

**Armed Forces Aero Club
Sign-up / Indoctrination Sheet**

1. The member should have this indoctrination sheet and the following:

- Personal Folder
- Club checkout Form
- Application / Join Form
- IDP Form
- Insurance Disclosure Form

2. Sign up

- Verify eligibility (ID Card) and need for TSA check
- Applicant to complete bottom of web join form (BM prints from email)
 - o Check off block indicating billing address
 - o Email address required to send monthly bills, notices, VISA/Mastercard required, indicate auto-billing preferences, sign & date to indicate receipt of Constitution & by-laws.
 - o Board member fills in the bottom line and calculates dues and signs for acceptance of the new member.
- Fill out club check out form (Fill out as applicable – stays in manila member folder)
 - o Member is responsible to update currency information (Jan/Jul)
 - o File the folder remains in the Green Line Box.
- Applicant fill out and sign Insurance Disclosure Form (submitted to Treasurer)
- Applicant sign Individual Deductible Plan (IDP) Form (if willing to participate – submit to Treasurer)
 - o Cost for through December of current year – non-refundable.
Payment due at sign-up – by credit card, check, or cash for the following:
 - o Initial join fee/Reactivation Fee (credited after 36 hrs within the next 12 months)
 - o Monthly Membership Fee for current month, pro-rated (incentive for 2+ hrs / month)
 - o IDP for current year, pro-rated (as applicable)
 - o Monthly ‘assessment’ (if applicable) not pro-rated.

3. Scheduling Information

- AFAC membership and club approved flight instructors on web site.
- Current member brief sheet on web site.
- 24/7 schedule available through my.schedulemaster.com or 800-683-8055.
- Able to schedule months in advance – check schedule before departing for the airport to review airplane status.
- Call Ops/Safety Officer to schedule during blocked out time on the last day of each month due to logbook change.
- Need board member approval to schedule the following:
 - o Use of unpaved airfields
 - o X-country flights for more than 5 days/1,000 miles
- No shows are subject to financial penalties.
 - o Must cancel/reschedule even if delayed by weather.
 - o Early returns – cancel remainder of the schedule.
- Maintenance/Weather delays at other airports, call a board member. Phone numbers

are listed in all airplane logbooks.

4. New or Reactivating Members

- Contact a club approved flight instructor for initial checkouts. Instructor list and their availability can be found on the club web site.
- Club Training Officer can assist in choosing a flight instructor.

5. Members desiring to become a club approved flight instructor

- Contact the Training Officer for:
 - o Available openings on the club approved CFI list.
 - o CFI standardization check ride.
 - o Initial fee and dues incentive currently in effect for active CFI's.

6. Billing Information

- Bills will be emailed on the first week of the month with:
 - o Previous month's flight time, current monthly dues and any current assessment.
 - o Payment must be received NLT the 20th of the month – monthly late can be assessed when passed due.
 - o Member will be suspended if not paid in full by the 20th, then membership revoked after the 2nd month of non-payment.
- No club fees for flight instructors. Instructor fees are between you and the instructor.
- Payment by direct Electronic Payment (such as Check Free) is preferred, VISA/Mastercard, or check also accepted. Treasurer can set up auto-bill payment if desired.

7. General Club Information

- General Membership meetings (Quarterly)
- Board Member Meetings (Monthly)
- Charity Flights (Kids Fly Day)
- Air Show participation
- Other fly-ins/activities

8. At the line box

- Combination given by CFI. Don't leave the line box open. Lock it and turn the tumblers to all 0's.
- Aircraft keys – don't take them home.
- Flight plans required over 50 miles. Place on airplane key hook.
- Cleaning materials (paper towels, windshield cleaner, and rags).
- Oil – carry for X-country flights. Member pays for oil bought at other airports.
- Online squawk – be specific describing a squawk. Call the Maintenance Officer, or other board members for questions on on-line squawks.
- GROUNDING AN AIRPLANE
 - o Place a large grounding tag on the yoke, and place a small grounding tag on the key hook.
 - o Write a grounding squawk in schedule master, or call the Maintenance Office to describe the grounding squawk. You may call other board member if unable to reach the Maintenance Officer.
- UNGROUNDING an airplane can only be authorized by a mechanic, or board member.

9. Aircraft – YOU OWN THEM

- Clean out the cabin after each flight.
- Pilots Handbook and checklist – keep in the airplane. Required for 5/6AF.
- Specific Aircraft minimum requirements (check by-laws).

10. Aircraft Flight Time Logbooks

- First page – Board member contact information.
- Oil column – indicate the number of quarts of oil added during preflight (maintenance needs to track oil consumption).
- Log both TACH and HOBBS reading only to tenths (truncate – do not round off).
- Missing flight time – skip a line, then make a note on the remarks column.
- PRINT CLEARLY – Last and First name
- To split flight time – print two name separated by a “/”
- Instructor’s name in CFI column (as applicable).
- Remarks column – info for next pilot. Check list missing, etc (not maintenance related).

11. Credit Cards and Fuel Receipts

- Check the packet in the glove box for fuel cards during pre-flight inspection. These cards are used for FUEL ONLY, and not for oil, tie down, or landing fees.
- Fuel receipts (club cards) – place in credit card packet.
- Fuel receipts (personel) – send to club Treasurer for credit, or reimbursement.
- Call Crown for fuel (858) 292-1181.

12. WEB page access

- Unretire or set up new member account from the spares list in schedulemaster
- Sign-up Officer will complete relevant fields in Schedulemaster for:
 - Contact Information
 - Pilot/Membership Information
 - Personal Information
 - Club Defined Fields
 - User Status
- Sign-up Officer will provide Logon and temporary Password.
- AFAC homepage @ www.flyafac.com - accessible by the public. Key info includes:
 - Club information | Members Newsletter: Brief Sheet archive
 - Club information | Training Page: CFI List and availability
 - Club Information | Documents: By-laws, Info sheet, forms
 - Links pages: Planning, Weather, Reference, Safety, Supplies, etc.
 - Social Page: Calendar of upcoming events
 - Flyafac.com and ScheduleMaster are both crosslinked to each other.