Revisions Log- 2017 Updates:

Section 6-4 and 6-5 - "Prohibited Activities" - Rewrite Flight Sim Language

Removed the "Flight Simulator" language (page 6-5), and relocated it to page 6-4 under "Education Activities including" section.

Section 6-5 - "Prohibited Activities"

Relocated "Floats and Motorized Vehicles in Parades*" bullet point to reside in the section called "Approved with Certificate of Insurance from Responsible Party".

Section 8-8 - "Young Eagle Pilot Guidelines"

Added bullet point "Must complete the EAA Young Eagle Youth Protection Policy"

Section 8-9 - "Can I deduct expenses incurred while flying…."

Removed the entire paragraph titled "Can I deduct expenses incurred while flying Young Eagles?"

Section 8-10 - "What is a Young Eagle Pilot ID Number…"

Removed the paragraph containing language "What is a Young Eagle Pilot ID Number and how can I use it?"

Section 8-10 - What if a child does not meet the age criteria"

Removed language in paragraph “What if the child does not meet the age criteria?” referencing flights for children under the age of 8.

Section 9-1 - "EAA Chapter Staff"

Changed the name and contact information for "EAA Chapter Network manager" to John Egan

Section 9-2 - "Membership/Chapter Advisory Council Members…"

Remove "Norm Isler" - no replacement to date.

Section 9-13 - "Calendar of Important Dates"

Change April to "Consider nominations for Chapter Major Achievement Awards"

Contents

Chapter 1 EAA-The Spirit of Aviation 1-1
EAA Mission 1-1
About EAA 1-1
Paul Poberezny, EAA Founder 1-1
What is an EAA Chapter? 1-2
Special Interest Chapters 1-2
EAA Requirements to be a Chapter: 1-2
Membership in EAA 1-2
Types of EAA membership 1-2
EAA Member Benefits 1-3
Membership in EAA Divisions 1-3
EAA Membership Renewal 1-3
Chapter Membership 1-3
Verifying EAA Membership 1-4
Chapter 2 MANAGING YOUR CHAPTER 2-1
Chapter Leadership Training 2-1
Chapter Leadership Academy 2-1
Chapter Leadership Boot Camp 2-1
Chapter Leaders Chat on Facebook 2-1
Bylaws 2-1
Business Meeting 2-1
Officers & Key Volunteers 2-2
President: 2-2
Vice-President: 2-2
Secretary: 2-2
Treasurer 2-2
Board of Directors 2-2
Chairmen & Committees – Spreading the Workload 2-3
Newsletter Editor 2-3
Young Eagle Coordinator 2-3
Eagle Flight Leader 2-3
Technical Counselor 2-3
Flight Advisor 2-3
Officer Terms 2-3

Officer Elections 2-3
Chapter Officer and Key Volunteer Changes 2-4
Chapter Newsletters 2-4
Mailing list 2-4
Content 2-4
Publishing Software 2-5
Newsletter Layout basics: 2-5
Distribution 2-5
Volunteers 2-6
Chapter Volunteers at EAA and AirVenture Oshkosh 2-7
Resolving Conflict at the Chapter Level 2-8
Annual Charter Renewal 2-9
Annual Charter Agreement 2-10
Taxes 2-10
Maintaining Your Corporate Status 2-10
Chapter 3 RESOURCES FROM HQ 3-1
Chapter Video Magazine 3-1
Chapter Video Magazine Archive 3-1
ChapterGram 3-1
EAA Logos 3-1
Chapter Gear Merchandise Program 3-3
EAA Calendar of Events 3-3
EAA Promotional Materials 3-3
Nametags 3-4
EAA Sport Aviation Archives 3-4
Chapter Volunteer Service Awards 3-4
Chapter Service Pins 3-4
World of Flight Calendars 3-5
Chapter Camping at EAA AirVenture Oshkosh 3-5
Chapter Email Account 3-6
Chapter 4 FINANCIAL MANAGEMENT 4-1
Books and Records 4-1
Income and Expense 4-1
Profit & Loss Statement 4-1
Assets and Liabilities 4-1

Retained Earnings 4-1
Balance Sheet 4-1
Internal Controls 4-2
Reporting to the Members 4-2
Fundraising 4-2
Donor Recognition 4-3
IRS 501(c)(3) Charitable Status 4-3
Chapter 5 CHAPTER GATHERINGS 5-1
Problems to Avoid at Member Gatherings 5-1
Typical Format of a Gathering 5-1
Chapter Programming 5-1
Chapter Video Magazine 5-2
Speaker's Bureau 5-2
Chapter Program Topics 5-2
Chapter Events 5-3
Event Planning 5-3
Event Marketing 5-3
Event Day 5-4
Always Promote Your Chapter 5-4
Chapter Home 5-4
When to Gather? 5-4
Share a Meal! 5-5
Comfort for the Whole Family 5-5
Location, Location, Location 5-5
Renting – An Option 5-6
Buy or Build a Chapter Home 5-6
Paying for it All 5-7
Chapter 6 INSURANCE & RISK MANAGEMENT 6-1
Coverages 6-1
Young Eagle Excess Aircraft Coverage 6-1
Chapter Event Insurance Request 6-3
Activating Coverage for Events 6-3
Chapter Activities 6-4
Approved: 6-4
Approved with Certificate of Insurance from Responsible Party: 6-5

Prohibited Activities: 6-5
Duties After an Accident or Loss 6-6
Insurance - Frequently Asked Questions (FAQ) 6-6
Chapter 7 MARKETING & RECRUITMENT 7-1
Chapter Marketing Tips 7-1
Business Cards 7-1
EAA's VistaPrint Store 7-2
Chapter Banners 7-2
Posters, Flyers and Rack Cards 7-2
Your Chapter's Online Presence 7-3
Your Chapter's Web Presence 7-3
Chapter Map 7-4
Facebook – EAA Chapter Social Media 7-5
Your Chapter Listing on EAA.org 7-5
ChapterBlast Invitations from EAA 7-5
EAA's Online Calendar of Events 7-6
Chapter Media Tips 7-6
Getting Media Attention 7-6
Basics in Emergencies 7-6
Chapter Recruiting Tips 7-7
Welcoming New Members 7-7
Chapter Ambassadors 7-7
Chapter Outreach Hints 7-8
Have a Prospective Chapter Member? Add Value with a Trial Membership 7-8
Chapter Open House 7-9
"Just One" – A Chapter Challenge 7-10
"It's a Trap!" 7-10
Chapter 8 PROGRAMS & ACTIVITIES 8-1
Aircraft Building & Restoration 8-1
Flying Clubs 8-1
B-17 & Ford Tri-Motor Tours 8-1
What do chapters do? 8-2
What are the benefits? 8-2
Application process 8-2
Youth Programs 8-3

Young Eagles – The First Step 8-3
Youth Aviation Programs at your Chapter 8-5
Airport/Museum Tours 8-5
Youth Ground Schools: 8-6
Aviation Day Camps: 8-6
Youth Airplane Building Programs: 8-7
Young Eagles Guidelines 8-7
EAA Young Eagle Pilot Guidelines 8-7
Guidelines for Conducting a Young Eagles Flight 8-8
Frequently Asked Questions About Young Eagles 8-9
Young Eagle Credits 8-10
Young Eagles Flight Plan 8-11
Youth Protection 8-12
EAA Air Academy 8-12
Youth Aviation Activities 8-13
Eagle Flights 8-15
Eagle Flights FAQs 8-16
IMC Club Programming 8-16
Chapter 9 REFERENCE MATERIAL 9-1
EAA Chapter Staff 9-1
EAA Chapter Advisory Council 9-2
Chapter Advisory Council Members & region (2016-2019) 9-2
Chapter Bylaws 9-2
Calendar of Important Chapter Dates 9-13

Chapter 1 EAA-The Spirit of Aviation

EAA Mission

To grow participation in aviation

About EAA

"EAA means many things to many people, but one thing for sure is the happiness it has created through aviation for so many people."

Paul Poberezny,* Sport Aviation*, May 1986

Founded in 1953 by a group of individuals in Milwaukee, Wisconsin, who were interested in building their own airplanes, EAA expanded its mission of growing participation in aviation to include antiques, classics, warbirds, aerobatic aircraft, ultralights, helicopters, and contemporary manufactured aircraft.

Membership in EAA enables you to share the spirit of aviation with the most passionate community of recreational pilots, builders, and restorers. EAA is the only association that offers the fun and camaraderie of participating in the flying, building, and restoring of recreational aircraft.

Paul Poberezny, EAA Founder

Throughout this book, we have included quotes from our founder, Paul Poberezny, to share his wisdom with you in leading your chapter.



Paul and Audrey Poberezny

What is an EAA Chapter?

"There are a great many benefits to be gained by a group working closely together and probably the greatest are the many newfound friends that EAA has caused and we can see an ever-increasing number in the future."

Paul Poberezny,* Sport Aviation*, May 1968

An EAA chapter is an opportunity to bring together individuals interested in learning more about aviation as well as sharing their own knowledge. Chapters are involved in a variety of social and educational activities, including Young Eagles rallies, fly-ins, building seminars, and more, to build awareness in the community.

It is a requirement that all EAA chapters (including chapters and squadrons of EAA Divisions) gain and maintain non-profit incorporation with their appropriate local government agency.

Special Interest Chapters

There are several types of chapters - EAA chapters, Vintage Aircraft Association chapters, Ultralight chapters, International Aerobatic Club chapters, and Warbirds of America squadrons. In this handbook, the use of the word "chapter" is applicable to all forms of chapters.

EAA Requirements to be a Chapter:

- 10 EAA members (5 for Special Interest Chapters)
- Four officers (President, Vice-President, Secretary, Treasurer)
- Renew the chapter charter annually
- Maintain tax-exempt corporate status with your state/government

Membership in EAA

"Without members there can be no EAA."

Paul Poberezny,* EAA Chapter Handbook*, January 1989

All members of a chapter are required to be members of EAA.

Types of EAA membership

Individual Membership

An individual membership is good for one year. It entitles the member to all of the benefits and services of the Experimental Aircraft Association. Chapter membership fees aren't included.

Lifetime Membership

Lifetime members are entitled to all the benefits of a full member, as well as a special life member patch and pin (not available at chapter level).

Family Membership

Family membership gives you the same access as the Individual membership and gives membership access to your spouse/children.

Student Membership

An EAA Student Membership is available FREE of charge to any young person age 8 to 18 who has completed a Young Eagles flight.

EAA Member Benefits

Details on the EAA member benefits listed below can be found at *www.eaa.org*.

- *Sport Aviation* Magazine—EAA's award-winning publication that covers all things aviation
- Discounted rates to EAA AirVenture Oshkosh, the World's Greatest Aviation Celebration
- EAA Advocacy—preserving the right to fly
- EAA SportAir Workshops
- Local chapter membership
- Access to Warbirds, IAC and Vintage aviation communities
- The shared knowledge of our members
- Affinity benefits and discounts

For a complete list of member benefits, visit *www.eaa.org/memberbenefits*

Membership in EAA Divisions

EAA members are eligible to join one of the EAA Divisions:

International Aerobatic Club

Loops, rolls, hammerheads, and lomcevaks — these aren't stunts, but examples of precision flying at its finest, and most fun! International Aerobatic Club (IAC) members are passionate about this kind of flying and dedicated to safely enjoying aerobatics in a spirit of fair play and sportsmanship. IAC chapters promote aerobatics at a local level and host aerobatic critiques, seminars, and competitions.

Vintage Aircraft Association

The Vintage Aircraft Association (VAA) is the EAA division that brings people together who share a love for the aircraft of yesterday. The association has worked tirelessly to keep aviation history alive since its founding in 1971. VAA members are passionate stewards of the history of aviation and dedicated to preserving, promoting, and sharing that history with like-minded people from around the world.

EAA Warbirds of America

Keep 'em Flying": That's the motto — and the mission — of the EAA Warbirds of America, the EAA division that provides programs and services to those interested specifically in former military aircraft. Quite simply, it's about the preservation of military aviation history and to tell a story.

EAA Membership Renewal

Each year, members are invited to renew their EAA membership before it expires. Memberships are non-refundable and non-transferable. Please allow 3-5 weeks for delivery of all membership materials.

Chapter Membership

"EAA and its members have always had a policy and philosophy of sharing our love of aviation with everyone, regardless of race, creed, color or national origin."

Paul Poberezny,* Sport Aviation*, July 1987

Chapter membership is open to all EAA members. All new chapter members must join EAA. The one exception is for honorary chapter members. Chapters are provided the opportunity to grant a six-month trial membership to any new chapter member (www.eaa.org/chaptertrial). Those wanting to join your chapter are responsible for providing proof of their EAA membership.

"Airplanes bring us together, but friendship keeps us together."

Paul Poberezny

- *Regular Chapter Members*
- *Family Chapter Membership*
- *Honorary/Complimentary Chapter Membership*
- *Life Chapter Membership*

Verifying EAA Membership

"We often meet up with the fellow who very apologetically says he would like to join EAA but he is just not a joiner. It is a pretty weak excuse for not supporting anything. It can be likened to the individual who again is long on words and short on action, who wants all the benefits of citizenship without contributing his fair share of taxes."

Paul Poberezny,* Sport Aviation*, August 1970

There are several ways to verify EAA membership:
• Review the member's current EAA card.
• Look up the person on *www.eaa.org/memberlookup*
• Call EAA Membership Services 800-JOINEAA (800-564-6322)
• Have the person join EAA (You may award a six-month trial EAA membership) (*www.eaa.org/chaptertrial*)

An expired EAA membership automatically terminates chapter membership and any associated memberships.

Chapter 2 MANAGING YOUR CHAPTER

Running a chapter is similar to running a successful small business. You have to address programming, customer service, marketing, finances, and human resources to be successful.

Chapter Leadership Training

We recognize it can be challenging to run a successful chapter so EAA offers leadership training for chapter officers both in Oshkosh and out in the field. *www.eaa.org/chaptertraining*

Chapter Leadership Academy

There is no better way to learn about running an EAA chapter than coming to EAA Headquarters in Oshkosh, WI. These interactive weekend workshops held at EAA Headquarters provide an immersive experience that will help you be a better chapter leader and learn a tremendous amount about EAA. The weekend is focused on topics important to you as a chapter leader and provides an excellent opportunity to network with other chapter leaders as well as interact with EAA staff.

The sessions run two days, beginning with an evening where participants enjoy a special dinner followed by a day-and-a-half of training. We also make sure there are some fun activities mixed in that you can only experience by coming to Oshkosh.

Chapter Leadership Boot Camp

The Boot Camp is a one-day cram course on how to be a better chapter leader and focuses on topics important to you. Boot Camps are held at a host chapter and are open to any chapter leader. Our goal is to provide as much training as possible in one day to prepare you and your chapter to meet the challenges ahead. You'll walk away feeling like you were "drinking from a fire hose." The course is taught by EAA Chapter Office staff.

Chapter Leaders Chat on Facebook

Chapter leaders from around the world are helping each other's chapters grow by sharing best practices, ideas, and troubleshooting chapter issues in real time on Facebook.

EAA started a closed group for chapter officers, YE coordinators, Eagle Flight Leaders, and IMC Program Coordinators to ask each other questions, share ideas, and help each other. To sign up, email your request to chapters@eaa.org.

Bylaws

Your Chapter's Bylaws is the document that establishes your chapter structure and should govern how the business functions of the chapter transpire. Bylaws are the "rules" that the membership expects you to follow in the carrying out of chapter operations. Any dispute that arises should be resolved by following the bylaws.

Please use the sample Chapter Bylaws contained in the Reference Materials section of this document as a model to adopt your Chapter's Bylaws or amend your existing Chapter Bylaws.

Whenever your chapter adopts or amends your bylaws, it is required that you send a copy of the bylaws to the EAA Chapter Office at EAA Headquarters. Please email the updated bylaws to chapters@eaa.org.

Business Meeting

Holding a separate business meeting each month is a best practice of successful chapters. Getting the chapter leaders together each month is critical to the smooth operation of a chapter. Plus, it has the

added benefit of keeping the chapter gatherings focused on aviation. Do not drag down your monthly member gathering with the "business" of running a chapter.

The business meeting should be attended by all officers, board members, and committee chairs and be open to all members interested in attending. This separate time allows the officers and interested members the opportunity to plan, discuss, and decide on chapter operations.

Officers & Key Volunteers

> ***"When one accepts responsibility or leadership, his duties vary from providing direction and motivation to being an educator and entertainer, plus administrator. No task below his dignity. Then, and then only, will your members follow you."***
>
> ***Paul Poberezny,* Sport Aviation*, October 1968***

The four officers (president, vice-president, secretary, and treasurer) play a critical role in the chapter's success. They provide the leadership and direction for the chapter. It is almost unheard of to have a successful chapter with poor leadership. A new set of officers can often rejuvenate a struggling chapter in as little as a year. Here are the duties of each:

President:

- Leads the chapter
- Primary point of contact with EAA HQ
- Appoints chairmen and committees
- Presides over chapter functions

Vice-President:

- Performs the duties of president when president is unavailable

Secretary:

- Records and publishes minutes of business meeting
- Maintains a permanent file of key documents
    - FEIN (Federal Tax ID Number)
    - Bylaws

Treasurer

- Maintains chapter finances
    - Receives and deposits all funds
    - Issues checks (as per the bylaws)
    - Balances checkbook
- Maintains financial books and records
- Files IRS 990N annually
- If a charity, issues receipts for donations

Board of Directors

The board of directors is typically made up of the current officers and a few appointed members. The additional board members are usually long-term chapter members who are a resource to draw upon. Sometime they head up a key committee (e.g. Fly-In committee).

Chairmen & Committees – Spreading the Workload

As a chapter grows, it is natural to expand its offerings and take on more activities. Appointing chairman and forming committees is a great way to handle important areas of the chapter and to delegate authority for handling those tasks. Plus, your chairmen create a pool of future officers of the chapter.

The following areas may benefit from a chairmen and committee:

- Young Eagles
- Fly-In
- Welcoming Guests
- Fundraising
- Banquet/Awards
- Youth Activities

Newsletter Editor

The newsletter is an important communication tool for the chapter that keeps everyone informed. It is the place to share news, document your successes, and publish minutes and treasurer reports.

Young Eagle Coordinator

A Young Eagles Chapter Coordinator facilitates and promotes safe Young Eagles events within the EAA chapter network. Chapter Coordinators are a vital link between the chapter and the Young Eagles Office.

Eagle Flight Leader

The Eagle Flight Leader is the main point of contact who can handle inquiries about the Eagle Flight program. They are an enthusiastic person who wants to share the love of flight. They will know which pilots in the chapter are willing to provide Eagle Flights and can make the connection.

Technical Counselor

An EAA Technical Counselor is a chapter-nominated and EAA Headquarters-appointed position predicated on an individual's experience with aircraft construction. The goal of EAA's Technical Counselor program is to help members present a "zero defect" aircraft at final inspection by the FAA.

Flight Advisor

An EAA Flight Advisor is a chapter-nominated and EAA Headquarters-appointed position based on an individual's experience as a pilot, especially with flight testing. A flight advisor helps a pilot of a newly constructed aircraft conduct a self-evaluation of his or her piloting skills, as well as the flying characteristics of the aircraft to determine whether he or she is capable of test flying that airplane. If not, the flight advisor explains where and how he or she can get the proper instruction or, alternatively, find someone to make the initial flights. A flight advisor also suggests best practices to follow during flight testing (e.g. runway selection, weather minimums, etc.).

Officer Terms

We have found that a two-year term works the best for officers. Ideally, a staggering of two of the positions allows for continuity of leadership in the chapter.

Officer Elections

The best way to ensure the continued health and well-being of a chapter is to get the right people to take on an officer role. A best practice is to form a nominating committee of a few members to identify the best people and then recruit them for the position. Do not leave elections to chance, hoping a

capable person will raise their hand. The nominating committee will often have to use a bit of flattery and arm twisting to get the candidate over their initial objections of "I don't have time" or "There are better people," etc.

When the nominating committee does its job, the election becomes a mere formality and the continued health of the chapter is insured.

Chapter Officer and Key Volunteer Changes

During the course of the year, your chapter may experience officer turnover. When an officer or key position (e.g. Young Eagle Coordinator) changes or an address changes mid-year, EAA needs to have current email and mailing information on hand. Please send any changes outside of renewal to chapters@eaa.org.

