

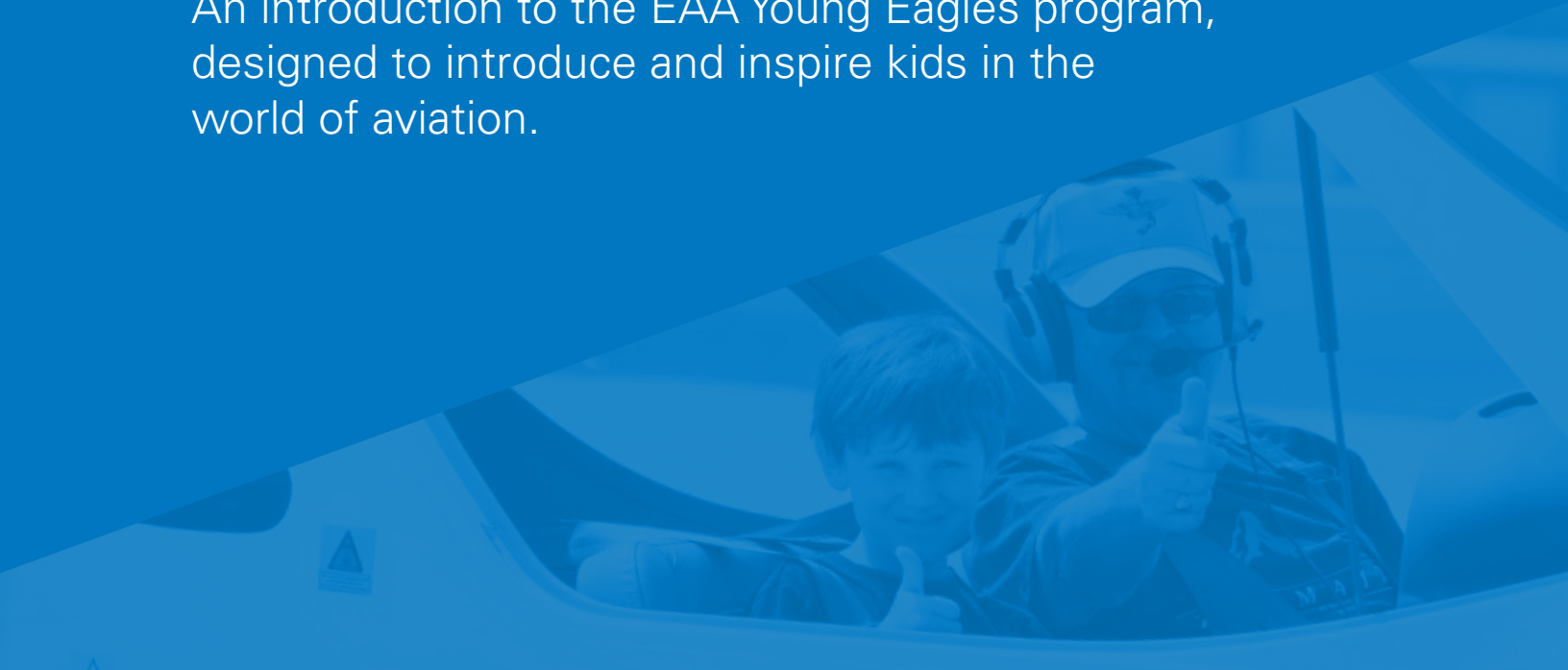
YOUNG EAGLES



Young Eagles[®]

Program Handbook

An introduction to the EAA Young Eagles program, designed to introduce and inspire kids in the world of aviation.



“Aviation seeds must be transplanted to future generations if we are to see our rich heritage passed on for others to see, to feel, to fly.”

-PAUL H. POBEREZYNY





Young Eagles Program Handbook

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Young Eagles *Program Handbook*

What is EAA Young Eagles Program?

EAA Young Eagles is a program dedicated to giving youth ages 8–17, an opportunity to go flying in a general aviation airplane. These flights are offered free of charge and are made possible through the generosity of EAA member volunteers. It is the only program of its kind, with the sole mission to introduce and inspire kids in the world of aviation. Launched in 1992, the Young Eagles program has dedicated more than 30 years to giving more than 2.3 million young people an introductory flight. Full program details are available at [YoungEagles.org](https://www.YoungEagles.org).



Why EAA Members Volunteer to Participate in Young Eagles Program

EAA members volunteer in EAA's Young Eagles program for a variety of reasons. Some see it as a chance to pay back the kindness of those who inspired them to pursue flying. Others enjoy the opportunity to share their interest in aviation with young people.

The hard work and dedication of volunteers is the primary reason why the Young Eagles program continues to be a success in building the next generation of aviators. The Young Eagles program is unquestionably the best youth aviation program in the world, and it is thanks to the thousands of dedicated EAA members who make the opportunity available for youth to experience flight in a general aviation airplane.

Who Manages the Young Eagles Program?

EAA, located in Oshkosh, Wisconsin, manages the EAA Young Eagles® program and provides direction to EAA chapters and members to engage in the program. Using free program materials available from EAA, volunteer pilots, ground volunteers, chapters and squadrons administer the flights.

EAA Young Eagles Volunteer Roles and Requirements

EAA Young Eagles Program Chairmen maintains an honorary position that embodies the spirit of aviation and serves as a role model to youth who may have an interest in aviation.

