying Activities Chairman coordinates the Chapter's annual fly out event.

Brainstorm airport locations to fly to. Considerations include:

- Flight time in slower airplanes
- Mix in some manageable challenge, such as airspace enroute, mountain terrain, or unfamiliar airport. But not too challenging for low time pilots
- Chapter member located at or near the destination airport
- Restaurant nearby for breakfast, brunch or lunch
- Adequate ramp space

Coordinate with the destination airport. Arrange transportation to and from the restaurant

Write an article for the newsletter advertising the fly out.

Coordinate RSVP from members who will participate. Assist with matching those who want to attend with those who have available seats in their airplane.

Take photos of the fly out attendees. Write article for the newsletter noting attendees and results.

FUNDRAISING

The Fundraising Chairman coordinates the Chapter's efforts to raise funds for the Chapter scholarship.

Brainstorm ideas on ways that the Chapter can raise funds. Events that have been held for this purpose include:

- Volunteer at a Colorado Rockies game
- Hold a poker run
- Hold a pancake breakfast
- Work at aviation events (such as selling food/novelties at air shows, or taking tickets)
- Have a booth/tent at an aviation event to sell 99s and aviation items

Decide what event(s) will be held during the year to raise funds. Schedule the date/time, and organize the volunteers necessary.

Involve the Treasurer to ensure that funds are handled properly.

Volunteer at a Colorado Rockies baseball game.

- Contact the Colorado Rockies, get on their list of approved nonprofit organizations available to volunteer. Volunteers be at the gates to hand out promotional items to attendees, such as hats, mugs, discount booklets, etc. Once all promotional items are gone, or at the start of the second inning (whichever comes first), all volunteers can watch the game.



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- Maintain periodic contact to identify a date and time of the game where we will volunteer. Note that most games are weekdays in the late afternoon.
- Arrange for at least 30 volunteers (the minimum that the Colorado Rockies need). Volunteers need not be 99s – have people bring their friends, neighbors, etc. so that we can have the minimum headcount.
- Send the volunteer guidelines to each volunteer.
- Be at the meeting point at the stadium well in advance of the meeting time. Take attendance. Be the point of contact with the Colorado Rockies. Make sure that everyone enters the stadium, receives a ticket, gets (and wears) their Rockies t-shirt, and goes to their assigned gate.
- Have fun.
- Forward the attendance list to the Newsletter Editor.
- Coordinate with the Colorado Rockies so that payment goes to the Treasurer.

Hold a poker run. See section below on Poker Run Chairman.

Hold a pancake breakfast.

- Pancake breakfasts were popular with Chapter members in the 1980's through 2010. None have been held recently, but the Chapter members may wish to reconsider.
- Schedule a date, time and airport location.
- Purchase event insurance through International Headquarters.
- Coordinate with the airport and the FBO for a hangar that can hold 200+ people.
- Arrange or rent the cooking griddle, folding tables, folding chairs, and table cloths.
- Recruit volunteers for setup, cooking, selling tickets/taking money, clean up, and other duties.
- Market the event through pilot organizations, flight schools, FBOs, flyers, email blasts, etc.
- Review the pancake breakfast cooking supplies that are in the storage unit. Purchase additional supplies as needed (such as plates, napkins, flatware, cups, etc.).
- Purchase food supplies adequate for the expected number of attendees. This includes pancake batter, sausage (preferred over bacon), orange juice, coffee, syrup, and any other food items. Check the storage unit for existing coffee supplies (coffee, creamer, sugar, etc.) and purchase additional supplies as needed.
- Arrange for coffee to be brewed, brought in, or in coffee urns.
- Arrange for ice chests to store food supplies on site.
- Set up the tables, chairs, griddle, etc. the night before if possible.
- Take attendance of all 99s and volunteers.
- Sell pancakes! And have fun.
- Clean up afterwards. Fold tables and chairs ready for pickup from the rental company.
- Forward the attendance list to the Newsletter Editor.

Work at an aviation event.

- Aviation events were popular with Chapter members in the 1980's through 2014. None have been held recently, but the Chapter members may wish to reconsider.
- Coordinate with the organization holding the air show or other aviation event. Discuss options for the Chapter to work at the event and receive a donation for our services.
- Present the options at a business meeting, and decide what we will do.
- Ensure that the aviation event has insurance that will cover our activities.
- Put in writing what the Chapter will do, how many volunteers we commit to, what donation we will receive for our services, and when we will be paid.