Chapter Newsletters

The chapter newsletter is the foundation of chapter communication. It keeps everyone informed of events, achievements, and information. It also documents chapter history. Remember, it is the one benefit a member will get each month even if they miss coming to your gathering.

Mailing list

Obviously, you're going to send the newsletter to all of your membership, but why stop there? With electronic distribution, there is really no cost to sharing it. Use your newsletter as a tool to help get the message out as well as a member benefit.

Here are just a few people to add to your mailing list:

- Prospective members
- Airport Manager
- FBO
- EAA HQ - Send it to chapters@eaa.org
- Local newspaper editor

Content

The contents of your chapter publications should reflect the fact that EAA is a family-oriented organization. Stay away from editorializing, politics, religion, and other controversial issues. Keep the newsletter fun and interesting, focus on topics like your upcoming Young Eagles Rally, Fly-In, members build reports and restorations, and chapter educational presentations.

Other ideas include:

- **Chapter Info** - Chapter location, website, email and phone.
- **President's Column** - Thoughts from the president.
- **Gatherings** - Recap the great time your chapter had, the message here is "Look at what you missed, please join us next time!"
- **Member profile** - Include a photo of the person and a short bio. This is a great way to introduce new members.
- **Project updates** - Ask a member to write up a brief status report on where they are on their project.
- **Accomplishments** - Member milestones like first flights, solo, and new certificates are great things to share.
- **Blast from the past** – Ask the chapter historian for information from past chapter events or past officers and members.

- **New from HQ –** Chapters are authorized to reprint stories from our newsletters and website.
- **Classifieds** - List aviation stuff your chapter's members want to sell
- **Resource Page** - List key people in the chapter like your Technical Counselor, Flight Advisor as well as area aviation businesses such as flight training, FBO, parts and maintenance shops at your airport.
- **Minutes** - Share the minutes of the last business meeting.
- **Advertising** - It is possible to generate some ad revenue from local businesses.

Beware of Copyrights

The law of copyright is that a person who creates a work of art (writing, painting, photograph, sculpture, music, drawing, etc., including a cartoon) automatically owns the copyright to that "work," and there is no requirement to show the © symbol. If you "share" a funny cartoon without permission, it is very possible that you or EAA will receive a letter from an attorney. This is starting to happen several times a year now.

Ask for permission to use other's photographs and stories; people really want their work published and usually say yes. Regarding content from EAA Headquarters that you would like to share, you have permission but credit the photograph or info with: "Courtesy of EAA."

Publishing Software

Don't worry about getting fancy, expensive software; use what you have, use what you know! An easy program to create your newsletter in is Microsoft Word or PowerPoint. Most people have these installed and have some basic knowledge or can ask for help on how to use them. Both are incredibly editable, but stick to a simple, readable format that is printable. Save the file as a PDF since just about everyone can open that format.

Newsletter Layout basics:

- Plan for at least 6-10 pages, more as your chapter activities increase.
- Use high contrast type, (black or dark blue on white).
- Avoid use of background color in case it gets printed.
- Use 18- to 24-point max type size for headlines.
- Use at least 12-point type size for easy reading.
- Keep the picture to text ratio on each page to approximately 50/50.
- Choose only the best pictures; less is better!
- Use captions under the pictures to help tell the story or identify the subject matter.
- Keep the articles together for better continuity.
- Put your chapter contact info, phone, email, chapter location, and meeting info up front.
- Compress all the pictures.
- Have someone else do the final editing.
- Save as a PDF to minimize the file size.
- Email out the PDF as an attachment.
- Use the bcc (blind carbon copy) for all the recipients so all the emails are kept private.
- Try MailChimp for distribution as your list gets larger.

Distribution

The best time to distribute your newsletter is the week before your chapter gathering or event. This will help to remind and drive folks to your gathering, and they will look forward to it!

Your newsletter can be distributed via email in a PDF format. If distributing via email, be sure to keep your members' privacy in mind and use the 'blind copy' line instead of the 'to' line for all the addresses. Regardless of the method of delivery, whether electronically or by postal service, all chapter members are entitled to have all chapter communications delivered to them.

Volunteers

> ***"There is no question about it – the men and women who make up the membership of the Experimental Aircraft Association are the most dedicated people to aviation that can be found anywhere."***
>
> ***Paul Poberezny,* Sport Aviation*, July 1969***

Volunteers are the heart and soul of EAA chapters. Without volunteers, chapters wouldn't exist. Developing a volunteer corps to support your chapter is crucial for a successful chapter. The following ideas are designed to help you recruit, manage, and retain a dedicated chapter volunteers.

Plan

When preparing for an event or project, start by breaking down the tasks needed to accomplish your goal. This will help you determine how many volunteers you need and any special skills required.

- Find out members' areas of expertise. Being able to lean on a chapter member for accounting, legal, and graphic arts help is a big benefit for a chapter. .
- Ask chapter members if they would consider volunteering to help with chapter events.
- Make sure your members know that they are assisting, not taking on the whole burden themselves – It's a team effort in the end.
- When a member offers to help, take them up on it immediately. If you ignore their offer you may not get a second chance.
- Communicate your need for volunteers everywhere you can – at chapter gatherings, in the newsletter, in one-on-one interactions, etc.
- Pass around a sign-up sheet at chapter meetings.
- Personally ask someone to volunteer in private. Let them know that you believe they can do the job and the chapter would be grateful if they volunteered. Take time to find out what their barriers to volunteering are and help them past the barriers

Communicate

Volunteers need to know that their task or role is important to the success of the event. You can't over communicate your appreciation of their volunteering to help out.

- Make sure to communicate the "why" of the activity, e.g. in order to hold a safe Young Eagles Rally, we need you to watch this crowd line.
- Let them know well in advance when, where, and for how long they will be needed.
- Engage them in the planning so they have ownership of the task.
- Listen – their feedback might result in a better way of doing the task.
- The major difference between a "dictator" and a "delegator" is communication.

Train and Mentor!

Volunteers are willing to help so make sure they understand what success looks like.

- Consider developing a task list or job description that spells out what this person will do. This doesn't have to be elaborate, just a list of duties so the volunteers understand what is expected of them.
- Provide a "go to" person for help or questions.
- Team up an experienced volunteer with a rookie for on-the-job training. Working with an experienced member provides a built-in "go to" person for questions. Plus, there is no better way to get to know other members than to pull a volunteer shift with them.

> ***"To derive the wonderful pleasures that aviation can offer, it just takes a little extra effort to stay with it. It takes a person with dauntless enthusiasm, faith and courage. This explains why EAA is blessed with the cream of the crop, the real backbone of aviation."***
>
> ***Paul Poberezny,* Sport Aviation*, June 1963***

Manage

EAA members are a talented group. Provide them with training and let them go. Step in only when necessary to show how to do something better or easier.

- Don't take a volunteer for granted. Just because someone has parked aircraft at the last few events doesn't mean they always want to do that. Ask them what they'd like to do and let them know you want their help.
- Accentuate the positive aspects of being a volunteer – new friendships, a sense of accomplishment, personal development, being a part of a team. Don't badger people into volunteering!
- Make sure there is an opportunity to have some fun
- Have a special "after the event Thank You! get-together" for all those who volunteered.
- Keep the volunteer shifts to no more than four hours and make sure you build in some time for your volunteers to enjoy the event as well.

Recognize Your Volunteers

Volunteers don't work for pay, they work for praise. Take every opportunity you can to say thanks!

- Not everyone can volunteer, don't hold it against them.
- Thank your volunteers at your member gatherings.
- Publish photos in your newsletter of volunteers in action.

Chapter Volunteers at EAA and AirVenture Oshkosh

Each year, more than 5,500 volunteers come to Oshkosh, Wisconsin, to help your Association tackle the myriad of maintenance and upgrade tasks that need tending before and during EAA AirVenture Oshkosh. They also help host AirVenture. The opportunities to help out and put your expertise to work abound throughout the year and during AirVenture.

For example, several chapters from Minnesota came together to help restore the Mitchell B-25 at EAA's Weeks Hangar. Many chapters travel and stay at EAA Headquarters to help with the winter B-17 and Ford Tri-Motor maintenance efforts. Chapter 444 (Northport, WI), builds and provides tiedowns for the North 40 parking area during AirVenture. Chapter 75 (Quad Cities IA/IL), sets up an emergency repair barn with tools and parts to assist EAA'ers when their airplanes encounter mechanical difficulties during

AirVenture. Other chapters help with grass mowing and grounds maintenance, preparing the seaplane base, and upgrading electrical and communications systems. Volunteers representing 52 chapters nationwide help make KidVenture a success every year.

At any time other than AirVenture Oshkosh, whether your chapter team flies in or drives in, if you can get here, we will accommodate you with lodging, we will feed and entertain you as well! The friends you will make here will last a lifetime too.

Imagine what your chapter can accomplish and what a unique team-building experience it will be! Make it an annual event for your chapter to assist EAA at AirVenture or any other time during the year.

If you can wrench on equipment, weld, wire, paint, work with wood or even do maintenance on VWs, we need your help. Call 920-426-4876 for more info and to schedule a weekend work party for your chapter anytime during the year.

Resolving Conflict at the Chapter Level

> ***"I have learned a great deal since that first meeting. At that time I thought the challenge was the airplane, but I have found it to be the people. An aircraft is a fairly predictable piece of machinery but not so with humans, as many of you chapter officers have discovered."***
>
> ***Paul Poberezny,* Sport Aviation*, January 1963***

When aviators and enthusiasts with various interests, resources, and experience come together at a chapter for a common cause, great tasks can be achieved. Diversity is the foundation of a successful chapter. However, not everyone at your chapter will be onboard with the direction the chapter is taking or all the activities planned. That is okay.

If the chapter leadership and the majority of the members are in favor of the plan, you are probably heading in the right direction. There will always be some members who are not in agreement; dissenters will rise and criticize your plans as too risky, too expensive, or too ambitious. It is necessary to address their concerns, as they may have valid points, but don't let a lone voice stop your chapter from experimenting, learning, and progressing.

Aviators tend to be conservative and rightfully so as aviation is quite unforgiving, but a paralyzed chapter means no growth, membership decline, and eventual closing. Don't let that happen to your chapter.

We often hear at a chapter, "We tried a pancake breakfast back in 1989 and it was a failure." But how many landings did we have to practice before we got it right?" Look around, if other chapters are successful at something, copy their approach. Practice and review, learn, get better as a chapter team.

Successful chapters nationwide have in their 60-plus year legacy demonstrated that the investment of effort and resources required to build programs up, establish a chapter homes, and create value at their chapter has paid dividends unimaginable for years to come. Invest in your chapter now for the next generation to come.

Occasionally, the Chapter Office is contacted regarding a "family feud" in a chapter. It is typically a "he said/she said" controversy. The chapter is fighting internally and will call EAA HQ for help. We will coach

those who reach out about possible options to resolve the conflict, but ultimately it is up to your chapter Board of Directors to work things out.

We will direct you to follow the conflict resolution section in your chapter bylaws. This section will provide "rules" by which a resolution can be achieved. If the issue was handled in accordance with the bylaws, then the fact that a member doesn't like the outcome is irrelevant.

Keep in mind that your chapter is representing EAA in your community. If the conflict cannot be resolved by the chapter, the EAA Chapter office can, at the request of the chapter Board of Directors, step in and attempt to mediate a dispute.

If the conflict still cannot be resolved, EAA has the option of revoking your chapter's charter.

> ***"I realized a long while back that it is difficult to strike a medium of happiness for all, that in accepting a position of responsibility you must also shoulder criticism."***
>
> ***Paul Poberezny,* Sport Aviation*, November 1959***

Annual Charter Renewal

EAA requires that each chapter renew its charter with EAA on an annual basis. There are several pieces of information that EAA requires of each local chapter. Your chapter can supply EAA with everything it needs by completing the online renewal. With all the relevant info on hand it should take less than 15 minutes to complete and submit your chapter renewal online.

The deadline to complete your chapter renewal is December 31st. Each November the Chapter Office will send out an email with the chapter renewal instruction to each officer in the chapter. This email will include a link and passcode to the Online Renewal Tool (ORT). The President may instruct another officer to perform the renewal, (typically the treasurer).

To complete your renewal, you will need to provide the following:

- ☐ Chapter Number
- ☐ Chapter Airport Location (ICAO) code
- ☐ Chapter Gathering Address
- ☐ Gathering Date
- ☐ Gathering Time
- ☐ Gathering Location
- ☐ 5-Digit Zip/Postal Code
- ☐ Chapter Email
- ☐ Number of Chapter Members
- ☐ Chapter Leader Required Contact Info: **Last Name, EAA Membership Number, Email, Phone #**
    - President, (include mailing address)
    - Vice President
    - Secretary
    - Treasurer
    - Newsletter Editor
    - Web Editor
    - Young Eagles Coordinator
    - Eagle Flight Leader
    - Technical Counselor
    - Flight Advisor

- ☐ Chapter Clubhouse or Hangar Square Footage

Annual Charter Agreement

As part of the renewal process, the chapter must agree to operate the chapter in compliance with its corporate articles and bylaws as well as EAA's Chapter and Squadron Charter conditions.

Completing the online chapter renewal grants your chapter a charter and affiliation with EAA for a term of one year, reauthorization of your chapter's event and program liability insurance (US/Canada only), and entitles the chapter to limited license in the use of EAA trademarks and logos.

Taxes

In the U.S., all tax-exempt organizations are required to file a tax return by May 15th each year. If you missed the deadline, there is no penalty assessment for filing Form 990-N late.

Be warned, organizations that fail to file required Forms 990, 990-EZ, or 990-N for three consecutive years will automatically lose their tax-exempt status. Revocation of the organization's tax-exempt status will happen on the filing due date of the third consecutively missed year. Revocation will result in your chapter being considered a taxable entity and any net profit will be taxable.

Most small tax-exempt organizations (like EAA Chapters) whose annual gross receipts are normally $50,000 or less can satisfy their annual reporting requirement by electronically submitting Form 990-N. To electronically submit Form 990-N, *Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990EZ*, use the Form 990-N Electronic Filing system (e-Postcard).

Form 990-N must be completed and filed electronically. **There is no paper form**.

Form 990-N filers may choose to file a complete Form 990 or Form 990-EZ instead.

Use the Form 990-N Electronic Filing System (e-Postcard) User Guide while registering and filing.

Need to determine if you have filed your tax return?

This IRS website will allow you to look up your past filings. Your FEIN number is the best way to look up your chapter.

http://www.irs.gov/Charities-&-Non-Profits/Exempt-Organizations-Select-Check

Maintaining Your Corporate Status

It is a requirement to be a chapter that you incorporate. By being incorporated, this provides a level of liability protection to your membership.

Depending on your state or province, you may have to file a state annual report or similar document. This is a critical to keeping up your incorporation and the liability protection it offers to your membership.

Chapter 3 RESOURCES FROM HQ

The Chapters section on the EAA website, *www.eaa.org/chapters,* allows you to verify EAA membership, download logos, and forms.

Chapter Video Magazine

Featuring stories that capture and celebrate the "Spirit of EAA," EAA's Chapter Video Magazine is a monthly video series specifically for showing at chapter meetings. These 20-minute video presentations can be your chapter's main program each month or used to supplement other scheduled programs.

The Chapter Video Magazine enriches your monthly meetings by providing content that inspires, engages, and keeps your members updated on their organization.

Each video magazine includes:

- **A monthly update from EAA Headquarters** keeping you aware of the latest news and happenings in EAA and the aviation world.
- **A feature presentation** capturing the "Spirit of EAA" and the broader aviation community through a variety of subjects.
- **A technical segment that teaches how to build or maintain an aircraft.**

A link to download new video installments is emailed to chapter leaders at the beginning of each month. Once downloaded and saved to your computer, the videos can be shown at chapter meetings using a projector, TV, or a laptop for smaller groups. Internet access at the meeting location is not required since the videos can be downloaded in advance.

Chapter Video Magazine Archive

Included in the email for the current Chapter Video Magazine is a shareable link to the prior month's magazine. We encourage you to share this link in your chapter newsletter for those who missed it.

ChapterGram

EAA's ChapterGram is your chapter information source! Delivered to your inbox each month, ChapterGram is filled with activities and information of interest and benefit to EAA chapter members, including updates from EAA headquarters, upcoming workshops and events, news and tips from other chapters, and the latest on EAA Young Eagles, advocacy efforts, and various EAA departments. Subscribe here: *www.eaa.org/subscribe*

EAA Logos

The use of EAA logos is one of the benefits EAA provides local chapters. EAA and local chapters have all worked hard to create a positive image of EAA and EAA members. The proper use of EAA logos is one way of maintaining that positive image. Here's how you can do your part:

• The *Annual Charter* gives you the right to use the logo.
• Use only the official EAA logos.
• Use the logo as is; do not alter it in any way (such as combining with other graphics).

The trademarks EAA, Experimental Aircraft Association, and the following EAA logos (the "EAA trademarks") are among the many trademarks of EAA. Trademarks may not be altered in any way and cannot be used in combination with any other words or graphics.

EAA logos must be used in conjunction with the official chapter name and only on publications relating to chapter activities.



EAA



EAA Heritage



Young Eagles



Homebuilders



Ultralights



Eagle Flight



IMC Club



Warbirds



Vintage



IAC

Use of the EAA trademarks may continue only as long as the *Annual Chapter Charter* is in effect between EAA and the chartered chapter, and the chapter acts in accordance with the *Annual Chapter Charter* and EAA operating policies.

EAA logos and other assets are available for download from www.eaa.org/chapterresources

Chapter Gear Merchandise Program

We have an easy way for your chapter to get exclusive EAA merchandise customized for your chapter. We have worked with one of our merchandise suppliers, Promotional Designs of Green Bay, Wisconsin, to handle this for us.



This offer is exclusive to EAA chapters. We have worked to keep the pricing low so that you can mark it up as a fundraiser or simply pass along the savings to your members.

The EAA logos are on file and you can add chapter customization at no additional costs. You can also upload your own chapter logo for a one-time digitization charge. This fee is waived if you are ordering at least 48 items. Items available include:

- Hats
- T-shirts
- T-shirts with pockets
- Polo shirts
- Polo shirts with pockets

Since this is just for chapters, there is minimum order quantity per item.

Chapter Login Process:
Login ID is chapterxxx – where "xxx" is your chapter number (all lowercase)
Password - Your password is your chapter number
Example - Login ID: chapter252, Password: 252

Ultralight Chapter Login Process:
Login ID is ulxx – where "xx" is your chapter number (all lowercase)
Password – Your password is your chapter number
Example - Login ID: ul10, Password: 10

www.eaa.org/chaptergear

EAA Calendar of Events

With more than 1,000 listings, EAA's calendar of events is the most comprehensive listing of aviation activities found anywhere online. From fly-ins and air shows to safety seminars and workshops, chapter meetings, Young Eagles rallies, airport open houses and other events, EAA's calendar will help you celebrate the sky all year round. Make sure you enter all of your chapter gatherings and events into the calendar to maximize your attendance.

Input your information at *www.eaa.org/calendar*.

EAA Promotional Materials

EAA promotional materials are available to chapters to help show people what EAA is all about and encourage their involvement in the chapter. These promotional materials assist your chapter in providing people with a quick overview of the various divisions and programs offered by EAA.

A variety of materials are available, with information on each division, membership applications, Young Eagles, and back issues of magazines. Promotional vinyl banners (30" x 120") are also available for $20.

When ordering materials, make sure to include your name, phone number, mailing address, chapter number, a description of the event your chapter is having, the date of the event, and an estimated number of people attending the event.

To order, visit *www.eaa.org/chapterresources*.

Nametags

EAA has appointed EAA Chapter 1095 as the official EAA chapter nametag supplier for the chapter network. This not only keeps the price down but allows Chapter 1095 to raise a few dollars in the process. These nametags are provided engraved with your choice of a magnetic backing or a pin.





To order, visit *www.eaa.org/nametags*.

EAA Sport Aviation Archives

All of the back issues of *EAA Sport Aviation* magazine are online as a reference to the membership. As an EAA chapter, you are authorized to reprint any material you think would be of interest to your chapter. However, it is always good practice to attribute the source of quoted material. EAA will appreciate your using the credit line "Reprinted from *EAA Sport Aviation*."

