



Workshops

Program Guide

Your guide to hosting an EAA Young Eagles Workshop.



Table of Contents

1. Introduction

2. Program Scope

- 2.1 Program Objectives
- 2.2 Schedule
- 2.3 Core Topics and Activities
- 2.4 Materials
- 2.5 Coordinate With a Young Eagles Rally

3. Project Management

- 3.1 Project Timeline
- 3.2 Engaging Volunteers
- 3.3 Applying for EAA Insurance



- 3.4 Waivers and Photo Release Forms
- 3.5 Event Registration and Applications
- 3.6 Selecting and Preparing Speakers
- 3.7 Conducting the Workshop
- 3.8 Workshop Curriculum

4. Logistics

- 4.1 Facility Needs
- 4.2 Classroom Setup
- 4.3 Attracting Participants
- 4.4 Communications
(Students, Parents, Volunteers)

5. Financials

- 5.1 Tuition
- 5.2 Chapter Costs

6. Post-Event Activities

- 6.1 Acknowledge Volunteers
- 6.2 Event Debrief
- 6.3 Follow-Up and Mentoring



1. Introduction

The purpose of this guide and supporting materials is to make it easy for an EAA chapter to define, plan, and execute successful youth aviation programs. This guide is intended to provide a starting point for chapters who have not previously conducted such programs or as a source of ideas to make current programs better.

Alternatives are suggested for target audiences and time frames while encouraging chapters to capitalize on local expertise, assets, and volunteers for greatest effectiveness. EAA's intent is to support chapters to conduct local programs, utilizing the vast experience, knowledge, and resources within the EAA chapters.

2. Program Scope

2.1 Program Objectives

Each chapter should discuss and define the overall objectives for what they want to accomplish. To help focus the effort, start by defining the target age group and time frame (three hours, one day, one week, etc.).

Target age group for this program are youth ages 11-17; however, chapters may choose to adapt the program to a narrower age group.

Time frames considered include a one-day, multiple-day, weeklong, or extended programs (weekly or monthly).

Well-defined objectives answer the question, "What will participants be able to DO as a result of your program?"

Some example objectives for consideration:

- Explore aviation as a career or hobby
- Recognize the importance of STEM education through aviation applications
- Learn aviation basics
- Connect with other youth with a common interest

2.2 Schedule

Once overall objectives are defined, the next step is to decide on topics to cover and specific objectives for each topic. A chapter can choose from a menu of content offerings to create a unique schedule. Provided content is typically recommended in one-hour blocks, while some hands-on activities take more time.

Examples of schedules are provided for reference at **[EAA.org/YEWorkshopsResources](https://www.eaa.org/youthevents/WorkshopsResources)**. Content may easily be applied to extended programs where students meet weekly or monthly.

2.3 Core Topics and Activities

Content is provided for typical topics incorporated in up to a weeklong program, with suggested objectives that may be used by session leaders as talking points. For any age group, engaging in activities is suggested because they maintain interest and promote effective learning. A summary of content is offered about airplanes and aviation.

2.4 Materials

For each topic, a PowerPoint-style presentation, session objectives, and engaging activities are provided. Materials available will continue to grow as the program matures.

PowerPoint presentations are available to download at **EAA.org/YEWorkshopsResources**.

Worksheets and supplemental materials are provided in the EAA Young Eagles Workshops kit.

2.5 Coordinate With a Young Eagles Rally

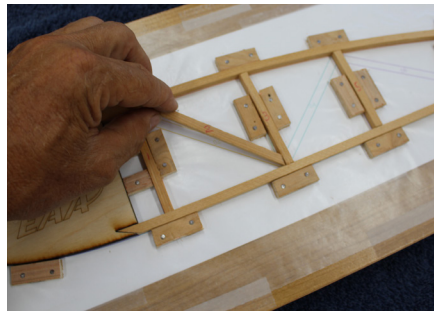
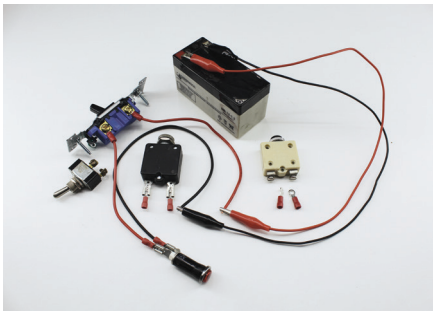
Chapters may choose to utilize a Young Eagles rally to attract potential workshop participants, or invite workshop participants to a future rally. If there is any cost for a youth program, it must be kept completely separate from any Young Eagles flights. The Young Eagles flight opportunity must not be advertised as a part of the workshop.

For example:

- A chapter may charge \$100 for a weeklong EAA Young Eagles workshop
- A chapter may invite the workshop participants to a Young Eagles rally
- The two events must remain separate

This can be accomplished by scheduling the camp for Monday through Friday and inviting participants for a Young Eagles rally on Saturday or later.