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- Recruit volunteers for shifts on the day(s) of the aviation event.
- Take attendance of all 99s and volunteers.
- Ensure that each volunteer receives instruction in the work to perform.
- Forward the attendance list to the Newsletter Editor.

Have a booth/tent to sell 99s and aviation items

- Having a booth at aviation events and selling 99s and other aviation items has been done sporadically over the years.
- Coordinate with the organization holding the air show or other aviation event. Obtain a booth location, preferably at no cost or for a low nonprofit rate.
- Recruit a Chapter member to collect and organize items to be sold.
- Work with the Membership Chairman to have 99s promotional material to hand out.
- Ensure that the aviation event has insurance that will cover our activities. If not, arrange for event insurance with International Headquarters.
- Recruit volunteers for shifts on the day(s) of the aviation event.
- Take attendance of all 99s and volunteers.
- Ensure that each volunteer receives instruction in the work to perform.
- Forward the attendance list to the Newsletter Editor.



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MEMBERSHIP

The Membership Chairman is responsible for promoting Chapter membership through recruiting and retaining members.

Greet members as they arrive for the general meeting each month or arrange for someone else to be there to greet them.

Take attendance at general meetings and any special meetings/activities.

- Circulate a "sign-in" sheet where each participants notes her/his name and classification (i.e., 99, student pilot, 49½ or guest).
- Provide some space on the sign-in sheet for names, addresses, phone numbers and email of anyone who is not receiving the Chapter's monthly newsletter but who would like to receive it.
- Provide an attendance list to the Newsletter Editor to publish in the newsletter. This becomes the permanent record of the meeting's attendance.
- Give name, address, phone number and email of anyone wishing to receive the newsletter to the Webmaster to add to the mailing list.

Follow up when given names of prospective new members.

- Recruit a Chapter member to help contact all prospects.
- Call, email, write or meet any prospective new member. Provide general Chapter information, Chapter Board of directors list, and application with supplementary sheet to prospective new members.

Process membership applications.

- Assist the prospective new member in completing the application form. Forms can be found online on the International website
- Ensure the original application is mailed or emailed to International headquarters.
- Give the name, address and phone number of the new member to the Webmaster to add to the mailing list.
- After attending 3 meetings or events, supply the Treasurer with the new member's name, exactly as indicated on the membership roster, so that a name badge may be ordered. When the name badge arrives, either mail it to the new member or give it to her at the next meeting.

Mail/email reminders to members in the month their annual dues need to be renewed.

- Recruit a Chapter member to help follow up with all members who are late or delinquent.
- Monthly, the Membership Chairman will receive an official membership list from International with the names of Chapter members and month of renewal for each member.
- Send an email or mail a post card to each member whose membership is renewable in the current month. The mailing has been most effective about a week before the end of the month.
- In the official membership list there appears the name of any member who did not renew the previous month when the membership was renewable. Either email or mail a second note, or call the member with another reminder.

Maintain membership files as needed.



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Promote Chapter membership

- Maintain a supply of 99s promotional brochures, magazines and membership applications. When supplies run low, order more from International Headquarters.
- Recruit a Chapter member to help with promotional activities.
- Identify local flight schools and FBOs, with contact information.
 - o Provide each flight school and FBO with 99s promotional information. Refresh the brochures and handouts periodically.
 - o Request that they tell each female student or pilot about the 99s, and provide contact information to the Membership Chairman.
 - o Request to attend meetings they have with their members. Speak briefly about the 99s, the benefits of membership, and gather names for follow up.
- Identify local pilot organizations.
 - o Provide pilot organizations with promotional information, as practical.
- Brainstorm new ways to reach prospective members and encourage them to join.



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NEWSLETTER

The editor of the Crosswind Chatter Newsletter produces a monthly newsletter and distributes it to all Chapter members, prospective members, other aviation organizations, SCS officers and International officers.

Create the content for the monthly newsletter.

- Attend Board meetings and general meetings to collect Chapter news to report in the newsletter.
- Gather monthly columns from other Chapter members. Suggested column topics include:
 - o Safety issues
 - o CFI perspective
 - o Aircraft maintenance topics
 - o New member profiles
 - o Message from the chair
 - o Other member ideas
- Gather other aviation news of interest.
- Write newsletter after monthly meeting (see schedule below).
- Field comments from members about the newsletter. Make sure to note corrections in upcoming issues.

Produce the monthly newsletter.

