



Chapter/Squadron Handbook

This EAA Chapter/Squadron Handbook is dedicated to the thousands of EAA Members who have volunteered their time and energy to help with the growth of EAA as they serve as a Chapter or Squadron Leader.

"KEEP THE SPIRIT!"

Table of Contents

Section 1	Introduction to the Chapter Handbook
Section 2	Chapter Organizational Structure <ul style="list-style-type: none">• Introduction• Chapter Bylaws• Chapter Committee Guidelines• Non-Profit Incorporation
Section 3	Prohibited Activities
Section 4	Keeping Your Chapter Current and In Good Standing <ul style="list-style-type: none">• Introduction• Annual Checklist• Status Report
Section 5	Chapter Insurance <ul style="list-style-type: none">• Introduction• Chapter Class 1, 2 3 Events• Chapter Non-Owned Aircraft Liability Insurance/Orientation Rides• Young Eagles Insurance• Duties After an Accident or Loss• Chapter/Squadron Event Insurance Form• Young Eagles Rally Notice Form• EAA, Warbird, IAC, Vintage, Ultralight, Chapter/Squadron Events Allowed Under Insurance Policy• Orientation Ride Form• Passenger Release of Liability and Flight Authorization Form• Most Frequently Asked Questions (FAQ)
Section 6	Chapter New Member Bonus Program (\$10 Rebate) <ul style="list-style-type: none">• Introduction• Instructions on Using the New Member Bonus Program
Section 7	Chapter Resource Papers and Videos <ul style="list-style-type: none">• Introduction• Chapter Resource Papers Table of Contents• EAA Videos to Loan
Section 8	EAA Headquarters and Council Directories

Section 1

INTRODUCTION TO THE CHAPTER/SQUADRON HANDBOOK

Welcome to the new Chapter/Squadron Handbook! We would like to take the opportunity to thank you for your involvement with your local Chapter or Squadron. Throughout this handbook, even though we may use the term Chapter, we are referring to all Chapters, EAA, IAC, Vintage, Ultralight and Warbird Squadrons.

This section contains the following information:

Section 1 – Introduction to the Chapter Handbook

Section 1.1 Introduction

Section 1.2 EAA Headquarters Contacts

INTRODUCTION TO CHAPTER/SQUADRON HANDBOOK

Welcome! If you are reading this page, you are probably either a current Chapter Leader, a current Chapter Member, or you are an EAA Member thinking about starting or reactivating an EAA Chapter. Regardless, this Handbook is designed to help you as you and the other Leaders of your Chapter enjoy the friendship, flying, and fun that being an EAA Chapter offers.

First off, please let us clarify one thing. Just like any masterpiece, and we hope that at least some of you consider this Handbook a masterpiece, it will never be finished. Historians have said when many great artists have presented their artwork to the public for the first time they often say their work is perfect or isn't quite finished. This is the case with this document. Since the very first EAA Chapter was formed, EAA Staff and EAA Volunteers have tried to compile a Handbook to help existing Chapters function successfully as well as assist those EAA Members that want to form a new EAA Chapter. This particular version of the Chapter Handbook is probably the seventh or eighth edition and no doubt there will be many more updates in the future. What we are trying to say is that this Handbook will never be finished and you, along with all of the other Chapter Leaders and EAA Members, will all play a role in updating and continuing to refine this document.

We have divided the Chapter Handbook into several sections. As new topics are added we will provide your chapter with additional pages for your copy of this document. At the same time, if we make changes or revisions, we will send these to you to replace pages in your Chapter Handbook.

Before you start reading the sections of the Chapter Handbook please remember one thing. This is your Chapter Handbook and it is very important that you as a Chapter Leader and your Chapter as a Member of the Chapter Family take ownership of this document. If you see things that could be explained better or in greater detail, or if you see things that need to be added, then it is up to you to take the first step and to help make improvements and refinements in this Handbook. EAA Members have always been great Leaders and Inventors, so there is no reason why you, the rest of the Members of your Chapter, and the Chapter Office, can't make this Handbook the best tool within the Chapter Family,....that's the "can-do EAA spirit"!

EAA Member's Information Line

**888-EAA-INFO
(322-4636)**

Use this toll-free number for: information about AirVenture Oshkosh; technical aviation questions; Chapters; and Young Eagles. Please have your membership number ready when calling. Office hours are 8:15 a.m. - 5:00 p.m. (Mon. - Fri., CST) OR, for 24/7 information and updates log on to www.eaa.org

EAA & Divisional Membership Services

EAA Air Academy, Heritage Academy,
For new or renewing memberships to EAA or EAA Divisions, Experimenter magazine, National Assoc. of Flight Instructors (NAFI), address changes, gift Memberships, or merchandise sales, call:
800/JOIN EAA (564-6322)
(8 a.m. - 7 p.m. Mon., 8 a.m. - 6 p.m. Tue. - Fri.)

EAA Aviation Foundation

Young Eagles Program 877-806-8902
B-17 Tour (www.b17.org) 800-FLY NB17
Education 920-426-6570
Scholarships 920-426-6884
Science-Math-Technology Programs
920-426-6884
Special Outreach with Aviation
Resources (SOAR); Elementary School
Flight Site; Middle School Wild Blue

Wonders Competition
Resident Programs 888-322-3229

B-17 and Ford Tri-motor Ground
Schools
Museum Information 920-426-4818
Artifact Donations 920-426-4877
How to Make a Gift 800-236-1025

Department/Program	Phone	Web Address	E-mail Address
Aero Crafter	888-EAA-INFO	www.aerocrafter.org	aerocrafter@eaa.org
Aeromedical/Legal Advisory	888-EAA-INFO	www.eaa.org *	
Aircraft Judging Program	920-426-6536		bmackey@eaa.org
AirVenture Exhibitors	920-426-6543		convention@eaa.org
AirVenture Headquarters	920-426-6542	www.airventure.org	convention@eaa.org
AirVenture Housing Info	920-235-3007	www.oshkoshcvb.org/tempeaa.htm	
Aviation Questions	888-EAA-INFO	www.eaa.org *	infoservices@eaa.org
Chapter Information	888-EAA INFO		chapters@eaa.org
Chapters: locate & organize	888-EAA INFO	www.eaa.org/chapters	
Flying Start Program	920-426-6847		
EAA/Ford Partner Recognition	800-843-3612	www.eaa.org/memberbenefits.html	
EAA/Hertz Rental Car Program		www.eaa.org/memberbenefits.html	
United States, Canada and			
Puerto Rico	800-654-2200		
Other International	800-654-3001		
EAA/VISA Credit Card Prog	800-843-3612		
Government Programs	888-EAA-INFO x6522	www.eaa.org *	govt@eaa.org
IAC Aircraft Insurance Plan	*****	*****	*****
Int. Aerobatic Club (IAC)	920-426-6881	www.iac.org	iac@eaa.org
Library Services	920-426-4848	www.eaa.org/education/library.html	
NAFI (Natl Assn of Flight Inst)	920-426-6801	www.nafinet.org	nafi@eaa.org
NAFI Flight Inst. Insurance Plan	866-243-NAFI x6234		
Falcon Insurance Agency			
Personal Insurance Plan	800-241-6103	www.eaa.org/memberbenefits.html	
Public Relations	920-426-6523		communications@eaa.org

Department/Program	Phone	Web Address	E-mail Address
Safety Programs			
Flight Advisor & Technical Counselor Programs	888-EAA-INFO	www.eaa.org *	safetyprograms@eaa.org
SportAir Workshops	800-967-5746	www.sportair.com	workshops@sportair.com
Sport Aviation Magazine		www.eaa.org	
Editorial and Advertising	920-426-4866		editorial@eaa.org
Circulation, Address Changes	800-843-3612		membership@eaa.org
Ultralight Program	888-EAA INFO x6527	www.eaa.org/ultralights	ultralights@eaa.org
VAA Aircraft Insurance Plan	800-727-3823		
Vintage Aircraft Assoc. (VAA)	920-426-4825	www.vintageaircraft.org	vintage@eaa.org
Warbirds of America	920-426-4874	www.warbirds-eaa.org	warbirds@eaa.org
Young Eagles Program	877-806-8902	www.young eagles.org	yeagles@eaa.org
		*In the "Members Only" section	

Section 2

CHAPTER ORGANIZATIONAL STRUCTURE

In this section of the Chapter Handbook you will find information needed to organize and maintain a Chapter structure. The Chapter Bylaws are the documents that establish Chapter structure, and should govern how the business functions of the Chapter transpire. Please use the following Chapter Bylaws as a model to adopt your Chapter's Bylaws or amend your existing Chapter Bylaws. **Before your Chapter adopts Chapter Bylaws, your Chapter is required to send a copy of the bylaws to the EAA Chapter Office at EAA Headquarters for review.**

Also in this section is some information on obtaining and maintaining a non-profit incorporation with your local government authorities, which is mandatory for maintaining a "current" Chapter status.

This Section contains the following information:

Section 2 – Table of Contents

Section 2.1	Chapter Bylaws
	<ul style="list-style-type: none">• Chapter Name and Location (Articles I & II)• Purposes of a Chapter (Article III)• Chapter Membership Guidelines (Article IV & V)• Chapter Membership Meetings (Article VI)• Chapter Leadership Structure (Articles VII & VIII)• Chapter Elections (Article IX & X)• Transition of Leadership (Article XI)• Financial Reports (Article XII)• Facilities, Tools and Other Assets (Article XIII)• Chapter Nominating Committee (Article XIV)• Chapter Membership Committee (Article XV)• Organization Committees (Article XVI)• Dispute Resolution (Article XVII)• Amendments (Article XVIII)• Dissolution (Article XIX)• Chapter Charter Authorization (Article XX)
Section 2.2	Chapter Committee Guidelines
Section 2.3	Non-Profit Incorporation Guidelines

Chapter Bylaws

Introduction:

The Chapter Bylaws is a document that establishes Chapter structure, and governs how business functions of the Chapter transpire. These guidelines are provided to assist new and existing Chapters in the formulation of their Chapter Bylaws. Please remember to send a copy of your Bylaws to the Chapter Office.

Instructions:

These EAA Chapter Bylaws Guidelines may be adopted partially or in their entirety. To adopt these bylaws as they are written, all your Chapter needs to do is to fill-in the blanks on page 2, make some decisions about the portions that are marked as optional, and prepare a final version. In addition, your Chapter will need to adopt your new Chapter Bylaws by passing a resolution at during a regular Chapter Membership Meeting. Also, please note there is an area on the last page where the Officers of your Chapter should sign and date the Bylaws.

Remember that according to Article XVIII when Chapter Bylaws are adopted or amended, you should send copies to the Chapter Office at EAA Headquarters.

Please Note: The sections of these Bylaw Guidelines that are “bold type” indicate portions that are a requirement in accordance with the Bylaws of EAA and the appropriate EAA Division.

Title: _____

(Example: "Fun Flyers", Experimental Aircraft Association (EAA) Chapter 2003, Incorporated)

Bylaws

Date _____

(Example: January 1, 2002)

Article I. Name: _____

(Example: The name of this Chapter is "Fun Flyers", EAA Chapter 2003, Incorporated.)

Article II. Location: _____

(Example: The office for the transaction of business for the Chapter shall be located in (Name of City), (Name of State or Province), (Name of Country).)

Article III. Purpose: The purpose of this Chapter is to:

(The following examples are taken from several sets of Chapter Bylaws and they are intended as examples only and for informational purposes only. Each Chapter should adopt it's own "Purpose".)

1. Promote, encourage, and facilitate an atmosphere where all are welcome to join-in and become a part of recreational aviation.
2. Promote, encourage, and foster an environment that celebrates and nurtures the participation of families and the spirit of volunteerism within the world of recreational aviation.
3. Promote, encourage, and facilitate an environment that fosters safety and high standards in the design, construction, restoration, and operation of all types of recreational aircraft.
4. Promote, encourage, and facilitate recreational aviation activities that provide educational opportunities.
5. Promote a positive, productive, and cooperative relationship between the Chapter and those governmental agencies and private enterprises that provide aviation services and facilities to the benefit of members of the Chapter.
6. Promote, encourage, and facilitate Membership in the EAA (Experimental Aircraft Association Incorporated).
7. Support and promote the mission, vision, goals and objectives of the EAA (Experimental Aircraft Association) through programs and services within the Chapter family.
8. Have fun!

Article IV. Chapter Membership

Eligibility for Chapter Membership: Eligibility for membership in the Chapter is open to any person who has an interest in recreational aviation, subject to the classifications of membership listed in Article IV, Sections 1-5.

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

1. **Regular Chapter Membership:** A Regular Chapter Member shall be any person who pays Chapter dues and is a Member in good standing of EAA (Experimental Aircraft Association, Incorporated).
2. **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 (Experimental Aircraft Association Incorporated).
3. **Honorary/Complimentary Membership:** A 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/Complimentary 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 (Experimental Aircraft Association Inc.), but the Chapter Office at EAA Headquarters will extend a complimentary one year EAA Membership to any Honorary/Complimentary Chapter Member upon written request from the Chapter Officers, Chapter Board of Directors or Chapter Membership.
4. **Special Chapter Membership:** A Special Chapter Member shall be any person, who for temporary or short-term economic reasons is unable to pay the appropriate Chapter Membership dues and to whom the Chapter Officers, Chapter Board of Directors, or Chapter Membership wishes to extend a Chapter Membership. The Chapter Office at EAA Headquarters will extend a one year complimentary EAA Membership to any Special Chapter Member upon written request from the Chapter Officers, Chapter Board of Directors, or Chapter Membership.
5. **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 (Experimental Aircraft Association, Incorporated). 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 within the Chapter, and is exempt from annual Chapter dues.

Duration of Chapter Membership: The Duration of a Regular and Family Chapter Membership shall be one (1) calendar 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 (Experimental Aircraft Association Incorporated), except for the Honorary/Complimentary Chapter Members.

Voting Privileges of Chapter Membership: Voting privileges within the Chapter 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.

Removal of 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 agrees 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:

1. 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.
2. Any Chapter Member who fails to remit their Chapter Membership dues or fails to maintain their Chapter Membership in the EAA shall be considered removed from Chapter Membership.

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.

NOTE:	It is the policy of EAA and all EAA Chapters to openly welcome guests and visitors to EAA Chapter functions and activities. Guests and visitors do not enjoy the privileges of Chapter Membership, nor do they pay any dues or assessments to the Chapter, and they are not entitled to privileges of Chapter or EAA Membership until they become a regular member of both the Chapter and EAA.
--------------	---

Article V. Chapter Membership Dues and Assessments

The Chapter Officers and Chapter Board of Directors, with the concurrence of the Chapter Membership, will determine appropriate dues and assessments. The rate of dues or the amount of assessment shall be voted on and agreed to by the Chapter Membership at any regular Chapter Membership Meeting or Special Chapter Membership Meeting. The proposed dues or assessment must pass by a majority vote of eligible Chapter Members in attendance. Dues and assessments shall be paid to the Chapter Treasurer, or any person they may designate. Dues are to be paid annually and are payable upon joining and every January 1st of each year thereafter. Assessments shall be paid as determined by the Chapter Officers and Chapter Board of Directors, with the majority concurrence of the Chapter Membership. Dues and assessments shall be considered wholly earned and shall not be pro-rated in the event of expulsion or resignation. Honorary/Complimentary Chapter Members and Special Members shall not be required to pay any dues or assessments. Life Chapter Members, while not required to pay dues, however may be required to pay assessments.

Article VI. Meeting of Members

1. All meetings of the Chapter Members shall be held at a place to be determined by the Chapter Board of Directors.

NOTE: As an option, Chapters may chose to allow the President to determine when and where meetings of Chapter Members will take place. If the Chapter chooses to do this they may do so by removing "Chapter Board of Directors" from item 1. above and inserting "Chapter President".

