



Professional Development Committee 2025 Chapter Member Assistance Application

Instructions: The information presented on this application will determine your eligibility for assistance and will also be used as a basis for your ranking. For this reason, it is important that you answer all questions completely and attach all required documentation. You may also attach a resume, recommendation letter(s) or any other additional information you believe is pertinent.

In accordance with the GLC Policy and Practices Manual, this assistance is available for:

- Conference/CEU Attendance
- Scholarships (available for Graduate or Undergraduate course work, as well as AAAE Training/Certification programs)
- AAAE membership dues assistance

Requests will be accepted for expenditures that occurred within the preceding 12 months or that will occur within the upcoming 12 months. For all types of requests other than academic scholarships, reimbursement will be awarded to students upon confirmation of conference attendance or successful completion of an examination or certification program.

You must be an active member in good standing of the Great Lakes Chapter (GLC) for a period of at least 12 months to apply for this assistance.

If you have any questions, please contact Mark Miller at 612-726-5424, or via e-mail at mark.miller@mspmact.org.

Applications must be received at the following address (or via e-mail) by October 3, 2025

Mark Miller
Minneapolis-St. Paul International Airport
Metropolitan Airports Commission
4300 Glumack Drive, Suite LT-3000
St. Paul, MN 55111
mark.miller@mspmact.org

First Name _____ **Last Name** _____

Last name		First name	
Mailing address		Apt/Suite	City
		State	
Zip Code	Telephone	E-mail address	
Employer		Title	Years in Profession
How long have you been a member of GLC?		Intended use for this assistance:	
Amount of Assistance Requested: (\$1,500.00 Maximum)			\$

1. Does your employer offer financial assistance for the item you are requesting funding for?

Yes_____ No_____ Please explain: _____

2. Have you ever participated in the event for which you are applying for assistance?

Yes_____ No_____ N/A _____

A) If yes, what was your role the last time you attended this event?

Attendee _____ Speaker/Presenter _____ Board Member _____ Student _____

Other _____ Please explain: _____

B) If yes, when was the last time you attended this event? _____

3. Have you received a financial award from this Professional Development Committee in the past?

Yes_____ No_____

If yes, please provide the year(s) and amount(s) of past awards:

Please attach the following:

1. A statement of your interest in the aviation industry and how the item you are requesting funding for will benefit you and your organization, not to exceed two pages.
2. If you are applying for a scholarship to cover Graduate/Undergraduate course work, attach the following items:
 - A most recent copy of your academic transcript (this can be an unofficial transcript)
 - A copy of your current college schedule
3. Any receipts and pertinent documents if you are requesting reimbursements for expenses incurred within the preceding 12 months.

Applicant's Signature: _____

Date: _____