



Atlanta-DeKalb Peachtree Airport (PDK)

www.centennialaviationclub.com

How we fly...

This guide is a general outline of how we do things here at the aviation club. It is written in “plane” language and is designed for both you and us to be on the same page when it comes to working with each other. If you have any questions please call, text, email or talk to us in person.

Instructions: Please initial next to each “x” and then sign the last page. This form must be turned in before the start of first official meeting.

x _____ **Registration and Dues**

- Upon sign-up, a refundable security deposit (which is only refundable upon successful completion of the year) and a non-refundable registration fee must be paid either online via credit card or in person by cash/check.
- The registration packet (available on our website) must be completely filled out and submitted to a club instructor prior to participation in any club activity.
- Monthly membership dues are payable by cash or check at the first meeting of each month. There is a one-time grace on this, after that; failure to pay by the first meeting will result in a late-payment penalty of 20%, denial of membership privileges until payment is made and possible expulsion at the instructor’s discretion with a forfeiture of the security deposit.
- Membership can be cancelled at any time with written notice. Your security deposit will not be refunded as we can’t fill your spot again until next year.
- Aeronautical charts, aviation publications and other resources may need to be periodically purchased at an additional expense for activities and flights. We will always pay for any items that are to be used by the class for in-class activities; however you are responsible for purchasing any other items that are for personal use (like buying charts for a take home flight plan assignment etc.)

x _____ Attendance

- Punctual attendance is the key to success in our aviation program. If you are going to be absent for any reason please call, e-mail or text us prior to the meeting. Failure to notify an instructor prior to the meeting will yield in an unexcused absence. If you have 3 unexcused absences you will be expelled from the program and forfeit your security deposit.
- If you are excused from a meeting, we will e-mail you a summary of what we went over and include presentations and other supplemental materials along. If you missed something really cool we can often arrange another make up class at a date and time that works for both of us. This being said, please don't make it a habit of missing meetings; these free make-up sessions are only being offered as a courtesy for those in an occasional jam.

x _____ Flights

- Your club membership allows you to take any number of optional flights for an additional expense. To request a flight please speak directly with a CAC instructor. The average flight should be about 45 minutes long (from start-up to shutdown). Because there are so many factors influencing the flight time, some flights may be slightly longer or shorter than others (in the end it should all even out). We do however keep a log of all flight times and if the flight time varies significantly (+/- 10 minutes or more) then your next flight will be tailored for the difference in time. Please ask an instructor for more details regarding club flights.
- The Pilot-In-Command (PIC) of your flight always and unconditionally has the final authority over what is allowed to happen to, in or around the airplane. They will always do everything in their power to make your flight as safe and comfortable as possible. This being said, they may at any time and for any reason cancel a flight that they are not comfortable with taking. If they decide to cancel the flight you will be given a flight credit for future use that is equal to the value of the one that was cancelled.
- If necessary, all flight cancellations must be made 48 hours prior to the flight in writing (e-mail is fine). If you cancel inside this 48 hour window...
 - 1st cancellation is a warning
 - 2nd and subsequent cancellation will result in a half-hour charge for the aircraft

x _____ **Grade Book and Notification System**

- Grades for classwork, homework, quizzes/tests, on-time payment of dues and attendance will be recorded and posted online through our secure system. While we will try to keep you informed of your progress, it is your responsibility to keep up with all grades and attendance.
- We will assign meaningful and relevant homework as well as other assignments on an as-needed basis. This being said, it will be highly recommended but not required that you complete all assigned work on-time. We will not police you to do anything; however your grade will reflect your effort (we grade on a satisfactory/unsatisfactory scale). Please note that even if you decide not to do something, you will be expected to be proficient with the knowledge.
- Our notification system can text or e-mail you a reminder prior to meetings, flights or other events. Please make sure we have your current cell phone number and e-mail address on file. If we need to reach you in an emergency, we will use this information to contact you first. We will never share or misuse your information for any reason.

x _____ **Trips, Tours and other fun things**

- We will probably take quite a few really awesome tours and trips to various places throughout the year. Each tour/trip will be different and will have its own set of rules. While we will try to cover the cost of any trip from dues, we may charge an extra fee and/or ask for volunteers to help. Attendance will be highly recommended but in the end it is your choice.

x _____ **Things Getting Lost or Breaking**

- If something you bought from us gets damaged or flies away on its own then you will have to purchase that item again. Security items such as ID cards and name-tags will need to be immediately reported as missing.
- Sometimes things break from normal use (and that's fine); however should you break something because you were unreasonably using it then you will have to purchase that item at full cost.

x _____ **Discipline**

Aviation is not a place to act up... in the interest of safety we will utilize the following procedure for dealing with any unacceptable behavior. Please understand that some offences may be more critical than others and therefore will be handled accordingly in a professional manner.

- In the meetings:
 - 1st offense: member is given a verbal warning
 - 2nd offense: member is pulled aside
 - 3rd offense: member is asked to leave the meeting and parents are notified
 - 4th offense: member is suspended for 1 meeting or if serious, then expelled with no refund for any amount paid (outstanding charges must be paid).
- On the ramp: If offense is not safety critical, then a warning is first issued, otherwise the member is kicked off the ramp.
- On a trip/tour: Depending on the type of activity, one verbal warning may be warranted followed by the member being asked to immediately leave.
- In the aircraft: ZERO TOLERANCE! In the interest of safety, the flight will be immediately terminated and no refund or credit will be offered.

x _____ **Other Thoughts**

- We know stuff (it doesn't matter what it is) happens, so when it does please be honest and straight-up with us. Aviation is a relatively small and close-knit community that is all based on trust, honesty and integrity. Our goal is to always help you and be there no matter what; so it is important that we know about any issues or concerns you may have in a timely manner.
- Check out our website for the latest member benefits, flight and class information as well as current pricing. This guide is meant to serve as a "how we do things document" rather than a living document with constantly updated information.

Our instructors, pilots, tour-guides and parents all volunteer their time and personal resources to help to make the Centennial Aviation Club one of the leading organizations in providing young students with an affordable and quality aviation program. We promise to provide the best possible training experience to help you become a safe, proficient and confident pilot. We will always strive for excellence and will never cut any corners. Our instructors will work to provide you with the most up-to-date, relevant and meaningful information. You will always be respected, and your needs will be addressed. This is our commitment and promise to you as our student. This is our end of the deal...however to make this truly work, we ask that you please be punctual in attending all the meetings, flights, extracurricular activities and that you keep up with all assignments and coursework. If you have any questions please contact any instructor directly via phone, e-mail or text. Your signature initials above and signature below will affirm that you understand all the rules of the organization and agree to help us provide a world-class education for you.

Member's Signature: _____ Date: _____

Print Full Name: _____

Parents Signature (if member is under 18): _____

Print Full Name: _____ Date: _____