2. Notice of any Regular Chapter Meeting of the Chapter Members shall be given before such meeting by notice published in a Chapter publication, such as the Chapter Newsletter, or by phone, fax, or e-mail.
3. Special Chapter Membership Meetings may be held at such time and place as the Chapter President may determine. Special meetings may also be called by a two-thirds (2/3) majority of the Chapter Board of Directors.
4. Notice of Special Chapter Membership Meetings, stating the location, time, and purpose of the meeting shall be given in the same manner as the notice required for the regular meetings, or by special letter.
5. A quorum is required for any Chapter Membership Meeting; a quorum shall consist of at least one third (1/3) of the Chapter Members in person or by proxy but not less than 10 Chapter Members.
6. In the absence of the Chapter President, Chapter Vice President, Chapter Secretary, and Chapter Treasurer, a temporary Meeting Chairman may be appointed by the Chapter Board of Directors and shall act as the presiding officer.
7. At every meeting of the Chapter Members, each voting Chapter Member may have one vote on any question or resolution. In the absence of a Chapter Member, that Chapter Member shall have the right to vote by proxy. The Chapter Board of Directors shall be responsible for the method by which any proxy votes are issued, accepted, or counted.

8. A simple majority of Chapter Members, that are eligible to vote, must be present or represented by proxy for the adoption of any resolution, except for a resolution that calls for the Chapter to separate its relationship with the Experimental Aircraft Association, Incorporated. In which case a majority of not less than eighty percent (80%) of the members eligible to vote, present, or represented by proxy, is necessary for the adoption such resolution.

Article VII Chapter Officers

1. The Chapter Officers shall be Chapter President, Chapter Vice President, Chapter Secretary, and Chapter Treasurer, or a combination of Chapter Secretary and Chapter Treasurer.
2. The term of office for all Chapter Officers shall be two (2) year.

Note: As an option, Chapters may choose to use a one (1) year term for all Chapter Officers.

3. The Chapter Officers shall be elected at the regularly scheduled November Chapter Membership Meeting and shall hold office for one (1) year, from date of installation. Installation of Chapter Officers shall be at the December Chapter Membership Meeting following their election, but no later than January 1st following their election.
4. The Chapter Treasurer may be bonded in an amount to be determined by the Chapter Officers. The premium to bond the Chapter Treasurer shall be at the expense of the Chapter.

Article VIII. Duties of the Chapter Officers

The following duties shall be performed by the Chapter Officers: The Chapter Officers may, from time to time, be called upon to perform additional duties, they may also, at their discretion, and in conjunction with direction from the Chapter Board of Directors, perform additional duties for the betterment, improvement, and well being of the Chapter.

1. The Chapter President shall be the Chief Executive Officer and Chairperson of the Chapter Board of Directors. The Chapter President shall have, subject to the advice, direction, and control of the Chapter Board of Directors, general charge of the Chapter business. The Chapter President shall jointly execute with the Chapter Secretary all contracts and instruments which have first been approved by the Chapter Board of Directors. The Chapter President may call any Special Meeting of the Members of the Chapter Board of Directors and/or general Chapter Membership. In case of the absence or disability of the Chapter Treasurer, the Chapter President may execute checks for expenditures authorized by the Chapter Board of Directors. In such circumstances, either the Chapter Vice President or Chapter Secretary shall be called upon to co-execute such checks.
2. The Chapter Vice President shall be vested with all the powers and authority of the Chapter President and shall perform the duties of the Chapter President in the case of the Chapter President's absence, disability, or inability, for any reason. The Chapter Vice President shall also perform such duties connected with the operations of the Chapter at the suggestion or direction of the Chapter President.

The Chapter Vice President may annually recruit a certified public accountant or an appropriate group of Chapter Members to verify that the financial records of the Chapter are in order. The Board of Directors can determine how they want the report to be delivered, written or oral.

3. The Chapter Secretary shall have the responsibility to take and publish minutes of all meetings. The Chapter Secretary is responsible for publishing notice of all regularly scheduled Membership and Chapter Board of Directors Meetings. Additionally, the Chapter Secretary is also responsible for publishing notice of Special Membership Meetings. The Chapter Secretary, with the assistance of the Chapter Membership Chairperson, shall keep a Chapter Membership Book, Roster or Record showing the name of each Chapter Member.

The Chapter Secretary shall also be responsible for maintaining the currency and security of the original copies of the Chapter Bylaws, Non-profit Incorporation documents, tax-exemption documents, Federal Employer Identification Number (FEIN), and any other documents, books, papers, and records as the Chapter Officers or Chapter Board of Directors direct. The Chapter Secretary shall jointly execute, along with the Chapter President, all contracts and instruments that have been first approved by the Chapter Board of Directors. The Chapter Secretary shall perform all other duties incident to the Office of Chapter Secretary, subject to the control of the Chapter President and the Chapter Board of Directors.

4. The Chapter Treasurer shall execute all checks authorized by the Chapter Board of Directors. The Chapter Treasurer shall receive and deposit all funds in a financial institution recognized by the Federal Deposit Insurance Corporation (FDIC) (for U.S. Chapters), and approved by the Chapter Board of Directors. The Chapter Treasurer shall also account for all receipts, disbursements, and the balance of funds on hand. The Chapter Treasurer shall perform all other duties subject to the control of the Chapter President and the Chapter Board of Directors. The Chapter Treasurer shall ensure the Chapter obtains and maintains a Federal Employer Identification Number (FEIN). The Chapter Treasurer shall be responsible for the accurate maintenance of all insurance records, including the proper application, binding, and premium payment for all necessary insurance required by the Experimental Aircraft Association, Incorporated. By resolution of the Chapter Board of Directors, the Chapter may require joint signatures on all checks drawn on Chapter accounts.

Article IX. Chapter Board of Directors

1. The business and property of the Chapter shall be conducted and controlled by the Chapter Board of Directors.
2. The Chapter Board of Directors shall consist of the following:
 - a. Class I Director: Class I Directors shall be the Chapter President, Chapter Vice President, Chapter Secretary, and Chapter Treasurer.
 - b. Class II Director: Class II Directors shall be three (3) to nine (9) additional members elected to the position of Class II Director.
 - c. The term of office for the Chapter Board of Directors shall be one (1) year.

Note: Chapters may choose to use a 2-year term for Chapter Board of Directors.

3. The Chapter President shall preside over the Chapter Board of Directors as its Chairperson.
4. In case of a vacancy on the Chapter Board of Directors, the Chapter President may appoint a replacement, subject to the approval of a majority of the Chapter Board of Directors.
5. Meetings of the Chapter Board of Directors may be called at any time by the Chapter President or by a two-thirds (2/3) majority of the Chapter Board of Directors.
6. Notice of Meetings of the Chapter Board of Directors, stating the location, time, and purpose of the meeting shall be mailed or personally given to each Member of the Chapter Board of Directors at least 48 hours prior to the time of the meeting. If all of the Members of the Chapter Board of Directors are present at a meeting, any business of the organization may be transacted without previous notice of the meeting.
7. A simple majority of the Chapter Board of Directors, at least two (2) of which shall be Executive Officers, shall constitute a quorum of the Chapter Board of Directors.
8. Each Member of the Chapter Board of Directors shall serve as a Board Member without compensation.
9. The Chapter Board of Directors shall have the power and authority to enforce all rules and regulations pertaining to the use and operation of the Chapter's property.

Article X. Vacancies (Chapter President, Chapter Vice President, Chapter Secretary, Chapter Treasurer)

If the office of Chapter President, Chapter Vice President, Chapter Secretary, or Chapter Treasurer become vacant for any reason, the Chapter Board of Directors shall elect a successor who shall hold the office for the remainder of the normal term, or at the option of the Chapter Board of Directors, hold a special election to fill the vacancy(s).

Article XI. Elections

1. The Chapter President may appoint a Nominating Committee made up of at least three (3) Chapter Members. The appointment of the Nominating Committee shall take place no later than July.
2. The appointments to the Nominating Committee shall be announced to the Chapter Members at the regular meeting in July, or earlier if a Nominating Committee has been formed at an earlier date. In addition, the names of the Chapter Members appointed to the Nominating Committee shall be published in the next Chapter Newsletter.
3. Beginning in July, the Nominating Committee shall canvas the current Chapter Officers and Directors to determine if they wish to seek re-election to their current position or be nominated for any other position. The Nominating Committee shall also canvas the Chapter Members of all committees and groups to seek those who may be interested in an elected position. Further, the Nominating Committee shall make themselves available to the Chapter Membership seeking any Chapter Members who may be interested and who are eligible to run for an elected position.
4. At the October Chapter Membership Meeting the Nominating Committee shall present to the Chapter Membership the nominations they have obtained. In addition, open nominations will be accepted from the Chapter Members during the October Chapter Membership Meeting.

5. Once all nominations have been received, a slate of nominees may be posted at the regular meeting place, or any place deemed appropriate by the Nominating Committee, and published in the Chapter Newsletter.
6. Elections of Chapter Officers and Chapter Board of Directors will take place at the November Chapter Membership Meeting. Voting shall be done by written ballot and three (3) Chapter Members appointed by the Chapter Board of Directors shall conduct and monitor the election. All ballots will be counted and confirmed by the monitors and the results of the election announced to the members present. If deemed appropriate by the members, the Chapter Secretary shall be responsible for the development and implementation of a process that will offer absent eligible voting members the opportunity to vote by proxy. Such process shall be reviewed and approved by the Chapter Board of Directors prior to its use.
7. All newly elected Chapter Officers and Chapter Board of Directors shall assume their responsibilities at the December Chapter Membership Meeting, but no later than January 1.

The following three Articles; "Transition of Leadership", "Financial Reports", and "Facilities, Tools and Other Assets" are optional items, which Chapter may wish to include or delete. These are only suggested Articles for Chapter Bylaws.

Article XII. Transition of Leadership

1. The Chapter Membership recognizes the importance of a smooth transition of Chapter Leadership. Therefore, subsequent to the election of Chapter Officers and Chapter Board of Directors, the incumbent and newly elected Chapter Officers and Chapter Board of Directors shall organize and hold a transition meeting wherein all Chapter records and information will be passed on to the newly elected Chapter Officers and Chapter Board of Directors.
2. During the transition meeting, the newly elected Chapter Officers and the Chapter Board of Directors shall review the Chapter Bylaws, and the Chapter Goals, Mission and Vision Statements, Non-Profit Incorporation documents, tax status, and insurance policies to ensure they are clearly known and understood.
3. During the transition meeting the newly elected Chapter Officers and Chapter Board of Directors shall review the incorporation documents to ensure the Chapter is current in all government obligations and the Chapter is properly incorporated.
4. During the transition meeting the newly elected Chapter Officers and Directors shall review and submit the Chapter Status Report to the EAA Chapter Office at EAA Headquarters, and ensure that all proper notifications have been forwarded to the EAA Chapter Office at EAA Headquarters as prescribed.
5. During the transition meeting the newly elected Chapter Officers and Chapter Board of Directors shall review the insurance requirements specified by EAA and ensure that all proper insurance coverage has been arranged through the appropriate programs of the Experimental Aircraft Association.

Article XIII. Financial Reports

1. The Chapter Treasurer shall prepare a quarterly and an annual financial statement and present each report on the financial status to the Chapter Membership. The Chapter Board of Directors will determine the form of the report, either written or oral. The Chapter Board of Directors will also determine the method of the report, either by presentation at a Chapter Membership Meeting or by Chapter Newsletter.
2. The Chapter Board of Directors, under the direction of the Chapter Vice President, shall arrange annually to have the financial records and practices of the Chapter verified. The Chapter Board of Directors shall make available a copy of the written report to the Chapter Membership. The Chapter Board of Directors will review any recommendations for changes in book keeping procedures and shall take appropriate steps to implement any reasonable recommendations.

Article XIV. Facilities, Tools, and Other Assets

1. The Chapter Officers and the Chapter Board of Directors shall ensure all facilities, tools, and other assets of the Chapter are properly insured or protected against loss.
2. A Chapter Officer or Chapter Director will serve on appropriate committees to properly manage the Chapter's facilities, tools, and other assets.

Article XV. Chapter Nominating Committee

The Chapter Nomination Committee, which is appointed by the Chapter President, shall consist of 3 to 5 Chapter Members. The purpose of the Chapter Nomination Committee is to conduct the annual process of recruiting nominees for the various elected positions within the Chapter and report these nominations to the Membership of the Chapter. Further, the Chapter Nomination Committee shall follow the guidelines in the Chapter Transition Plan Part 1.

Article XVI. Chapter Membership Committee

The Chapter Membership Committee, which is appointed by the Chapter Board of Directors, shall consist of a few Chapter Members, probably about 4 or 5 Chapter Members. The purpose of this Committee should be to keep accurate records on the current Membership of the Chapter through a detailed Chapter Membership Roster. The Chapter Membership Committee shall also look for ways to retain existing EAA and Chapter Members. Further, the Chapter Membership Committee shall look for opportunities to recruit new EAA and Chapter Members, including keeping an ample quantity of EAA and Chapter Membership Application Forms and any other materials that will assist in the retention and recruitment of EAA and Chapter Members.

Article XVII. Organization Committees

The Chapter Board of Directors may establish committees, as it deems necessary. Any committees established by the Chapter Board of Directors shall be responsible for reporting their activities directly to the Chapter Board of Directors.

Please Note: Any Chapter, at their own discretion may include the following Article.

Article XVIII. Dispute Resolution

In the event a dispute arises within the Chapter, a written petition, endorsed by a quorum of Chapter Members, as defined in Article VI, may request intervention by the Chapter Office Staff of the Experimental Aircraft Association, Inc. concerning a dispute within the Chapter. The Chapter Membership will cooperate completely and fully with the Chapter Office Staff of the Experimental Aircraft Association, in the resolution process. In the event a dispute occurs within the Chapter, and it cannot be resolved with the assistance of the Chapter Office Staff of the Experimental Aircraft Association, Inc. and it is determined by the Chapter Office Staff of the Experimental Aircraft Association, Inc. to be at an impasse, the Chapter agrees and acknowledges the authority and responsibility of the Experimental Aircraft Association, Inc. to remove the Chapter Charter. If the Chapter Charter is removed, the Chapter will have no further recognition or affiliation with the Experimental Aircraft Association, Inc.

Article XIX. Amendments

The Bylaws of the Chapter may be, amended, or new Bylaws adopted at any Regular Chapter Meeting of the Chapter Members called for that purpose. Amended or new Bylaws must be passed by a not less than eighty percent (80%) majority vote of the Chapter Members eligible to vote and present at such meeting in person or by proxy.

Article XX. Dissolution

The Chapter may be dissolved by a two-thirds majority vote of the voting Chapter Members. If the Chapter is dissolved, the Chapter President is responsible for ensuring that all Chapter debts and obligations are paid, and the proper disposition of all Chapter records are sent to the EAA Chapter Office at EAA Headquarters, P.O. Box 3086, Oshkosh, Wisconsin, 54903-3086. The Chapter President is also responsible for the disposition of all Chapter materials and assets that shall be donated to another non-profit organization. (The EAA and EAA Foundation are both non-profit organizations).

Article XXI. Chapter Charter Authorization

The Chapter accepts and acknowledges that the Chapter has been granted a conditional Charter under the authority of the Experimental Aircraft Association, Incorporated. Further the Chapter accepts and acknowledges that the privileges granted to the Chapter, under a conditional Charter, may be withdrawn in the event the Chapter fails in any way or manner to meet the requirements of the Chapter Charter of the Experimental Aircraft Association, Incorporated. In the event that the Experimental Aircraft Association, Incorporated withdraws the conditional Charter of the Chapter, the Chapter agrees to cease using any reference whatsoever to itself as a Charter Chapter of the Experimental Aircraft Association, Incorporated.

Acknowledgement and Acceptance on behalf of:

(Insert Chapter Name)

Chapter President's Signature _____ Date _____

Chapter Vice President's Signature _____ Date _____

Chapter Secretary's Signature _____ Date _____

Chapter Treasurer's Signature _____ Date _____

EAA Vice President, Chapter Relation's Signature

_____ Date _____

Chapter Committee Guidelines

This is a guide to help establish additional committees within your Chapter. Please refer to the guidelines below, or call the EAA Chapter Office, for assistance in forming new committees within your Chapter.

Please remember that if a committee is established in a Chapter, a corresponding Article must be added to the Chapter Bylaws upon establishing the committee.

Chapter Welcome Committee

The Chapter Welcoming Committee should be established to make visitors and new Chapter Members feel welcome at Chapter Meetings and events. For example the committee could assign a member of the Welcoming Committee to do a brief interview with each visitor at your Chapter Membership Meetings and then introduce the person during the meeting. The Welcoming Committee could also assign a member of the committee to make contact with each new Chapter Member in order to explain the background and mission of the Chapter.