- Create template for newsletter, using fonts and graphics as desired.
- Compile the newsletter (see schedule below).
- We do not send a newsletter in December for January, so the information for the January meeting needs to go into the December newsletter which is created in November.
- No advertising is allowed for other organizations or individuals due to our non-profit mailing status.

Take photographs at Chapter events. Either attend major functions or arrange for photographs to be taken by another member. Compile photographs from other sources to support the text copy of the newsletter

Schedule

Article Deadline – 22nd of the month.

1. After the monthly meeting, the Newsletter Editor creates the general layout of the newsletter (plus clip art and photographs).
2. The Newsletter Editor sends a reminder email to the Board, the Webmaster and other Chapter contributors, asking for news and articles for the newsletter. Article deadline is the 21st of the month.
3. She edits any articles received and inserts articles and photographs into her template newsletter for the month. She inserts other graphics and color of interest. She ensures that the address page has our bulk mail permit number (#2020) in the top right area in place of a stamp



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4. On the 25th (or sooner), the Newsletter Editor emails the DRAFT edition of the newsletter to the Board, the Webmaster, contributors and other editors for review.
5. Members email comments. The Newsletter Editor makes revisions and circulates a REVISED DRAFT. This review and edit process may cycle several times until there are no further changes.
6. Once there are no more changes, the Newsletter Editor emails the FINAL version of the newsletter in .pdf format to the Webmaster.
7. The Webmaster emails the newsletter to the email list, and adds the newsletter to the website.
8. The Webmaster oversees the process to physically mail a printed copy of the newsletter. She may select a designee for the following:
 - a. Maintain the list of people who receive the newsletter by mail (10 names as of March 2017)
 - b. Creates mailing labels for these people
 - c. Print copies of the newsletter and mail
 - d. Receive reimbursement from the Treasurer for postage and printing costs

POKER RUN

The Poker Run Chairman coordinates the annual Poker Run event, which encourages members and nonmembers to fly to airports that they may not normally visit, and improve their flying skills.

See separate Poker Run operations manual



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PROGRAMS

The Program Chairman organizes speakers and activities for the monthly meeting of the members.

Coordinate the meeting schedule for the year.

- Plan which months will have a meeting and speaker, and which months will be an activity (such as airmarking, youth/Girl Scout event, picnic, holiday party, or other activity).
- Decide where each meeting will take place. While many meetings are held in the Mt. Evans room at Rocky Mountain Metro Airport, it is good to rotate meetings to Aspen Flying Club at Centennial Airport to encourage attendance by members across the Front Range.

Recruit speakers for the meetings

- Schedule a variety of topics throughout the year. Possibilities include weather, regulations, careers, pilot proficiency, book authors, or other topics of interest.
- Coordinate with the speaker on the date. Inform them of location and time, and our expectations in terms of length and style of presentation.
- Request from the speaker a brief photo, description of their topic and a photo. Forward this information to the Newsletter Editor for inclusion in the newsletter.
- Request from the speaker if they need any special audio/visual equipment, room layout, or other items.
- Invite the speaker to join the Chapter members for lunch following the meeting.

Welcome the speaker at the meeting.

- Make sure the speaker has the equipment and room layout requested. Assist with setup as required.
- Introduce the speaker (or recruit someone to make the introduction).
- Invite the speaker again to join the Chapter Members for lunch following the meeting.

Send the speaker a thank you note or email.



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SCHOLARSHIPS - INTERNATIONAL

The Amelia Earhart Memorial Scholarship Chairman coordinates the 99s International scholarship programs and assists applicants who apply for scholarships.

Today there are 2 scholarship programs available from International: Amelia Earhart Memorial Scholarships and Fly Now Awards. The Chapter has a separate Chairman for the Chapter Future Women Pilot Scholarships.

Amelia Earhart Memorial Scholarships

The Amelia Earhart (AE) Memorial Scholarships are awarded annually by International. The application criteria, requirements and process are published on the International website, and change from year to year. Generally the application is available September 1. There is a deadline for applicants to submit their application to the Chapter Scholarship Chairman, and a deadline for the Scholarship Chairman to submit completed applications to the Section AE Memorial Scholarship Chairman.

Procedure:

Promote the AE Memorial Scholarships when the application period opens.

- Send a notice or provide a flyer to Colorado flight schools and FBOs. A list of airports may be obtained from the FAA or on the Internet.
- At the September meeting, announce the Scholarship and provide general application information.
- Write an article or create an announcement. Email to the Newsletter Editor to publish in the newsletter, and to the Webmaster to put on the website.