Chapter Volunteer Service Awards

Each year during EAA AirVenture Oshkosh, EAA recognizes a select number of chapter members for their personal commitment and contributions to EAA, chapters, and their fellow members. Through these award winners, EAA highlights the qualities of volunteerism, accomplishment, creativity, achievement, and a dedication to their chapters.

Only EAA Chapters may nominate a person. The following awards are presented:

- Major Achievement Award
- Newsletter Editor Award
- Web Editor Award
- Young Eagles Award

Chapter Service Pins

Each December EAA sends all chapters a Service Pins Kit that includes service certificates. This is our way of recognizing your chapter's leaders. We encourage chapters to use these items to acknowledge the volunteer efforts of chapter members at a holiday party or a winter banquet.



We will send a pin and service certificate for the following leadership positions:

- President
- Vice President
- Secretary
- Treasurer
- Newsletter Editor
- Web Editor
- Technical Counselor
- Flight Advisor
- Young Eagles Coordinator
- Eagle Flight Leader
- Membership Coordinator
- IMC Program Coordinator

Do you have a great chapter member, perhaps not an officer, but someone who is tireless in their devotion to the chapter effort year after year? We include one pin in the kit for the express purpose of saying thanks – the Chapter MVP pin. We also include extra blank award certificates for each chapter to recognize additional volunteers and achievements (e.g. a first flight).

World of Flight Calendars



These beautiful calendars are a great addition to any home or hangar. Share the magic of flight with your friends and loved ones. World of Flight calendars are wonderful gifts for a friend or neighbor, and a great fundraiser for your chapter, too.

Order your EAA "World of Flight" Calendars starting in November. Chapters can purchase calendars at a substantial discount in quantities of 10 or more. Call EAA Membership Services at 800-564-6322 to place an order.

Chapter Camping at EAA AirVenture Oshkosh

Chapters have an affordable opportunity to establish a "beachhead" at which to base their chapter members. Rather than paying from the day a campsite is staked out until the Convention's end, chapters can purchase in advance up to four campsites at a flat rate in order to establish a base of operations. Since the campsites are staked out in advance, each chapter can direct its members to camp in the vicinity of this area. Additional sites may be acquired under the usual camping rules and pricing.

For more information, visit *www.eaa.org/chapterresources*

Chapter Email Account

We recommend that each chapter have an email account of its own. This allows for the email address to be passed along as the officers change over time. Gmail is a great solution since it is free and easy to use. Keep it short and easy to remember – e.g. EAA252@gmail.com.

Chapter 4 FINANCIAL MANAGEMENT

Although the treasurer takes primary responsibility for the chapter finances, the membership entrusts *all* the chapter officers to manage and protect the chapter's financial health. Each officer should understand and be comfortable with how money is raised, where it is spent, and why.

This section covers the basics of chapter financial health.

Books and Records

Just as we keep aircraft logbooks on our airplanes to track important data, you need to keep financial books and records on the chapter. There is a responsibility to your membership to be able to document how chapter money was spent. Federal and state/province tax authorities impose a legal requirement as well. Records should document the type, source, and amount of all funds received and spent. For tax purposes, we recommend you keep financial records for at least 6 years. Records need to be handed off to the next treasurer.

Even though all chapters are "not for profit," do not take this concept literally! The chapter needs to operate at a profit to survive over time. Having some money in the bank is a good thing and provides a sound financial foundation.

Income and Expense

Gross income is the total amount of funds raised during the year. It includes member dues, revenue from pancake breakfasts, donations, etc.

Expenses are the costs associated with running a chapter. Typical costs are printing, postage, chapter insurance, etc.

Net Income or loss is the amount remaining. If all of the income was deposited into the checking account and all the expenses paid out of it, by definition the net increase or decrease since the start of your year is the income or expense.

Profit & Loss Statement

A profit and loss statement (P&L) is a financial statement that summarizes the revenues, costs. and expenses incurred during a specific period of time, usually a fiscal quarter or year.

Assets and Liabilities

An asset is something of the chapter owns that has a financial worth. Examples include a chapter hangar, trailer, aircraft project, or tools.

A liability is a debt or other obligation to make a financial payment. Chapters oftentimes have no liabilities because everything is done on a cash basis. Sometimes a chapter will borrow money to buy or build a chapter home.

Retained Earnings

Retained earnings is the total net income accumulated over the years.

Balance Sheet

A balance sheet is a statement of the assets, liabilities, and retained earnings of an organization at a particular point in time.

Internal Controls

Having “checks and balances” in place can make sure that everything is accounted for properly. Here are some simple steps that can be taken to make sure chapter funds are being handled properly:

- Prepare a budget for the year of anticipated income and expenses.
- Review and compare your chapter finances to your budget at your business meeting quarterly.
- Require pre-approval of expenditures on behalf of the chapter.
- Require a receipt before reimbursing an expense.
- Have a board member audit the books annually.
- Publish your chapter financials in your newsletter at least annually.

Reporting to the Members

Members generally are not concerned with the finances of the chapter. However, the chapter should share the financial health of the chapter at least annually in the chapter newsletter. Being open and honest with the membership about where things stand financially is important to maintain the membership's trust.

Fundraising

The most important thing you need for successful fundraising is to be able to answer the question "why." Why are you raising funds? What will the funds allow your chapter to accomplish to support the EAA mission of growing participation in aviation?

The following are some common "whys" for chapter fundraising:

- Sponsor a kid to EAA's Air Academy
- Flight training scholarships
- Build/buy a permanent chapter home
- Fund aviation education programs

It is important for your chapter members and other supporters to understand the chapter goals and want to help. This is especially true for larger fundraising goals that take a lot of work or last for many years.

Fundraising for fundraising’s sake will quickly grow old with your membership. If your goal is to establish a permanent home for your chapter, make sure you communicate this message every time you're raising funds. Consider publishing the goal monthly/quarterly in the newsletter to show your progress.

The following are some proven ideas for raising funds for the chapter:

- Pancake breakfast
- BBQ lunch/Burger ‘n Brat Burn
- 50/50 raffle
- Donations of cash or property
- Plane wash or car wash
- Raffle (check your state law)
- Silent auction

Donor Recognition

Do not overlook thanking and recognizing your donors. Keep the recognition in line with the level of support provided. Consider making your big supporters members of your chapter or at least send them the newsletters that demonstrate how your chapter is using their donation to make a difference.

IRS 501(c)(3) Charitable Status

It is up to each EAA chapter to determine if it can qualify for "charitable" status under section 501(c)(3) of federal tax laws. Most chapters that hold Young Eagle rallies, offer educational programming, and actively promote aviation could qualify.

Advantages of becoming a recognized charity:

- Tax-deductible donations
- Third-party validation (by the IRS)
- State tax benefits – Depending on your state, a recognized charity may qualify for reduced property tax and a sales/use tax exemption.

Disadvantages

- Must complete the application paperwork – while it is possible to do it yourself, it is complicated and many chapters hire this work out.
- Application expense (the IRS charges a filing fee of $400 to $800 depending on gross receipts)

Chapter 5 CHAPTER GATHERINGS

"The warmth and friendship and good fellowship is noticeable immediately upon arrival and one has a feeling that 'there are not strangers here.'"

Paul Poberezny,* Sport Aviation*, July 1963

The heart and soul of an EAA chapter is the monthly gathering of members. This gives us the chance to meet new people, learn about aviation, participate in exciting activities and talk airplanes.

Meetings and paperwork are not a lot of fun. By holding business meetings separate from your chapter gathering, only the board and those members interested in the business of the chapter need attend.

Many of us call our monthly gatherings "meetings"; we suggest you avoid this term because it carries some negative baggage. Folks sit in boring meetings every day at work and hate every minute.

Your typical member is not interested in arguing over the purchase of a microwave, Roberts Rules of Order, or the operating strategy for the chapter. They elected you, the officers, to handle these tasks. Schedule and publish a monthly business meeting for handling the management of the chapter so anyone interested has the opportunity to attend.

Members want to gather together to learn, socialize, share a meal, and just talk airplanes.

Problems to Avoid at Member Gatherings

- Starting late
- Getting off topic
- Running too long
- Being disorganized

Typical Format of a Gathering

This is the format used successfully by Chapter 252 for its Thursday night gatherings. The official start is at 7:00 p.m. with everything wrapping up by 8:30 p.m.

6:00	Doors open/social time
6:30	Food served
7:00	Kickoff
	Welcome guests and new members
	Ask for building project updates
	Review upcoming events
	Show Chapter Video Magazine
	Guest Speaker
8:30	Wrap up – Thank speaker (make sure you give them a round of applause).

Chapter Programming

Monthly programs and events are the lifeblood of a successful chapter. It takes time and effort to plan and execute, but the value added to your chapter is immense. Your reputation at the airport and community will grow and so will your membership when you make each gathering a "Can't Miss Event"!

Chapter programming is all about education and entertainment. Mix a little of both, stir with vigor, reach out to the members, and advertise your events; people will make attending a high priority.

Chapter Video Magazine

EAA's Chapter Video Magazine is a video series specifically for showing at chapter meetings. These 20-minute video presentations can be your chapter's main program each month or better yet, used to supplement other scheduled speakers and programs.

Each video magazine includes:

- **A monthly update from EAA Headquarters** keeping you aware of the latest news and happenings in EAA and the aviation world
- **A feature presentation** capturing the "Spirit of EAA" and the broader aviation community through a variety of subjects
- **A Hints for Homebuilders** segment covers a technical topic on aircraft building or maintenance.

A link to download new video installments is e-mailed to chapter officers at the beginning of each month. Once downloaded and saved to your computer, the videos can be shown at chapter meetings using a computer, external computer speakers and a projector or TV for smaller groups. Internet access at the meeting location is not required since the videos can be downloaded in advance.

Speaker's Bureau

EAA's Online Speakers Bureau assists chapters in scheduling interesting, creative, educational, and diverse programs for their monthly meetings. Fellow members, aviation industry leaders, and various aviation professionals throughout the country are ready to share their knowledge and inspire others to follow their dreams.

Our heartfelt gratitude goes out to the speakers who are donating their time in order to assist chapters.

Have experience and expertise to share? Consider joining our Speakers Bureau yourself.

Chapter Program Topics

The following are some ideas used successfully by chapters:

- Tower visit
- ATC controller speaker
- Chapter member speaker
- **Technical Presentation:**
    - Safety Wiring
    - Cylinder Compression Demo
    - Ignition Timing
    - Magneto Rebuild
    - Polishing Aluminum
    - Riveting
    - Welding Fundamentals
    - Basic Fiberglass Repair Techniques
    - Basics of AN fasteners
    - Woodworking Fundamentals for Aircraft
    - Sheet Metal Layout, Cutting and Bending Tools
    - Basics of Fabric for Aircraft

    - What is a Condition Inspection?
    - Rigging for Speed
    - All about Tires and Brakes
    - Rebuilding Oleo Struts/Replacing Bungee Cords
    - So, You Want to Build/Restore and Airplane!
- **Flight Safety Presentation:**
    - Density Altitude Basics
    - Weight and Balance Considerations
    - Tail Dragger Basics
    - Mountain Flying Basics
    - Winter Flying Hints
    - Helpful Hints for Flying into and out of Grass Strips
    - Airspace Primer
    - ADS-B Update
    - FAA Medicals (ask your local AME)
    - How to be a Young Eagle Pilot
    - Latest Flight Planning Apps and Their Usage
    - Aviation Risk Assessment and Risk Management
    - Why Get an Instrument/Seaplane/Multi/Glider Rating?
- Open Hangar Day
- Weekend Work parties at Oshkosh
- Field Trip to an Aviation Museum

Chapter Events

"…I find working with EAA a lot like church work. You have to believe, and when you BELIEVE, great things become possible."

Paul Poberezny,* Sport Aviation*, February 1965

Event Planning

Every chapter event starts with a good planning session at least three to six months in advance. Double check your event date against aviation and community calendars to make sure you aren't going to step on another event.

Determine and write down the event activities in order and assign a time element to them and a quantity of volunteers needed to support that task. The last column on your event schedule is for materials needed to support that task.

This establishes a daily schedule. Keep in mind that while you want to be busy and entertain, don't overwhelm your team.

Event Marketing

Start your event marketing at least two months out, with listings on your community calendars and the EAA calendar. Prepare event posters and event business cards to hand out and have chapter members be responsible for area distribution. Get a poster/ad ready for your newsletters.

Start a Facebook buzz with chatter about the event at six weeks out, and every week thereafter until the event.

Send a press release to the local radio stations, newspapers, and TV stations one month in advance to get their attention, and again the week of your event. Invite them to come out and write a story and report on some happy news.

Call EAA Headquarters and set up a ChapterBlast, if appropriate. We need at least two weeks' notice to put your ChapterBlast together.

Event Day

Start your event and schedule the arrival time of the set-up crew and the registration staff. Perhaps setup can be accomplished the day before or that morning. Make sure the facility is clean and your chapter banners are up.

Set up directional signs if needed and assign a volunteer to handle parking. They are the first Chapter Ambassador your guests will encounter, so you will want a happy, friendly person.

Always Promote Your Chapter

At every event you have, set up a chapter information table, and have someone standing at the table continuously during the event. Have chapter brochures, business cards, and flyers available to help people get to know your chapter.

The goal of all your events is to have fun AND provide a learning-rich environment where everyone involved will learn a lot about recreational airplanes, their municipal airport, and your chapter!

Chapter Home

Does Your Chapter Have a Home?

A consistent and comfortable gathering place for chapter members to meet is critical to the growth and longevity of your chapter. People are creatures of habit; they want a stable gathering date, time, and a positive atmosphere to meet in, to socialize, and learn from each other.

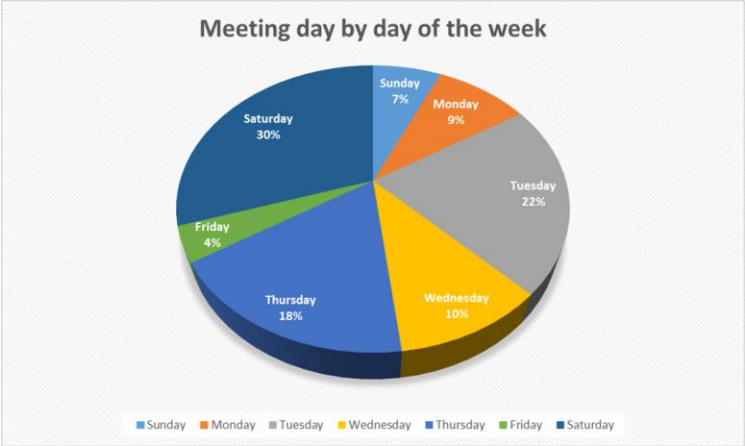
A chapter home adds tremendous value and credibility to your chapter in the community; new members will see value and want to be part of the activity. It brands your chapter as ambitious and goal-oriented.

When to Gather?

Gathering times are very important; we all lead busy lives and cram a lot of activities into our week. Meeting during working hours is a no-no; meeting at Cracker Barrel on the first Tuesday morning of each month ensures that only retired folks can attend. That is not a family-oriented chapter event, it's a breakfast club for retirees.

Your chapter membership needs to be diverse with folks who are young and new to aviation as well as veteran pilots and builders. Chapters that welcome families are the most successful; keep that in mind when you pick your chapter gathering times.

If you choose weeknights, that might work well for college-aged people and adults over 50, but young families have kids to feed and homework to do, so weeknights might not be an option for these folks.



Saturdays are great for chapter get-togethers. Most people don't work on Saturdays and have a more relaxed schedule. Pilots frequently come to the airport on weekends so why not get together?

Share a Meal!

No matter when you meet, have food available. Sharing a meal with your members is the surest way to establish and solidify friendships and add value to your chapter. Small gatherings can start with bagels, pastries, and coffee for a Saturday meeting or provide a sectioned-up sub sandwich, chips, and cookies for supper.

Having a meal at a weeknight gathering helps to relieve the after work time-crunch by eliminating having to grab dinner then rushing to get to your chapter gathering. By having a meal people can come straight to the meeting and will have more time to socialize.

Your chapter can quickly organize a potluck-style dinner; ask members to bring a dish to pass or throw some cash in the kitty. These meals don't have to be fundraisers but they need to break even, and they will if you buy your supplies carefully. Grill some burgers and brats and you will have a great turnout. Put the word out and let folks know in advance.

Comfort for the Whole Family

Bathrooms are a must for any chapter, and they need to be clean. You don't want a mass exodus because half of your members need to find a bathroom. No bathroom equals short meetings with people dancing toward the end and a quick exodus. That's hardly a positive experience.

Comfortable, stackable chairs, and nice clean tables are a great investment. Many chapters find that these items will get donated, but you must ask for the donation.

Unheated hangars, while great for many chapter activities and storage, will be tough on members during a presentation, and you will have chronic low turnout. Have some fans or air conditioning for summer as well as heat in the winter. This will go a long way toward keeping your chapter members and their family coming back month after month. Having a comfortable facility will help your chapter grow.

Location, Location, Location

Finding your ideal chapter gathering place is a treasure hunt. Most chapters meet at their local airport, but some meet offsite at a firehouse, library, or a community center. A free facility is best when you are getting started and your funds are sparse.

Perhaps a chapter member will lend the use of his or her hangar to help your chapter. Check with your local FBO, and always talk to your airport manager. Often airport terminals are underutilized and have a great meeting area that your chapter can use for free.

When borrowing a facility, leave it clean and in better condition than when you entered it.

As your chapter recruits members and gains momentum, you might consider renting a facility at your airport or even buying a hangar for your chapter.

Renting – An Option

Your chapter Board of Directors can enter into a rental or lease agreement for a chapter gathering place, hangar, and chapter equipment storage area. Be sure to have the particulars, such as rental amount, term, and who pays for maintenance, repairs and upgrades, insurance etc. well understood and documented in the lease agreement so your chapter responsibilities are well understood.

Always have your members vote prior to entering into any agreement. You must have chapter membership support and although 100% buy-in might be difficult, a strong majority signals your membership is marching in a unified direction toward a shared goal.

Like any good business, put together a summary of chapter annual income and expenses; demonstrate that your chapter easily will be able to cover the lease and other incidental costs of having the facility.

Bartering is ok! Perhaps the facility needs cleaning, paint, or new carpeting. You can work to fix up the place in exchange for discounts on the monthly rent.

Buy or Build a Chapter Home

Lots of chapters own their facility. Most save their funds and wait for a good deal, and some chapters are recipients of a partial or full hangar donation from a benevolent benefactor. That is why it's so valuable for your chapter to have 501(c)(3) charitable status. EAA Chapters that have charitable status are able to raise thousands of dollars through donations.

Buying a hangar is a challenge, but it is most rewarding. Having a place that your chapter can make its own and call home really adds value and gives your chapter that brick-and-mortar level of permanence.

Hangars can be purchased for $20 to $30 per square foot in most regions of the U.S. The asking price can vary quite a bit by airport and how nice the hangar is. Don't hesitate to negotiate; aviators like to see chapters succeed at their airport. Expect to pay more for insulation, heat and air conditioning, epoxy floors, and electric bi-fold doors.

For example, let's say there is a very nice 40 x 40-foot hangar, (1,600 square feet) listed at a local grass airfield with an electric bi-fold door for the asking price of $29,000, (about $18/sq. ft.). It is almost new but not very well located; it sits next to the runway. A better location would be close to the airport main entry so you have street-side access and visibility. It is also un-insulated and would not be a good gathering place year round unless your chapter insulated it, which would cost at least $5,000. Then add about $5,000 for a heater and ductwork. Those upgrades added to this hangar's purchase price would raise the cost/sq. ft. to about $25.

As a 501(c)(3) your chapter could ask for a donation of a heating system and insulation from a contractor or building supply store. You may not get the system for free, but they may be willing to donate a significant part of the cost, thereby keeping your out-of-pocket cost low. With these types of donations, you would want to acknowledge the donor's generosity with a thank you letter and a plaque to hang in the chapter home for all to see.

Building your own facility is another option if you are a mature and capable chapter. Many chapters have. Check out Chapter 44's "Sport Aviation Center" http://www.eaa44.org/



If you are interested in building, please contact the EAA Chapter Office for additional information at 920-426-4876.

Paying for it All

Funding your new chapter hangar is a matter of discipline and perseverance. Don't plan on funding a hangar with your chapter's dues. You must develop additional ways of funding both the purchase and ongoing operations.