The Chapter Welcome Committee should consist of several Chapter Members. The exact number of this committee is not particularly important, however the Chapter Welcome Committee, unlike some Chapter Committees, can function successfully with a larger number of Chapter Members. A larger number of Chapter Members on the Chapter Welcome Committee will spread the workload and get more Chapter Members involved in the responsibilities of the Committee.

The main functions of the Chapter welcome Committee should include, but not be limited to the following responsibilities and tasks. The Chapter Welcome Committee should:

- Make sure all of the Chapter Welcome Committee Members are easily identifiable by a special nametag, shirt, or some other identification.
- Make sure a few Chapter Welcome Committee Members attend all Chapter functions to welcome guests and Chapter Members.
- Make sure a sign-in sheet is on-hand at all Chapter functions so Chapter Members may sign-in and the names, addresses, and other important information may be obtained from any guests.
- Make sure all guests are welcomed and introduced to the entire Chapter at some appropriate point during the Chapter activity.
- Make sure the names and addresses of all guests are given to the Chapter Newsletter Editor and Chapter Web Editor to ensure guests will be recognized in both publications and the guests will receive the next few issues of the Chapter Newsletter, either by mail or electronically if the Chapter publishes an electronic Chapter Newsletter.

Chapter Flying Activities Committee

The Chapter Flying Activities Committee should include 3 or 4 Chapter Members. The focus of the Chapter Flying Activities Committee should be to develop and maintain a list of planned flying activities for the Chapter Members to participate in on a regular basis. Chapter flying activities may include but not be limited to:

- Regular (monthly or bi-monthly) fly-outs
- Cross-country rally's
- Orientation flights

Note: If the Chapter establishes a Chapter Young Eagles Committee, Chapter Flying Start Committee, and/or Chapter Fly-In Committee, it is not necessary for these areas of responsibility to fall under the Chapter Flying Activities Committee.

Chapter Young Eagles Committee

The Chapter Young Eagles Committee is a very important Chapter Committee and should consist of as many Chapter Members as necessary to ensure the Chapter has a strong and active commitment to the EAA Young Eagles Program.

The main functions of the Chapter Young Eagles Committee should include, but not be limited to:

- Planning and conducting, with the assistance and participation of Chapter Members, one or more annual EAA Young Eagles Rallies
- Assisting individual Chapter Members in their efforts to recruit and fly EAA Young Eagles by maintaining an ample supply of EAA Young Eagle materials

Chapter Flying Start Committee

The Chapter Flying Start Committee is an equally important Chapter Committee and should consist of as many Chapter Members as necessary to ensure the Chapter is actively involved in helping interested people begin and continue their trek towards the successful achievement of learning to fly. The Chapter Flying Start Committee should:

- Work to establish a positive and constructive relationship with the local flight school
- Plan and conduct at least one Flying Start Presentation annually
- Encourage all individuals who attend a Flying Start Presentation to also join the Chapter and EAA to better support the individuals quest towards learning to fly

Chapter Fly-In Committee

The Chapter Fly-In Committee should consist of several Chapter Members as outlined in the Chapter Fly-In Guidelines. The individual posts on the Chapter Fly-In Committee will depend on the various activities planned for the Chapter Fly-In.

Chapter Social Committee

The Chapter Social Committee is a very important Chapter Committee and should include 4 or 5 Chapter Members. The purpose of the Chapter Social Committee is to look for, plan, and conduct various social activities that will bolster the “fun factor” of the Chapter. Some of the various Chapter social activities under the direction of the Chapter Social Committee should include, but not be limited to:

- Annual Chapter Banquet or Celebration
- Monthly Chapter Birthday Party (to celebrate the birthdays of Chapter Members)
- Chapter Hangar Dance
- Chapter Cook-Out, (maybe coordinated with the Chapter Flying Activities Committee if held at an airport)
- Refreshments at monthly Chapter Gatherings

Chapter Membership Recognition Committee

The Chapter Membership Recognition Committee may only need a few Chapter Members, perhaps 2 or 3 Chapter members, however this may be one of the most important Chapter Committees. The purpose of the Chapter Membership Recognition Committee is to plan and present the various Chapter Membership Awards and when appropriate submit the names of appropriate individuals to the EAA Chapter Office for recognition by the entire EAA Membership. Such awards may include:

- Chapter Spark Plug Award
- Chapter Spirit Award
- Outstanding Chapter Member Award
- Best Membership Recruiter Award
- New Pilot Award
- New Homebuilt Aircraft Award
- New Ultralight Award
- New Aircraft Restoration Award
- Outstanding Chapter Volunteer Award
- Outstanding Young Eagles Ground Volunteer Award
- Chapter 100 Young Eagles Flown Award
- Etc., etc., etc...

Chapter Builder Support Group Committee

The Chapter Builders Support Group Committee should include 3 or 4 Chapter Members who’s main focus is to keep builders in touch with each other and look for ways builders can share ideas and information. Typically the Chapter Builders Support Group Committee will organize the following activities:

- Builders Shop Visits
- Builders Demonstrations
- Guest Speakers on Building Topics
- Technical Counselor and Flight Advisor Training Sessions
- Group Aircraft Inspection Training Sessions

Chapter Safety Committee

The Chapter Safety Committee does not have to be a very large Committee, maybe 2 or 3 Chapter Members, however this Committee is very important. The purpose of the Chapter Safety Committee is to ensure all Chapter activities are conducted in a safe manner and that proper safety rules are in place and followed. In addition, the Chapter Safety Committee should make sure to make a presentation on safety to the Member of the Chapter twice each year and they should try at least four times each year to include a short article on safety in the Chapter Newsletter.

Chapter Finance Committee

The Chapter Finance Committee should include 3 Chapter Members, including the Chapter Treasurer. The Chapter Finance Committee should conduct the following activities:

- Assist the various Chairmen of Chapter Committees in the proper development and adherence to annual budgets
- Create an annual Chapter Budget for submission and approval by the Chapter Board of Directors
- Ensure that proper financial procedures are followed at all times as respects to the finances of the Chapter
- Conduct an annual internal audit of Chapter finances and arrange an outside audit of Chapter finances when directed by the Chapter Board of Directors

Chapter Scholarship Committee

The Chapter Scholarship Committee should include 3 or 4 Chapter Members. The purpose of the Chapter Scholarship Committee is:

- Maintain or develop scholarships the Chapter Membership agrees to support
- Identify needed funds for scholarships and present ideas to the Chapter Fundraising Committee to raise funds for scholarships
- Administer scholarships the Chapter has agreed to support

Chapter Fundraising Committee

The Chapter Fundraising Committee should include 5 or 6 Chapter Members. The purpose of the Chapter Fundraising Committee is to direct and work with the entire Chapter Membership on the successful raising of funds through special projects and activities.

Non-Profit Incorporation Guidelines

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

You must first be approved for a Chapter Number by the EAA Chapter Office prior to getting incorporated.

For most Chapters in the U.S., the Secretary of States Office will handle non-profit incorporation. Forms for obtaining non-profit incorporation will be provided by each State, in fact, many States provide these forms and information on their official web sites. To find a phone listing for the appropriate State Office you may want to look in your local phone directory under “____State of ____” (example “Wisconsin State of –”).

Requirements for filling out the necessary forms to accomplish non-profit status differ from state to state. In most cases you will be able to refer to the Chapter Bylaws to help fill out these forms. If you have any questions you may always call the EAA Chapter Office for assistance at 800-236-4800, ext. 4876.

Foreign Chapters must also contact the appropriate government agency to accomplish non-profit status. The methods and procedures necessary to accomplish Non-profit status differs greatly from country to country. Please refer to the Chapter Bylaws for help in filling out any required forms. If a Chapter has already been formed in your country the EAA Chapter Office may help in contacting the correct government agency to request the proper forms.

Please remember that the incorporated name of the Chapter must exactly reflect the Chapter Name stated in the Chapter Bylaws. An Example of an acceptable Chapter Name: Fun Flyers EAA Chapter 2222, Inc. Note, the Chapter Number must be part of the Chapter Name.

In most cases non-profit incorporation must be maintained annually or biannually by filling out the correct forms, and in most cases paying a small fee. If you are unsure of your Chapters non-profit status you should contact the appropriate government agency to confirm your non-profit status.

Please provide a copy of your initial and any subsequent incorporation documents to the EAA Chapter Office.

Section 3

PROHIBITED ACTIVITIES

“**Prohibited Activities**”, those words together have such a negative sound to them. Unfortunately, they are negative. However, at the same time they are sound reasons why Chapters are not permitted to conduct certain activities. Why? Two reasons:

1. Some activities are either not insurable or even though they are insurable they still pose significant risk exposures such that they may result in a claim against your Chapter and EAA so significant that the results could permanently harm the Chapter (including the Members) and EAA (your association).
2. Some activities are far broader and diverse from the core mission and competencies of your Chapter’s abilities. Even though today there may be skills and talents within your Chapter to manage a fuel cooperative, those talents are not certain to stay over the long term as Chapter Members come and go. This is just one example.

For the two reasons outlined above, the following activities are not permitted activities for a Chapter:

- **Owning and Operating a Flying Club or Flight Instruction Aircraft or Ultralight**
(Note: Project aircraft are okay as long as the aircraft is being built as an educational project, including enjoyment, with the end result being the sale of the aircraft to raise money for the Chapter.)
- **Conducting Aircraft Maintenance for Hire (any compensation)**
- **Owning or Operating a Fuel Service or Fuel Cooperative**
- **Owning or Operating an Airport, Airpark, or Airfield**
- **Establishing a Subsidiary or Linked Corporation which conducts any of the Prohibited Activities**
(Note: A subsidiary or linked corporation would be any corporation requiring the transfer of assets to the Chapters, authorizes Chapter oversight, or links Chapter Membership requirements.)
- **Conducting Field or Airport Runway, Taxiway, Runway Lighting, or Taxiway Lighting Maintenance**
(Note: There are some additional limitations and prohibited activities outlined in the insurance section of this handbook. Please carefully read this section of the handbook.)

If your Chapter has any questions about insurance or prohibited activities, please contact the Chapter Office.

Section 4

KEEPING YOUR CHAPTER CURRENT AND IN GOOD STANDING

This section of the Chapter Handbook is designed to guide Chapters through the necessary steps of maintaining their active status. Annually there are requirements that must be met in order for the Chapter to remain in good standing with EAA Headquarters. This portion of the Chapter Handbook reviews these requirements.

This section contains the following information:

Section 4 – Table of Contents

Section 4.1	Annual Checklist
Section 4.2	Status Report Form

ANNUAL CHECKLIST

In order to remain an active Chapter in good standing, Chapters are required to maintain the following:

- All Chapters must complete and return their **Chapter Status Report, Administration Fee and Charter Renewal Agreement** each year by December 15th.
- All US and Canadian Chapters must complete and return their **Chapter Insurance Application** and premium each year by December 15th. (A separate mailing will come to your Chapter with all necessary forms)
- All local Chapter Members **must be** EAA Members. (See Section 2 on Bylaws for information on Membership Guidelines. See Section 5 pertaining to the Chapter New Member Bonus Program that provides a membership application and details the financial incentive for Chapters to sign up new members.)
- All Chapters must maintain current **non-profit incorporation** within their state, or other governmental territory as applicable. A current copy of the Incorporation Certificate must be filed with the Chapter Office.
- All Chapters must make sure the Chapter Office has a current copy of the Chapter **Bylaws** as well as any amendments.
- Chapters must send in copies of the **minutes** from their regular membership meetings and Board of Directors meetings to the Chapter Office on a regular basis. These may be included in the Chapter Newsletter.
- If the Chapter has a **letter of determination for tax exempt status** from the IRS, the Chapter must make sure the Chapter Office has a copy of this letter along with the Chapter's original application for this exemption.
- All Chapters in the United States must obtain and maintain an **Employer I.D. Number** (If your Chapter does not have an Employer I.D.#, please go ahead and complete the form and return it to the IRS. You can obtain a SS4 form from the IRS or the Chapter Office. File for the Employee ID # and notify the Chapter Office with the Employer I.D. number.)
- It is imperative that Chapters review the **Chapter Transition** plans in section 2 of this Chapter Handbook. This is essential in preparing for both the annual election and the actual transition of officers.

All the above conditions must be met on an annual basis in order for a Chapter to remain in good standing.



CHAPTER STATUS REPORT

Section 4.2

EAA IAC WAR U/L VIN (Please circle one.)	Chapter/Squadron Number: _____
--	---------------------------------------

Location: (Please include City, State & Country):

Meeting Date: _____

Meeting Time: _____

Meeting Location: _____

Federal Employer ID #: _____ **# of Members in Chapter/Squadron:** _____

Chapter/Squadron E-Mail Address: _____

Chapter/Squadron Web Address: _____

EAA and Division Membership Numbers MUST be provided for each of the officers listed. Remember, all Chapter members must be EAA national members. Please include area codes in the telephone numbers. COMPLETE THIS REPORT AND RETURN TO THE EAA CHAPTER OFFICE.

PRESIDENT: _____ **EAA #:** _____

Street Address: _____

City, State, Zip Code: _____

Home Telephone: _____ Work Telephone: _____

Fax Number: _____ E-Mail Address: _____

VICE PRESIDENT: _____ **EAA #:** _____

Home Telephone: _____ Work Telephone: _____

E-Mail Address: _____

SECRETARY: _____ **EAA #:** _____

Home Telephone: _____ Work Telephone: _____

E-Mail Address: _____

TREASURER: _____ **EAA #:** _____

Home Telephone: _____ Work Telephone: _____

E-Mail Address: _____

NEWSLETTER EDITOR: _____ **EAA #:** _____

Home Telephone: _____ Work Telephone: _____

E-Mail Address: _____

WEB EDITOR: _____ **EAA #:** _____

Home Telephone: _____ Work Telephone: _____

E-Mail Address: _____

Please Complete:				
EAA	IAC	WAR	U/L	VIN
(Please circle one.)				Chapter/Squadron Number: _____

MEMBERSHIP COORDINATOR: _____ **EAA #:** _____
 Home Telephone: _____ Work Telephone: _____
 E-Mail Address: _____

YE COORDINATOR: _____ **EAA #:** _____
 Home Telephone: _____ Work Telephone: _____
 E-Mail Address: _____

FLYING START COORDINATOR: _____ **EAA #:** _____
 Home Telephone: _____ Work Telephone: _____
 E-Mail Address: _____

TECH COUNSELOR: _____ **EAA #:** _____
 Home Telephone: _____ Work Telephone: _____
 E-Mail Address: _____

FLIGHT ADVISOR: _____ **EAA #:** _____
 Home Telephone: _____ Work Telephone: _____
 E-Mail Address: _____ **EAA#** _____

_____ : **EAA#** _____
 Home Telephone: _____ Work Telephone: _____
 E-Mail Address: _____

_____ : **EAA#** _____
 Home Telephone: _____ Work Telephone: _____
 E-Mail Address: _____

If additional positions need to be listed for the Chapter or Squadron, please include the information on a separate piece of paper and return it along with this form.

Please return this form to:

**EAA
 Chapter Office
 P.O. Box 3086
 Oshkosh, WI 54903-3086**

If you have any questions, please call the Chapter Office at 1/800-322- 4636, Ext. 4876.

Section 5

CHAPTER INSURANCE

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

This section contains the following information:

Section 5 – Chapter Insurance

- Section 5.1 Introduction
- Section 5.2 Chapter Class 1,2,3 Events
- Section 5.3 Chapter Non-Owned Aircraft Liability Insurance/Orientation Rides
- Section 5.4 Young Eagles Insurance
- Section 5.5 Duties after an Accident or Loss
- Section 5.6 Chapter/Squadron Event Insurance Form
- Section 5.7 Young Eagles Rally Notice Form
- Section 5.8 EAA, Warbird, IAC, Vintage, Ultralight Chapter/Squadron Events Allowed Under Insurance Policy
- Section 5.9 Orientation Ride Form
- Section 5.10 Passenger Release of Liability and Flight Authorization Form
- Section 5.11 Most Frequently Asked Questions (FAQ)

INTRODUCTION

GENERAL LIABILITY INSURANCE FOR CHAPTERS

The general liability insurance policy for Chapters is designed to provide liability coverage for alleged negligence on the part of the Chapter. This policy provides general liability coverage seven days a week, 24 hours a day, and extends liability coverage to Chapters that own or lease a clubhouse, hangar, or both, within certain size limitations. This coverage also provides liability coverage for meetings, Class 1 Events, mall shows, etc. It provides insurance to the Chapter, its members, officers, directors, and volunteers. ***Participation in the EAA Chapter Insurance Program is mandatory for all United States and Canadian Chapters. It is unavailable to all other international Chapters***

The general liability policy can be endorsed, for an additional charge, to cover special events, i.e., Class 2 and 3 Events. An application for this endorsement is located in this section of the handbook.