Another approach is to invite past Young Eagles to participate in a Young Eagles Workshop at the airport.



3. Project Management

3.1 Project Timeline

Some elements need to be set in stone early, giving the opportunity to involve more volunteers and recruit student participants. Here is a sample schedule outline for event preparation. For shorter programs without an application process, fee, meals, etc., just disregard those items. A simpler program may not require as much advance planning and can reduce stress and enhance program effectiveness.

6 months prior to event	Chapter Kickoff Meeting	<ul style="list-style-type: none">• Establish the Young Eagles Workshops event leader(s)• Identify key roles needed to successfully run your event and assign a few core volunteers to these areas
4-5 months prior to event	Early Planning	<ul style="list-style-type: none">• Continue meeting to set target age group, event objective(s), time frame, date(s), maximum class size, cost to participants (if any), registration methods, and the cost to run the event (lunch, T-shirts, etc.)• Establish a budget• Create advertising (flyers, social media posts, etc.)• Launch publicity to attract participants• Apply for EAA insurance for your event
2-4 months prior to event	Curriculum Planning	<ul style="list-style-type: none">• Draft program agenda with topics, time available for each, and potential presenters• Download presentations and additional resources at EAA.org/YEWorkshopsResources• Some activities require prior preparation by the chapter; be sure to plan a time for these to be done in advance• Establish deadlines for any additional materials your chapter wishes to include in your event• Begin taking participant registrations
1-2 months prior to event	Curriculum Finalization	<ul style="list-style-type: none">• Confirm workshop content, presenters, activities needing extra volunteers• If hands-on activity materials haven't yet been prepared, complete them at this point

**2-3 weeks
prior to event**

Bringing it Together

- All materials should be just about ready for the event
- All volunteers should have a clear understanding of their role during the event and confirm their availability
- Registration for your event should close around this time
- Once registration is closed, if you are providing meals and/or snacks, this is when those should be finalized

**2 weeks
prior to event**

Final
Communications

- Everything should be lined up and ready to go
- Final communications to students, parents, and volunteers to be sure everyone is on the same page

**1 week
prior to event**

Final Event
Organization

- Collect and organize all materials on site
- Set up facility ahead of time if possible
- Final walkthrough of event logistics with volunteers

Conduct Workshop

**Within 1-2
weeks after
event**

Debrief

- Hold a debrief session with volunteers and collect feedback



3.2 Engaging Volunteers

Depending on the number of participants and complexity of the program, the number of volunteers needed varies, as does the number of event leaders. A weeklong summer camp may involve in excess of 10 volunteers, where a one-day event is less intensive.

Organizing an EAA Young Eagles Workshops program is not a small task; therefore, it is imperative that the event leader(s) delegate responsibilities to their team of volunteers. It is also of utmost importance to keep a high level of communication while preparing the event to ensure all tasks are being accomplished.

3.3 Applying for EAA Insurance

EAA provides liability insurance for all chapter events. It is important to make sure before your chapter holds its EAA Young Eagles Workshops event that you apply for EAA Chapter Event Liability Insurance. This is mandatory and can be done in a few simple steps at EAA.org/ChapterInsurance.

3.4 Waivers and Photo Release Forms

Chapters are expected to comply with any EAA and local safety and health requirements and guidelines. Waivers don't eliminate risk but set expectations and offer your chapter and EAA some protection in the case of a challenge. For events extending more than one day, asking for medical conditions is especially advised. Included in your EAA Young Eagles Workshops kit are 10 EAA waivers, 10 EAA photo release forms, and a pre-posted return envelope. Have the waivers and photo release forms filled out and signed, then use the envelope to send them back to EAA at no charge to the chapter.



3.5 Event Registration and Applications

Depending on the size and formality of your workshop, you can use a registration form to track who is signed up for your event, secure parental permission, document emergency contact information, and verify if payments have been made. A registration form may also be used as a method to invite participants to future chapter events.

A simple registration template is available for download at **EAA.org/YEWorkshopsResources**.

Depending on your goals, using an application process may be practical. For workshops targeting older youth or to support youth serious about pursuing aviation, you may want a way to screen candidates to assure you're reaching your target audience. Requiring an application helps you manage interested candidates and sometimes identify some who could be satisfied with a Young Eagles flight.

Set a deadline for receiving applications, have a selection process ready for fast response, and be ready to communicate to all applicants, whether selected or not. If there is a workshop fee, communicate the payment due date when selections are announced.

3.6 Selecting and Preparing Speakers

It is key to select speakers well versed in the topic they will be presenting on, as a knowledgeable presenter is beneficial to the students and the overall success of your program.

