

ADDENDUM A, ATTACHMENT 1: THE CHIEF JOSEPH FLYERS, INC.
FIRST FLIGHT CHECKLIST

This checklist shall be followed prior to the first flight in a club aircraft for any new Active Member, Family Member, Spousal Member, or student flying on an organization's membership. It is the responsibility of the member to ensure that all items are accomplished satisfactorily.

CHECKLIST ITEM	DATE	INITIALS
1. Confirm that either an approved <i>Membership Application and Agreement</i> , or <i>Family Member / Designated Individual Agreement</i> is on file with the Secretary, and that you have read and understand the terms of agreement.		
2. Confirm with the Treasurer that required billing information has been entered into QuickBooks; and confirm with the Secretary that you have been added to the club roster and group email address list.		
3. Contact a club approved Certificated Flight Instructor (CFI) to arrange a check flight or to begin training in the club aircraft. This can also be conducted as the flight portion of your biennial flight review if required or desired.		
4. Schedule the flight on the club's scheduling website to reserve the aircraft (Google Calendar). The account name is club@chiefjosephflyers.info . Password is 'aviation'.		
5. Read and understand the club Bylaws and Operating Rules. Clear up any questions you have with a club Officer or your CFI.		
6. Bring your Driver's License, Airman Certificate, Medical Certificate, and flight logbook to your flight check for in-person inspection by your CFI.		
7. Your CFI will familiarize you with the club hangar procedures to include avoiding hangar rash and use of the winch, use of the Aircraft Status Board, location of the aircraft maintenance logs, fuel card location and use, aircraft preflight and servicing, measures to avoid propeller nicks and dings, etc.		
8. Accomplish the check flight for a specific club aircraft with your CFI.		
9. Have your CFI endorse your logbook to certify you as a qualified Pilot-In-Command (PIC) for that specific club aircraft.		
10. Obtain a set of hangar and airplane keys from the club President.		
11. Return completed checklist to Secretary to file in your member folder.		