CHAPTER CLASS 1,2, & 3 EVENTS

The Chapter general liability insurance provides coverage for Chapter Class 1 Events, without any additional charge. This policy may be endorsed to provide coverage for Class 2 and 3 Airshows (see next section for description of Class 2 and 3 Airshows), which will result in an additional premium charge.

To clarify what is covered and what is not, and to explain the different classes of events as described in our insurance policies, the next section will outline the details of Class 1, 2, and 3 Events. Keep in mind these are just an outline of coverages.

CHAPTER CLASS 1,2 AND 3 EVENTS

Class 1 Event: A Class 1 Event is a Chapter event with flight activities limited to transportation into and out of the insured premises (airport or airfield) by the participants (i.e., breakfast flights, event picnics, aviation meetings, swap meets, airport awareness days, or museum tours). Other activities, which are insured under a Class 1, are Young Eagle Rallies, Poker Runs, Spot Landing Contests, Radio Controlled Aircraft Demonstrations, Tethered Hot Air Balloon Rides, Organized Fly-bys, and Orientation Rides. IAC Chapter "Critique/Practice Sessions" are covered, provided all IAC Contest guidelines are observed. (For clarification on IAC guidelines, please refer to the IAC Procedures Manual, or call the IAC Executive Office at 920/426-6574.) Ultralight Pilot Proficiency Events are also covered under the Class 1 Program.

NOTE: All Pilot Proficiency Events must be done in accordance with the Ultralight Pilot Proficiency Event Guidelines to be properly covered as a Class 1 Event. Copies of the Ultralight Pilot Proficiency Event Guidelines are available upon request from the EAA Chapter Office.

An event Application form must be completed and returned for all Class 1 Events.

To activate coverage for a Class 1 Event, the Chapter must complete the Event Insurance Application form and return it to the EAA Chapter Office, **at least 30 DAYS prior to the Event**. An example of this form is in the back of this section of the handbook. Please make copies of this form and keep the original in this handbook.

Class 2 Events: include any and all activities described in Class 1 Events plus aerobatic demonstrations on a gratis basis. An additional premium is charged for a Class 2 Event. For a quotation, **you must complete the Application form, which can be found in this section of the Chapter Handbook.**

Class 3 Events: include any and all activities described under Class 1 and Class 2 Events plus aerobatic demonstrations or airshow performances by paid professional performers. An additional premium is charged for a Class 3 Event. For a quotation, **you must complete the Application form, which can be found in this Section of the Chapter Handbook.**

When your Chapter is planning a Class 2 or Class 3 Event, you must complete the Event Insurance Application form and send it to EAA. A copy of this application is included in the back of this section of the handbook. If your Chapter needs additional copies of this application, please contact the EAA Chapter Office or copy the form in this section of your handbook. If your Chapter has any questions about the activities you have planned at your Event, please contact the EAA Chapter Office 920/426-4876 for clarification and assistance.

CHAPTER NON-OWNED AIRCRAFT LIABILITY INSURANCE

The purpose of this coverage is to protect the Chapter, its officers, directors and members from claims that may arise when the Chapter organizes Orientation Rides at Chapter events. Anyone who owns, rents, or borrows an aircraft, should carry their own aircraft liability insurance for the operation or ownership of an aircraft. When a Chapter becomes involved in organizing Orientation rides at Chapter meetings, Chapter Events or any other Chapter event, the pilot's insurance for the aircraft may not provide insurance coverage to the Chapter, unless the policy has been amended to list the Chapter as an additional insured. The limit of your liability coverage is \$1,000,000 for bodily injury or property damage. EAA pays all premiums for this coverage. The individual Chapters pay nothing. Chapters may request a donation for Orientation Rides as long as the requirements under FAR Part 61.113D are met. Remember, the FAA requires that the Chapter has a Federal Tax Exempt Status under the IRS Code 501(c).

There are some procedures, which the Chapter must follow, for this insurance to apply. The steps are simple! They are as follows:

1. Prior to the date of the orientation rides, each Chapter must complete the Chapter Orientation Ride Information forms. These forms are included in the back of this section of the handbook. Once this form is completed, it is to be sent to the EAA Chapter Office along with a copy of the IRS determination, if a donation is required for the ride.
2. The Chapter Board of Directors or Executive Committee must pass a resolution approving the orientation rides to be given at a Chapter event. A copy of the Chapter Board of Directors or Executive Committee meeting minutes documenting the resolution must accompany the Chapter Orientation Ride Information Form, and both need to be sent to the EAA Chapter Office prior to the date of the Orientation Rides.

There are limitations on the types of aircraft your Chapter can use when giving Orientation Rides.

Aircraft used in the Chapter Orientation Ride Program must be as follows:

Single Engine

Fixed Wing

Standard or *Experimental Category

Four Seats Total per Aircraft or Less

All Aircraft/Pilots Must Have Liability Insurance in Place

*The airplane owner must fly any experimental aircraft used in conjunction with the Chapter Orientation Ride Insurance only. Further, a certificate of insurance is required for all experimental aircraft showing that aircraft liability insurance is in place. This does not mean that the owner must have physical damage insurance, only liability insurance. This is a requirement of our insurance company!

YOUNG EAGLES NON-OWNED AIRCRAFT LIABILITY INSURANCE

The Young Eagles Program has sparked a tremendous amount of excitement among EAA members worldwide. Because many of the Young Eagle Rallies are held to introduce youngsters to aviation, local EAA Chapters will sponsor them. It is important that necessary steps are taken to protect EAA, its members and Chapters for reasonable liabilities that go along with a program such as this. Please submit a Class 1 Notice Form for all Young Eagle Rallies.

YOUNG EAGLES RALLY EVENT NOTICE FORM

If additional activities will be conducted in conjunction with the event, the Chapter Event Insurance Application must be completed

EAA has non-owned aircraft liability insurance in place that will provide coverage in the amount of \$1,000,000 per occurrence for bodily injury and property damage arising out of a Chapter sanctioned Young Eagle Rally. This coverage only applies to aircraft that are not owned by the Chapter. There are no restrictions on the types of aircraft that can be used. **This coverage does not apply if the Chapter or the individual EAA Member participating charges or receives any payment for the use of their airplane.**

YOUNG EAGLES EXCESS AIRCRAFT COVERAGE

To address some of the concerns expressed by individual EAA Members, EAA put in place an excess general liability insurance policy. This policy provides excess passenger liability insurance coverage for individual EAA Members who fly their own aircraft or rented aircraft in conjunction with the Young Eagle Program. The underlying requirement is that the primary owned aircraft liability insurance or renters liability insurance have at least \$100,000 per passenger seat coverage. If this underlying coverage is in place, then the EAA excess passenger liability insurance coverage will provide an excess \$1,000,000 per occurrence over and above the underlying limit of coverage. Of course, the restriction against charging Young Eagles for their ride still applies. If you have any questions about this insurance coverage, please contact the Young Eagles Office at 920/426-4831.

DUTIES AFTER AN ACCIDENT OR LOSS

Notify us Promptly -	EAA Risk Management Department	920/426-4822
		920/231-3548
		920/379-4822
	EAA Vice President Chapter Relations	920/426-6536
		920/235-2366
		920/379-3425

The notice should include the time, place and circumstances. It should include names and addresses of witnesses and injured persons.



CHAPTER/SQUADRON EVENT FORM

THE FOLLOWING APPLICATION MUST BE COMPLETED AND RETURNED FOR ALL CHAPTER/SQUADRON ACTIVITIES, INCLUDING FLY-INS AND AIRSHOWS

1. Send completed application to: EAA Risk Management
P.O. Box 3086
Oshkosh, WI 54903-3086

Fax to: (920) 426-6560
2. As you complete this application, indicate N/A (Not Applicable) to any items that do not apply to your event.
3. If there is an additional premium for your Chapter/Squadron event, a quotation will follow directly from EAA Risk Management. The quote will be subject to your review and approval. If requested, a certificate of insurance will be sent for Class 1 events. This insurance program, while administered by EAA, is underwritten by several aviation insurance companies.
4. Upon your acceptance of the quotation you must advise EAA Risk Management by mail, fax, email or by phone to issue the policy. Policy issuance will be made immediately and coverage confirmation mailed to you along with your invoice.
5. Payment of the invoice (when applicable) should be made directly to EAA and mailed to P.O. Box 3086, Oshkosh, WI 54903-3086.

NOTE: All applications must be received by EAA's Risk Management Department 30 days in advance of the event.

In the event you have any questions relative to this insurance, please contact EAA Risk Management at 920/426-4822, or email kkryzaniak@eaa.org



INSURANCE APPLICATION FOR ALL CHAPTER/SQUADRON ACTIVITIES INCLUDING FLY-INS, AND AIRSHOWS
EXPERIMENTAL AIRCRAFT ASSOCIATION, INC.

1. A. Name of Event: _____

B. EAA Chapter/Squadron requesting coverage (Insured):

Division: EAA UL Vintage Warbird IAC Chapter# _____

Name _____

Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone _____

Email _____ Fax _____

C. Which best describes your Chapter's/Squadron's role in this event:

____ Sole Organization: Chapter/Squadron is the only organization involved in the planning and conduct of the event.

____ Co-Sponsor: Chapter/Squadron is one of the organizations planning and conducting the event.

____ Participant: Chapter/Squadron will provide an activity (i.e. breakfast, lunch, Young Eagles, Chapter/Squadron display) at the event that the Chapter/Squadron is not the sole organizer or co-sponsor.

____ Other: Please describe in detail, including careful clarification of Chapter or Squadron's role in planning, meetings, revenue, and promotion. **Your insurance cannot be arranged without this information.**

D. Are you the primary sponsor? _____ Yes _____ No
If not, who is the primary sponsor?

Is the primary sponsor incorporated? _____ Yes _____ No

E. Name any other co-sponsor, person or organization requesting additional insured status under this insurance. (Use reverse side if more than two)

Name _____	Name _____
Address _____	Address _____
_____	_____
Relationship* _____	Relationship* _____

*(Relationship to 1B above)

2. How many volunteers will participate/support this event? _____

List all individuals participating in this event that will be compensated, or reimbursed for their expenses – provide details on compensation or reimbursements:

3. List all contracts/leases/agreements that you have or will sign for this event – forward copies of each with this application:

4. A. Dates of event for which insurance is requested:

Event Dates: from _____ to _____

Rain Dates (if applicable): from _____ to _____

B. Number of set-up days: _____ Number of tear-down days: _____

C. Admission: Adult EAA Member \$ _____ (daily) \$ _____ (event)

Adult Non-Member \$ _____ (daily) \$ _____ (event)

Children \$ _____ (daily) \$ _____ (event)

Auto Parking Fee: \$ _____ Camping Fee: \$ _____

D. Number of Vendors/Exhibitors participating in your event: _____

Fee per Vendor/Exhibitor: \$ _____

5. Location of event (the premises to be insured):

6. Estimate of Attendance: EAA Members _____ General Public _____

THE FOLLOWING ACTIVITIES ARE NOT COVERED BY THIS INSURANCE AND ARE NOT PERMITTED AT ANY EAA FLY-IN EVENT.

- Racing of any kind
- Flour Bombing
- Balloon Breaking
- Ribbon Cutting
- Night AirShows
- Sale of Alcoholic Beverages
- Simulated Aerial Combat
- Wing Walking
- Endurance Flights Involving Fuel Exhaustion
- Pyrotechnics/Fireworks

7. (A) Please indicate which activities will be included in the event and who is responsible for each. Chapter/Squadron=C/S Co-Sponsor=CO

- | | |
|---|--|
| <input type="checkbox"/> Pancake Breakfast | <input type="checkbox"/> Aerobatic Demonstrations by Non-Paid Performers* |
| <input type="checkbox"/> Young Eagle Rides | <input type="checkbox"/> Food Vendors |
| <input type="checkbox"/> Cook-Out | <input type="checkbox"/> Aerobatic Demonstrations by Paid Performers* |
| <input type="checkbox"/> Hot Air Balloons | <input type="checkbox"/> Aviation Exhibitors |
| <input type="checkbox"/> Parachute Jumpers* | <input type="checkbox"/> Formation Flights* |
| <input type="checkbox"/> Awards Banquet | <input type="checkbox"/> Ride Hopping/Site-Seeing-Rides – for a fee (balloons, aircraft, helicopters)* |
| <input type="checkbox"/> Radio Controlled Aircraft Demonstrations | <input type="checkbox"/> Aircraft Manufacturer Demonstration Rides* |
| <input type="checkbox"/> Fly-Market/Parts Mart | <input type="checkbox"/> Car, Motorcycle, Farm Equipment Display |
| <input type="checkbox"/> Spot Landing Contest | <input type="checkbox"/> Ultralight Pilot Proficiency Events |
| <input type="checkbox"/> Warbirds Demonstrations* | <input type="checkbox"/> Car, Motorcycle, Farm Equipment Demonstration, contest or racing |
| <input type="checkbox"/> Awards Banquet | |
| <input type="checkbox"/> Non-Aviation Exhibitors | <input type="checkbox"/> Workshops |
| <input type="checkbox"/> Fly-Bys(showcase-parade of flight) | <input type="checkbox"/> Aircraft Static Displays |

***NOTE: Attach Certificates of Insurance for Each Participant.**

NOTE: Required support documentation must accompany application form.

(B) Are any other events planned, aviation or non-aviation, which have not been listed? If so, please describe:

8. List all items or products you or any additional insured will sell at this event (as listed in item #1E of this application):

Describe _____

9. List all vehicles (indicating number of each) and how they will be used during the event:

_____ Automobile (cars and trucks), use _____

_____ Buses, use _____

_____ Golf carts, gators, etc, use _____

_____ Tractors and wagons, use _____

_____ All terrain vehicles, use _____

_____ Motorcycles, scooters, use _____

_____ Other, use _____

PROVIDE A CERTIFICATE OF INSURANCE ON EACH VEHICLE

10. Who is responsible for fire/rescue/police/security services?

11. List all "event sponsors" and their level of sponsorship. NOTE: For this question "event sponsor" means any business or organization that is providing services, products, or cash in exchange for promotional recognition or acknowledgement, i.e. car dealer providing vehicles, grocery store providing food, etc.

IS A PRINTED COPY OF THE CERTIFICATE OF INSURANCE NEEDED? No Yes

The undersigned declares that to the best of his/her knowledge and belief that the statements set forth herein are true. Incomplete or inaccurate information may impair insurance coverage. This application does not commit the insurers or EAA to any liability nor make the applicant liable for any premium unless and until the company agrees to effect this insurance.

Date

Authorized Representative of Chapter or Squadron



Fax to: (920) 426-6560

The space below may be used should you wish to include any additional information.

CHAPTER/SQUADRON YOUNG EAGLES RALLY NOTICE FORM

Section 5.7

This Young Eagles Rally Form **MUST** be returned to the EAA Risk Management Office at least **2 WEEKS** prior to the Young Eagles Rally to ensure your Chapter/Squadron will have the proper insurance in place. This form is to be used only for Chapter/Squadron sponsored Young Eagle Rallies.

CHAPTER# _____ EAA VAA IAC WB UL

IS A HARD COPY OF THE CERTIFICATE OF INSURANCE NECESSARY? NO YES

NAME OF CONTACT PERSON _____

ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE NUMBER _____ FAX _____

E-MAIL ADDRESS _____

HAS ANYONE REQUESTED ADDITIONAL INSURED STATUS? NO YES

LIST ANYONE REQUESTING ADDITIONAL INSURED STATUS AND **WHY** THEY ARE REQUESTING ADDITIONAL INSURED STATUS?

1. _____

2. _____

ARE ANY OF THE ABOVE CO-SPONSORS OF YOUR EVENT? NO YES

NAME OF RALLY _____

DATE OF RALLY _____ RAIN DATE _____

SET UP & TEAR DOWN DATES _____

NAME AND LOCATION OF AIRPORT TO BE INSURED _____

ESTIMATE OF ATTENDANCE: EAA MEMBERS _____ PUBLIC _____

ACTIVITIES PLANNED: (List **ALL SPECIFIC** activities taking place.)