Assist interested applicants in completing their application.

- Direct interested applicants to the International website to view and download the application instructions and forms. Review the instructions and forms with the applicant, answer questions.
- Receive the application, review in detail. Make sure that every requirement is met exactly as specified.
- Assist the applicant in revising the application, particularly any essay required, to improve her chances of winning the scholarship.
- Coordinate with the Chapter Chairman to write letters of recommendation, as needed.
- Ensure applicant has an acceptable mentor.
- Schedule a board vote to recommend the applicant.

Forward completed applications to the South Central Section AE Memorial Scholarship Chairman no later than the deadline.

Monitor announcements of winners.

- Congratulate any Chapter applicants who were awarded a scholarship.
- Write an announcement. Email to the Newsletter Editor to publish in the newsletter. Email to the Webmaster to put on the website.
- Contact any Chapter applicants who were not awarded a scholarship.



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Fly Now Awards

The Fly Now Awards are presented by the Amelia Earhart Scholarship Trust. The application criteria, requirements and process are published on the International website, and change from year to year. Scholarships are awarded twice a year. The application criteria, requirements and process are published on the International website, and change from year to year. There is a deadline for applicants to submit their application to the Chapter Scholarship Chairman, and a deadline for the Scholarship Chairman to submit completed applications to the AE Memorial Scholarship Trustees.

Procedure:

The procedure is similar to the procedure for the AE Memorial Scholarships.

Promote the Fly Now Awards when the application period opens.

- Send a notice or provide a flyer to Colorado flight schools and FBOs. A list of airports may be obtained from the FAA or on the Internet.
- At the Chapter meeting the month before the application period, announce the Scholarship and provide general application information.
- Write an article or create an announcement. Email to the Newsletter Editor to publish in the newsletter, and to the Webmaster to put on the website.

Assist interested applicants in completing their application

- Direct interested applicants to the International website to view and download the application instructions and forms. Review the instructions and forms with the applicant, answer questions.
- Receive the application, review in detail. Make sure that every requirement is met exactly as specified.
- Assist the applicant in revising the application, particularly any essay required, to improve her chances of winning an award.
- Coordinate with the Chapter Chairman to write letters of recommendation, as needed.
- Recruit a mentor for the applicant. If the applicant is awarded a Fly Now Award, the mentor commits to meet frequently with the applicant to assist her in completing the license.
- Schedule a board vote to recommend the applicant.

Forward completed applications to the AE Memorial Scholarship Trustees no later than the deadline.

Monitor announcements of winners.

- Congratulate any Chapter applicants who were awarded a scholarship.
- Write an announcement. Email to the Newsletter Editor to publish in the newsletter. Email to the Webmaster to put on the website.
- Contact any Chapter applicants who were not awarded a scholarship.



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SCHOLARSHIPS – COLORADO CHAPTER

The Colorado Chapter Scholarship Chairman coordinates the Chapter scholarship programs and assists applicants who apply for scholarships.

The purpose of the Chapter scholarship is to assist female pilots to complete their Private Pilot certificate. The award cannot be applied to any other flight time or training for any other rating.

The amount of the scholarship is currently \$2,000.00 each. The number of scholarships offered is dependent on the monies in the Scholarship Fund and the Chapter treasury. The most that have been given to date are two in one year. The scholarship funds will cover training received and flying expenses.

The application criteria, requirements and process are published on the Colorado 99s website, and may change from year to year. Scholarships are awarded annually in the spring. There is a deadline for applicants to submit their application to the Chapter Scholarship Chairman.

Procedure:

Sample application forms and letters are included in a separate procedures document, which includes the procedures below.

Confirm the Chapter Scholarships for the year

- Establish a deadline and a timeline. Currently applications are accepted starting March 1, with a deadline of April 30. The winner(s) are selected and announced by May 15th.
- Verify with the Treasurer the amount of money available to award for scholarships. Obtain a vote of the Board of the number of scholarships to award, and the amount of each.

Promote the Chapter Scholarships when the application period opens.

- Send a notice or provide a flyer to Colorado flight schools and FBOs. A list of airports may be obtained from the FAA or on the Internet.
- At the Chapter meeting the month before the application period, announce the Scholarship and provide general application information.
- Write an article or create an announcement. Email to the Newsletter Editor to publish in the newsletter, and to the Webmaster to put on the website.
- Distribute the application to interested applicants, and direct them to the Chapter website

Gather applications from interested applicants

- Work with the applicants to obtain all required paperwork, photocopies and essays
- After the deadline, evaluate the applications to ensure all requirements are met.