Start with a formulating a five-year strategic plan for your chapter. Identify fundraising events such as chapter hat sales, "plane" washes, raffles, BBQs and pancake breakfasts for the first year, and try to schedule at least three to four events. You will quickly determine which fundraisers provide the "most bang for the buck" for your volunteer efforts.

Years two through five, plan to up your chapter's public outreach and engagement by having four to six events annually. This gives you on average of 28 fundraising events in a five-year period.

To generate $29,000, you need to net an average of about $1,036 per event. If that sounds like a lot, consider this; selling 100 EAA Chapter Gear hats over a six-month period for $20 each ($10 profit) and you generate $1,000. Some chapters offer hats at their fly-ins or Young Eagle rallies and sell 50 hats in one day.

Or feed 250 guests at a pancake breakfast or BBQ; an $8 donation can net $4 per plate and you make $1,000. Your chapter network has chapters that routinely feed 400 people. Some are moving 800 to 1,000 people through at their pancake breakfasts.

Taking donations of airplanes or parts and other items then selling them off can also yield high returns with virtually no up-front costs other than advertising.

Keep in mind that once you buy a hangar for your chapter there will a ground lease if you are based at a municipal airport. These should be long-term leases, (10-20 years with 10-year options to renew). For example, a lease cost of 10 cents/sq foot is typical in some areas. Your 40-foot x 40-foot chapter hangar might reside on a 60-foot x 60-foot (3,600 sq. ft.) land parcel. The annual lease would then be $360. Often these leases can be negotiated down because of the educational programs and goodwill your chapter will generate at the airport. This negotiating position greatly depends on the perceived value your chapter demonstrates, so it is very important to constantly reach out to the community and build good will for your chapter.

You will need to set aside funds for insurance, maintenance, upgrades, and property taxes. Get a quote for the hangar property insurance before you buy. Keep in mind that EAA offers chapter liability and hangar keepers insurance. The liability coverage through EAA for a 40-foot x 40-foot hangar currently would cost you about $350 annually.

Plan on 2% of the purchase price for annual maintenance, such as painting, lights, filters, etc. Upgrades are up to you, perhaps in the second or third year of ownership you might want to add some lighting, a

bathroom, or frame up a storage area. If you purchased an already-standing hangar, the previous owner will know what the property taxes run each year, or you can search your county tax assessor's website.

Chapter-owned hangars are a worthy long-term goal for any chapter. They create visibility and value. Start planning now, have patience, and prepare for the opportunity that will come your way.

Chapter 6 INSURANCE & RISK MANAGEMENT

This section of the Guide contains important information pertaining to the Chapter Insurance Program. It outlines important details concerning events, coverage, and specific requirements that have been established for the program.

Coverages

The Chapter Insurance Plan provides the chapter, its officers, directors, members, and volunteers with Aviation Operations Liability Insurance Coverage for alleged negligence on the part of a chapter during an approved chapter event, or during an event the chapter has been approved to participate in. This insurance coverage is ground liability only and does not cover the chapter for activities once they have taken off of the ground in their aircraft nor does it protect the chapter's assets in terms of their hangar, tools, etc.

Participation is mandatory for all U.S. and Canadian Chapters. It is not available for international chapters.

Bodily Injury and Property Damage protects the chapter from damages because of bodily injury or property damage to which the insurance applies resulting from activities or events sponsored directly by the chapter.

Personal and Advertising Injury Liability protects the chapter from damages because of personal and advertising injury to which the insurance applies resulting from activities of or events sponsored directly by the chapter. That includes copyright or trademark infringement, libel, slander, or invasion of privacy.

Coverage for medical expenses for bodily injury caused by an accident and resulting from activities of or events sponsored directly by a chapter provided that the accident takes place in the coverage territory and during the policy period, the expenses are incurred and reported to the insurer within one year of the date of the accident, and the injured person submits to examination, at the insurer's expense, by physicians of our choice as often as the insured reasonably requires.

Optional Hangar Keepers Liability provides coverage for accidental loss to or physical injury to an aircraft in the care, custody, or control of the insured or while being serviced by the insured.

EAA has non-owned aircraft liability insurance in place that will provide coverage in the amount of $1M per occurrence for bodily injury and property damage arising out of a chapter-sanctioned YE rally, which is defined as a group of flying sessions to accommodate groups of young people. This coverage only applies to aircraft that are not owned by the chapter and where the individual EAA member participating does not charge or receive any payment for the use of their airplane. There are no restrictions on the types of aircraft that can be used

Young Eagle Excess Aircraft Coverage

A significant element of the Eagle Flight and Young Eagle programs is the insurance that protects the volunteer pilot as they participate. EAA has arranged comprehensive insurance for all aspects of the Eagle Flight and Young Eagle programs, all without a premium charge to the volunteer pilot. There are some key points that must be adhered to in order to ensure the pilot is protected, which include:

- **Only EAA members may conduct Eagle Flights and/or Young Eagle Flights**. Guidelines must be strictly followed in order for the insurance to apply and for the flight to be logged in their

respective program. Please note that when the guidelines are met, this insurance is automatically in place for the flight and no additional insurance forms need to be completed:

- Pilot must be a current member of EAA National.
- EAA members acting as participating pilots must hold an appropriate Airman's Certificate (Sport Pilot or greater).
- Pilots must possess a current Medical Certificate (if applicable).
- Pilots must be current to carry passengers in the aircraft they plan to use.
- Pilots must have a current Flight Review.
- Aircraft Passenger Liability Insurance is required for the aircraft used (owned, rented, or borrowed) with a minimum of $100,000 per seat liability insurance. If a rented aircraft is being used, it is essential that the volunteer pilot maintain a renter's (or non-owned) insurance policy.
- The Eagles Flight and/or Young Eagle registration form must be completed before the flight and remain on the ground during the flight.
- The aircraft used for the flight must be in airworthy condition.
- Flights must adhere to all applicable Federal Air Rules (FARs).
- Pilot must meet the current Federal Air Rules (FARs) for the pilot certificate held.
- Pilot must adhere to EAA's Youth Protection Policy (applicable YE flights only).

Only EAA Chapters are approved to hold Eagle Flight and/or Young Eagle Rallies. A Young Eagle Rally occurs any time there are more than two pilots providing Young Eagle flights, or, there are two pilots at aircraft capacity and youth participants left waiting on the ground for a Young Eagle Flight.

There is an exception with respect to two pilots providing YE Flights in connection with the Boy Scouts of America Merit Badge. Youth participants may be left waiting on the ground as long as Boy Scouts of America Scout Master leadership has oversight and is in compliance with Boy Scouts of America guidelines.

EAA Chapters, their officers, directors, members and volunteers are protected by the EAA Chapter Insurance plan for both ground and flight activities.

If the Chapter is invited to give YE Rides to a group of kids that are part of another organization's event, that organization must have insurance in place to cover all activities, including the flights.

- To activate coverage for an Eagle Flight and/or Young Eagle Rally, the Chapter must complete the Event Insurance Application form online **at least 30 days prior to the event**. This form can be found at *www.eaa.org/chapterinsurance*. Premises general liability coverage in the amount of what the chapter elected will apply.

- **Only parents or legal guardians may sign the release.** A Young Eagle Flight Release form may only be signed by the child's biological or adoptive parent or legal guardian. Stepparents, aunts, uncles, grandparents, teachers, neighbors, etc. may not sign the release on the child's behalf. Doing so will invalidate the insurance and the flight will not be recorded in the World's Largest Logbook as a Young Eagles Flight.

- **A parent or legal guardian may ride with a Young Eagle.** One adult passenger is permitted per Young Eagle Flight, if necessary, though they must take the back seat and keep the focus on the child's experience. A release must be signed by the participant

- **Eagle Flights are given on an individual basis**; only one adult passenger is allowed per Eagle Flight. It may not be in conjunction with a Young Eagle Flight or combined with an adult orientation ride. A release must be signed by the participant.

Chapter Event Insurance Request

EAA Chapters can hold an unlimited number of approved events each year. All event activities must fall within the Chapter Insurance Guide. Prohibited or undisclosed activities at a Chapter event may jeopardize coverage.

The Chapter must be the sole organization OR a participant during an approved event. Acting as sole organization means that the chapter is the only organization involved in the planning and conducting the event. The chapter is responsible for conducting or facilitating all activities taking place. In this event, all activities must fall within the Chapter Insurance Guide.

The chapter may also participate in another organization's event. The chapter may still only conduct approved activities, however, the overall event organizer may have activities that fall outside of the Chapter Box (i.e. air show). However, in order for a chapter to participate, an event certificate from the primary sponsor evidencing coverage for all activities taking place needs to be forwarded to Risk Management before the chapter's request for insurance is approved. Additionally, if a chapter is invited to give Young Eagle Rides during an event, the primary sponsor will need to have insurance coverage in place to cover the flight activities. There are no exceptions.

Organizing an event with another organization, for example a pilot association, is not permissible under the Chapter Insurance Plan. We ask that the Chapter clearly define its role as participant or sponsor. Keep in mind that the insurance does not extend to any other entity.

Activating Coverage for Events

All requests for insurance are completed online. Once submitted, the event can easily be added to the Calendar of Events. Once approved, a certificate of insurance will be sent to the email provided.

Thirty days is strongly preferred to allow adequate time to process the request. Many requests require additional information and/or certificates of insurance, and the more time allotted for this the better. Late requests may not be approved, especially if the request is more complicated.

Whenever possible, an officer of the chapter should fill out the request for insurance. A non-member is never to fill out the request on behalf of the chapter.

www.eaa.org/chapterinsurance

Chapter Activities

Approved:

Chapter Sponsored Fly-Ins including:

- ✓ Airport Open House
- ✓ Food Sales/Pancake Breakfast
- ✓ Orientation rides
- ✓ Young Eagle Rally
- ✓ Host EAA Aircraft tours
- ✓ Spot Landing
- ✓ Aircraft Static Display
- ✓ Hot Air Balloon Launch/Night Glow
- ✓ Overnight Camping
- ✓ Commercial Exhibitors

Chapter Fly-Outs including:

- ✓ Poker Run
- ✓ Cross-Country Event

Education activities including:

- ✓ Aircraft builders' workshops
- ✓ Ground School
- ✓ Adult or Youth Outreach/Education including day camps
- ✓ Scholarship sponsorship
- ✓ SportAir Workshops
- ✓ Flight Simulators

Newsletter and website publishing

- ✓ Use of EAA logos and published materials

Community Outreach including:

- ✓ Community fundraisers
- ✓ Historical exhibits and displays
- ✓ Volunteer airport and community projects (i.e. Toys for Tots, Adopt a Highway)
- ✓ Exhibiting at community events

Social activities including:

- ✓ Chapter banquet, cookout, picnics, awards dinner, hangar dance
- ✓ Flight simulators for entertainment purposes
- ✓ Complimentary (or host) liquor

Fundraising including:

- ✓ Food service at someone else's event
- ✓ Car parking for other events
- ✓ Hangar Dance
- ✓ Rummage Sales
- ✓ Parts Mart
- ✓ Charitable flights for donation (in compliance with FAR Air Tour Rules
- ✓ Raffles including automobiles, aircraft, TVs, Cash (check local licensing requirements)
- ✓ Advertising Sales
- ✓ Merchandise Sales

Aircraft building and restoration

- ✓ Chapter aircraft building or restoring projects
- ✓ EAA Technical Counselor
- ✓ EAA Flight Advisor
- ✓ Chapter Tool crib

IAC Chapters contest and practice days

Conduct Chapter Business

- ✓ Rent, own, lease facilities
- ✓ Operate as a non-profit 501c3 organization

- ✓ Own and operate mobile equipment on airport property (golf cart)

Approved with Certificate of Insurance from Responsible Party:

- Host non-EAA aircraft tours
- Radio-Controlled Demonstrations
- Fly-bys
- Ride Hopping by commercial operator
- Manufacturer Demonstration rides
- Facility rental
- Sublease meeting space
- Tethered hot air balloon rides
- Catered events that include alcohol service with licensed bartender
- Formation flights
- Chapter Field trips
- Floats and motorized vehicles in parades*****

Prohibited Activities:

- Racing of any kind (aircraft or vehicle)
- Flour Bombing/Pumpkin drops
- Balloon Breaking/Ribbon Cutting
- Air Shows/aerobatic demonstrations
- Activities requiring waivered airspace
- Sale of alcoholic beverages
- Simulated Aerial Combat
- Wing Walking/Parachute Jumpers
- Endurance Flights involving fuel exhaustion
- Pyrotechnics/Fireworks
- Owning, operating and/or leasing an airworthy aircraft as a chapter
- Performing at events as an EAA Chapter, including funeral and public event flyovers
- Airport Management and/or airport maintenance
- Aircraft fueling for a charge or cooperative or shared arrangement
- Aircraft maintenance for a charge or exchange of services
- Owning or leasing an airport or airpark
- Flight instruction
- Facilities in excess of 10,000 square feet
- Bouncy Houses and kiddy rides

- Overnight youth camps
- Co-mingling Chapter with other organizations and clubs**

*Chapter insurance does not provide coverage for vehicles licensed to operate on public roadways. This includes trailers used as display floats. Please contact Risk Management or the Chapter Office to discuss alternative ways to participate in local parades.

**Chapters may not allow other organizations to organize within or in conjunction with their EAA Chapter, such as a local flying club or pilots group, Flying Rotarian Chapter, Airport Association, etc.

Duties After an Accident or Loss

Please contact EAA Risk Management as soon as possible with the following information:

- Date, time & location of the incident
- Names, addresses & telephone contact numbers for all injured persons
- Names, addresses & telephone contact numbers for all witnesses to the incident
- Make sure immediate first aid and qualified medical personnel are notified of any injury. Protect damaged property from any further damage
- Have someone take immediate photographs of the incident if possible
- Do not discuss the facts leading up to the incident with the news media at any time
- Report incident to local FAA office or other government authority if applicable

Notify us Promptly -	EAA Risk Management Department	920-426-4822 Karen Kryzaniak 920-426-6106 Liesl Wrolstad 920-379-4822 (Cell) Karen Kryzaniak

Insurance - Frequently Asked Questions (FAQ)

What does the Chapter General Liability Insurance cover?

The Chapter Insurance policy is Aviation Operations Liability Insurance that protects the chapter, its officers, directors, members and volunteers in the event that claims are made against the chapter as a result of its role or actions in an approved activity or event. This insurance coverage is ground liability only and does not cover the chapter for activities once anyone has taken off of the ground in their aircraft nor does it protect the chapter's assets in terms of their hangar, tools, etc. For coverage concerning its clubhouse/hangar, the chapter needs to acquire separate policies that pertain to their building(s) and contents. If the chapter stores aircraft within its hangar, Hangarkeeper's Insurance would be required in order to cover the aircraft in the event of a fire, etc.

Can a chapter request additional insured status for other organizations or individuals in conjunction with a chapter activity?

Additional insured status means that you are sharing the Chapter Insurance Program with other organizations. We must be very selective in doing so in order to protect the plan for the chapters. Additional insured status is available for local airports where a chapter activity is being conducted or where required by contract.

Can a chapter participate in or organize an air show as a Chapter Event?

Chapters can participate in an air show provided that the main sponsor has insurance in place for the overall event. If a chapter becomes more closely involved in the formal planning sessions of the event,

profit sharing, organizing acts, then it has moved itself from a participant role to that of a sponsor. Sponsoring or co-sponsoring an air show exceeds the boundaries of a Chapter Event and is not permitted.

Can a chapter give rides at a chapter fly-in that are in addition to the Young Eagle rides?
Yes, chapter members can give Eagle rides at a chapter function. Your chapter will need to complete the online request for insurance as with any other event. Both Young Eagle Flight and Eagle Flight must strictly follow the guidelines. A Young Eagle Flight is for a child between the ages of 8 and 17 and the program does not accommodate an adult passenger as well. If an Eagle Flight is to be given, it must separate flight from that of a Young Eagle Ride.

If a Chapter is giving rides away for a donation, then they will also be required to complete the Drug Testing Exemption information as required by the FAA.

Can a chapter participate in a parade, do candy drops and bomb drops?
The Chapters insurance policy does not cover parades.

Candy drops can be conducted at chapter activities if strict guidelines are followed. The crowd must be held back behind a restricted area. Under no circumstances should the candy be dropped directly over the crowd. The candy cannot be dropped on a runway (active or temporarily closed) but should be dropped in a separate open area.

Bomb drops are not allowed at chapter events. The concern is in the fact that pilots tend to substantially cut back on power and altitude to do the drops and thereby significantly increase the risk of an accident. Only ultralights may conduct a beanbag toss over a target using the official Pilot Proficiency Guidelines.

Can a chapter co-sponsor an event?
Co-mingling with another organization to sponsor a Chapter Event is **not permissible** under the Chapter Insurance Program. A chapter will either need to take the lead sponsorship role in organizing an event, or a chapter may participate in an event by providing approved chapter activities. The chapter insurance does not extend to any other organization, and co-sponsorship would put the coverage in jeopardy

Where can a member (Chapter and/or National) obtain Personal Aircraft Insurance?
Our plans provide EAA members in the U.S. with extensive liability and aircraft hull insurance for all types of aircraft. We have insurance options for standard category aircraft, vintage, aerobatics, light-sport aircraft, homebuilts, warbirds, seaplanes, powered parachutes, trikes, gliders, helicopters, and more. Members can call the EAA Aircraft Insurance Plan at 866-647-4322.

Can a Chapter provide Young Eagle Flights as part of an ACE or other Camp?
A Young Eagles flight may not be conducted as part of an ACE or other camp, nor directly tie into the camp. Camp organizers may inform the campers about the Young Eagle Program by providing brochures or other written materials, or inform campers about local Young Eagle Rallies where EAA chapter members will work directly with the parents of the Young Eagle. These rallies must be stand alone rallies not affiliated with or specifically organized to accommodate campers.

Can a chapter purchase insurance elsewhere?
Obtaining coverage elsewhere for a Chapter event is not permissible under the Chapter Insurance Plan.

Chapter 7 MARKETING & RECRUITMENT

"EAA Chapters are like our churches, each dedicated to spreading the word of sport aviation."

The sad truth is that many EAA chapters have no visibility or presence in their communities. Some are even invisible to the general pilot population at their own airport!

Establishing your chapter presence on the airport and community wide is fairly easy. You don't need an MBA from NYU but you do need a plan, some resources, and most importantly, a bit of time every month to "get the word out." The concept of "guerrilla marketing" applies here; getting a lot of visibility with limited resources.

Why even bother with all this marketing stuff? To promote chapter growth! We see many examples of chapters that were strong a decade ago, now in decline. EAA's Charlie Becker says, "If you're not growing, you're dying."

Membership attrition, due to members passing, moving away or disinterest can take its toll, and chapters, just like other community clubs and churches are not exempt.

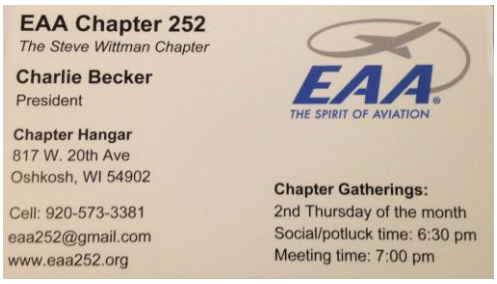
Marketing is a numbers game. We all live in a busy, noisy world and making a dent is a challenge. It's all about getting a strong chapter message delivered outside the chapter tribe, consistently and continually.

Impressions - A very critical element of marketing your chapter is the volume of impressions. An impression is a single touch point between you and your potential new chapter member. An impression can be a business card handed out, a flyer on a bulletin board, a Chapter Blast or a chapter post on Facebook. They all count.

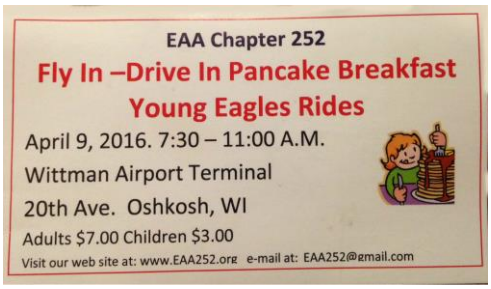
Chapter Marketing Tips

Business Cards

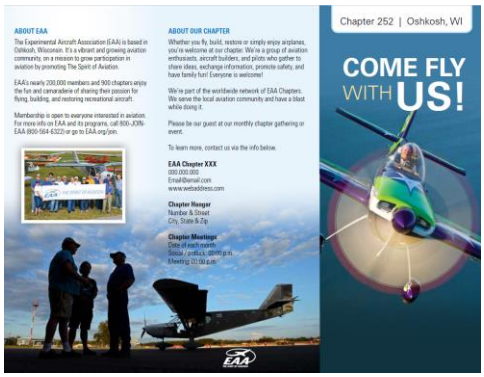
Start your marketing program with business cards. Business cards can be carried by all the chapter officers, Young Eagle Coordinators and Eagle Flight Leaders, and Membership Coordinators. General chapter business cards can be made up and distributed to members to pass out.