If any activities are included in this rally in addition to Young Eagle activities, an additional application **MUST** be completed. Please contact EAA Risk Management to obtain this application.

This Chapter/Squadron Young Eagles Rally Notice Form is an important part of the Young Eagles & Chapter/Squadron Insurance Program. **Missing or incorrect information may affect coverage.** Please make sure all information is correct and accurate.

SUBMITTED BY: _____ DATE: _____
(Signature)

NAME: _____ TITLE: _____

This notice is to be completed and sent to the EAA Risk Management Department **2 WEEKS** prior to any Chapter/Squadron sponsored Young Eagles Flight Rally. All pilots providing Young Eagle rides **MUST** be current EAA members.

RETURN THIS NOTICE FORM TO: EAA RISK MANAGEMENT DEPARTMENT, PO BOX 3086, OSHKOSH, WI 54903-3086 FAX (920) 426-6560

EAA CHAPTER/SQUADRON EVENTS ALLOWED UNDER INSURANCE PLAN

- | | |
|---|---|
| 1. Young Eagle Flights-Rides-Rallies | 17. Various Tours |
| 2. Static Display | 18. Orientation Rides |
| 3. Chapter Fly-Ins and Drive-Ins | 19. Flying Start Rides |
| 4. Chapter Breakfasts, Lunches, Dinners | 20. Spot Landing Contests |
| 5. Chapter picnics and cookouts | 21. Tethered Hot Air Balloons |
| 6. Chapter meetings | 22. Schools, Classes, Training
Seminars, Workshops |
| 7. RC Demonstrations | 23. Camping |
| 8. Scheduled Fly-bys | 24. Aircraft Judging |
| 9. Poker Runs | 25. Exhibits |
| 10. Mall Shows-Handing out literature | 26. Flight Simulators |
| 11. Swap Meets | 27. Ground School |
| 12. Fly Markets | 28. Parachuting |
| 13. Airport Aviation Days | |
| 14. Poker Run | |
| 15. For IAC Chapters Only – Critical Practice Sessions | |
| 16. For Ultralight/Light Sport Plane Category Proficiency Events: | |
| a. Torpedo Run | d. Cross Country Flights |
| b. Bean Bag Drop | e. Power On Accuracy Landings |
| c. Spot Landing Contest | f. Power Off Accuracy Landings |

- • **NOTE: THE FOLLOWING EVENTS ARE NOT EAA CHAPTER COVERED EVENTS: RACING OF ANY KIND, FLOUR BOMBING, BALLOON BREAKING, RIBBON CUTTING, SIMULATED AERIAL COMBAT, ENDURANCE FLIGHTS INVOLVING FUEL EXHAUSTION, FIREWORKS, EXPLOSIVES, OR PYROTECHNICS.**

- • • **CHAPTERS PLANNING ON CONDUCTING ANY FLY-IN MUST FILL OUT A CHAPTER FLY-IN OR AIRSHOW INSURANCE APPLICATION. THESE FORMS MUST BE SUBMITTED 30 DAYS PRIOR TO THE EVENT TAKING PLACE.**

EAA CHAPTER ORIENTATION RIDE INFORMATION FORM

Chapter #: _____ Date: _____

Time: _____

Chapter Address: _____

Contact Person: _____

Telephone Number : _____

Event: _____

Place: _____

Aircraft Information:

Year	Make and Model	Seats	Owner
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Pilot Information:

Name	Cert #	Med. Cert. & Date	BFR	Total Time
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

NOTE: INCLUDE A COPY OF THE CHAPTER MINUTES WITH RESOLUTION TO HAVE ORIENTATION RIDES.

Return Form TO: EAA Risk Management, PO Box 3086, Oshkosh, WI 54903

EAA CHAPTER _____

PASSENGER RELEASE OF LIABILITY AND FLIGHT AUTHORIZATION FORM

In consideration of the donation made (if applicable) to EAA Chapter _____ and the airplane ride provided by the Chapter, the undersigned person/passenger, or parent/guardian, on behalf of the person/passenger listed below, their personal representatives, heirs and estates hereby agree to release, hold harmless, and indemnify EAA Chapter _____, its Officers, Director, Members, Volunteers; the Experimental Aircraft Association, Inc., EAA Aviation Foundation, Inc., and its divisions, any of their officers, directors, agents, employees, volunteers, co-sponsors, or affiliated organizations, for any and all bodily injury, including death or property damage, as a result of entering, exiting, or riding on board any aircraft owned and/or operated by, or on behalf of the aforesaid organizations.

Name of Person/Passenger: _____

* Signature of Person/Passenger or Parent and/or Guardian: _____

** Name of Person/Passenger or Parent and/or Guardian: _____

Address: _____

Date: _____

Witness: _____

Date: _____

* Signature and name of person/passenger for anyone 18 years of age or older. Signature and name of Parent and/or Guardian for anyone under 18 years of age.

** Personal Identification Required.

Return Form To: EAA Risk Management, PO Box 3086, Oshkosh, WI 54903

INSURANCE

Most Frequently Asked Questions (FAQ)

FAQ: What does the Chapter General Liability Insurance cover?

The Chapter Insurance policy is **General Liability Insurance** that protects the Chapter, Officers and Members in the event that claims are made against the Chapter as a result of their role or actions in an activity or event. 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 and it does not protect the Chapter's assets in terms of their hangar, tools, etc. For coverage concerning their clubhouse/hangar the Chapter needs to acquire separate policies that pertain to their building(s) and contents. If the Chapter stores aircraft within their hangar, Hangarkeeper's Insurance would be required in order to cover the aircraft in the event of a fire, etc.

FAQ: Can our Chapter request additional insured status for other organizations or individuals in conjunction with a Chapter activity?

Yes, additional insured status is available for local airports where your Chapter activity is being conducted. Other organizations may request additional insured status but there is an additional premium and the organization will be subject to the approval of Corporate Risk Management Office. 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.

FAQ: Can our Chapter conduct fly-bys at a Chapter Class 1 event?

The answer is yes and no. The Chapter Insurance program has been expanded in the past year to include General Liability Coverage for Fly-bys conducted at Chapter Events. However, this expanded coverage does stipulate certain limitations. The fly-bys should only be conducted by recreational type of aircraft and does not include large military aircraft such as DC-3's, bombers, etc. Formation flying is prohibited.

In addition, the fly-bys are only to be conducted over a runway where the attendees of the event are held in a separate secured area. It is not acceptable to conduct the fly-by over a parade, stadium, etc. where people are directly under the aircraft. Your Chapter Insurance Program does NOT provide coverage for these fly-bys and they are not allowed at Chapter events.

Aerobatic demonstrations are NEVER allowed at Class 1 Chapter activities. Demonstrations that include paid or unpaid performers or even a single aircraft doing a few loops or rolls prior to departure are not covered. If your Chapter wishes to conduct or bring in an aerobatic demonstration at an event your Chapter will be required to complete an insurance application at least 30 days in advance of the event in order to determine if insurance coverage will be available under Class 2/3 insurance (an additional premium will be required).

FAQ: Can our Chapter have an airworthy aircraft (flying club) within our Chapter?

Chapters are not set up to own or operate flying clubs within the Chapter structure. If your Chapter has completed an airplane project and is planning on using it as “flying club” type of aircraft, then it needs to be taken outside of the Chapter in a separate corporation prior to test flying it, insuring it, licensing it, etc. If your Chapter has acquired or is thinking about acquiring an airworthy plane a separate corporation must be set up outside of the Chapter, with no direct ties back to the Chapter and/or EAA (i.e. membership in the Chapter or EAA should not be required to join the flying club).

It may be difficult to understand from a Chapter’s point of view why an aviation based association such as EAA does not allow flying clubs to exist within Chapters. There are several reasons. First is the liability exposure that is created. Unfortunately in this day and age, should an incident occur where a claim is filed, the Chapter, its officers, members and EAA could all be responsible. In order to protect the interests of the Chapter and EAA we require that the flying club remain outside of the Chapter Structure. Second, flying clubs have proven to be divisive within Chapters. There will be members within the Chapter that have no interest in flying the plane, do not want the liability exposure and do not want the Chapter’s funds going to support it. With a separate flying club established, those that are interested can participate and those that do not want to, don’t have to.

A good reference document for people interested in setting up flying club is the book “Keeping the Peace in Partnerships – A Guide to Aircraft Co-Ownership” by Bruce Luedeman. This book can be ordered through membership services at 1-800-564-6322.

FAQ: Can our Chapter own, operate, manage or maintain an airport or airpark?

A Chapter is not set up to be the owner, manager or operator of an airport or airpark. It exceeds the boundaries of the Chapter structure. It is acceptable for a Chapter to rent out hangar space, in their own Chapter hangar, to fellow Chapter Members only but it is recommended that additional insurance be acquired to cover these activities. Chapters should not own or manage a hangar complex and be the managing authority over them. In addition, the Chapters should not be conducting fueling operations, maintaining runways, leasing aircraft, conducting flight instruction, maintaining runway lights, collecting money or performing any other managerial functions of the airport/airpark.

Why is it inappropriate for the Chapter to be involved in the above-mentioned activities? The Chapter Insurance Program does not extend coverage for these actions. In addition, there is a problem with short-term versus long-term goals and resources of the Chapter. Perhaps at this point in time there is an enthusiastic group that wants to spend their time and money to manage the airport. But what happens in five or ten years when your Chapter suddenly finds itself unable to keep up with the maintenance or the funds required to repair a runway or building is beyond the financial capabilities of the Chapter? Finally, a Chapter is meant to be fun and running an airport/airpark requires a great deal of effort that many of the Chapter Members may not be interested in participating in, thus limiting the scope of the Chapter to a very narrow focus.

FAQ: Can our Chapter participate in or organize an airshow as a Class 1 Event?

Chapters can participate in an air show by putting up an informational booth, manning a food tent, putting on a static display and still fall within the boundaries of a regular Class 1 Event.

However, they need to be aware that if they become more closely involved in the formal planning sessions of the event, profit sharing, organizing acts, then they have moved themselves from a participant role to that of a sponsor. Sponsoring an air show exceeds the boundaries of a Class 1 Event and the Chapter will be required to obtain additional insurance in order to protect themselves for the more involved role that the Chapter is playing in the event. The Chapter should make sure to complete an insurance application at a minimum of 30 days prior to the event to determine what insurance and additional premiums will be required.

Exposure is also incurred by being listed as a co-sponsor of an event on posters and promotional materials. If the Chapter has not formally taken on this role they do not want to be listed as a sponsor, rather they should be listed as a participant and recognized for their limited role (i.e. hamburger stand).

FAQ: Can our Chapter give rides at our Chapter fly-in that are in addition to the Young Eagle rides?

Yes, your Chapter can give rides at a Chapter function. Additional paperwork is required for insurance purposes. Your Chapter will need to complete the **Event Insurance Application** as with any other event. In addition a **Passenger Release of Liability** form will need to be complete by each person taking a ride and a **Chapter Orientation Ride Information Form** for the Chapter will need to be completed in advance. All of the forms are available in the Chapter Handbook, on the web and by calling the Chapter Office. Keep in mind this is for Chapter Members giving the rides.

If your Chapter has a commercial operator coming to the event giving rides then the Chapter, officers, members and EAA need to be listed on the operators policy as an **additional insured** and proof of the this additional insured status should be forwarded to the Corporate Risk Management Office a minimum of one week prior to the event. For specific wording required on the paperwork, contact the Corporate Risk Manager at 800-236-4800 ext. 4822.

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

FAQ: What should we do if we have a change in facility mid-year or are building a facility?

If your Chapter acquires a clubhouse or hangar mid-year, an updated annual insurance application should be filed that denotes the new facility. There will be an additional premium amount based on the type of facility. For an application, please contact the Corporate Risk Management Office at 800-236-4800 ext. 4822. If your Chapter does not update its insurance information as noted above and a claim is filed, the Chapter will not have the appropriate coverage and could possibly be with no coverage.

If your Chapter is building or physically moving a facility, then your Chapter needs to be insured for these activities. Your annual General Liability Policy does not cover your Chapter for these additional responsibilities. Should someone get hurt at the building site, there would not be any insurance in place to cover the potential liability. Therefore, the Chapter needs to acquire additional insurance for this time period to cover these acts. Please contact the Corporate Risk Management Office at the above number, prior to beginning construction, to obtain the necessary coverage.

FAQ: Can we participate in a parade, do candy drops and bomb drops?

The Chapters insurance policy does not cover parades. If your Chapter plans to have a float in a parade then the auto insurance of the car/truck pulling the float would be responsible. Also, if an aircraft is on the float, then the owner of the plane would need to have coverage under their insurance policy.

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.

FAQ: Can our Chapter participate in or co-sponsor a Wings and Wheels type of event?

Events that bring together cars and airplanes can be terrific events and good opportunities for Chapters to work together with local organizations. A Wings and Wheels type of event is fine as long as a few guidelines are followed. The cars should be restricted to static display only. Proficiency events, burnouts and high-speed demonstrations may not be conducted. The Chapter's insurance policy is an aviation based policy and does not provide for automobile coverage in these cases. If the car club participating in the event does have insurance and lists the Chapter, its members and officers as additional insured, then these activities may possibly take place. The Chapter must request the additional insured status, receive a certificate from the car clubs insurance company (mail a copy to the EAA Corporate Risk Management Office) and complete an Event Insurance Application a minimum of 30 days in advance. Please be aware, that if your Chapter is being listed as a co-sponsor of the event, the car club must have their own insurance in order to conduct any of these activities.

FAQ: Can we have Introductory Flight Lessons in an Ultralight at our event?

An Introductory Flight Lesson can be conducted at an event, in an ultralight, as long as certain criteria are met. The Instructor must be registered with EAA, USUA or ASC and be operating with a two-place training exemption. The ultralight and training flight must be registered with EAA, USUA or ASC. The Chapter should make sure to file an Event Insurance Application that includes all

activities being conducted at the event, including the Introductory Flight Lessons. Keep in mind that the Chapter Insurance will only cover the Chapter in any negligence. The instructor will not be covered for the flight.

Section 6

CHAPTER NEW MEMBER BONUS PROGRAM (\$10 REBATE)

This section includes information on the New Members Bonus Program. This program provides Chapters the opportunity to increase their Chapter Treasury when they recruit new EAA Members. Bringing new EAA Members into the Chapter is a great way to expand Chapter Membership, thereby helping to secure the Chapter's future. New EAA Members can bring the Chapter renewed vitality and a host of new ideas, energy and enthusiasm.

The additional funds put into the Chapter Treasury are available to be used as the Chapter sees fit. Most Chapters have a long wish list of projects, materials and social gatherings that they would like to do. Adding to the Chapter Treasury will hopefully help make some of these aspirations more easily attainable.

This section contains the following information:

Section 6 – Table of Contents

Section 6.1 Instructions for Using the Chapter New
Member Bonus Program

INSTRUCTIONS FOR USING THE CHAPTER NEW MEMBER BONUS PROGRAM

Chapters have always been leaders in recruiting new EAA Members. By using the Chapter New Member Bonus Program, Chapters receive a \$10 bonus for each new **\$40 EAA Member** or **\$56 EAA International Member** that they recruit.

The EAA Membership Application Chapter Rebate Form is the proper form to use. Contact the Chapter Office toll free at 888-322-4636 ext. 4876 or e-mail chapters@eaa.org to request Rebate Forms. The Membership Application allows membership payments to be made with cash, check, or credit card. Please make sure all checks are made payable to EAA.

Complete the entire form, **including your Chapter number in the space provided in the upper right hand corner of the EAA Membership Application Chapter Rebate Form.** When using the two-part form, return the white copy of the form to the EAA Chapter Office, and give the pink copy to the new member.

If individuals call-in their membership (800-843-3612) using a major credit card, make sure they mention the Chapter Number to the EAA Membership Services Representative, so the Chapter will receive the bonus. No bonuses will be applied retroactive to the original application for membership.

The bonus checks will be mailed on an annual basis to the **Chapter Treasurer.** **All Domestic Chapters** must have a **Federal Employer Identification Number (FEIN)** in order to receive a rebate check. Please contact the Chapter Office if you are unsure if your Chapter FEIN is on file with the Chapter Office.