Form a Scholarship Committee

- Include the Scholarship Chairman and other Chapter members who are interested in serving on the committee.
- Email to the members of the Scholarship Committee all applications that meet the requirements
- Schedule a meeting of the Scholarship Committee. Meet to decide the winner(s).
- Assign each winner a mentor who will ensure her success.



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Notify the scholarship applicants of the results

- Call the winners by phone, usually the day following the meeting of the Scholarship Committee.
- Mail or email a letter to other applicants who applied, but did not win.
- Mail or email a letter to the scholarship winner(s); this is their “official” notice.
- Provide scholarship winner(s) the “Request for Payment” form. Instruct the winner(s) that they must submit the form to the Scholarship Chairman to be reimbursed for monies spent.

Promote the winner(s) of the Chapter Scholarship

- Invite the scholarship winner(s) to the next Chapter meeting to receive the Colorado Chapter Scholarship Certificate.
- Provide scholarship winner information to:
 - the Newsletter Chairman for publication in the next newsletter
 - the Webmaster to post on the website and add to the email list
 - the Membership Chairman to contact the winner(s) and encourage her to become a member of the 99s

Follow up on the progress of each winner

- Speak with the mentors and the winners periodically to ensure that progress is being made.
- Process Request for Payment forms. Email to the Treasurer for actual payment.



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WEBSITE & SOCIAL MEDIA

The Website & Social Media Chairman manages and coordinates the Chapter's public presence on the internet. She may also serve as the Webmaster.

The Webmaster manages the Chapter Website and database. The site is currently hosted by Charity Advantage. The domain name is 'colorado99s.org' and is registered with Network Solutions (www.networksolutions.com). The name has been registered until 11/11/2019. The Network Solutions account number is 26543339.

Update the website as needed with fresh photos, graphics, articles, dates and text.

Post announcements of upcoming events and news of note

- Announcements could include new licenses and ratings, receipt of awards, speaking engagements, or other items of Chapter interest.
- Maintain the calendar, keeping it current.

Post monthly newsletters, business meeting minutes and other monthly documents as needed.

Maintain database of all members, student pilots and anyone else receiving the newsletter.

- Add email addresses for new members, scholarship applicants, and others as needed
- Provide the Newsletter Editor a list of addresses to generate labels for newsletters not sent via email. Annually provide the Newsletter Editor a list of addresses of subscribers whose newsletter paid subscriptions is due to expire.
- Print rosters of 99s, student pilots and others if requested
- **No information is to be given out on specific individuals or outside of the Chapter Board.**

Send email blasts as requested.

- Only Chapter members or officers of other groups should be able to request an email blast to the Chapter. Also, the Board should be required to approve any email that is not directly related to a Chapter activity. We don't want our members to think that the Chapter is sending spam and start to ignore email from the Colorado 99s.

Recruit social media volunteers to maintain the Chapter social media presence

- Facebook page – update with the Chapter activity, meeting time and location. Respond to inquiries and posts as required
- Twitter account – tweet activities, engage with members and the public
- Social Flight– update with the Chapter activity, meeting time and location
- Meetup – the account was discontinued in the fall of 2016, since it didn't generate very much public or membership interest.



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YOUTH OUTREACH

The Youth Outreach Chairman coordinates the Girl Scout and other programs designed to introduce youth to aviation.

See separate Youth Outreach operations manual



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DISCONTINUED POSITIONS, COMMITTEES & ACTIVITIES

The following positions, committees or activities have been either discontinued, or incorporated into other roles or committees. The procedures below are retained in this SOP, to be available if the Chapter decides to reinstate the position, committee or the procedure.

AEROSPACE EDUCATION

The main responsibility of the Aerospace Education Chairman is to be available to provide aerospace/safety education for the Chapter and for communities where we live.

Air Bear Program

The Air Bear Program is an educational outreach effort for elementary schools. It is a one hour program where Students play the parts of airport workers, airline workers and passengers. More information can be found at <http://www.oklahoma.feb.gov/febkids/airbear.htm>, and through the Oklahoma Chapter.

The Air Bear Chairman answers inquiries, sends information, markets the program, schedules classes with schools, maintains supplies, trains volunteers and provides programs for schools.