Recruit chapter members or others experienced in aviation disciplines to present modules and facilitate hands-on activities. It's usually helpful to recruit and prepare additional members to help support any breakout groups.

In addition to chapter members who may be local pilots or aircraft builders, invite others from your local community. Consider speakers who would be good role models: the commercial pilot, military pilot, emergency medical pilot, news or law enforcement helicopter pilot, business owner, or an Angel Flight pilot. Invite them to speak and, if possible, show their aircraft. Consider also nonpilot aviation speakers such as mechanics, avionics technicians, air traffic controllers, airport engineering consultants, or the airport manager. This not only broadens the student experience, it offers added visibility for your chapter.

It will be important to be sure you adequately prepare your speakers. An EAA Young Eagles Workshops Presenter Preparation resource document is available for reference at **EAA.org/YEWorkshopsResources**.





3.7 Conducting the Workshop

Establish clear expectations for youth participant behavior and ensure that your actions reinforce that behavior. If you expect students to be ready on time, you also need to stay on schedule. Presenters need to be ready to go when their session starts. Presentation equipment and supporting materials should be readily available to avoid any delays.

The event leader or other person should be assigned to manage logistics and keep things moving throughout. If rotations or breakout groups are used, have a plan for how these will be managed. It is a good idea to have contingency plans for last-minute issues such as an absent presenter or support personnel, a workshop ending early, etc. For instance, an airplane available for show can be a good fill-in.

Creating a program agenda is a great way to stay organized and ensure your chapter offers the best possible learning experience. Agendas can vary based on many different factors, including but not limited to: number of students, number of presenters and volunteers, facility space, and time.

Chapters can elect to divide the students into groups to participate at different stations or engage the full group as a class. Breakout workshops and activities are provided and encouraged.

If this is your first workshop, consider the following agendas as starting points:

- Afternoon Workshop (~3 hours): Consisting of introductions, three 45-minute sessions, and brief wrapup
 - ✓ This workshop format is great for extended weekly or monthly events
- One-Day Workshop (~6 hours): Consisting of introductions, six 45-minute sessions, lunch break, and a wrapup
- Weeklong Workshop (3-6 hours): Could consist of hourlong morning or afternoon sessions
- Chapters are encouraged to decide on a workshop format that works best for their needs.

3.8 Workshop Curriculum

Your chapter can create a unique workshop, selecting from modules provided by EAA, considering local expertise.

Once overall goals are defined, select what topics to include and set your agenda. Provided content is typically prepared for 30-minute or one-hour blocks with options for hands-on activities.

Content includes typical aviation-related topics with learning objectives already identified. PowerPoint presentations are provided and include convenient instructor notes to guide the presentation. The goal of the presentations should be to build confidence and knowledge in your participants so they can recall the information learned during the activities and worksheets. Worksheets and activities are provided in conjunction with each learning module to reinforce the learnings.

It is important to recognize that the current knowledge of your participants may vary widely – ranging from no experience with aviation to considerable experience. Presenters should take this into account and offer learning benefits for various levels of experiences.

The hands-on activities are a particularly unique aspect of the Young Eagles Workshops programs. These activities give participants the opportunity to actually try their hand at real-world aircraft-building techniques. Most of these activities require prior preparation by the chapter and will require significantly more supervision than the classroom material. Be sure all safety procedures are being followed during these activities.

4. Logistics

4.1 Facility Needs

Hosting a workshops program event requires adequate and appropriate space. The program is designed for both classroom-style learning and light hands-on building activities. A classroom-style space can simply consist of an area having tables and chairs located in front of a suitably sized screen for the participants to easily view the PowerPoint learning modules. Be aware that excess sunlight and glare, as may result from an open hangar door, can be detrimental to viewing. Test all viewing and presentation equipment prior to the event.

The hands-on activities are typically able to be accomplished in the same space as the classroom setup, given that tables are in place for each student. A second space can be designed for the hands-on activities if desired. Depending on what activities your chapter engages in will ultimately determine the final workshop space and layout.

Clean restrooms are essential to hosting workshops, and it is best to have at least two restrooms available.

Regardless if the workshop is a one-day event or multiple-day event, consider where students may break for a snack or lunch. Determine if a refrigerator will suffice for box lunches and beverages, or if a kitchenette is needed for food preparation.

It will be wise for event planners to be aware of the potential weather and climate inside and outside during the program. Although interior conditions may be suitable during planning, weather and conditions may change as the events gets closer. Heat, air conditioning, and facility lighting need to be considered and appropriate for the activity.

Space outside the facility must also be considered, as adequate parking and traffic flow needs to be available when parents park and register their kids. Easy access to the venue is needed, or, at a minimum, good directions to the event even when inside the airport.

4.2 Classroom Setup

In addition to a suitable facility, the classroom itself needs to be set up properly to enable learning.