If your Chapter needs some direction on how to start bringing in new members, there are several reference papers available which include some helpful suggestions. Please go to Section 7 of the Chapter Handbook that details Chapter Reference Papers and Videos. You will find reference papers that give helpful tips in membership recruitment that will aid you in the process. Remember, reference papers are available through the Chapter Office. Just contact us and let us know which papers you need. They are also available in the Chapter portion of the Members Only section of the web site.

If your Chapter has any questions regarding the Chapter New Member Bonus Program, please contact the EAA Chapter Office toll free at 888-322-4636, ext. 4876, or e-mail the Chapter Office at chapters@eaa.org.

Section 7

CHAPTER REFERENCE PAPERS AND VIDEOS

This section of the Chapter Handbook is designed to give Chapters an overview of the Reference Papers available to them through the Chapter Office. The papers focus on the most common issues that Chapters face when running their Chapter. They were written by the Chapter Advisory Council, Chapter Office Staff and others with the intent to help Chapters become more successful.

When you receive the resource papers feel free to make copies for anyone in your Chapter who wants them. Newsletter Editors, feel free to reproduce them in your Chapter Newsletters. Please give credit to the author when the author is listed.

Reference Papers can be obtained from several places. They are available on the EAA website. Within the Chapters Section of the EAA website, you will find a section dedicated to Reference Papers. Here you will be able to read the papers and print them off for your personal use.

Videos are also available for Chapter use for a period of up to two (2) months. They are a great tool for Chapter meetings to help promote discussion, to introduce new information, and to bring back some wonderful memories of past experiences.

Papers and videos can be obtained by e-mailing the Chapter Office at chapters@eaa.org or by calling 800-236-4800 ext. 4876. Please make sure to specify which paper or video you are interested in. Ordering forms have been included in this section.

Section 7 – Table of Contents

Section 7.1	Reference Papers Table of Contents and Descriptions
Section 7.2	Reference Paper Order Form
Section 7.3	Video Library Table of Contents and Descriptions
Section 7.4	Video Library Order Form

Chapter Reference Papers

Table of Contents and Descriptions

(1) A Primer on Chapter Hangars

This paper contains information on How to get started with a Chapter Facility, An Example of a Common Hangar License, An Example of a Common Hangar Lease, and Utilization of Facilities and Equipment. It takes a look at why a Chapter may want to build a hangar and various thoughts and considerations that should take place.

(2) Double the Attendance at Every Chapter Event!

Many Chapters are looking for ways to increase the involvement in Chapter activities. This paper looks at the benefits of increasing the interest of the family members of your Chapter members. Offering varied programs that would be of interest to women, men and children can help make Chapter life a real family experience. Looking for ways to increase involvement across the board can be a real boost to Chapter membership.

(3) Guidelines for Chapter Accounting and Financial Operations

Maintaining proper accounting and financial records is essential in the successful operation of a Chapter. This paper reviews the some key principles that should be reviewed: Accurate financial records, Understandable financial statements, Timely financial statements, Sound budget procedures, Accurate and appropriate financial controls and Annual outside audit of records, practices and procedures.

(4) Guidelines for Chapter Fundraising

In order for Chapters to continue to maintain their facilities, plan and promote events, and further recreational aviation they generally must have a Chapter treasury that gives them the means to accomplish these goals. What this means for most Chapters is Fundraising. This reference paper helps Chapters explore some key points that need to be addressed before launching into a fundraising activity. Why Plan a Fundraiser?, What's the Need?, How do we get the Entire Chapter Involved?, Making it a "FUN-Raiser"!, Make a Plan, and Celebrate Your Efforts!

(5) Purposes and Roles of EAA Chapters

EAA Chapters act as a gateway of information and activities at the local level. EAA Chapters are an important platform for EAA programs. The Chapters also play key roles in the EAA network. They provide Member Interaction, Networking Opportunities, Aviation Activities, a Business Framework for Local Activities, EAA Representation, Communication to EAA Headquarters and Program Implementation. Chapters are an extension of the EAA parent body. This paper reviews their important role.

(6) Tax-Exempt Status of Your Chapter

The intent of this reference paper is to give some clarity to the details that the IRS furnishes in the IRS Publication 557 concerning Tax-Exempt Status. This paper is not intended to substitute the official information available from the IRS but to help Chapters understand it better.

(7) 501(c)3 White Paper

This paper offers details to the reader concerning IRS tax-exempt status also known as 501(c)(3) and how it relates to Chapter. Topics covered include basic corporation details, what 501(c)(3) is, why your Chapter may need it and how do you get it. It is a basic stepping stone in the process of exploring the idea of obtaining this special tax status.

(8) Is the Airport Manager Your Friend?

Many Chapters have a great relationship with their Airport Manager. They work together and have a mutual give and take relationship. Other Chapters could stand to enhance their relationship with their Airport Manager. This paper is a stepping stone in developing and improving this relationship. It gives the Chapter an opportunity to look at what they can do to be a “good tenant” and the benefits of developing a good working relationship.

(9) Where Can Your Chapter Find New Members?

A common obstacle that many Chapters face is finding new members to enhance their current membership base. This reference article gives the Chapter some concrete ideas to launch their membership efforts. It also gives Chapters an opportunity to think about what draws new members to join.

(10) Programs for Monthly Chapter Get Togethers

One of the most difficult tasks that Chapters can face is coming up with monthly programs. This reference paper gives Chapters some pointers on how to make it a less overwhelming task and how to make it more rewarding for the entire Chapter. The paper reviews such ideas as defining how many programs are needed, how to share the responsibility and what other factors are involved in making it a successful Chapter meeting.

(11) Publicity – A Key to Your Chapter’s Success

Publicizing your Chapter can make a huge difference in the success of your planned events and to the continual growth of your Chapter. Publicity can seem a bit overwhelming to some Chapters, what medium to use, what message to send, ... This paper help Chapters to find out what role publicity plays and how to successfully use it to its utmost advantage. Finding the right medium, timing of the message and the right words to convey are all explored. Getting the most from your publicity efforts is everyone’s goal.

(12) Strategic Planning for Your Chapter

The most common traits of successful Chapters are their ability to recognize and recruit dynamic leaders and their real sense of direction. This paper is intended to help Chapters analyze their current situation and plan goals for their future. It reviews the following topics: How to determine your Chapter’s purpose, Where your Chapter would like to be in the future, Analyzing your current situation, Establishing your goals and Determining what is necessary to achieve these goals.

(13) Attracting and Retaining New Chapter Members

In order for a Chapter to bring in new members and retain their existing membership it is essential to demonstrate that the Chapter provides both enjoyment and value to its members. A friendly, active environment fosters loyalty among existing members and attracts new ones. This paper takes a look at recruiting activities and materials, follow-up with prospective members, welcoming committees and other tools that both create awareness of the Chapter and reinforces the importance of first impressions.

(14) Listen to What the Members of Your Chapter are Saying!

It can be difficult to find out what Chapter members want. The key to bringing out their support of activities and events is to find out their ideas, concerns and wishes. One of the most challenging tasks is to extract this information from the membership. The key is to try a variety of communication methods to let the voice of your Chapter be heard. Listening to your members can be done through a variety of channels: questionnaires, brainstorming sessions, small and large group discussions and non-verbal body language and messages. This reference paper highlights various means of exploring your Chapter's interests and needs.

(15) How to Interpret Your Chapter's Direction

Chapter Leaders have a responsibility to identify and understand the interests and goals of the Chapter. Accurately identifying these key elements can help insure participation of members at events and help solidify the future of the Chapter. When Chapter members agree on the vision of the Chapter they are much more supportive in the planning and executing of its activities. This paper gives individuals the opportunity to think about how interpreting a Chapter's direction influences the day-to-day operations of the group.

(16) Whose Chapter is it Anyway? (Yours, Mine or Theirs?)

Being a Chapter Leader is a challenging task. Not only are you responsible for listening to your members but also providing direction and organizational leadership to make things happen. It can be a difficult balancing act. How do you keep the Chapter active and involved without just following your individual agenda? This paper offers some important insight on how to successfully accomplish the goal of providing leadership and making sure that the leadership decisions are reflecting the wishes of the Chapter members.

(17) What is the Relationship Between the Mission and Vision of EAA and the Mission and Vision of Your Chapter?

EAA offers Chapters support for their local activities and personal objectives. The united vision and mission of EAA are a powerful force. This paper focuses on what the vision and mission of EAA means at a local level and the importance of the local Chapters as an extension of these ideas. It also reiterates the idea that Chapters also need to individualize their mission and vision to meet their unique goals.

(18) Board Manual Basics

A good manual is an excellent tool in organizing the daily activities of a Chapter. It ensures that all board members have current information, the tools to perform their jobs and a good source of organized information. This paper serves as a guideline as to what information should be included in both a basic manual and a more comprehensive one.

(19) Flying Clubs

Many Chapter Members are looking for more economical ways to participate in flying. This paper explores the dynamics of flying clubs, the Chapter structure and additional sources of information for those Members considering forming a flying club.

(20) Foolproof Follow-Through

Organizing activities and projects through committees is a terrific way to get the Chapter membership involved. This document helps Chapters to keep their committees on track and to achieve results. It also shows how good records will help make planning for future projects and activities easier.

(21) Newsletter Editor Reference Paper

The Chapter Newsletter is a key communication tool. The Newsletter Editor has a very important role and it can be a learning experience for those who have not had the opportunity to create and distribute a newsletter before. This paper is an excellent guide for Newsletter Editors. It talks about the role of the editor, how to find news, what are key ingredients in an article, layout tips and a whole lot more.

(22) A Partnership in Safety

Discover how your Chapter can work with the FAA, airport management and the local community. This paper looks at how problems were solved concerning an aerobatic box in a local community.

(23) Together the FAA and Pilots Make Aviation

When confronted with issues at a local level the FAA is a great information source and support system. This paper reviews the experiences of a local IAC Chapter and how the FAA helped them to work through a local issue.

(24) Effective Chapter Leadership

The success of any Chapter depends on many factors, but the most critical element will always be the caliber of its leadership. In business and industry, leaders are carefully selected, trained and developed—a long term process.

(25) Earning Tax-Exempt Status for EAA Chapters

Just because an organization operates without profit doesn't make it officially tax-exempt. Because tax day just happened, the idea of not having to pay federal income tax is probably pretty appealing about now. Under specific federal tax rules certain organizations can realize this benefit.

AVAILABLE REFERENCE PAPERS FOR CHAPTERS/SQUADRONS

- _____ 501 c 3 White Papers
- _____ A Partnership in Safety
- _____ A Primer on Chapter Hangars
- _____ Attracting and Retaining New Chapter Members
- _____ Board Manual Basics
- _____ Double the Attendance at Every Chapter Meeting
- _____ Earning Tax Exempt Status for EAA Chapters
- _____ Effective Chapter Leadership
- _____ Flying Clubs
- _____ Foolproof Follow-Thru
- _____ Guidelines for Chapter Accounting and Financial Operations
- _____ Guidelines for Chapter Fundraising
- _____ How to Interpret Your Chapter's Direction
- _____ Is the Airport Manager Your Friend?
- _____ Listen to What the Members of Your Chapter are Saying
- _____ Newsletter Editor Reference Paper
- _____ Programs for Monthly Chapter Get-Togethers
- _____ Publicity
- _____ Purposes and Roles of EAA Chapters
- _____ Strategic Planning for Your Chapter
- _____ Tax Exempt Status of Your Chapter
- _____ Together the FAA and Pilots Make Aviation
- _____ What is the Relationship between the Mission and Vision of EAA and the Mission and Vision of Your Chapter?
- _____ Where Can Your Chapter Find New Members
- _____ Whose Chapter is it Anyway (Yours, Mine or Theirs)?

The reference papers listed above are available to all Chapters and Squadrons. If the Chapter/Squadron would like to obtain any of these reference papers please go to the Members Only section of the web, in the Chapters area. If you would like to receive a copy via the mail, please complete this form and return it to:

EAA Chapter Office
 PO Box 3086
 Oshkosh, WI 54903-3086
 Fax: 920-426-6560

Please mail the requested reference papers to:

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

DIVISION: (Please circle one.) EAA IAC VAA WAR U/L

CHAPTER/SQUADRON #: _____

EAA VIDEOS TO LOAN

(1) Getting Started In Aerobatics:

Hear from some of the best-known names in aerobatics as they relate their experiences and suggestions for selecting the proper instructor, training sequence, airplane and more. Ride along on an instructional flight and get a feeling for basic aerobatics maneuvers from both inside and outside the cockpit. A must for anyone thinking about pursuing aerobatics training or anyone with a interest in aerobatics flight.

(60 minutes) 21-26851

(1a) Molt Taylor's...AEROCAR:

This video chronicles the 40-year history of the best-known flying automobile – the AEROCAR. Produced by the EAA Aviation Foundation in cooperation with the AEROCAR's designer and builder – Moulton B. "Molt" Taylor – the video features rare test flight footage, exclusive interviews, scale models and drawings, significant photographs and press clippings of all four models of the AEROCAR, the "roadable" airplane.

(2) EAA Airshow...“Oshkosh Style”:

Dazzling aerobatics. Sensational wingwalkers. Precision team performances. Aircraft like the F-117A, Concorde, the B-1B bomber, Warbirds and more. It all comes together in the skies above Oshkosh as the world's greatest air show performers and exciting airplanes create a symphony of sights and sounds for your enjoyment.

(60 minutes) 21-33802

(3) Oshkosh...An Aviation Odyssey:

This video re-lives the EAA's biggest convention to date! Join in with thousands to watch the arrival of the SST CONCORDE, A Tribute to Vietnam, Warbirds, Ultralights and Homebuilts. Get the best seat in the house for the World's Greatest Airshow

(55 minutes)

(4) EAA Oshkosh '96... Aviation Odyssey:

The thrill and adventure of the 196 Oshkosh Fly-In Convention come alive in this video. EAA's award-winning video production team captures the excitement with dramatic air-to-air, ground-to-ground and in-cockpit footage.

(4aa, 4a) Basic Aircraft Painting:

Join a professional aircraft painting crew as they show you the detailed steps and techniques in painting on all metal aircraft. For your convenience this painting video is divided into 10 parts.

(60 minutes)

(4bb, 4b) Aviation Photography Made Easy:

Learn the basics of aviation photography with the help from the award-winning EAA Photography Staff. This video will guide you through the techniques of taking good pictures of your airplane, those of friends, or at air shows and fly-ins.

(5) Basic Composite Construction:

The basic tips needed for aircraft fiberglass construction. Which resin and glue are available, hot wire cutting techniques and suggested reading list. This tape answers many basic questions on composite construction.

(45 minutes) 21-36029

How To Bede On Design: Volumes 2-9:

Renowned aircraft designer Jim Bede began his career working on the F-4J Jet Fighter as a performance engineer with North America Aviation. An aeronautical engineering graduate of Wichita State University, he later formed Bede Aircraft, Inc.

- | | |
|---|-----------------------|
| (6a) Tape 1: Understanding Aerodynamic Drag | 21-35980 |
| (6) Tape 2: Selecting the Best Airfoil | (41 minutes) 21-35981 |
| (7) Tape 3: Aircraft Wing Design | (35 minutes) 21-35982 |
| (8) Tape 4: High Lift Devices for Aircraft Wings | (33 minutes) 21-35983 |
| (9) Tape 5: Understanding Airplane Stability & Control | (46 minutes) 21-35984 |
| (10) Tape 6: Aircraft Control Surfaces, Design | (73 minutes) 21-35985 |
| (11) Tape 7: Design Procedures for Engine Cooling | (44 minutes) 21-35986 |
| (12) Tape 8: What Pilots Should Know About Aerodynamics | (38 minutes) 21-35987 |
| (13) Tape 9: Understanding the Aerodynamics of Automobiles | (46 minutes) 21-35988 |

(14) Building Your Own Airplane... How to Get Started:

The first part of a series of instructional videos, will take you, step-by-step, through the exciting and rewarding process of building an airplane with your own hands. It shows a basic introduction for the first-time builder. Featuring interviews with EAA Headquarters staff members and a cross-section of EAA homebuilders, this video answers questions arising during the planning stages and covers such subjects as construction materials, how to start a construction log book, the basics of insuring your aircraft, where to obtain help, skills needed and much more.