Specialty event business cards can be made up to advertise any event, such as a Young Eagles Rally or a pancake breakfast. Think of these as tiny, low-cost flyers. A box can be passed around to chapter members for everyone to take a few to invite family, friends, co-workers, etc. The reason these work so well is they have the added power of a personal hand out.



EAA's VistaPrint Store



EAA has put together a custom offering from VistaPrint to make it easy for your chapter to get started with marketing materials. This program allows your chapter to log on and create your own chapter business cards and other "Point of Sale" materials such as rack cards and brochures from templates provided by EAA. With just a little bit of modification, you can order some great-looking promotional material.

On the VistaPrint work page, you select the business card template you want, then edit the information fields. When done, select the card print quantity, delivery time, then checkout and pay by credit card. It usually takes 15 minutes or less to create cards and get the order placed. A couple of notes on Vistaprint – always select the least expensive shipping option as you will still receive your materials in about 7 days. Also, watch VistaPrint for special offers and free shipping too!

Chapter Banners

www.eaa.org/chapterresources



EAA has the ability to make high-quality large banners, approximately 2 feet x 10 feet, in-house at EAA Headquarters. We offer the banner service to your chapter for the cost of materials and shipping. The banner will have the EAA logo on it, your chapter number, and also your location. Order as many as you like, and if you are visiting Oshkosh, order in advance and pick them up to save on shipping.

Placing your chapter banners is important. We see chapter banners hanging inside a chapter learning center or hangar, which does nothing for your chapter's external visibility. Put the banner on a fence near the airport entryway. Other options are to string it up outside the hangar or by the FBO. Try to put several up and always have spare banners for use at pancake breakfasts, BBQs, fly-ins or airport open houses.

Also, place the banners as high as possible. Banners located 6 to 8 feet high are much easier to read than those hanging low. Make sure your banners look clean and are not torn. They won't last forever; plan on ordering 2 to 3 new banners each year if you are an active chapter. They are very low-cost advertising!

Banners also wrap well around an 8-foot table to be used as a skirt, and they can be held down with clear packing tape for a clean look at your fly-in, pancake breakfast, or open house.

Posters, Flyers and Rack Cards

Rack Cards are 4-inch x 9-inch single or double-sided vertical advertisements that are printed on heavy card stock. Hotels use a rack to hold these cards that advertise local places like a restaurant or a kayaking adventure experience. A lighter, lower-cost version printed on paper is called a buck slip. These can be used for mailing, but a folded flyer probably works better as a print mail invitation.

Rack Cards are a great, low-cost way to advertise your chapter; some suggested placement locations are your airport terminal, FBO, area restaurants, and the Chamber of Commerce. Rack cards are handy to give out, and used as a bag stuffer at fly-ins and Young Eagle Rallies.

An EAA VistaPrint rack card template is the best way to get your chapter rack cards ordered quickly. Make sure that your rack card is uncluttered, clear, and concise. Be sure your chapter contact info is on it – a name, phone number, email, gathering dates, times and location, and an invite to join you at a chapter gathering.

www.eaa.org/chapterresources

Your Chapter's Online Presence

The number one research tool is the Internet; with "Google" being the preferred search engine. When a prospect arrives at your website, what is their first impression?

It is much better to have a simple, up-to-date website that covers the basics than an extensive website that is out of date, listing a calendar of events from two years ago.

Successful chapters have both a clean, easy to access, ***up-to-date*** website and an ***active*** Facebook page. Think of your chapter website as an online brochure for your chapter with the following basic chapter info; contact info, event dates, meeting location and maps, archived meeting minutes and newsletters. Websites are a passive tool; i.e. websites don't reach out and few are interactive.

Your Facebook page is where all the action takes place! Facebook is where all your chapter member communications can take place. It is easy; it is instant. People today don't want to play airplane once a month, they want to be immersed in aviation.

Because Facebook has made it so easy to share photos via your phone, keep your page active and vibrant by sharing info and photos…even while the event is happening. Chapters across the world have embraced Facebook as a way to share pictures and stories, announce chapter events, celebrate successes, and get the word out quickly and efficiently.

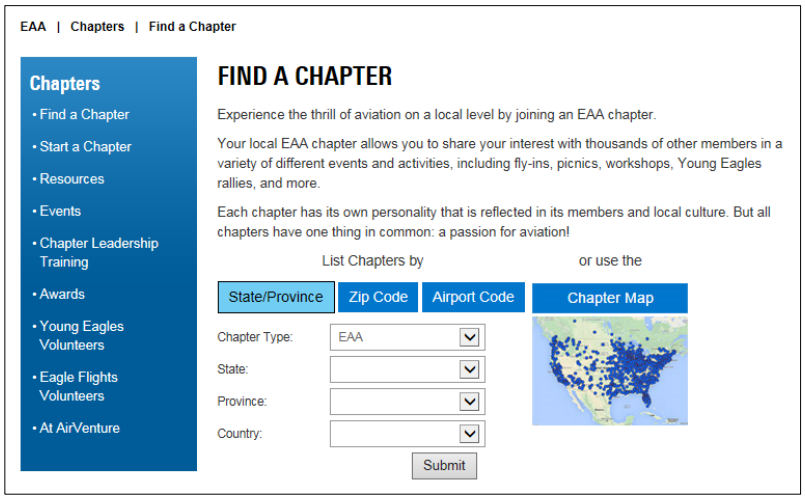
Your Chapter's Web Presence

Having an up-to-date web presence is essential in building a successful chapter in today's world. Often the first contact a prospective member may have with your chapter is through a web search that lands them on your website. They want information about where you are and what you do. If prospective members cannot find your chapter online or can't locate contact info, it could be one of the most detrimental errors in building your chapter membership.

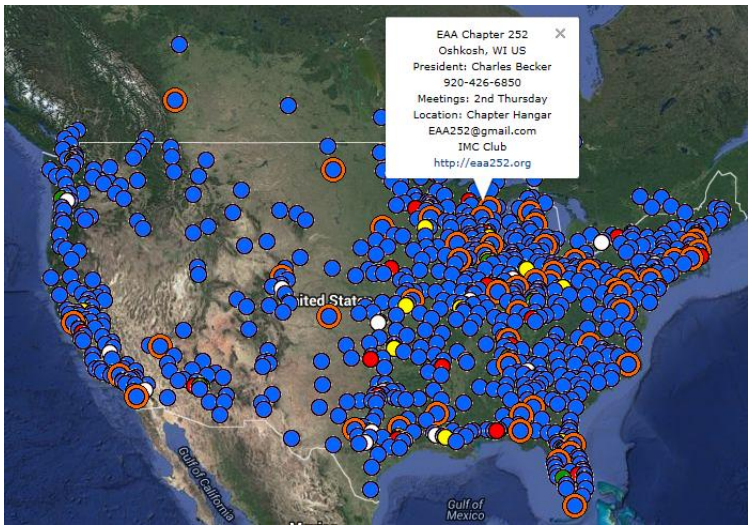
Even worse is if your website is out of date. If the most recent event on your website is from 12 months ago, it tells the prospect that your chapter is inactive. Who would want to join a chapter with nothing going on?

Chapter Map

EAA hosts an extensive database of chapters listed by type, country, state, zip code, airport, and also via an interactive map. This information is provided as a service to EAA members and aviation enthusiasts to locate a chapter in their local community.



Use of this information for commercial or business purposes is STRICTLY PROHIBITED without the prior written permission of EAA Headquarters.



A prospective chapter member can easily search their area and find contact information about your chapter. In order for the list to work, your contact info must be up to date.

Please take a few minutes and check the accuracy of you chapter listing quarterly by going to the chapter map and clicking on your dot. If the info is not correct, please call 920-426-4876 or email chapters@eaa.org the chapter office with the corrected info and we will update the map for you!

Webs.com – Your Free Chapter Website

The great news is EAA provides every chapter with a free chapter website. These website templates are provided for every chapter by EAA HQ through webs.com and contain very basic contact information. These websites are basic and easy-to-use but also have quite a bit of advanced capability; you choose the level you need!

The capabilities of these websites include but are not limited to

- Hosting your chapter's contact information.
- Hosting your chapter's upcoming events.
- Hosting your chapter's business content (i.e. meeting minutes, agendas, and newsletters).
- Hosting photo albums of member's projects and chapter events.
- Having a Member's Area.

A word of caution about websites. Keep them up to date. All too often a new webmaster takes over and builds out a big website. This is great if it is kept up to date. Unfortunately, it is much more fun to build a new site than to maintain an existing one, so a big website often becomes out of date. If a prospective member arrives at your webpage and finds an event listing from a year ago, they will conclude your chapter is inactive, doesn't do anything, and move on.

For login information or help setting up your website, email chapters@eaa.org.

Facebook – EAA Chapter Social Media

At the EAA Chapter office we find that the most successful chapters have a Facebook page along with a regular EAA website. If you want to engage younger members, the best way is to recruit where your perspective members are, and Facebook provides that opportunity. There are no costs associated with creating a Facebook page.

Some of the capabilities of Facebook include but are not limited to:

- Communication between chapter members and guests
- Real time updates of chapter events
- Real time posting of photos and videos of chapter events
- Event posting and RSVPs
- Chapter member and guest polling

Creating a Facebook page for your chapter is easy. The chapter office can step you through the process of setting up your chapter's group page in about 15 minutes.

Your Chapter Listing on EAA.org

Throughout the year EAA will be encouraging new and existing EAA members to check out their local chapter. We want as many EAA members involved in chapters as possible because we know it will get them more involved and enrich their enjoyment of aviation.

We will use the contact information we have on file for your chapter from renewal. If this info is not correct, you may miss picking up some new members. To verify your contact info, simply check out the "Find a Chapter" page on the EAA website and make sure what we show on the Chapter Map is correct: www.eaa.org/FindaChapter Any changes can be submitted via email to chapters@eaa.org.

ChapterBlast Invitations from EAA

It is common for chapters to invite members and friends to a chapter event using a mail invitation. This effort requires that you have a mailing list established. If you don't have a list, you can request a list of EAA members in your area to get started. Upon request, EAA will send you a printed mailing list that you can use to reach out to area EAA members. The lists are confidential and should not be used for any purpose other than chapter business. If you are ever asked to share your chapter mailing list for any reason other than chapter business, the answer is no. This applies to everyone; including chapter members.

Most chapters use email to invite people to their events. The chapters use emails lists that they have built up. Due to privacy issues, EAA cannot share member emails with chapters. We can, on your chapter's behalf, send out an email invitation to EAA members in your region.

To do this we need to know the who, what, where and when of the event. A flyer from you is also handy. We need three week's advance notice and will send out your Chapter Blast 1 to 2 weeks before the event. Call us at 920-426-4876 and we will walk you through the details of this free, very effective program.

www.eaa.org/chapterresources

EAA's Online Calendar of Events

One of the best, no-cost ways to promote your chapter is to make sure you get your events and gatherings listed on the EAA calendar of events *www.eaa.org/calendar*.

Not only does this get the word out to the EAA world but also this information is picked up by other online calendars. Put your event info on as many of these free calendars as possible.

Chapter Media Tips

Getting publicity for your chapter event can be a daunting task, but think of it the same way as you would an aircraft project: a series of small, related projects that add up to a successful result.

If you've volunteered to get the media's attention for your event, start by asking yourself, "What would success look like?" Do you want plenty of visitors, to make money, or to raise visibility of the local airport? Decide where you want to be as you build your ideas.

Whether it's a simple local event calendar listing or a full TV interview, don't forget to tie your EAA chapter to the event so people know what a great local organization they have. You want them to know that when cool aviation things happen in your town, the EAA chapter is usually involved.

Getting Media Attention

- **Build a local media list:** Use websites to find names, addresses, phone numbers, and email addresses of the media you want to reach.
- **Have basic facts**: When your chapter was founded, how many members, what main activities are, who the officers are, where it's located.
- **Build your plan:** What should media know? Are you seeking to build knowledge, boost attendance, promote membership, or something else?
- **Think like editors:** What would interest the readers, viewers, or listeners the most?
- **Pull together the facts:** What's going on, where it is, when it is, why it's interesting.
- **Keep it concise:** One page is fine for a news release. Make facts clear and easy to find.
- **Include a contact:** It's essential to include the name, phone number and email address of the person who will handle any media inquiries, plus your chapter's website address.
- **Follow up:** Don't ask, "Did you get the news release?" Instead ask, "We sent you some information and wondered if you need anything else?" You may have to pitch them again.
- **Keep them company:** If the media come out, have someone available to host/help them.

Basics in Emergencies

- **Only one or two spokespeople:** They should be knowledgeable, available, and have facts ready. How can they be reached? If both spokespeople are out of town regularly, it's tough to be effective. Be available by phone, cell phone, email, and in person.
- **Same direction:** All chapter members should know who the media spokespeople are and let them handle the calls. No lone wolves, please.
- **Don't speculate:** After an accident, let the NTSB and FAA handle the investigation. Don't guess as to what might have happened.
- **It's okay to say "I don't know":** If you don't know an answer, don't make it up. If you promise to find a fact, be sure you follow up with the answer.
- **"No comment" is not an answer:** It always looks like you're hiding something.

- **You're always on the record**: The interview's not over until the reporter is driving away. "Off the record" is a courtesy, not a requirement.
- **Don't be flip:** Something that may sound witty when you say it could look very bad in print the next day.
- **Empathy + facts = good responses:** If there are deaths or injuries, express sympathy for those harmed. Otherwise, stick to the facts.

Chapter Recruiting Tips

"EAA is open to all. Who do we tell that they are not welcome? Who do we tell they should just stay home?"

Paul Poberezny, EAA Founder

Welcoming New Members

Once you get visitors to walk through your chapter door your job is not over, you must make new people welcome and at ease in your chapter community. It is all too common for a young, non-pilot to walk into a chapter and be intimidated by a den of older pilots with a "We've done it; you haven't" attitude.

Chapters are usually a close-knit group, a tribe. Tribes tend to be defensive by nature. Chapters are full of very accomplished, experienced aviators. These groups can scare off a new recruit and send them running for cover.



It is your job to ensure that visitors have a great first experience, feel at home, and want to come back.

Start by wearing your chapter nametags. Nametags automatically say, "Hi, I am approachable. Come chat with me."

Remember that your new chapter member is going to have to learn lots of new names all at once. Then it might be 30 days before meeting them again at the next event. This makes it all but impossible to remember everyone's names. Nametags really help both new and existing members.

Chapter Ambassadors

Usually there is an outgoing, happy person in every chapter; enlist them to keep an eye on the door for visitors, and be the first to extend a friendly handshake and say hi to your newcomer.

Your chapter ambassador can strike up a casual conversation in order to determine what brought the person to the chapter. Remember, the newcomer came to the chapter for a reason. Sometimes this is called a WIIFM or "what's in it for them." Perhaps the person is interested in learning to fly.

This provides an excellent opportunity to introduce them to a chapter member who is a flight instructor or to a member who has just completed flight training.

It's important that the ambassador quickly pair-up the visitor with another chapter member so that they can be ready when the door opens again with another new member opportunity.

It's also a must is to give your visitor your business card, show them around, talk about the cool activities your chapter is involved in, and get their contact info; name, cell number and an email.

Try passing around a legal pad during your event and use it as a sign-in sheet. Don't let visitors leave without getting their email and phone number. With their email address you can send them your chapter newsletter and invite them to upcoming events.

Always follow up with your visitors one week later. Call them to say thanks for taking time out of their busy day to pop in and chat.

Extend an invitation to come out to the airport and look at an airplane or even go flying. This is your chance to solidify a new relationship that can change lives and last for decades. It is worth the effort.

At subsequent chapter gatherings, find something simple for the new guy or gal to do, perhaps fold chairs or help set up a projector. They will be much more likely to stay if they feel like they can contribute and be a part of your tribe.

Never push them to join your chapter. They need to experience and feel the value of your chapter, then they will be happy to join and help support the activities that your chapter is engaged in.

If they aren't a member of EAA, offer them a six-month free trial membership.

Chapter Outreach Hints

Have a Prospective Chapter Member? Add Value with a Trial Membership

Recruiting new members is a common aspiration for many EAA chapters.

Through the Chapter Trial Membership program, your chapter can give prospective chapter members a free, six-month EAA general membership trial, which includes the full set of EAA membership benefits at no cost.

So how does it work? After the chapter has identified individuals who have shown an interest in aviation, your chapter Membership Coordinator or a chapter representative visits *www.eaa.org/chaptertrial* and enters the prospect's information to enroll him or her in the free trial membership.

This is a full EAA membership!

Newcomers will receive *EAA Sport Aviation* magazine, access to the members-only area of the website, membership discounts on programs like EAA SportAir Workshops, EAA AirVenture Oshkosh, and more.

Each prospect will receive all EAA member benefits during this time with no cost to your chapter.

We encourage chapters to also grant a six-month complimentary chapter membership, which allows the potential members to "get to know you" and experience membership benefits in EAA and your chapter before they commit to paying their dues.

Chapter Benefits

This complimentary six-month period will help you build a bond between prospective members and your chapter, resulting in a higher member recruitment and retention rate. Plus, the sign-up process no longer requires lots of paperwork. Just enter the recruit's information at *www.eaa.org/chaptertrial*. There's no limit on recruits; however, EAA Headquarters will provide you with a periodic report on your success in turning complimentary members in to fully-paid members.

Do:

- Use this as a tool to build your local membership base.
- Reach out beyond the "usual" crowd around the airport (church, other clubs, co-workers) to connect with people unaware of your chapter, or who just need to be asked.
- Position the membership as "compliments of Chapter 252," not EAA Headquarters.
- Actively engage the recruit during the trial period.
- Call and invite them to every event during these six months.
- Assign them a mentor for questions and advice.
- Involve less active members in the recruiting process.

Don't:

- Use trial memberships as door prizes or giveaways. Engage the recruit, assess their interest, and then give them the membership. The goal is to build a bond between the prospective member and your chapter.
- Charge for the trial membership.
- Expect the recruit to "understand" everything about EAA. Longtime members often forget what it was like when they first got involved in aviation, EAA, and a chapter. Help this person feel welcome.

Chapter Open House

Recruiting new members is a common goal for many EAA chapters. All organizations, such as Rotary Clubs, churches, and civic groups lose members every year and must reach out in order to sustain and grow.

A great option is to schedule a Chapter Open House and invite the public to stop by for refreshments and chat about airplanes, the chapter, and tell the EAA story. Think of it as a Meet-n-Greet and you can schedule it in conjunction with your Young Eagles Rally!

Many chapters set up looping videos, have an airplane for show-and-tell, and offer coffee and pastries. It is a great way to meet the parents of your Young Eagles, chat, and share your passion and community with them.

Don't expect a visitor to "understand" everything about aviation and EAA.

Help this person feel welcome! Chapters can change a person's life by opening up a wide variety of new opportunities to them both personally and, perhaps, professionally. Have you ever wished you had discovered your EAA chapter years before you actually did?

"Just One" – A Chapter Challenge

Imagine if each one of your chapter members, in the course of a year, invited just one friend, neighbor, or co-worker to a fun chapter event.

Imagine mentoring just one of these folks who live in your community, helping them discover this incredible world of aviation that we love so much.

Imagine doubling your chapter membership in the span of just one year. Just one chapter member, sharing their love of aviation with just one friend, one neighbor.

I challenge you now; just one member, mentoring one neighbor, for one year. What can your chapter do?

"It's a Trap!"

Wondering what to do with the extra *Sport Aviation* magazines your chapter has lying around? Set a trap!

Take the magazines to work and place them on a table in the break room or by the coffee pot. Staple your chapter business card or stick a label with contact info onto it.

