

NEW AEM Welcome e-Mail

- Each new AEM is sent an automated email when they join. It is sent to the primary email provided on the application. This e-mail provides a good overview of the free member benefits, i.e., the free products and programs for the AEMs.

New Civil Air Patrol Aerospace Education Member Important Membership Benefits Information

Dear [REDACTED] CAPID:

WELCOME as a new AEM - Aerospace Education Member! We are so pleased that you have chosen to join our organization and we hope your AE membership will be beneficial to you. Click [HERE](#) to download your AEM Membership Certificate.

Now that you have your new CAP ID#, you can get into our member portal, [eServices](#), where you will be able to register for our FREE aerospace/STEM products and programs. To get into eServices, select "First Time Users" to set up your password. (Please keep your CAP ID# and your password in a safe place for future use.) Once into eServices, go to the Aerospace Education section to find the areas in which you are interested.

Click on the links below to find information about the FREE membership benefits for our educator members:

1- Selection for your grade level(s) from over 40 K-12 national academic standards-based [aerospace education materials](#) using the aerospace theme to promote STEM subjects and careers.

- a. Go to the AE Downloads and Resources section of the Aerospace Education menu in eServices to find the bookshelf with all of these products for your use.
- b. If you decide you want to order some of these books in your grade level(s) to be sent to you in hard copy, please click [HERE](#) to make your order in eServices.
- c. Once placed, you can check the status of your order [HERE](#).
- d. For questions, e-mail ae@capnhq.gov.

2- Eligibility to apply for a free [CAP STEM Kit](#). (See kit choices in left menu bar.)

- a. Go to CAP STEM Kits in the Aerospace Education menu in eServices to apply for your first kit.
- b. You may order one kit at a time; use the kit for at least 6 hours; complete the online evaluation; keep the kit; and then order another kit.

- c. Once placed, you can check the status of your order [HERE](#).
- d. For questions, e-mail stem@capnhq.gov.

3- Opportunity to experience a [Teacher Orientation Program \(TOP\) Flight](#) in CAP aircraft.

- a. Contact ae@capnhq.gov to request your flight at an airport near you.
- b. Encourage a friend to join as an AEM to going flying with you over your school and your geographic area!

4- Participation in the [AE Excellence \(AEX\) Award Program](#) for teachers.

- a. If you did not check "yes" for AEX when you registered as a member, you can go to the Aerospace Education menu in eServices, and then to AEX to apply for AEX.
- b. Complete six aerospace/STEM activities from our products or your own.
- c. Complete one 2-hour event, such as an airport or museum field trip or a rocket or hot air balloon launch.
- d. Complete your AEX online Award Report to receive AEX certificates for you and your students.
- e. For questions, e-mail aex@capnhq.gov.

5- Participation in the [K-6 Aerospace Connections in Education \(ACE\) Program](#).

- a. Register for this program in eservices. Go to the Aerospace Education menu and find ACE Registration.
- b. Enter the grade level(s) and number of students in each grade level to receive your free student ACE materials.
- c. We request you complete at least 10 lessons during the year to complete the program.
- d. When you have completed the program, go to the Completion Form in eServices and your ACE certificates for you and your students will be sent to you.
- e. For questions, e-mail ace@capnhq.gov.

Check out the [Aerospace Education Main Page](#) website for even more information!

To learn more about the organization you have joined, Civil Air Patrol, [click here](#).

Your membership card should arrive soon. Please let us know if we can assist you in any way.

Aerospace Education Team
ae@capnhq.gov

This is an unattended mailbox. Please do not respond to this email. Thank you.