(45 minutes) 21-10429

(15) C'Mon Geese:

The wonderful and touching story of how Canadian wildlife sculptor, Bill Lishman, raised a dozen goslings to be his flying partners. Marvel at the sight of a flock of Canadian geese as they form up on the wings of Lishman's Ultralight. Observe the wonder and miracle of natural flight. An exceptional film and a fitting tribute to the dedication, patience and skill needed to create this aviation "first."

(30 minutes) 21-33516

(15a) Built for Speed:

The Golden Age of Air Racing comes alive in this exciting retrospective of the annual National Air Races of the 1930's. Witness the famous Bendix cross-country and Thompson closed-course contests, where speed and distance records were set throughout the Depression era.

(16) Building Your Own Airplane... Corrosion:

Corrosion can strike any airplane that involves metal construction. Protect your investment through the helpful, informative tips presented in this video. Hosted by Geo Hindall, a leading expert in aircraft corrosion and control as well as repair.

(40 minutes) 21-38113

(17) Exhibit Showcase:

A compilation of exhibits and special video programs featured in the EAA Air Adventure Museum.

(42 minutes) 21-26972

(18) Fabric Covering with Ray Stits:

Learn the delicate art of fabric covering from the best -- Ray Stits (EAA #136) - the man who developed the *Stits Ploy-Fiber Aircraft Coating process*. Step-by-step instructions are detailed in this excellent video.

(120 minutes) 21-36141

(19) Fascination With Flight... Flying For the Sheer Joy of it:

Take a whirlwind tour through the wonderful world of Sport Aviation. From the quiet beauty of a balloon ride to the breathtaking excitement of an aerobatics performance.

(30 minutes) 21-00465

(20) First Flights in Your Ultralight/Light Plane:

We've taken the plunge and purchased the Ultralight or light plane of your dreams -- but are you ready to fly it? This video, hosted by Dan Johnson and produced for the EAA by the Experimental Aircraft Association, will help you answer that question. You'll learn what to expect during a first flight...and what to do if problems arise. *First Flights in Your Ultralight/Light Plane* draws upon the resources of more than 40 years of EAA expertise. The initial flights in any aircraft are a challenging and rewarding experience. Get a head start with this video.

(20 minutes)

(20a, 20aa) First Flights in Your Homebuilt Aircraft:

You've put a lot of time and money into your homebuilt, but are you ready to fly it? EAA, in conjunction with FAA, has created a new video to help answer that question. First Flights offers an introduction to the test flight phase of the home-building process. You'll learn what to expect during a first flight, the importance of planning, steps to take to ensure the flight proceeds smoothly, and what to do if problems arise. *First Flights* is introduced by NASA Space Shuttle Commander and EAA member Robert "Hoot" Gibson.

(23 minutes) 21-14019

(20b) Flying Start... Aurora:

Chapter Presentation of the EAA Flying Start Program.

(66 minutes)

(21) Flying the Sukhoi... EAA's "In the Cockpit Series" Volume 1:

Introduced in the United States in 1989, the Russian-built Sukhoi is fast becoming the premiere aerobatics aircraft in the country. Fly along in the SU-26 and SU-29 with Russian pilots, members of the Pompano Air Center, and three-time US Aerobatics Champion, Clint McHenry. Through extensive use of camera mounts, air-to-air footage and in-depth interviews with the pilots themselves, you'll learn about the performance and handling of these amazing airplanes.

(27 minutes) 21-82778

(22) From Pearl Harbor to Tokyo:

Take a look back at Pearl Harbor and the Doolittle Raiders' famous raid on Tokyo.

(59 minutes) 21-35800

(23) It's Got to Be a Jenny:

Take a fascinating look at the history of the Curtiss "Jenny." Includes rare footage from the Jenny's earliest days as a military trainer and barnstormer and a comprehensive look at Ken Hyde's restoration of a 1918 JN-4D.

(30 minutes) 21-33711

(23a) The Story of the Helicopter:**(24) Hook Down, Wheels Down:**

Relive the Battle of the Coral Sea with America's biggest World War II carriers. Featuring the Wildcat, Dauntless, Avenger and Hellcat.

(56 minutes) 21-35971

(25) Mach 2 To Oshkosh... The Ride of a Lifetime:

Climb on aboard the world's fastest commercial airliner and fasten your seatbelts. Feel the roar of four powerful Rolls Royce engines as Concorde departs London's Heathrow Airport, across the ocean and over the United States for its first appearance at the world's largest event....Oshkosh.

(56 minutes) 21-35797

(26) Magnificent Desolation... Our Journeys to the Moon:

Re-live the excitement as Magnificent Desolation profiles the astronauts of Apollo, accompanied by rare NASA footage. Learn how the astronauts feel about their accomplishments in exclusive interviews.

(45 minutes) 21-14029

(27) Memphis Belle:

The original Memphis Belle documentary. Produced by William Wyler through the 1st Motion Picture Unit, "Memphis Belle" tells the story of a 10-man, B-17 crew as they prepare for fly and return from their 25th combat mission. They were the first crew to accomplish such a feat. Filmed under actual combat conditions.

(42 minutes) 21-11613

(28a, 28b) Milestones in Aviation:

Take a look back at the events that shaped the world of aviation from the 1920's - 1940's. Much vintage newsreel footage.

(40 minutes) 21-36151

(29) Advanced Seaplane Flying:

A sequel to the popular "Wonderful World of Floats," this video takes you to the next level. Includes salt water and tidal water techniques. Produced in cooperation with EDO Floats and Brown's Seaplane Base. Features Mark Futch flying a Maule on floats and Terry Kohler's Turbo Goose.

(80 minutes) 21-38019

(30) The History of Seaplanes...In the Wake of Wings:

Ever wonder who was the first to fly on floats? This video answers that question and many others, while chronicling the history of float-plane flying. A must for any

"water-minded" pilot enthusiast.

(30 minutes) 21-18099

Sky King : Volumes 1-4:

Flying Crown Enterprises, Inc., in cooperation with EAA Aviation Foundation, invite you to return to the early days of television when Sky King rode the airwaves in his airplane, Songbird. Follow the action-packed adventures of Sky King (Kirby Grant) and his niece, Penny (Goldia Winters), in dramatic episodes of this classic television program. See Sky King take to the air in Songbird, his beautiful Bamboo Bomber (later a Cessna 310). Sky King helped promote aviation in a positive way. Enjoy four uncut episodes, complete with a word from the show's sponsor, Nabisco. A true gem from TV's "Golden Age." (110 minutes) b/w:

- (31) Tape 1: Fish Out of Water (BB) / Runaway (310) / Double Trouble (310) / Frogmen (310)
21-36225
- (32) Tape 2: Geiger Detective (BB) / The Crystal Trap (BB) / Red Tentacles (BB) / Golden Burro (BB)
21-36253
- (33) Tape 3: Boomerang (BB) / The On a Sky Hook (BB) / Danger Point (BB) / The Man Who Forgot (BB)
21-26717
- (34) Tape 4: Rocket Story (BB) / Deadly Cargo (BB) / Brains and Brawn (310) / Triple Exposure (310)
21-26719

(35) Spitfire:

This one hour TVS documentary, details the remarkable history of a single Spitfire. The film traces the aircraft from the moment it took shape at Midland factory in 1943 to thirty-five years later when she was discovered by engineer Nick Grace in seventeen tea chests in Scotland! Nick went on to restore her to her former glory and splendor. This film encompasses some stunning photography and remarkable archive footage as well as interview with some of the people connected with the Perfect Lady, from the factory where it was built to the pilots who flew her all give their personal recollections of one of Britain's legendary aircraft from the last war.
(52 minutes) 21-33670

(37) Ultimate Fighters... EAA's Monthly Video Magazine:

Finally, a series about flying created by aviators. The top aerobatics champions, air racers airshow performers, military and commercial pilots put you in the cockpit of the most exciting machines in the world. Featuring Tom Poberezny.

(38) Ultimate Fighter:

From wingtip to wingtip, and inside the cockpit...on the ground and in the air...see aircraft like you've never seen them before! Ride in a B-17...a Sukhoi SU-29...the Concorde! Flying with Breitling Masters of Aerobatics champion Patrick Paris...air show sensation Sean Tucker...famous jet aerobatic team Frecci Tricolori...and many, many more!

(38a) VW Engine Assembly:

(38b) WV Engine Installation:

(39) EAA Volunteers... "We Make a Difference"

(40, 41, 41a) Building Your Own Airplane... Welding:

Take the mystery out of welding. Host Greg Ewert and instructor Bill Roerig take you step-by-step through the process of oxyacetylene welding. Learn how to run a bead, read a puddle, tack weld, cluster weld and more. See examples of rosette, lap and fillet welds. A great introduction for the novice or a refresher for the experienced welder.
(45 minutes) 21-36687

(41b) Witness to the Execution...The Odyssey of Amelia Earhart:

Buddy Brennan's Witness to the Execution is Mrs. Nieves Cabrera Blas, a native of Saipan, whose family's farm adjoined Japanese headquarters on the island during WW1. Many Saipanese knew of Amelia Earhart's presense on the island prior to the war, and some had seen her on more than one occasion.

(42) Wonderful World of Floats:

Jack Brown's Seaplane Base, in Winter Haven, Florida is the setting for this video. It covers everything from basic Clubs to the Cessna 206 Turbo on floats. See how to fly a float-plane correctly, and safely, for the first time. Great for the experienced float-plane enthusiast or the beginner.

(120 minutes) 21-36139

(43, 44) Basic Aircraft Woodworking:

Woodworking knowledge is essential to any home-building project. This tape covers the basics of wood construction techniques. Safety and introduction to the power tools of the trade. A great starter tape!

(30 minutes) 21-35776

(45) WW1 Aviation:

The Red Baron and The Immortal Aces

(46, 47) Young Eagle:

The story of a boy who finds there is more to life than meets the eye. Starring Cliff Robertson. As featured in the EAA Air Museum.

(30 minutes) 21-98044

(55) 1957 Fly-In Convention:

(13 minutes) color-no audio 21-36169

(56) '58 EAA Fly-In Convention... Rockford to Oshkosh:

(22 minutes) color - no audio 21-36171

(57) '59 EAA Fly-In Convention:

(17 minutes) b/w & color - no audio 21-36173

(58) '60 EAA Fly-In Convention... Rockford to Oshkosh:

(48 minutes) color - no audio 21-36175

(58a) EAA Oshkosh '90...Gateway to Aviation:

Magnificent airplanes, famous names and faces, color, excitement – EAA OSHKOSH has it all. Here is aviation's most spectacular event, captured like you've never seen it before.

(58b) EAA Oshkosh '91... Aviation At It's Best:

Captured forever on one videotape – all the excitement and grandeur that makes EAA Oshkosh the premier aviation event of the year!

(58c) EAA Oshkosh '92...Excellence in Aviation:

Enjoy all the sights and sounds of Oshkosh '92 – EAA's 40th annual Fly-In Convention. This collector's edition video puts you right in the midst of all the action.

(59) EAA Oshkosh '93... The Freedom of Flight:

This year's stellar line-up for the annual EAA Convention highlights video includes the biggest names in aviation: Kermit Weeks' Sunderland Flying Boat, Ralph Rosanik's Curtiss P-6E "Hawk," Jon Sharp's record-breaking Aeroshell Speed Dash, the Breitling Masters Aerobatics Competition, the Anheuser Busch Bud One Airship, plus a gathering of World War I replica fighters and the greatest examples of home-built, Warbirds, vintage and Ultralight aircraft in the world!

(60 minutes) 21-31816

(60) EAA Oshkosh '94 -- Destination: Oshkosh:

EAA Oshkosh '94 may be over, but you can preserve those memories with this incredible hour-long official Convention souvenir video. *Destination: Oshkosh* covers the entire scope of Fly-In activities. From the return of the British Airways' Concorde to the 25th anniversary celebration of our first steps on the moon, this video has it all: the Great Cross-country Race, a tribute to the Jolly Rogers, Rare Bear, a salute to Apollo, an attempt to break the time-to-climb world record, and much more -- including coverage of the best home-built, Warbird, Ultralight and vintage aircraft.

(60 minutes) 21-14028

(61) EAA Oshkosh '95... Aviation Unlimited**(63, 63a) EAA Oshkosh '97... World of Wings:**

Take a spinning, looping, rolling look at EAA Oshkosh '97 with this hour-long video devoted entirely to the fun and thrills of aviation's greatest Fly-In Convention! The 50th anniversary of Chuck Yeager's first flight to Mach1...the top airshow performers in the world...a salute to 50 years of the US Air Force...the best homebuilt, vintage, lightplane, and Warbird aircraft...a special tribute to EAA membership and volunteerism...it's all here, captured on the only OFFICIAL EAA SOUVENIR VIDEO. (60 minutes)

(64) AirVenture – Oshkosh '98

Each year, hundreds of thousands of aviation enthusiasts from all over the world gather in Oshkosh, Wisconsin, for the premier celebration of flight – EAA AirVenture Oshkosh. From homebuilts to warbirds, ultralights to vintage aircraft, it's all here, including the exciting daily airshow and the return of Concorde – the best of AirVenture '98 is captured only on this official souvenir video.

(60 minutes)

(65, 65a, 65b) AirVenture – Oshkosh '99

Aviation enthusiasts from around the world descend upon this Midwestern city every summer to see and hear the best of the world of aviation – from homebuilts to warbirds, ultralights to vintage aircraft, it's all here, including the daily airshow! AirVenture '99 highlights include: Tribute to Airshow legends, "Father Goose" Bill Lishman, the 50th anniversary of the T-34 Mentor, the 70th Anniversary of the Pietenpol Air Camper, the one-of-a-kind replica of the vintage Sikorsky S-38 "Spirit of Carnuba", the Marine Corps Harrier and much more.

(60 minutes)

(66) Countdown to Kitty Hawk Press Conference

Nearly a century after Wilbur and Orville Wright first flew their rudimentary "Flyer" off the sands at Kitty Hawk, N.C., to open the age of flight, many mysteries remain as to how two individuals privately created one of the most significant inventions in the history of man. On Dec. 17, 2003, those secrets will be unlocked at last, climaxing years of research, building and testing in time to celebrate the centennial of powered flight.

(67) Introduction to EAA

Do you want to learn about EAA and its beginnings. This video tape starts with the introduction of EAA and Chapters through today's AirVenture programs. Learn about the different programs and groups EAA has to offer to its many members and Chapters in the world. A great tape to learn the beginnings of your EAA Headquarters.

(69) EAA Chapter Views Volume 1

In volume one, Bob will talk about the Vision of Eagles Program, the Campaign for Kids Program and the Grassroots Fund. He will also go over dates for the Chapter Leadership Workshops and why it is important to Chapter members to attend. Bob will also discuss a way for Chapters to make some money for themselves.

(70) EAA Chapter Views Volume 2

We hope you enjoyed viewing the first episode of EAA Chapter Views and will continue to view future episodes. In this episode, Bob Mackey, Vice President of Chapter Relations will show you some of the sites on the EAA Grounds. Bob will also talk about obtaining mailing labels in your area and a perception issue among EAA and non-EAA members. Bob will give tips to Chapters on how to make new members feel welcome and will review letters and suggestions that have been mailed in from Chapters.

(71) EAA Chapter Views Volume 3

Here is another session of EAA Chapter Views. Once again Bob Mackey, Vice President Chapter Relations is helping Chapters to stay on track. This volume of Chapter Views touches on the following points: Chapter projects, Chapter Leadership and Structure, Chapter First Aid-Activities to revitalize a Chapter, and tips from Ben Visser and Aeroshell.

(72) EAA Chapter Views Volume 4

Join Bob Mackey, Vice President Chapter Relations and Ben Visser from Aeroshell in this informational 20 minute video. In this video Bob Mackey talks about Chapter issues. These issues include Chapter Leadership Transition Plans, Chapter Activities, and How to Increase Member Participation. Don't forget about Ben and all of the helpful tips from Aeroshell.

(73) EAA Chapter Views Volume 5

Join Bob Mackey as he talks about part 2 of the Chapter Leadership Transition plan. To have a smooth transition from past to present members, Bob gives you hints and ideas of how to make this happen. He also talks about additional Chapter activities. Ben Visser from Aeroshell talks about props and oil filters. You will also hear about supporting your local IAC (International Aerobatic Club) Chapter.