Contacts are elementary school principals and teachers in the Denver Metro, Boulder, Broomfield, Lafayette, Louisville, Longmont and Loveland areas. Programs have been done in Fort Morgan and Evergreen. Contacts are made by phone or mail. Other inquiries come from 99 members.

This is an on-going program from fall to spring with inquiries throughout the year. Classes are scheduled when time and volunteers are available.

Other Possible Activities

- Assist and support other related aviation-oriented groups and organizations such as: Civil Air Patrol FAA, NASA, NIFA, state aeronautical agencies, local flying clubs, local Chamber of Commerce aviation committees, etc.
- Help organize and participate in career day programs for local schools and youth organizations.
- Write aviation columns and articles for newspapers and magazines.
- Arrange for, and conduct tours of aviation-oriented facilities for youth and adult groups.
- Provide magazine subscriptions, teaching aids and materials, books, etc. to local schools, libraries, educators.
- Cooperate with schools and colleges in establishing and instructing Aerospace Education courses as part of the regular curriculum offered.
- Establish and sponsor aviation/space youth clubs on a local community and/or school basis.
- Organize and sponsor aviation safety clinics and seminars for area pilots and the general public.



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- Work with Scouting programs to assist scouts in earning Aviation Merit Badges.
- Offer services as guest-lecturer in elementary or secondary schools and for local civic organizations.
- Help set up orientation flights for local teachers and students.
- Promote the NASA Space Mobile program in your area.
- Promote 'Wright Brothers Day' which is December 17th.
- Promote Girls in Aviation Day
- Award first flight lessons to outstanding students in local school science fairs.
- Include at least one Chapter aerospace program for the education of the 99s.

COMPANION FLYER

The Companion Flyer Chairman organizes and coordinates the Companion Flyer course. This course is offered from time to time, at the discretion of the Board.

Obtain permission from the Board to hold the course. Set the time, place and cost of the course.

Organize helpers to teach the course. CFIs are best, but this is a good opportunity for anyone working towards her CFI.

Advertise the course. Use free bulletin Boards in the media. Place an article and an ad in the Crosswind Chatter. Send fliers to airport FBOs, flying clubs.

Meet with the instructors a month or so before to organize the content of the course.

Have materials available to instructors, audio-visual equipment, snacks, etc.

Have a list of instructors available for those who want to do some flying.

Have a questionnaire for the attendees to gather information on who they are and why they are taking the course.

Organize to have lunches brought in. Many airports are far from any restaurants and this takes away valuable time from the course. It is best to include lunch in the cost of the course.

Collect registration fee and sent to Treasurer.

Conduct the course.

Have a questionnaire for the attendees to assess how well they liked the course and any improvements needed.

Submit receipts to Treasurer for reimbursement.



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FLIGHT WITHOUT FEAR

The Flight Without Fear Chairman coordinates the program to help individuals overcome their fear of flying.

See separate FWF operations manual

HOSPITALITY

The Hospitality Chairman ensures that there are refreshments at each of the monthly meetings of the Chapter.

Maintain supplies at home, in the meeting room, in the storage unit, or wherever is most convenient or we are given space. When new supplies are purchased, send receipts to the Treasurer for reimbursement. Supplies include:

- Coffee pot (for heating water)
- Coffee (instant)
- Sugar/sugar substitute, creamer
- Tea bags
- Cocoa
- Cups, stirrers
- Emergency cookies (in case volunteer isn't able to attend)
- Napkins

From time to time throughout the year, telephone various Chapter members to volunteer to bring cookies or other refreshments to one of the meetings. A volunteer is needed each month when we hold a meeting with a speaker, but not when we have an event. The volunteer may prefer to purchase and bring a container of coffee rather than making coffee at the meeting.

On the day of the meeting, arrive early enough to start the water in the coffee pot and put out supplies. Following the meeting, clean up the area and put away pot and supplies.



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MEMBERSHIP MEETING

At the discretion of the Program Chairman and the Board, the Membership Chairman is responsible for organizing a Membership Meeting. The purpose is to introduce chapter members to the committees and recruit additional volunteer help and involvement.

Plan Annual Membership Meeting if it is to held (usually held in March)

In *early* January begin planning the March meeting. Either contact all committee Chairmen or specific committee chairmen and ask if they are willing to give reports to Chapter members on committee responsibilities and assistance needed from members.

Find out whether audio/visual equipment or any other kind of support will be needed for their reports.

Keep the total time within the limits of a normal general meeting. This is the big consideration in the planning. No report should be longer than 5 minutes.