Watch who takes them, and now the opportunity exists for a conversation. You get to tell the EAA story, your chapter story, and invite them to a fun chapter get-together. Other seeding opportunities include barbershops, and waiting rooms in doctor/dentists offices; you get the idea.

One thing is for sure, we miss 100% of the shots we never take. Who knows when a *Sport Aviation* magazine will spark the interest of a person. Take your shot now!

Chapter 8 PROGRAMS & ACTIVITIES

Aircraft Building & Restoration

"One who works with hand, mind and self education provides a great asset to aviation and to his country, and we are all the richer for it."

Paul Poberezny,* Sport Aviation, *November 1969

EAA started as a local aircraft builder's club dedicated to helping each other construct their own homebuilt aircraft. Although EAA has expanded to support all of aviation, homebuilding and the knowledge that is gained from it is still an important part of EAA.

Issues to address before taking on a build or restoration:

- Who will own it?
- How will it be funded?
- Where will it be built?
- How long will it take to build?
- How many of the members will be involved?
- Is there a market for the aircraft once it is complete? (Not all homebuilt aircraft sell for more than the cost to build)

Once the aircraft becomes an airworthy aircraft, the project must be removed from the chapter.

Flying Clubs



EAA chapters are not allowed to own airworthy aircraft, so a flying club as part of a chapter is not allowed. However, it is not uncommon to see a flying club develop from the desire of a subset of chapter members banding together to own an aircraft. As long as it is a completely separate entity from the chapter, it is acceptable.

EAA has long believed that flying clubs are a great way to make aviation more accessible and affordable. Throughout the years, many members have approached EAA asking for information about establishing a flying club. To help and provide guidance, EAA has developed a Flying Club Manual to address the unique requirements of EAA members who are on the path to establishing a flying club.

Visit *www.eaa.org/flyingclubs* for more information.

B-17 & Ford Tri-Motor Tours

EAA chapters are vital to the success of EAA's B-17 and Ford Tri-Motor Tours. All EAA chapters in good standing are eligible to apply to host a tour stop. The information below provides useful background information about how the B-17 and Ford Tri-Motor tours work and how chapters play a part.

What do chapters do?

Chapters assist with the preparation, planning, and execution of each stop. For the Ford Tri-Motor, it is also a requirement that the chapter have access to a hangar with at least a 65’ door (80’ door preferred) to accommodate the aircraft in case of inclement weather.

EAA takes care of many of the "big issues," like crewing and maintaining the airplane, flight operations-related issues, all bookings of airplane rides (both in advance and when the airplane is in town), and providing collateral for marketing of the tour, etc.

What we really need help with are items that need local input, like local knowledge and extra volunteers to help with the smooth running of the tour stop.

Each chapter is asked to provide these key volunteers:

Marketing Chairman - This volunteer will work directly with EAA.

Merchandise, Ground Tour & Equipment Chairman - This volunteer works with the Senior Tour Coordinator after the aircraft arrives.

The chapter is provided with a step-by-step tour stop manual that outlines its duties and provides guidance based on EAA’s past experience.

What are the benefits?

An aircraft tour stop always brings positive media coverage to your airport and chapter and projects a positive message about aviation in your local community. At every tour stop, EAA provide at least one, and sometimes two, free flights full of local media representatives. Each tour stop generates an average of about 20 new EAA members (and potential new recruits for your chapter).

Chapters receive a commission on seats, merchandise, and ground tour sales.

Chapters are encouraged to arrange extra activities (such as food, Young Eagles flights, or hangar dances) to coincide with the aircraft's visit to their community. The tour stop provides an excellent opportunity to promote your chapter.

Application process

The purpose of EAA’s application process is to help EAA decide the best locations for the aircraft to visit, and to give every EAA chapter the opportunity to be considered for hosting an aircraft.

If your chapter is interested, please submit a completed application form. Every chapter applicant will receive a positive or negative response by mail once the schedule is set.

Please understand that constructing the final tour schedule is a complex task involving factors such as travel and maintenance logistics, past performance, geography, demography, and proximity to other tour stops. Please bear in mind that we receive more requests than we can fulfill in a given year.

An application to host is available at the following websites:

B-17 Aluminum Overcast *www.B17.org*

Ford Tri-Motor *www.flytheford.org*

Youth Programs



Youth activities will bring fun and families into your chapter, and that can really add to your membership. The energy that kids can bring is fantastic and becomes infectious to your chapter members. It can also spark that aviation interest in moms and dads, too.

The chapter resources page on the EAA website links to a variety of documents that can get you started. These are not super-detailed, step-by-step "how to" activities, but rather are templates because so much of what you can do depends on the interests and resources of your chapter. The examples do provide you with great guidance and things to consider as you create programming that works for you.

Start off small, and see what develops. Hundreds of chapters already do!

The best way to keep general aviation from fading away is to invite more people into it, and families today love to do things together. Let's merge these young families with your EAA family and keep aviation healthy.

For more info: *www.eaa.org/chapterresources*

Young Eagles – The First Step

The Young Eagles Program is EAA's flagship youth engagement program, and you may be quite familiar with it.

Established in 1992, this program brings parents and kids in your community together with pilots from your chapter so they can learn about airports, pilots and planes, and experience flight for the first time. As this is being written almost two million kids have had a Young Eagles flight worldwide.

Plan for a Successful Young Eagle Rally, Here's How–

Typically, chapters will plan for a Young Eagle Rally at their local airport two to three months in advance. Some chapters will travel to other airports to hold a rally as well.

Most chapters hold one or two rallies each year, although there are many ambitious chapters that will hold one rally each month. This all depends on your chapter resources and volunteer power.

Most chapters will have a Young Eagles Coordinator within the chapter who will, working with chapter volunteers, oversee the logistics of the rally to include; working with the airport management, getting the EAA event insurance in place, recruiting pilots and ground crews, organizing the rally day.

Set up your Go-Team including ground crew and pilots at least six weeks out. Have at least one or two backups in place for key volunteers, as airplanes break and people do get sick. Don't be caught shorthanded on event day; it will cause the schedule to slip and you guests will feel frustrated.

Of course, the whole chapter will support the YE Coordinator to help to put on a successful event by getting the word out, and inviting the parents of kids to come out and enjoy a wonderful day at the airport.

Remember your Young Eagle Rally is a public outreach event in your community. Place the event on your community event calendar, hand out flyers, put up posters, and also send out a press release or two. Be visible!

It is very important for your chapter to make a great first impression when the kids and their parents arrive. Get your chapter signs and banners up, prominently displayed in high traffic areas. Wear brightly colored, chapter-branded t-shirts and vests. Get your chapter hat on and have some available for sale as a fundraiser.

Be sure that your facility is clean and clutter-free. The bathrooms should be inviting and well stocked with all necessary paper items.

Many chapters set up a TV or projector and screen and play an EAA video or two and/or set up a desktop flight simulator for the kids to enjoy.

It is also critically important to set up and "man" a table with chapter information, such as brochures and business cards. Keep in mind that most people don't know about EAA and have no clue about your chapter, so this is a great opportunity to tell the EAA story and show what a wonderful group your chapter is and how it would benefit a family to join.

Start a visitors contact list; get the parent's phone number and email. Never miss a chance to invite them back to another great chapter gathering, picnic, or event.

Don't forget the food! Set up some chairs and tables so your guests can relax, chat, and get to know you. Pair your guests up with a chapter member/ambassador to chat and answer their questions. If you are having a morning event, always have pastries, drinks, and coffee on hand or roll out the grill and throw on some burgers and brats at noon.

Be sure to allow for breaks for pilots. They get tired, thirsty, and hungry too!

Your YE Rally will be much more successful if the kids ride up front. It will mean the world to them if they can sit up front like a real pilot, see the instruments, and watch the controls work during their flight.

If you are running behind, then by all means use the back seat of your 172. Never leave a hopeful kid without a ride, but be aware that they may miss much of the magic of their first flight if they sit in the back.

A Young Eagle Rally is for the kids, but the parents and the chapter can really benefit too! Invite all the YE kids and their parents to be at the airport at the same time.

Make your Rally an open house, a fun event, and give your guests a reason to want to come back to visit your chapter again. Who knows, maybe that family will be the next one to join your growing chapter. When you have another chapter activity, perhaps a picnic at the airport or a fly-In pancake breakfast, invite those families who participate in the YE rally to join in the fun!

When it's all over, everyone will be happy and exhausted. That's good! Take a break as a group. The next time your chapter gets together, acknowledge and thank your volunteers for their efforts and a job well done.

For more information on EAA's Young Eagles program, visit www.eaa.org/youngeagles

Youth Aviation Programs at your Chapter

Once your chapter has established a strong Young Eagles Program, you may want take the next step and engage with your community youth at a higher level.

Chapters around the nation have found success with a variety educational programs; they can take a morning, a day, a week, or a year or more.

Some of these educational programs include Airport/Museum Tours, Youth Ground Schools, Aviation Day Camps, and Youth Airplane Building workshops for example.

Airport/Museum Tours

This chapter-sponsored educational activity typically is hosted at your home airport or a neighboring airport museum where your invited guests will meet you. Time allotted can be two to four hours.

Planning takes place two to three months in advance, use the same team and outreach process you fine-tuned with your Young Eagles program. This is a very good program when weather is not good for flying.

Start with putting together a plan of activities based around your airport. These activities can involve one or more hangar tours to look at different types of airplanes such as corporate jets, flight schools, and medivac operations. It's usual for these operations to allow the kids to sit in the airplane and ask questions about the controls and gauges. You can also use chapter members' airplanes for a show-and-tell session, too!

Be sure to put together an "Identify a Plane" worksheet so the kids can name the airplanes, parts, and their missions. Remember to "keep it simple for the students" and make the games fun and educational.

A follow-up activity for the day can be to tour an aircraft maintenance shop to see what the airplane engines and airframes look like.

Many regions have an aviation-themed museum with a local flavor. These are wonderful places to discover your area's local history and establish a connection with a whole new generation. Stop by and talk to the museum curator; they often accommodate school groups and have great turnkey programs.

Remember, your EAA-supplied Chapter Event Insurance does not cover transporting your guests; the parents must perform that task, which is great as it includes the parents in the event, and they are getting educated, too!

Finish up with a picnic, pizza, or a potluck with the kids and their parents. This can be at the museum, a nearby restaurant, the FBO conference room, or at your chapter hangar.

Kids can make and fly balsa or paper airplanes and the adults can get to know your chapter.

Make it easy and fun so that the kids and parents are wowed and educated. Keep in mind that the community airport is funded by taxpayer money at the local and federal level. It's their airport, and you can show them how to access it, have fun, and create community value for your chapter and airport.

Youth Ground Schools:

This is a more advanced educational program that can take a Saturday or an evening or two. Plan for four to eight hours.

Pick your topics and break the discussions up into two-hour segments max. Include a "lab" activity where you walk around an airplane to look at controls and parts, or take a group walk outside to talk about parking, and tie downs, taxiways, runways, weather, and windsocks

Your Youth Ground School is an aviation introduction and orientation program. It is not meant to replace a certified ground school conducted by a CFI. Rather it helps to get kids and their parent thinking about airplanes and airports and provides a "toe in the water" experience.

Customize your ground school for your region, airport, and the types of airplanes on your field. Use your chapter's strengths, use what resources you have readily available.

Topics can include:

- Types of aircraft and their missions, (30 minutes)
- Basic parts of an airplane, (30 minutes)
- How airplanes and helicopters fly, (30 minutes)
- How airplane engines and propellers work, (30 minutes)
- Airport layout – rules of the road, (30 minutes)
- Airspace – Where we can fly and why, (30 minutes)
- Flying for fun and aviation careers, (30 minutes)
- Let's talk about model airplanes and drones! (1 hour)
- Weather – The ocean of air above us, (1 hour)
- A brief history of airplanes and pilots, (1 hour)

Remember to have fun, food, and refreshments! Bring lots of show-and-tell things to touch and talk about so that kids and their parents can immerse themselves and feel like they are part of your aviation community.

Aviation Day Camps:

Aviation day camps can be a single day long and cover the same topics as your ground school or they can be three or even five days long depending on how ambitious you are.

EAA Chapter 179 based in Albuquerque, New Mexico, hosts a five-day long aviation summer camp each year called the Double Eagle Aviation Adventure (DEAA). By attracting sponsors to underwrite the camp costs, the chapter can keep the tuition low and always have a full program.

During the five-day program, Chapter 179 students:

- Have fun with various hands-on aviation activities.
- Explore aviation career options.
- Learn how an airplane flies.

- Learn how to speak the “language” of aviation.
- Learn about flight controls, instruments.
- Learn aircraft design and building.
- Spend a week in an airport environment.
- Meet pilots, mechanics, engineers, air traffic controllers, and other aviation specialists.
- Plan a cross country flight, check weather, and pre-flight an aircraft.

Kids ages 14 to 17 can attend, and Chapter 179 plans a Young Eagles Rally the following Saturday.

Youth Airplane Building Programs:

Is your chapter really ambitious? Building an airplane that will fly is quite a high-level program, taking lots of space (do you have a chapter home yet?), coordination, teamwork, financial resources, and several years of effort for both the chapter and the kids.

The biggest challenge is not so much the mechanical and electrical skill level needed, as many chapters are blessed with technical members; rather, the core success will be in the project management and decision making capabilities of the chapter team.

Despite the daunting task, there are many chapters that feel building is at the core of Paul Poberezny’s legacy, that it is what EAA stands for, and they have embarked on just such a program and have been quite successful.

Start by taking baby steps. Build some pedal planes as a chapter as a fundraiser. This project will hone your chapter’s project-management skills, focusing in on funding, materials purchasing, team coordination, tool safety and use.

Chances are good that if your chapter can’t get some pedal planes built, then an airplane project will be tough and divisive within your chapter.

If you can get your chapter ambitious and coordinated, the next step is to take a trip (fly?) to other chapters that are making a go of a Youth Chapter Airplane Build. Interview the group, take pictures, and ask the hard questions. They will be more than willing to share what they have learned with your chapter; it’s the EAA Way.

Young Eagles Guidelines

This section of the Chapter Guide will highlight some key information for the Young Eagles Program including Pilot Guidelines and a Flight Rally Planner. Please note that the Young Eagles website includes volumes of additional information and can be found at *www.youngeagles.org*.

EAA Young Eagle Pilot Guidelines

The Young Eagle Pilot requirements are basic, but must be followed.

- All participating pilots must hold an appropriate airmen’s certificate (sport pilot or greater).
- Pilots must possess a current medical certificate (if applicable).
- Pilots must be current EAA national members.
- Pilots must be current to carry passengers in the aircraft they plan to use.
- Pilots must have a current flight review.

- Aircraft Passenger Liability Insurance is required for the aircraft used (owned, rental or borrowed).
- The Young Eagles registration form must be completed before the flight, complete with parent or guardian signature.
- The aircraft used for the flight must be in airworthy condition.
- Must complete the EAA Youth Protection Policy training.

As an EAA member, pilots participating in the Young Eagles Program are eligible for an additional $1 million of passenger liability insurance coverage, if they carry a minimum of $100,000 per seat liability insurance.

Other Young Eagle volunteers (ground support) are not required to be EAA members, but are encouraged to join EAA.

Guidelines for Conducting a Young Eagles Flight

Before the Flight

Read all the guidelines carefully. In addition to a memorable flight experience, Young Eagles will also remember their pilot. If appropriate, provide your name and telephone number to the Young Eagle for any questions their parents or guardians may have.

Each Young Eagle should already have a registration form. This includes important pre-flight information. Photocopies are acceptable. In addition, you will need a Young Eagles Certificate. Contact the Young Eagles Office to obtain certificates and registration forms. Prior to the flight, you must receive a signed registration form from the legal guardian of the participant.

Discuss what you will do and see on your flight. Stress ramp safety, emphasizing caution around propellers and moving aircraft. Conduct a pre-flight inspection accompanied by your Young Eagle. Help them into their seat. Buckle their seat belt and shoulder harness. Explain the operation of the aircraft door. Describe the interior of the airplane. Allow time to answer any questions they may have before you start your engine.

During the Flight

The experience you provide your Young Eagle will be cherished for a lifetime. Someday, these Young Eagles may share a flight experience with another generation of aviation enthusiasts.

Maintain a common-sense approach to the flight. You may take more than one young person at a time, but consider the experience from the participant's perspective. A flight in a commercial airliner, for instance, would not suit the intent of this program. Allow the participant's parent(s) to observe or take part as circumstances allow, but remember the child is the focus of the event.

Plan your flight to be as smooth as possible. VFR weather is required. You may let the Young Eagle follow through on the controls, but you must be in command of the aircraft at all times. No aerobatic maneuvers, unusual attitudes or formation flights are permitted in the Young Eagles Program. However, you may want to demonstrate how the airplane is controlled through demonstrations of simple climbs, turns and descents. Apply see-and-avoid techniques at all times.

After the Flight

Congratulate your new Young Eagle! Share the excitement and encourage questions. Take as much time as possible with your Young Eagle. They have just completed an experience they will long remember.

Reward the young person with a Young Eagles Certificate and any other recognition you care to add. Remind the Young Eagle that their name will be entered in the "World's Largest Logbook" located in the EAA AirVenture Museum in Oshkosh and on the Internet at *www.youngeagles.org*. BE SURE YOU SEND IN THE REGISTRATION FORM, so this can be accomplished. **Don't delay!** A misplaced or lost Registration Record will mean the Young Eagles will not be officially registered for this program or receive subsequent benefits.

Consider having a camera available for pictures. Share your post-flight rituals – replacing maps, straightening the cockpit, and pushing the aircraft into the hangar.

Once the registration from is recorded at the Young Eagles office, the Young Eagle will receive an invitation to visit the Young Eagles website. You can encourage a Young Eagle's interest in aviation with an invitation to an EAA chapter meeting, an introduction to a flight instructor, or simply an invitation for another flight.

Finally, take pride in what you have done. The Young Eagles Office will officially record your mission information taken from the registration form. Pilots earn recognition as their mission count grows. Remember, it's not too soon to begin arrangements for your next Young Eagle flight.

Frequently Asked Questions About Young Eagles

Do I have to belong to an EAA chapter to participate?
No. Any current EAA member may participate.

Is the Young Eagles Program only for a young person's FIRST ride?
No. The intent of the Young Eagles flight is to motivate young people and provide a memorable flying experience. In many cases, however, it is the child's first flight experience.

Can an EAA member from another country participate in the Young Eagles Program?
Absolutely. There have been Young Eagles flown in more than 90 countries – including Canada, Scotland, Germany, England, Greece, France, Finland, Malaysia, Mexico, New Zealand, Spain, and Taiwan.

Can I fly in my licensed "Experimental" aircraft?
Yes. All aircraft are eligible provided they are properly licensed and flown in accordance with appropriate FARs (or the country's equivalent) and conform to Young Eagles Program guidelines.

I'm not a pilot. How can I participate?
Volunteers are needed to assist in finding young people, flight line safety, registration, and coordinating pre- and post-flight activities. Volunteers are also needed to serve as local EAA Chapter Coordinators. There are many opportunities to help young people experience aviation. Many Young Eagle events are scheduled around the world each week and your assistance is always welcome.

I've heard about Young Eagles Flight Rallies. What are they?
A Flight Rally is a group flying session. These events usually involve an EAA chapter that wishes to fly a number of young people. Additional "hands-on" activities are common at these events. Volunteers are always needed to assist at a Flight Rally.

What if the child does not meet the age criteria?
The program guidelines state that children should be between the ages of eight through 17. We will not log children after their 18th birthday. In all cases, consideration must be given to the maturity and physical size to ensure safety and maximum benefit from the demonstration flight. You should carefully assess the individual child and his/her ability to learn from the experience. Registrations from children who are outside the age guidelines will be returned to the pilot for clarification.

Who can I contact for suggestions or support?
For general questions about Young Eagles, please contact the EAA Young Eagles Office. Phone: 877-806-8902. FAX: 920-426-6865. E-Mail: yeagles@eaa.org. Additional background information and activity suggestions are available on the Young Eagles website, *www.youngeagles.org*. Locally, the Young Eagles Office can provide you with a list key Young Eagle Leaders in your area. Contact the office for details.

Young Eagle Credits

Pilots who fly and register 10 or more Young Eagles in the prior calendar year are awarded one credit for each flight. For example, if a pilot flew and registered 10 Young Eagles during 2015, they would receive 10 credits to spend in 2016; if they flew 50 Young Eagles they would receive 50 credits, etc.