Set up and test all technology equipment prior to the event. Turn on your computer(s) and make sure everything is updated. Figure out how everything connects, including projectors, monitors, etc., and spend some time getting comfortable with your technology, as you don't want to waste instructional time fumbling with cords on the first day.

Designate a space as a teaching station. This is a place where you can arrange all of the teaching materials for that day, potentially including the hands-on activities materials. This may in fact be at the front of the classroom, but more likely, it will be a separate space that is centrally located. Having a teaching station ensures organization and a well-managed day of learning.

When setting up tables and chairs, be sure that space is available for a student to easily exit and enter, as a restroom break may be needed. Overcrowding students can be a significant concern, so design the learning areas with physical distancing in mind.

Workshop programs often generate more trash than a chapter typically experiences. Consider the need for additional trash receptacles, and be sure to have a plan in place to empty the containers daily if a multiple-day event is scheduled.

Depending on the weather, participants may need space to hang their jackets and stow their personal items.

Many workshop events will be hosted inside an airport hangar. Be aware of potential aircraft and airport noise. Excessive noise can quickly change a day of learning into a day of frustration. Consider the opportunity to host the event inside an FBO where clean, quiet, and well-lit space is readily available. The chapter hangar may still be used for certain hands-on activities and airplane viewing.

4.3 Attracting Participants

In order to attract participants for your EAA Young Eagles Workshops program, your chapter needs to come up with a way to market your event. EAA offers a poster template that can be downloaded and customized with the event's information and then printed. This template is available, along with other useful resources, at **[EAA.org/YEWorkshopsResources](https://www.eaa.org/YEWorkshopsResources)**.

Because a Young Eagles workshop is a great follow-up to a rally, a great way to attract participants to your event is to advertise at a Young Eagles rally.

Your chapter can also hang posters anywhere you think a potential participant might see it. Get creative!

Lastly, consider posting about your EAA Young Eagles Workshop on your website and social media. Be sure to have accurate contact information so prospective participants can sign up to attend.

4.4 Communications (Students, Parents, Volunteers)

It will be important you make communication a top priority when planning your EAA Young Eagles Workshop. Have a primary contact for the program, so students, parents, and volunteers know whom to contact with any questions or concerns.

Be sure all volunteers understand what they are expected to do for the program and be available to clarify if need be. Also, make sure your contact is available to respond to parents and students in a timely manner.

5. Financials

5.1 Tuition

Your chapter should define if the goal is to break even, generate funds for scholarships or other needs, or perhaps take the opportunity to raise chapter donations. Typically, EAA chapters hosting one-day youth programs offer them at low or no cost, and longer programs range from free to \$175 for a weeklong program.

A benefit of charging tuition is the commitment you get for participation. Last-minute cancellations are minimized. To encourage low-income participants, include a statement to “inquire about need-based scholarships.” Chapters usually have members who will sponsor any youth in need.

A rationale for not charging high tuition is that it shows off the EAA volunteer spirit and parents are more relaxed and don’t expect too much. Professionally offered weeklong summer camps typically cost considerably more.

5.2 Chapter Costs

Tracking actual costs, even if items are donated, is important to assure sustainability of your program. A budget should be set, considering any materials needed for projects, printing, etc. Your chapter treasurer should be consulted, and better yet, be involved.

Potential Expenses:

- EAA Young Eagles Workshops kit
- Additional materials and tools for hands-on activities
- Printing
- Snacks and/or meals
- Rental equipment (tables, chairs, media)
- T-shirts and giveaway items

6. Post-Event Activities

6.1 Acknowledge Volunteers

As always, it is good practice to find ways to highlight the contributions of chapter volunteers, including your core planning team members, presenters, and others. Show appreciation of guest speakers and Young Eagles pilots, as applicable. If using a facility other than one owned by the chapter, include facility management and staff as you show appreciation. These acknowledgements might be included at the session close, a follow-up email to everyone involved, in your chapter newsletter, and/or on your website.

6.2 Event Debrief

Collect feedback from students, parents, and volunteers on what went well, and what you might do differently in the future. Feedback forms are provided to download at

EAA.org/YEWorkshopsResources.

Document the feedback so it can be applied to improve future events. A good practice is for your core planning team to hold a meeting within one to two weeks after the event to discuss what went well, areas to improve, and ideas on what you might do differently next time. Doing this soon after the event helps so important details are not forgotten.

6.3 Follow-Up and Mentoring

Retain student and parent contact information, and invite them to join your chapter for future events and even membership. Students can benefit from attending your programs multiple times and perhaps volunteer themselves. Workshop alumni who pursue aviation may make good speakers in the future.

Consider assigning chapter members to serve as mentors to keep in touch with students who seriously consider pursuing aviation.





Workshops

For questions and comments, please
contact EAA headquarters by
email at **chapters@eaa.org**
or call **920-426-5912**.