(74) EAA Chapter Views Volume 6

Welcome to a special, informative edition of EAA Chapter Views. This hour long video focuses on Chapter related issues. The topics covered in this segment include; incorporation paperwork, by-laws of the Chapter, Membership rosters, insurance questions and concerns, and Chapter financial issues. This is an excellent and informative video for the whole Chapter to view. Take a look at it and have some of your questions answered.

(75) From the Ground Up Episode #1

Demystifies the homebuilding process and introduces the RV-8, a project *From the Ground Up* will be following for 13 episodes. Expert builder Joe Schumacher offers his inside tips on getting started, while co-host Mark Annick asks the questions every first-time homebuilder will want answered. Follow the pair as they visit a homebuilder working in his garage. Get a feel for space and time constraints, and an appreciation for process. We'll also take a look at the tools needed as well as the costs involved.

(76) From the Ground Up Episode #2

The tail section comes together. RV inventor Dick VanGrunsven stops by the hangar to give some quick advice. Co-host Joe Schumacher demonstrates the basic riveting technique we'll need to know in order to build the majority of this metal aircraft. Mark Annick and Joe assemble and install the rudder, elevator and stabilizers of the tail section.

(77) From the Ground Up Episode #3

We construct the RV-8 wings. Mark Annick gets to the bottom of Bernoulli's Principle of Flight. We learn a unique way to rivet the wing skin together, called bucking. Using one of Joe's helpful timesaving hints, we attach the wing's control surfaces.

(78) From the Ground Up Episode #4

Our RV-8 earns its wings as co-hosts Mark Annick and Joe Schumacher level and attach the wings to the fuselage. Care and diligence is the key as the all important rear spar is bolted in place – even a fraction of an inch difference can effect flight performance. With the wings firmly bolted, we explore customizing options available to the homebuilder. An off-site visit delves into the restoration side of homebuilding as we talk to Jill Goggins about restoring her magnificent 1961 Piper Colt. We'll learn how an old plane comes back to life while still retaining its historical past.

(79) From the Ground Up Episode #5

Mark Annick climbs into the cockpit and takes control. Co-host Joe Schumacher guides us through the installation of control panels and builds the all-important push-pull tube. By the end of the episode the rudder, elevator, ailerons and flaps will all be in working order.

(80) From the Ground Up Episode #6

On Episode 6 of *From the Ground Up*, hosts Joe and Mark build and install the aircraft's interior. We weigh the various interior options every builder must consider. Joe demonstrates his interior painting and fabric covering secrets. Mark sits inside cockpit history, when he visits a B-17 restoration.

(81) From the Ground Up Episode #7

Episode 7 of *From the Ground Up* follows the selection process of the radio and other flight instruments while discussing how the homebuilder can let his/her individuality shine during this phase of construction. An instrument panel is made and instruments are installed and then panel is then wired into the cockpit. Special attention is given to the option of hiring an electrician if this project feels too "risky" for a homebuilder.

(82) From the Ground Up Episode #8

Episode 8 of *From the Ground Up* explores the most expensive part of any homebuilt project – the engine. Joe and Mark discuss various engine and propeller options. We visit the facility where we see our project's engine being assembled from scratch. Then, we take the engine back to the hangar to install it in our RV project.

(83) From the Ground Up Episode #9

On episode 9 of *From the Ground Up* host Mark Annick visits homebuilder HG Frautschy in his hangar and discuss his historically accurate restoration of a Aeronca Super Chief. When we return to the hangar Joe Schumacher will lead Mark through the plumbing and exhaust systems of the RV8.

(84) From the Ground Up Episode #10

From the Ground Up uses episode 10 to explore canopy and landing gear options for the RV8 and to introduce the viewers to a fiber glassing method of construction. Episode 10 was fraught with challenges as time and construction issues weighed heavily on our hosts deadlines.

(85) From the Ground Up Episode #11

On episode 11, the parts we so carefully put together in previous episodes come off. We disassemble our plane for painting, teach you a trick for painting the stripes and even paint the screws before the plane goes back together.

(86) From the Ground Up Episode #12

Inspection time! A DAR (designated airworthiness representative) stops by the hangar to inspect our work. Joe and Mark talk with the representative about inspection guidelines, rules and regulations before we turn our attention to our own project the RV8. We expect some criticism but will we have any major repairs in episode 12?

(87) From the Ground Up Episode #13

Episode 13 and our plane is finished and ready to take to the skies, for the first time. We have literally built this plane from the ground up and those who have watched the series have seen our RV8 slowly come together. On this episode Joe Schumacher will take down the runway for some taxi tests before a first flight is attempted. If all goes well and conditions are right we will be flying our plane for the first time.

(88) AirVenture 2000 Video

Get ready to view the best of EAA AirVenture 2000, contained in the only OFFICIAL SOUVENIR VIDEO! All the highlights are included in this hour-long video scrapbook: the daily air show, the warbirds, the vintage aircraft, the homebuilds, the ultralights, the Golden Age and Reno Air racers, plus all the other sights and sounds that make AirVenture THE aviation event of the year! Relive the memories again and again, or experience it for the first time, all from the comfort of your own living room!

(89) AirVenture 2001 Video

OSHKOSH, the Epicenter of the greatest aviation event in the world . . . AVIATION FIRSTS is the best of AirVenture 2001 and captures on the EAA's Official Souvenir Video! Highlights include: The final flight of the Gee Bee, The F-15 Eagle, The C-17, Reno Racers, The CASPA competition, The kick-off to Countdown to Kitty Hawk, The WASPs and Tuskegee Airmen, Yeager and Crossfield, A look at camping and the seaplane base, . . . Plus much, much more!

(90) AirVenture 2001 Chapter Newsletter Editor's Workshop

EAA Editor in Chief, Scott Spangler and EAA Executive Editor, Mike DiFricso give some practical hints on how to enhance your Chapter Newsletter.

(91) AirVenture 2001 Chapter Web Editor's Workshop

Get some great tips and hints on how to create a web site for your Chapter and how to enhance your Chapter Web Site.



EAA CHAPTER VIDEO LIBRARY

One of the benefits of being a member of an EAA Chapter (Warbirds, Vintage, Ultralight, IAC & EAA Chapter), is having access to a number of educational and informative videos. These videos vary from past EAA air shows to a variety of "How To" videos. The videos are checked out on a first-come, first-serve basis.

These are the general guidelines to follow when requesting a video or videos from the EAA Chapter Office:

- Up to three (3) videos can be checked out at any one time
- The video(s) can be kept up to two (2) months and must then be returned to the Chapter Office.
- Send video requests to the address below, fax them to 920-426-6560 or e-mail them to chapters@eaa.org

After the two (2) month time frame is over, please return the video(s) to:

**EAA Chapter Office
PO Box 3086
Oshkosh, WI 54903-3086**

Videos Requesting:

<u>Video #</u>	<u>Video Title</u>
_____	_____
_____	_____
_____	_____

Please send the video(s) to:

Name: _____

Address: _____

City, State, Zip: _____

Chapter/Squadron #: _____

EAA Member #: _____

Phone #: _____

E-Mail Address: _____

Section 8

EAA HEADQUARTERS AND COUNCIL DIRECTORIES

This section of the Chapter Handbook is designed to be a quick reference for important contact information for individuals at EAA Headquarters and various councils. It is important for Chapter Members to remember that the EAA Headquarters staff and councils are here to help. Let us know what we can do for you.

Communication information on the following groups is included in this section:

Section 9 – Table of Contents

Section 8.1	EAA and EAA Division and Affiliate Contacts
Section 8.2	EAA Chapter Advisory Council
Section 8.3	EAA Aeromedical Advisory Council
Section 8.4	EAA Homebuilt Aircraft Council
Section 8.5	EAA Legal Advisory Council
Section 8.6	EAA Ultralight Council

EAA and EAA Division and Affiliate Contacts

Tom Poberezny President, EAA/EAAAF	(920) 426-4810 tpoberezny@eaa.org
Bob Warner Executive Vice President, EAA	(920) 426-4862 bwarn@eaa.org
Greg Anderson Executive Vice President, EAA Aviation Foundation	(920) 426-4816 ganderson@eaa.org
Brenda Anderson Chapter Administrator	(920) 426-6867 banderson@eaa.org
Charlie Becker Director Aviation Information Services	(920) 426-6850 cbecker@eaa.org
Sean Elliott President & CEO, NAFI EAA Director of Aircraft Operations	(920) 426-6801 selliott@eaa.org
H.G. Frautschy Executive Director, Vintage Aviation Association	(920) 426-4825 hgfrautschy@eaa.org
Roger Jaynes Vice President, Corporate Communications	(920) 426-4829 rjaynes@eaa.org
Mary Jones Editor, Experimenter Magazine	(920) 426-6516 mjones@eaa.org
Chris Jovaag Director, Membership	(920) 426-6502 cjovaag@eaa.org
Karen Kryzaniak Corporate Risk Manager	(920) 426-4822 kkryzaniak@eaa.org
Earl Lawrence Vice President, Government Programs	(920) 426-6537 elawrence@eaa.org
Vern Lichtenberg Director, EAA Facilities	(920) 426-4845 vlichtenberg@eaa.org
Sue Lurvey Librarian	(920) 426-4848 slurvey@eaa.org

Bob Mackey
Vice President, Chapter Relations

(920) 426-6536
bmackey@eaa.org

Dick Nocenti
Vice President, Membership Marketing

(920) 426-4858
dnocenti@eaa.org

Lisa Popp
Executive Director, IAC

(920) 426-6574
lwegener@eaa.org

Jon Tennyson
Vice President Development

(920) 426-4813
Jtennyson@eaa.org

Judy Rice
EAA SMT Leadership Project Manager

(920) 426-6886
jrice@eaa.org

Amy Schrader
Vice President, Human Resources

(920) 426-4882
aschrader@eaa.com

Lee Siudzinski
Vice President Education EAA Aviation Foundation

(920) 426-6520
lsiudzinski@eaa.org

Adam Smith
Museum Director

920-426-4842
asmith@eaa.org

Scott Spangler
Editor in Chief

(920) 426-4827
sspangler@eaa.org

Troy Toelle
Chapter Field Administrator

(920) 426-6847
ttoelle@eaa.org

EAA Chapter Advisory Council

Alan Shackleton, Chairman (Donna)

PO Box 656
Sugar Grove, IL 60554-0656

Street Address:
75 Snow Street
Sugar Grove, IL 60554
EAA Chapter 579

(630) 466-4193 (home)
(630) 235-8629 (cell phone)
(630) 466-3613 (work)
(630) 466-3614 (fax)
(630) 466-4579 (Chapter Hangar)
103346.1772@compuserve.com

Steven Krog (Sharon)

1002 Heather Lane
Hartford, WI 53027-9045
EAA Vintage Chapter 11

(262) 966-7627 (home)
(262) 241-9414 (work)
sskrog@aol.com

John Newman (Cyndy)

7345 Channel View Dr.
Fort Worth, TX 76133-6858
EAA Chapter 34

(817) 292-8414 (home phone/fax)
(817) 763-2681 (work)
(817) 777-3617 (work fax)
john.w.newman@lmco.com (work)-fastest
jwnewman@flash.net (home)

Claudette Colwell, Vice Chairman (Steve)

1919 Country Club Dr.
Placerville, CA 95667-6028
EAA Chapter 512

(530) 621-3408 (phone/fax)
(916) 712-1094 (cell phone)
colwell@innercite.com

EAA Aeromedical Advisory Council

John D. (Jack) Hastings, M.D. Council Chairman Tulsa, OK Specialty: Neurology, AME	(918) 747-1939 (W) (918) 742-7947 (FAX)
Frank Anders, Jr., M.D. Lafayette LA Specialty: Orthopedic & Rehabilitation, AME	(318) 363-5696
Guy D. Baldwin, D.O. Tulsa, OK Specialty: Family Practice, AME	918) 437-7993 (W) (918) 437-5756 (FAX)
Robert D. Bloodwell, M.D. Campti, LA Specialty: Cardiovascular Surgery, AME	(318) 476-4020 (W)
Wilbur C. Blount, M.D. Columbus, OH Specialty: Ophthalmology, AME	(614) 224-2020 (W) (614) 224-2087 (FAX)
Brent A. Blue, M.D. Jackson Hole, WY Specialty: Emergency & Family Medicine, AME	(307) 733-8002 (W) (307) 733-0032 (FAX)
Hunter Heath III, M.D. Indianapolis, IN Specialty: Endocrinology	(317) 277-4416 (W) (317) 277-8195 (Office fax)
Richard T. Jennings, M.D. Galveston, TX Specialty: Aerospace Medicine & OB/GYN	(409) 772-3458 (W) (409) 772-5272 (FAX)
Stephen D. Leonard, M.D. Atlanta, GA Specialty: Vascular Surgery, AME	(404) 266-0010 (W) (770) 698-8073(FAX)
Stanley R. Mohler, M.D. Dayton, OH Specialty: Aerospace Medicine	(937) 276-8338 (W) (937) 235-5420 (FAX)
Charles P. Nicholson, Jr., M.D. Concord, NC Specialty: General Surgery (retired), AME	(704) 795-2883 (W) <i>(fax # same as work #)</i>

EAA Homebuilt Aircraft Council

(Email address hac@eaa.org)

Doug Kelly, Chairman
18313 Muncaster Rd.
Derwood, MD 20855-1336

301-963-2271 (H)

Mary Senft
1312 N Mourning Dove Road
Green Valley, AZ 85614

520-625-7066 (H)

Ed Wischmeyer
18615 NE 53rd St.
Redmond, WA 98052

425-717-3239 (W)

Jack Drueck
PO Box 5238
High River, Alberta
Canada T1V 1P2

403-637-3955 (W)

EAA Legal Advisory Council

Harry L. Riggs, Jr., Esq., Chairman Cincinnati, OH	(859) 341-4022 (H) (859) 331-4022 FAX
Pete Axelrod, Esq. San Rafael, CA	(415) 451-3300 (415) 451-3307 FAX
Patricia J. Arthur, Esq. Littleton, CO	(303) 246-6763 (303) 791-1070 FAX
James E. Cooling, Esq. Kansas City, MO	(816) 474-0777 (816) 472-0790 FAX
John "Jack" Harrington, Esq. Albuquerque, NM	(505) 771-2232 (H) 505-245-7888 FAX
Michael J. Pangia, Esq. Washington DC	202 955 6450 202 955 9444 FAX
R. Patrick Phillips, Esq. Orlando, FL	(407) 425-7676 (407) 425-7679 FAX
Michael F. Van Hoomissen, Esq. Portland, OR	(503) 221-1529 (503) 221-6222 FAX
Arthur Wasserman, Esq. Van Nuys, CA	(818) 895-8234 (818) 895-0675 FAX
Fred Zimring, Esq. Dallas, TX	(972) 991-2277 (972) 991-2279 FAX

EAA Ultralight Council

Jamie Kee, Chairman
110 E. Eden Ave.
East Peoria, IL 61611

(309)694-2339 (Ph)
(309)698-2937 (Fax)
jamesk1528@aol.com

Charles (Chazz) Humphrey
3965 West Rock Creek
Imperial, MO 63052

(636) 282-3338 (Ph)
(636) 282-3338 (Fax-call first)
aviatn@worldnet.att.net

Bob Moorman
272 West 43rd Street
Hialeah, FL 33012

(305) 823-4909
(305) 237-1833 (Work Fax)
rmoorman@mdcc.edu

Ben Morrow
325 S. Jewell St.
Liberty, MO 64068

(816) 781-7159 (Ph)
(503) 214-9365 (Fax)
bmorrow@kc.rr.com

Leo Parent, Jr
9012 W. Heatherbrae Dr.
Phoenix, AZ 85037

(623) 877-2608 (Ph)

John Hovan
18510 NW 18th St.
Pembroke Pines, FL 33029

(954) 704-0274 (Ph)
(954) 443-8932 (Fax)
ulch71jdh@aol.com

Paula Crevier
4988D North 14750 West Road
Essex, IL 60935

(815) 365-4453 (Ph)_
pcrevier@juno.com

Carla Larsh
1601 W. Holiday Dr.
Lorida, FL 33857

(863) 655-2727
clarsh@tnni.net

Jim House
PO Box 38
Saginaw, AL 35137

(205) 664-8578
jhsectt@mindspring.com