EAA will issue a single voucher containing the total credits earned by that chapter's pilots during 2015. This credit will be kept "on account" at EAA headquarters. To redeem these credits, the Credit Reimbursement form should be used.

Approved uses of Young Eagles credits

EAA Air Academy Scholarships
We strongly encourage chapters to pool their credits to help send young people for the "aviation experience of a lifetime" at the EAA Air Academy summer camp in Oshkosh.

- Young Eagles credits can cover up to 100% of Air Academy tuition.
- Young Eagles credits can also be used to support the transportation cost of sending children to the Air Academy.

Support of Local Young Eagles activities
EAA chapters may also apply for cash reimbursement of costs **directly associated** with the promotion, enhancement, and execution of their local Young Eagles activities.

Examples include:

- Provision of hands-on activities at a Young Eagles rally (supplies for wing rib building, flight simulators, etc.).
- Promotion of a Young Eagles rally (banners, posters, promotional materials, hand-outs, advertising in local paper, etc.).
- Operational and safety items (banner rope, cones, vests, printer for printing certificates and/or photos of Young Eagles).
- Recognition items for volunteers (e.g. hats, shirts, name tags, and plaques).
- Postage expense for mailing in Young Eagles Registration forms.

Credits cannot be used for the compensation of individuals, for the provision or subsidy of fuel and oil, for construction projects, for flight instruction, or for any other activities that are not directly associated with the promotion, enhancement or execution of a local Young Eagles activity. If you have a question about a potential expense, please consult the Young Eagles office for guidance.

Return the credits to EAA

If you wish, you may turn the credits back to EAA who will use them to enhance the general Air Academy scholarship fund, to facilitate the attendance of a young person at the Air Academy.

Expiration of credits

Please note all credits expire at the end of each calendar year Expenses must be incurred before the end of the calendar year to be eligible for reimbursement. Reimbursement forms must be returned to the Young Eagles office no later than the 15th of January in the next year.

How credits are issued and redeemed

- **Pilots not associated with a Chapter**
  Pilots not associated with an EAA Chapter will be issued a credit letter as in past years. Individual pilots can use the credits to help send a child to the Air Academy, or return the credits to EAA**. Please note that individual pilots cannot participate directly in the cash reimbursement program**. However, individual pilots may gift their credits to an EAA Chapter, to assist that Chapter's activities.
- **Expiration of credits**
  Please note all credits expire at the end of the calendar year. Expenses must be incurred before the end of the calendar year to be eligible for reimbursement. Reimbursement forms must be returned to the Young Eagles office no later than the 15th of January in the next year.

Young Eagles Flight Plan

The Young Eagles flight plan is now just the beginning to exciting experiences in aviation!

Step 1: Young Eagles Flight

Becoming a Young Eagle now unlocks the EAA Flight Plan.

Step 2: EAA Student Membership

An EAA Student Membership is available FREE of charge to any young person age 8 to 18 who has completed a Young Eagles flight.

Step 3: Sporty's Learn to Fly Course

EAA student members receive free access to Sporty's Learn to Fly Course ($199.99 value). This interactive online course uses real-world video and incredible 3D animations to help teach the basics of flight. Plus, EAA will reimburse the student when they pass the FAA written exam ($165 value).

Step 4: First Flight Lesson

After completing the first three volumes of the Sporty's Learn to Fly Course, the student qualifies for a free first flight lesson at a flight school of their choice ($130 value). EAA will contact the student as soon as they qualify for the free lesson!

Step 5: Flight Training Scholarships

There's help out there to support our student member's aviation dreams! They have access to flight training and college scholarships through EAA, including the EAA Air Academy. These scholarships are underwritten by donors who want to help them achieve your dream of learning to fly.

Youth Protection

EAA's outreach programs, largely administered by chapters across the nation, have earned an outstanding reputation because of the dedicated efforts and commitment of thousands of chapter officers and volunteers.

EAA's Youth Protection Program was instituted to protect that reputation; by instilling confidence from parents and guardians seeking to involve their kids in chapter youth programs.

EAA's Youth Protection Policy and Program sets basic requirements for chapter officers and volunteers who work directly with children under age 18. It includes online best-practices training and, for certain categories of volunteers, a basic background check **(U.S. residents only).** EAA is not yet able to provide background checks in Canada because of unique Canadian laws. EAA will offer background checks covering Canadian residents as soon as possible).

Our reason for these requirements is that kids must be safe. We must take action to advance the safety of kids in EAA-related programs – whether operated by EAA or by one of our chapters – for the safety of the kids, their parents and guardians, and the chapter volunteers who work with them.

This policy, training, and background screening are all key elements to a successful youth protection program, and they mirror the process found in schools, scouts, churches, and other youth-oriented programs.

All of the following persons are required to complete both the online training and background check. Both steps are necessary, and the cost is covered by EAA.

- All Young Eagles pilots
- All Chapter Young Eagles Coordinators and Field Representatives
- Two-deep leadership supervisors
- Volunteers who will work with youth in ongoing programs other than Young Eagles
- EAA staff

Note: While not all volunteers who will work in some capacity with youth in an EAA-related program or event are required to complete Training and Criminal History Background Checks, we ***strongly encourage*** them to complete both steps.

If you're wondering whether your volunteer activities should comply with the training and background check, please review the Policy and Frequently Asked Questions pages at *www.eaa.org/youthprotection*.

EAA Air Academy

Fun and discovery combine for an experience that young people can find nowhere else at the EAA Air Academy, a series of week-long camps designed to introduce young people ages 12 to 18 to the aviation world.

Campers are engaged through a variety of hands-on activities while staying at the EAA Air Academy Lodge in Oshkosh, Wisconsin. Experienced aviation instructors help the youth delve into flight through studies, hands-on demonstrations, flight simulation, and other exciting activities.

Recognized by MSN Money as one of 10 summer camps "worth the money," the EAA Air Academy provides the foundation for a lifelong love of aviation.

EAA chapters have been at the heart of EAA Air Academy's success since it began in 1984 by sponsoring young people to attend. For many of the youth who have participated, it has become a stepping-stone for their personal growth and development, as well as their appreciation for aviation. As the success of Air Academy has grown, it becomes more important than ever to make a reservation early. Openings are filled on a first come, first served basis, so to assure that your Academy candidate has the opportunity to attend, please follow the reservation procedures. Late reservations are placed on a waiting list in the order of date received.

www.eaa.org/airacademy

Youth Aviation Activities

EAA has put together a compilation of successful activities that have been used around the country. These activities came from EAA chapter leaders and Young Eagle coordinators along with current activities featured at the EAA AirVenture Museum and the EAA Air Academy, with additional programs submitted by teachers and other aviation organizations. Activities are arranged in age-specific groups to assist you in selecting an activity to match your audience.

If you have suggestions on how to improve an activity, or if you have an additional activity that should be included in this reference, please contact us at yeagles@eaa.org.

Elementary Activities
Air Pressure Rocket Kit (Bicycle Pump)
Alkyl Rockets
Atmospheric Pressure
Balloon Ears
Balloon Powered Car
Coin in the Glass
F-16 Drawing
Paper Airport
Paper Flyers
Parts of an Airplane
Sled Kites
Stomp Rockets
Straw Gliders
Straw Rockets
The Balloon Rocket
The Levitating Ball
The Lightbulb Bash
The Paper Airfoil
The Science of Air

Middle School Activities
A General History of Aviation
Air Pressure Potato Gun
Air Pressure Rocket Kit (Bicycle Pump)
Air Resistance and Terminal Velocity
Alkyl Rockets
Atmospheric Pressure
Balloon Powered Car
Balloon Powered Pinwheel
Coin in the Glass
Compressed Air Rockets
Flying Coffee Cups
Hot Air Ballooning
Paper Airport
Paper Flyers
Parachute Challenge
Rubber Band Foam Rocket
Rubber Band Paper Rocket
Stomp Rockets

Straw Gliders
The Balloon Rocket MS
The Funny Funnel
The Great Air Race
The Levitating Ball
The Lightbulb Bash-Bernoulli Demo
The Science of Air
Ultimate Ultralight Activity
Using a Straw

High School Activities

Air Pressure Potato Gun
Air Pressure Rocket Kit (Bicycle Kit)
Air Resistance and Terminal Velocity
Alkyl Rockets
Atmospheric Pressure
Balloon Powered Pinwheel
Burning Paper Rocket
Can you identify the parts of the Control Panel
Coin in the Glass
Compressed Air Rockets
Flying Coffee Cups
Hot Air Ballooning
Parachute Challenge
Rubber Band Foam Rocket
Rubber Band Paper Rocket
The Funny Funnel
The Great Air Race Navigation Activity
The Levitating Ball
The Lightbulb Bash-A Bernoulli Demo
The Spinning Can
Using a Straw Bernoulli Style

Sample Young Eagle Activities

First Flights Classes-Overview
Young Eagles Programs
Presenting at Schools
School Presentations
Age Appropriate Activities

Young Eagles Enrichment

A Day at the Airport

Elementary Curricular Materials

A Trip to the Airport
Aviation for Kids - Activity Packet
Aviation Science Activities for Elementary Grades - DOT FAA
Captain Edward Eddie Rickenbacker Learning Packet
Charles A. Lindbergh Activity Booklet
DOT-FAA Aviation and Space Curriculum Guide II K-3
DOT-FAA Aviation and Space Curriculum Guide IV K-3
DOT-FAA Aviation and Space Curriculum Guide III K-3
DOT-FAA Aviation and Space Curriculum Guide I K-3
Drawing Lessons in Aviation
Eddie Rickenbacker Activity Booklet
Fun in Flight-Exploring Aerospace Careers
General Daniel Chappie James Jr.
General James H. Doolittle Activity Booklet
General James H. Doolittle
Launch Young k-6 Scientists
Orville and Wilber Wright Activity Booklet
Teacher's Guide for Aviation Education Grades 2-6

Middle School Curricular Resources

A General History of Aviation
Air Powered Rockets
Amelia Earhart Activity Booklet
Amelia Earhart Learning Packet
Aviation Curriculum Guide for Middle School, Secondary School
Aviation Merit Badge Workbook08
Captain Edward Eddie Rickenbacker Learning Packet
Charles A. Lindbergh Learning Packet

Dr. Robert Goddard Learning Packet
EAA BoyScout Merit Badge Model for Aviation Education
Education in Flight
Flying Ace Activities for Grades 4-6
Fun in Flight-Exploring Aerospace Careers
General Daniel Chappie James Jr. Learning Packet
General James H. Doolittle Activity Booklet
General James H. Doolittle Learning Packet
Major General William Billy Mitchell Learning Packet
Space Shuttle a Space Transportation System
The Wright Brothers from Bicycles to Airplanes

High School Curricular Activities

A Model Aerospace Curriculum
Air Powered Rockets
Aviation Merit Badge Workbook08
Classroom Activities in Aerodynamics
EAA BoyScout Merit Badge Model for Aviation Education
Education in Flight
Flight and Aviation for the Secondary Schools
Private Pilot Ground School
Sonex Starter Packs for Schools
Sonex Youth Education Starter Packs

Eagle Flights

The goal of EAA's Eagle Flights program is to help your chapter members share their passion for flight with your neighbors and co-workers. Anyone who has ever looked upward and marveled at a passing airplane and thought, "I would love to learn to fly," is a perfect candidate to fly in the program.

Your chapter has a unique opportunity to mentor new pilots and re-activate lapsed pilots, as well as share your knowledge and experience with a whole new generation of folks who, given the chance, are sure to become as passionate about airplanes as way you are. Your chapter will benefit too, by reaching out to the public in a new way, bringing them into your midst and helping to build a sense of belonging that our EAA community is founded upon.

Don't forget to ask a member to step up and become your chapter's **Eagle Flight Leader**. Your Eagle Flight Leader can also hold other positions within the chapter such as Young Eagles Coordinator, Membership Chairman, or any other officer position.



The Eagle Flights Program is designed to be a special, one-on-one flight experience with an EAA chapter's Mentor Pilot. Unlike the Young Eagles program, **Eagle Flights** are not conducted in a rally environment.

Help those who are dreaming of flight to make it a reality at your EAA chapter today!

For more information on the Eagle Flight program or to order materials, visit *www.eaa.org/eagleflights*.

Eagle Flights FAQs

To help clarify the purpose and intent of the Eagle Flights program, here are the answers to some of the most common questions we've received.

What is Eagle Flights all about?

The Eagle Flights Program is about sharing a hands-on flight experience with an adult who has already expressed an interest in aviation. It is not a program for adults to simply get an airplane ride during a Young Eagles rally. Eagle Flights gives you the resources and organizational support to share the fun of flying with friends, family members, and co-workers – something many of our members already do. EAA chapters should view this program as an opportunity to invite new participants into their local aviation community.

How is this program different from Young Eagles?

The Eagle Flights program focuses on introductory flight experiences for adults, which includes offering them support and mentorship after the flight to help them achieve their dream of becoming a pilot. As with Young Eagles, the success of Eagle Flights is up to us as volunteer pilots, chapter leaders, and field representatives. With that said, Young Eagles and Eagle Flights will remain two separate programs and you do not have to participate in Eagle Flights to participate in Young Eagles.

Will Eagle Flights be handled like Young Eagles rallies?

No. With Eagle Flights we want to emphasize quality over quantity. However, we envision this program as a one-to-one, hands-on experience for the Eagle including extensive pre-flight, in-flight, and post-flight counseling. If the parent or legal guardian of a Young Eagle requests a flight during a rally, we recommend arranging a time outside of the rally to conduct an Eagle Flight.

Who "qualifies" for an Eagle Flight?

Any person 18 years of age or older who has expressed an interest in learning to fly. Adults who contact EAA about an Eagle Flight are asked some questions about their aviation interest to help us determine if they are serious about pilot certification. If you are contacted directly by someone in your area regarding an Eagle Flight, we encourage you to do the same. You may want to consider inviting them to be a part of your chapter before scheduling an Eagle Flight.

What do Eagle Flights participants receive?

Eagle Flights participants will receive a free, six-month EAA membership after the completed Eagle Flights registration form is received by the Eagle Flights Office. We are currently working with several aviation companies to develop additional flight training resources and benefits that will help Eagles along their path to joining our community of aviators.

IMC Club Programming

Looking for a dynamic new program for your chapter? Try EAA's IMC Club program.

For those unfamiliar with the IMC Club, it was started to help pilots who fly under instrument meteorological conditions (IMC) by getting together on a monthly basis and discussing instrument flying.

The meetings are primarily scenario-based whereby a real world set of facts is shared and then a discussion ensues around how each person in the room might handle the situation. Each IMC Club has at least one certified flight instructor for instruments (CFII) that helps lead the discussion.

Much like in the real world of flying, there is generally no “100% right” answer. The discussion and different points of view always result in learning something new. It is a great way for instrument pilots to keep learning and improve their safety as IFR pilots. Attendance at these meetings also earns FAA Wings credits.

For more information on IM Club, visit *www.eaa.org/IMC*.

Chapter 9 REFERENCE MATERIAL

EAA Chapter Staff

Your primary point of contact at EAA is your Chapter Office. All of the members of this team have extensive, first-hand experience as chapter leaders and members.

Charlie Becker: Director of Chapters, Communities & Homebuilt Community Manager
Phone: 920-426-6850
Email: cbecker@eaa.org
EAA Lifetime #515808
Ratings: Private pilot, tailwheel endorsement
Aircraft: Sonex completed, building a Super Cub clone and EMG-6 electric glider
Chapter affiliation: Currently EAA Chapter 252 President and Web Editor. Former Chapter 186 Treasurer, Chapter 252 Treasurer & Vice-President, member of Chapter 32, 186, 444, 524.

John Egan: EAA Chapter Network Manager
Phone: 920-426-6564
Email: jegan@eaa.org
EAA #336835
Ratings: Sport Pilot, tail wheel endorsement
Aircraft: Flying a Rans S7LS, Pietenpol builder, Cub Clone Builder
Chapter affiliation: Chapter 444

Kyle Voltz: EAA Chapter Field Representative
Phone: 920-426-6861
Email: kvoltz@eaa.org
EAA #880499
Ratings: Private, Commercial Pilot ASEL, Instrument Rated / Complex / Tailwheel / High Performance,
Aircraft: Flying RV-6A, Zenith 750 STOL
Chapter affiliation: Currently Chapter 252 Young Eagles Coordinator and member of Chapter 75 and 252

Serena Kamps: Chapter Administrator/Administrative Assistant, Communities
Phone: 920-426-6544
Email: skamps@eaa.org
EAA Lifetime #1011028
Ratings: Private Pilot ASEL, Tailwheel Endorsement
Aircraft: Currently flying: RV-6A, J-3 Cub, C-172, Zenith 750 STOL
Chapter affiliation: Member of Chapter 252

David Leiting Jr: Chapter Outreach Specialist
Phone: 920-426-6116
Email: dleiting@eaa.org

EAA Lifetime #579157, Warbirds #596249
Ratings: Private Pilot, ASEL, Tailwheel / High Performance
Aircraft: Currently flying RV-6A, Zenith 750 STOL, C-172, Cub
Chapter affiliation: Member Chapter 252, Former Chapter 1342 President & Young Eagle Coordinator

EAA Chapter Advisory Council

Your EAA Chapter Advisory Council consists of local chapter members who have been very active in their local chapters by holding officer positions, being committee chairs, and taking on leadership roles.

The Council works closely with EAA staff by providing advice and counsel on chapter strategic direction by drawing on their own experiences and successes with their local chapters.

Membership: The membership of the committee is representative of EAA's chapter leadership base and is approved by the EAA Chairman and the Vice President of Member Programs. The Council is comprised of five to seven council members. Terms are three years, and the Council will meet annually in Oshkosh in addition to monthly teleconferences. Average commitment is 10 to 15 hours a month.

Council Responsibilities:

1. Lead and recommend a best-in-class chapter program.
2. Provide feedback and guidance on chapter initiatives
3. Research and recommend chapter management policies and procedures.
4. Research and recommend on-going training for chapter leaders.
5. Support chapter recruitment and management.
6. Assess and recommend recognition and appreciation programs that celebrate chapter contributions and successes.
7. Contribute to the production of the chapter e-newsletter, *ChapterGram,* and support other communication channels to ensure chapters are informed.
8. Any other opportunities that support and enhance the chapter experience.

Chapter Advisory Council Members & region (2016-2019)

- Darlene Ford, EAA Chapter 9 in Columbus, Ohio
- John Maxfield, EAA Chapter 113 in Canton, Michigan
- Gordon Davis, EAA Chapter 1522 in Cynthiana, Kentucky
- Matthew Simmons, EAA Chapter 288 in Daytona Beach, Florida
- Joyce Woods, EAA Chapter 179 in Albuquerque, New Mexico
- Jim O'Brien, EAA Chapter 1 in Riverside, California

The new Chapter Advisory Council members are very motivated and experienced chapter leaders who have tremendous accomplishments under their belts not only at the chapter level but also in aviation and at their careers. With its wealth of wisdom, the Council will help guide EAA's chapter revitalization process and grow the network not only in quantity but in quality for our current and future members. Our thanks go out to all those members who stepped up to serve their EAA.

Chapter Bylaws

BYLAWS

[or AMENDED BYLAWS]

OF

****EAA CHAPTER ABC****

ARTICLE I.
GENERAL

Section 1. The following paragraphs contain provisions for the regulation and management of ****Name of Chapter**** a (**** Name of State****) (Non-Profit, Not for Profit, Non-Stock [as appropriate]) Chapter ("Chapter").

Section 2. If there is a conflict between a provision of these bylaws and a mandatory provision of the Articles of Incorporation, the Articles of Incorporation shall control. If there is a conflict between a provision of these bylaws and a mandatory provision of the laws of ****Name of State****, the mandatory provision of the laws of ****Name of State**** shall control.

ARTICLE II.
PURPOSES

The purposes of the Chapter are:

1. To promote and encourage education of the general public about recreational aviation, the design and construction of amateur-built aircraft, and the restoration of aircraft.

2. To promote and encourage education of the general public about aviation safety in the design, construction and operation of all types of aircraft.

3. To promote a positive, productive and cooperative relationship between the Chapter and those governmental agencies and private enterprises that provide aviation services and facilities that benefit the Chapter and members of the general public.

