



The Process for Nomination Submissions

Award Categories

Honorees are selected in three award categories at the district and national level:

- AMT Aviation Technician (Avionics and/or Maintenance)
- CFI Flight Instructor
- REP FAAS Team Representative

Qualification Requirements

1. Must hold current FAA airman certificates (if required)
2. Mustn't had an airman certificate suspended, revoked, subject to enforcement action or have been convicted of a civil or criminal offense during the preceding five years
3. Additionally:
 - a. AMT candidates may be either a maintenance technician working under FAR Part 65 and hold a current an FAA airman certificate or be an avionics technician working with a Part 145 Repair Station.
 - b. CFI candidates must be working under FAR Part 61, 141 or 142 and must hold a current FAA airman certificate.
 - c. REP candidates must be actively involved in the FAA Safety Team.

Required Package Components

Submitted nominations become the property of the General Aviation Awards Program. The nomination package must include the required items listed below. Missing or illegible items may lead to disqualification.

- Both pages of application with signature (required for acceptance) on Page 1
- One letter of recommendation
- Application Page 2 (attach additional pages as needed)
- Copy of government issued photo ID, such as a driver's license or passport
- Your uploaded file name should be your submission category (AMT, CFI, REP) plus your last name. For instance (CFI, SMITH). It is imperative that the application be uploaded with all your information as ONE COMPLETE file so that nothing gets lost

Optional Package Components

We encourage nominees to include enough information so that judges can get to know you and understand your projects. **When completing these items, please, no cover sheets or excess bulk, make it complete, tell your story but be concise.**

Judges like to see details so feature your best work but don't create excess work for them

The optional items in your package *may* include any of the following:

1. Up to two additional recommendation letters – No more than one page each.
 - One from a peer or co-worker
 - One from a client who is familiar with your work
2. Aviation oriented curriculum vitae (CV), no more than one page.
3. Supporting documents or examples for each major item listed on Application Page 2

Submitting Nominations

1. Applicants may nominate themselves or they may be nominated by another person, but all applications/nominations are referred to as “nominations.”
2. Submit applications online at www.generalaviationawards.com/nominate.
3. Ideally, nominations will be submitted in PDF format. If you chose any other format, it is imperative to submit the application in one complete document.

PDF FIELD GUIDE · CONVERT & COMBINE REFERENCE

Turning Files into PDFs / and Combining PDFs into One Document

Word documents, Excel sheets, and photos all convert to PDF with tools built into Windows and Mac. No extra software is needed. A PDF freezes formatting exactly as it will print, so open the result once before sending to check that nothing was cut off or rearranged.

Converting to PDF

WORD & EXCEL DOCUMENTS

Go to File > Save As and choose PDF as the format. If that option isn't there, go to File > Print and pick Microsoft Print to PDF (Windows) or the PDF button (Mac).

Excel tip: Set the print area first (Page Layout > Print Area). Skipping this step is the most common reason a one-page sheet becomes a fifteen-page PDF. If a sheet looks right on screen but wrong as a PDF, check the print area or the page orientation.

PICTURES & PHOTOS

Mac: Open the image in Preview and choose File > Export as PDF. To combine several images into one PDF, select them in Finder, right-click, and choose Quick Actions > Create PDF. They appear in the order you selected them.

Windows: Select the image or images, right-click, choose Print, and pick Microsoft Print to PDF.

Combining PDFs Into One

ON A MAC (PREVIEW)

Open the first PDF and turn on View > Thumbnails. Drag the other PDFs into the sidebar in the order you want, then choose File > Export as PDF.

ON WINDOWS

Windows has no built-in merge tool. Free online tools such as Smallpdf and iLovePDF let you upload files, arrange them, and download one combined PDF. If Adobe Acrobat is installed, File > Create > Combine Files into a Single PDF does the same job on your own computer.

Caution: Before uploading sensitive files to a free online tool, confirm the tool is approved for that kind of document. Preview and Acrobat keep everything on your computer.