4. To support and promote the mission, vision, goals and objectives of the Experimental Aircraft Association, Incorporated ("EAA") through various Chapter programs and services.

ARTICLE III.
OFFICES

Section 1. The principal office of the Chapter shall be located in the State of ****Name of State****. The Chapter may have such other offices, either within or outside the State of ****Name of State****, as the Board of Directors may require from time to time.

ARTICLE IV.
CHAPTER MEMBERSHIP

Section 1. Eligibility for Chapter Membership. Eligibility for membership in the Chapter is open to any person who has an interest in experimental or recreational aviation, subject to the classifications of membership listed in Article IV, Section 2. Paragraphs (a)-(d).

Section 2. Classifications of Chapter Membership. There are five (5) types of Chapter Memberships. These Chapter Membership Classifications include: Regular; Family; Honorary/Complimentary; and Life. The specific details of these Chapter Membership Classifications are described in the following paragraphs:

(a.) Regular Chapter Membership: A Regular Chapter Member shall be any person who pays Chapter dues and is a Member in good standing of EAA.

(b.) Family Chapter Membership: A Family Chapter Membership shall be any family, including parents, and children, who pay the appropriate Chapter Membership dues and are Family Members of EAA.

(c.) Honorary/Complimentary Membership: An Honorary/Complimentary Chapter Member shall be any person to whom the Chapter Officers, Chapter Board of Directors, or Chapter Membership wishes to extend an Honorary Chapter Membership. Honorary/Complimentary Chapter Memberships may be given to a person in recognition or appreciation of the support that person has provided to the Chapter. Honorary/Complementary Chapter Members may not hold any elected or appointed Chapter Office or Position, nor are they entitled to any voting privileges within the Chapter. Honorary/Complimentary Members are not required to be members of EAA.

(d.) Life Chapter Membership: A Life Chapter Membership may be bestowed on an individual Chapter Member at the discretion of the Chapter Officers, Chapter Board of Directors, or Chapter Membership. All Life Chapter Members must be members in good standing of EAA. A Chapter Life Membership recognizes the long-term commitment to EAA and the Chapter made by the individual. A Life Chapter Member may hold any Chapter Office, shall have full voting privileges in the Chapter, and is exempt from annual Chapter dues.

Section 3. Duration of Chapter Membership. The duration of a Regular or Family Chapter Membership shall be one (1) year. Honorary/Complimentary or Special Chapter Memberships may be extended or continued beyond one (1) year at the discretion of the Chapter Officers, Chapter Board of Directors, or Chapter Membership. Life Chapter Membership is continuous for the life of the Chapter Member. Life Chapter Membership is not transferable to another person. All Chapter Members with voting privileges in the Chapter must maintain a current membership with the EAA.

Section 4. Voting Privileges of Chapter Membership. Voting privileges shall be limited to Regular Chapter Members, Family Chapter Members (excluding Children under 18 years of age), Special Chapter Members and Life Chapter Members. Honorary/Complimentary Chapter Members shall not have voting privileges within the Chapter.

Section 5. Removal of a Member from Chapter Membership. Chapter Membership is a privilege, which requires an appropriate commitment from each Chapter Member. Each Chapter Member shall accept the responsibilities of Chapter Membership, and by acceptance agree to promote EAA and the Chapter. In the event a Chapter Member fails to meet these requirements, they may be asked to relinquish their Chapter Membership in accordance with the following conditions:

(a.) Any Chapter Member, who by intentional negligent or reckless deed or action, harms or jeopardizes the reputation or assets of the Chapter or EAA, may be called before the Chapter Board of Directors and Chapter Officers for review. Upon conclusion of a review, the Chapter Board of Directors and Chapter Officers may upon finding reasonable cause, recommend to the Chapter Membership that said Member be removed from Chapter Membership. Said Member may then be removed, by a majority vote of eligible members at any regular or special Chapter Membership Meeting where a quorum exists.

(b.) Any Chapter Member who fails to remit their Chapter Membership dues or fails to maintain their Membership in the EAA shall be considered removed from Chapter Membership.

Section 6. Resignation of Membership. Any Chapter Member may resign their Chapter Membership at any time by delivering to any Chapter Officer a written notice of resignation. The resignation of Chapter Membership shall become effective on the date stated in the written notice. In the event the written notice of resignation does not contain an effective date, the date the Chapter Member delivers the written notice to any Chapter Officer shall become the date of resignation.

ARTICLE V.
DUES

Section 1. Rate of Assessment. The rate of assessment of member dues will be determined by the Chapter Board of Directors and approved by a three-fourths (3/4s) majority of the members present at a regular meeting of the members.

Section 2. Collection of Dues. Payment of dues shall be made to the Chapter Treasurer and shall be payable January 1 of each year for the period of January 1 through December 31. Membership privileges will end on April 1 if dues are not paid by April 1. Any new member joining during the calendar year will be required to pay dues on a pro-rata basis for the remainder of that calendar year.

Section 3. Members not Subject to Dues. Honorary/Complimentary Members shall not be subject to any dues for the Chapter.

ARTICLE VI.
MEETINGS OF MEMBERS

Section 1. Meetings of Members

(a.) Meetings of the members may be held at such time and place as the President may determine, or as may be called by a majority of the Board of Directors. Notice of meetings of the members, stating the time, place, and in general terms the purpose of the meeting, shall be given to members no later than twenty-four (24) hours before the meeting.

(b.) For any meeting where a vote will be taken for the adoption of resolutions, members will be notified in writing no less than five (5) days prior to the meeting.

(c.) At any meeting of the members, each voting member shall have only one (1) vote.

(d.) At all meetings of members, each member may vote in person or by proxy. All proxies shall be in writing. A proxy may be revoked by the member signing the proxy at any time prior to the commencement of the meeting for which the proxy is sought to be utilized.

(e.) At any meeting of the members, a quorum shall consist of 25% of the total voting membership of the chapter, whether represented in person or by proxy.

(f.) A majority vote of the members present is necessary for adoption of any resolution and for the election of a member to a Chapter office.

(g.) The President, or in his/her absence the Vice President, or in the absence of both the President and Vice President, the Secretary, or in the absence of the President, Vice President and Secretary, the Treasurer, or in the absence of all officers, a chairman elected by the members present shall call the meeting to order, and shall act as the presiding officer thereof.

Section 2. Annual Meeting

(a.) The annual meeting of the members will be a regular meeting prior to November 30 each year.

(b.) Written notice of the annual meeting of the members shall be given to each member in good standing at least five (5) days before such meeting.

(c.) At all meetings of members, each member may vote in person or by proxy. All proxies shall be in writing and either delivered or sent electronically to the Secretary at least twenty-four (24) hours prior to the commencement of the meeting at which the proxy is sought to be utilized. A proxy may be revoked by the member signing the proxy at any time prior to the commencement of the meeting for which the proxy is sought to be utilized.

(d.) At the annual meeting in an election year, the members shall elect the officers as constituted by these bylaws.

ARTICLE VII.
BOARD OF DIRECTORS

Section 1. General Powers. The affairs of the Chapter shall be managed by a Board of Directors. The Board of Directors shall have the power and authority to promulgate and enforce all rules and regulations pertaining to the use and operation of Chapter property.

Section 2. Number, Tenure and Qualifications. The Board of Directors shall at a minimum consist of a President, Vice President, Secretary, and Treasurer. The President may appoint two (2) at-large members to the Board of Directors. Each officer shall hold office for the term for which he or she was elected by the membership. The at-large members will serve until a successor has been appointed. Directors shall be natural persons of the age of eighteen (18) years or older.

Section 3. Vacancies. Any director may resign at any time by giving written notice to the President or to the Secretary of the Chapter. Such resignation shall take effect at the time specified in the notice; and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. Any vacancy occurring on the Board of Directors may be filled by the affirmative vote of a majority of the remaining directors. Upon affirmative acceptance of election or appointment to office, such director shall be installed immediately.

Section 4. Regular Meetings. Regular meetings of the Board of Directors shall be called at any time and place to be determined by the President. Proxy voting shall not be permitted at regular meetings of the Board.

Section 5. Special Meetings. Special meetings of the Board of Directors may be called by the request of the President or any two directors. The person or persons authorized to call special meetings of the Board may fix any place, either within or outside the State of ****Name of State****, as the place for holding any special meeting. Proxy voting shall not be permitted at special meetings of the Board.

Section 6. Place of Meetings. The Board of Directors may designate any place, either within or outside the State of ****Name of State****, as the place of meeting for any regular or special meeting of the Board. If no designation is made by the Board of Directors or by the persons authorized to call a special meeting, the place of meeting shall be the registered office of the Chapter in the State of ****Name of State****; but if all of the directors shall meet at any time and place, either within or outside the State of ****Name of State****, and consent to the holding of a meeting, such meeting shall be valid without call or notice, and at such meeting any corporate action may be taken.

Section 7. Quorum of Directors. Three (3) Directors, of which at least two (2) are current officers, shall constitute a quorum of the Board at all meetings, and the affirmation vote of the majority that shall be necessary to pass any resolution or authorize any act of the Chapter.

Section 8. Compensation. Directors shall not receive any stated salaries for their services.

Section 9. Removal of Director. A director with three (3) consecutive unexcused absences from regular meetings shall be deemed to have forfeited office and a vacancy shall occur therein.

ARTICLE VIII.
OFFICERS

Section 1. General. The officers of the Chapter shall at a minimum consist of a President, Vice President, Secretary, and Treasurer. If permitted by the laws of the State of ****Name of State****, any two offices may be held by the same person, except the offices of President and Secretary. The officers of the Chapter shall be natural persons of the age of eighteen (18) years or older. In all cases where the duties of any officer are not described by the bylaws or by the Board of Directors, such officer shall follow the orders of the President.

Section 2. Appointment and Term of Office. The officers shall be elected by the members at the annual meeting of an election year, and shall hold office for a period of twenty-four (24) months, beginning January 1 and ending December 31.

Section 3. Removal. Any officer may be removed by a majority vote of the Board of Directors when in their judgment the best interests of the Chapter will be served thereby.

Section 4. Vacancies. A vacancy in any office, however occurring, may be filled by the Board of Directors for the unexpired portion of the term.

Section 5. President. The President shall be the principal executive officer of the Chapter and, subject to the control of the Board of Directors, shall in general supervise and control all of the business and affairs of the Chapter. The President shall, when present, preside at all meetings of the Board of Directors, and may sign, with the Secretary or any other proper officer of the Chapter thereunto authorized by the Board of Directors, all documents which the Board of Directors has authorized to be executed; and in general shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time.

Section 6. Vice President. The Vice President shall assist the president and shall perform such duties as may be assigned by the President or by the Board of Directors. In the absence of the President or in the event of his or her death, inability or refusal to act, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all restrictions upon the President.

Section 7. Secretary The Secretary shall:

(a.) keep minutes of the proceedings of the Board of Directors;

(b.) see that all notices are duly given in accordance with the provisions of these bylaws or as required by law;

(c.) be custodian of the corporate records of the Chapter; and

(d.) perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the President or by the Board of Directors.

Section 8. Treasurer. The Treasurer shall be the principal financial officer of the Chapter and shall have the care and custody of all funds and other property of the Chapter and shall deposit the same in accordance with the instructions of the Board of Directors. The Treasurer shall receive and give receipts for monies due and payable to the Chapter from any source whatsoever, deposit all such monies in the name of the Chapter in such depositories selected by the Chapter, and shall pay out of the funds on hand all bills and other just debts of the Chapter of whatever nature. The Treasurer shall perform all other duties incident to the office of Treasurer and, upon request of the Board of Directors, shall make such reports to it as may be required at any time. The Treasurer shall have such other powers and perform such other duties as may be from time to time prescribed by the Board of Directors or the president. The Treasurer shall also be the principal accounting officer of the Chapter, and shall prescribe and maintain the methods and systems of accounting to be followed, keep correct and complete books and records of account, and prepare and file all local, state, and federal tax returns.

ARTICLE IX.
FIDUCIARY MATTERS AND CONFLICTS OF INTEREST

Section 1. General Standards of Conduct for Directors and Officers.

(a.) Discharge of Duties: Each director shall discharge the director's duties as a director, including the director's duties as a member of a committee of the board, and each officer with discretionary authority shall discharge the officer's duties under that authority (i.) in good faith; (ii.) with the care an ordinarily prudent person in a like position would exercise under similar circumstances; and (iii.) in a manner the director or officer reasonably believes to be in the best interests of the Chapter.

(b.) Reliance on Information, Reports, Etc.: In discharging duties, a director or officer is entitled to rely on information, opinions, reports or statements, including financial statements and other financial data, if prepared or presented by: (i.) one or more officers of the Chapter whom the director or officer reasonably believes to be reliable and competent in the matters presented; (ii.) legal counsel, a public accountant or another person as to matters the director or officer reasonably believes are within such person's professional or expert competence; or (iii.) in the case of a director, a committee of the board of directors of which the director is not a member if the director reasonably believes the committee merits confidence. A director or officer is not acting in good faith if the director or officer has knowledge concerning the matter in question that makes reliance otherwise permitted by this Section unwarranted.

(c.) Liability to Chapter or Its Members: A director or officer shall not be liable as such to the Chapter or its members for any action taken or omitted to be taken as a director or officer, as the case may be, if in connection with such action or omission, the director or officer performed the duties of the position in compliance with this Section.

(d.) Director Not Deemed to Be a "Trustee." A director, regardless of title, shall not be deemed to be a "Trustee" within the meaning given that term by trust law with respect to the Chapter or with respect to any property held or administered by the Chapter including, without limitation, property that may be subject to restrictions imposed by the donor or transferor of such property.

Section 2. Conflicts of Interest.

(a.) Definition: A conflict of interest arises when any "responsible person" or any "party related to a responsible person" has an "interest adverse to the Chapter." A "responsible person" is any individual in a position to exercise substantial influence over the affairs of the Chapter, and specifically includes, without limitation, directors and officers of the Chapter. A "party related to a responsible person" includes his or her extended family (including spouse, ancestors, descendants and siblings, and their respective spouses and descendants), an estate or trust in which the responsible person or any member of his or her extended family has a beneficial interest or a fiduciary responsibility, or an entity in which the responsible person or any member of his or her extended family is a director, trustee or officer or has a financial interest. "An interest adverse to the Chapter" includes any interest in any contract, transaction or other financial relationship with the Chapter, and any interest in an entity whose best interests may be impaired by the best interests of the Chapter including, without limitation, an entity providing any goods or services to or receiving any goods or services from the Chapter, an entity in which the Chapter

has any business or financial interest, and an entity providing goods or services or performing activities similar to the goods or services or activities of the Chapter.

(b.) Disclosure: If a responsible person is aware that the Chapter is about to enter into any transaction or make any decision involving a conflict of interest, (a "conflicting interest transaction"), such person shall: (i.) immediately inform those charged with approving the conflicting interest transaction on behalf of the Chapter of the interest or position of such person or any part related to such person; (ii.) aid the persons charged with making the decision by disclosing any material facts within the responsible person's knowledge that bear on the advisability of the Chapter entering into the conflicting interest transaction; and (iii.) not be entitled to vote on the decision to enter into such transaction.

(c.) Approval of Conflicting Interest Transactions: The Chapter may enter into a conflicting interest transaction provided either:

(i.) The material facts as to the responsible person's relationship or interest and as to the conflicting interest transaction are disclosed or are known to the board of directors or to a committee of the board of directors that authorizes, approves or ratifies the conflicting interest transaction, and the board or committee in good faith authorizes, approves or ratifies the conflicting interest transaction by the affirmative vote of a majority of the disinterested directors on the board or committee, even though the disinterested directors are less than a quorum; or

(ii.) The material facts as to the responsible person's relationship or interest and as to the conflicting interest transaction are disclosed or are known to the members, and the conflicting interest transaction is specifically authorized, approved, or ratified in good faith by a vote of the members entitled to vote thereon; or

(iii.) The conflicting interest transaction is fair as to the Chapter.

Section 4. Liability of Directors for Unlawful Distributions.

(a.) Liability to Chapter: A director who votes for or assents to a distribution made in violation of law or the Articles of Incorporation of the Chapter shall be personally liable to the Chapter for the amount of the distribution that exceeds what could have been distributed without violating the law or the Articles of Incorporation if it is established that the director did not perform the director's duties in compliance with the general standards of conduct for directors set forth herein.

(b.) Contribution: A director who is liable under Section 4 for an unlawful distribution is entitled to contribution: (i.) from every other director who could be liable under Section 4 for the unlawful distribution; and (ii.) from each person who accepted the distribution knowing the distribution was made in violation of law or the Articles of Incorporation, to the extent the distribution to that

person exceeds what could have been distributed to that person without violating the laws of the state of ****Name of State**** or the Articles of Incorporation.

Section 5. Loans to Directors and Officers Prohibited. No loans shall be made by the Chapter to any of its directors or officers. Any director or officer who assents to or participates in the making of any such loan shall be liable to the Chapter for the amount of such loan until the repayment thereof.

ARTICLE X.
CONTRACTS, CHECKS, DEPOSITS AND FUNDS

Section 1. Contracts: The Board of Directors may authorize any officer or officers, agent or agents of the Chapter, in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Chapter, and such authority may be general or confined to specific instances.

Section 2. Checks, Drafts, etc.: All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Chapter, shall be signed by such officer or officers, agent or agents of the Chapter and in such manner as shall from time to time be determined by resolution of the Board of Directors.

Section 3. Expenditures: All unbudgeted expenditures in an amount greater than one hundred dollars ($100) shall be approved by the Board prior to payment.

Section 4. Deposits: All funds of the Chapter shall be deposited from time to time to the credit of the Chapter in such banks or other depositories as the Board of Directors may select.

Section 5. Gifts: The Board of Directors may accept on behalf of the Chapter any donation, contribution, gift, bequest or device for the general purposes or for any special purpose of the Chapter.

ARTICLE XI.
COMMITTEES

Section 1. Nominating Committee: There shall be established a Nominating Committee of the Board of Directors which if established, shall consist of the president of the Chapter and two other board members to be appointed by the president. The Nominating Committee shall present nominations to the Board of Directors to fill vacancies on the Board and shall make nominations for the officers of the Chapter. Such nominations shall be so presented not later than one month prior to the annual meeting.

Section 2. Other Committees: The Board of Directors may establish such other committees as it deems necessary to carry out the duties of the Board. The members of each committee shall be appointed by the President. The Board of Directors shall by resolution provide for the rules of operation for each committee established.

ARTICLE XII.
AMENDMENT OF BYLAWS

Section 1. The power to alter, amend, or repeal the bylaws or adopt new bylaws is vested in the membership. The bylaws may contain any provisions for the regulation or management of the affairs of the Chapter not inconsistent with the law of the State of ****Name of State**** or the Articles of Incorporation.

Section 2. These bylaws may be amended at any time by a two-thirds (⅔) vote of the membership present at a regular or special meeting, provided that at least five (5) days prior notice has been given, including the language proposed to be changed, added or deleted in accordance with the notice requirements of these bylaws.

ARTICLE XIII.
DISSOLUTION

Upon dissolution of the Chapter, the assets of the Chapter shall be distributed first to EAA, and if any assets remain after the first distribution, then to one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government or to a state or local government, for a public purpose. Any such assets not so distributed shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization(s) as said Court shall determine, which are organized and operated exclusively for such purposes.

CERTIFICATE OF BYLAWS

I hereby certify that the foregoing Bylaws were adopted by the membership on this _____day of _____, 20_____.

_____
Secretary

_____
Print Name of Secretary

Calendar of Important Chapter Dates

January

New Chapter officers take office

Chapter Service Pins Awarded

February

Sign up for your chapter kids to go to Air Academy

FY-2017 Chapter Event Planning

March

Order Chapter Marketing Collateral for Spring & Summer Chapter Events

April

Consider nominations for Chapter Major Achievement Awards

May

IRS Form 990N due May 15th (U.S. Chapters Only)

Chapter Major Achievement Awards Deadline

June

International Young Eagles Day

July

EAA AirVenture Oshkosh

August

Order Chapter Marketing Collateral for Fall & Winter Chapter Events

September

Form nominating committee to recruit the next set of officers

October

November

Chapter Officer Election Month (bi-annual)

World of Flight Calendars Available

Chapter Service Pins Mailed to Chapters

December

Chapter Renewal Due by December 31st

Young Eagle Credits expire at year end