Award-winning actor and pilot Cliff Robertson served as the program's founding chairman. Other past chairmen include Gen. Chuck Yeager, Harrison Ford, and US Airways flight crew Chesley "Sully" Sullenberger and Jeff Skiles. The most recent chairmen included airshow legend Sean D. Tucker, EAA Lifetime 259123, and NFL All-Pro Jimmy Graham, EAA Lifetime 1139302.

EAA Chapter Young Eagles Coordinators facilitate and promote safe Young Eagles events hosted by EAA chapters.

Requirements:

- EAA member in good standing.
- Chapter member in good standing.
- Completion of EAA's Youth Protection Policy Training and Background Check.
- Completion of the Young Eagles Risk Management Course.

Duties:

- Lead the planning and facilitation of chapter-hosted Young Eagles rallies, including the creation of the event in Young Eagles Online Registration.
- Act as the link between the chapter and the EAA Young Eagles Office in Oshkosh, WI.

- Act as the liaison between volunteer Young Eagles pilots and interested young people and their parents to connect them for one-off Young Eagles flights.
- Ensure all program requirements are met at the chapter level (i.e. event insurance is filed, volunteers are current on their Youth Protection, etc.).
- Submit Young Eagles credit reimbursements.

EAA Young Eagles Ground Volunteers support many different elements of a Young Eagles rally.

Requirements:

- At least two adult volunteers that have completed EAA's Youth Protection Training and background check must be present at all times.

Potential Duties:

- Parking and marshaling aircraft on the ramp.
- Assisting with check-in and registration form/waiver completion.
- Escorting Young Eagles and their parents from the facility to the aircraft and back.
- Fill out/print Young Eagles certificates.
- Assist with ground activities/youth activities.

EAA Young Eagles Volunteer Pilots make the entire program possible through the generous donation of their time and aircraft to provide free flights.

Requirements:

- Be a current EAA member and hold an appropriate airman's certificate (sport pilot or greater).
- Possess a current medical certificate/basic med (if applicable).
- Be current to carry passengers in the aircraft you plan to use.
- Have a current flight review.
- Complete the Young Eagles registration forms/waiver before the flight, including a parent or legal guardian signature, and pilot signature.
- Conduct flights in an aircraft that is in airworthy condition.
- Have aircraft passenger liability insurance for the aircraft used (owned, rented, or borrowed) with \$100,000 per seat coverage.
- Adhere to all applicable Federal Air Regulations (FARs).
- Completion of EAA's Youth Protection Training and background check.

Duties:

- Complete the required Young Eagles registration form/waiver prior to the flight.
- Provide Young Eagles flights at a chapter Young Eagles rally.
- Provide one-off Young Eagles flights outside of the rally setting.

Note: Only EAA chapters are approved to coordinate Young Eagles rallies. A Young Eagles rally is defined if one of the following criteria is met:

- *Any time more than two pilots providing Young Eagles flights, or*
- *There are two pilots at aircraft capacity and youth participants are left waiting on the ground for a Young Eagles flight, or*
- *There are six or more youth participants regardless of the number of aircraft flying*

Young Eagles Flight Requirements and Guidelines

Before the Flight

- Complete the Young Eagles registration form/waiver, signed by you and each of your passengers. A parent and/or legal guardian and pilot signature are required for all Young Eagles flights.
- Discuss what you will see and do on your flight, including reviewing charts and identifying reference points.
- Stress ramp safety, emphasizing caution around propellers and moving aircraft.
- Describe the aircraft interior and explain the operation of the aircraft door, safety belts, and shoulder harnesses (if installed).
- Allow time to answer any questions before you start your engine.
- No hot loading (boarding with the engine(s) running) - helicopters included.

During the Flight

- Maintain a common-sense approach to the flight, applying see-and-avoid techniques at all times. Plan your flight to be as pleasant as possible.
- Flights must be completed in day VFR conditions.
- Flights can only land at the original departure airport.
- Participants may follow along on the controls, but pilots must remain in command of the aircraft at all times. No aerobatic maneuvers, unusual attitudes, or formation flights are permitted.
- Young Eagles must use a seatbelt at all times, no changing of seats while airborne.
- No more than three passengers can be flown at one time.

After the Flight

- Congratulate your new Young Eagle! Reward them with their very own Young Eagles logbook, along with an entry for today's flight.
- Encourage the young person to activate their Young Eagles Flight Plan benefits by following the directions on the back of the logbook. Benefits include:
 - FREE EAA Student Membership and AMA Student Membership
 - FREE Access to Sporty's Learn to Fly Course (\$279 value)
 - Access to FREE EAA AeroEducate activities
 - Ability to earn a FREE flight lesson voucher (\$130 value)
 - Reimbursement opportunity after passing the FAA Knowledge Exam (\$175 value)
- Pilots may not be reimbursed for any expenses related to the flight. (Fuel, oil, rental expenses, etc.)



How to Offer Young Eagle Flights

EAA members can participate in the Young Eagles program via two different methods. The preferred method of providing flights is through a chapter-hosted Young Eagles rally. However, Young Eagles pilots are also welcome to provide flights on their own time via individual pilot flight experiences.

1. Individual Pilot Flights - EAA member volunteer pilots may provide a Young Eagles flight to youth on a case-by-case basis. There are two options for completing the flight paperwork:

Option 1: Volunteer pilots can use the most recently updated legacy two-sided registration form/waiver to register the youth. The pilot and a parent/legal guardian are required to sign the waiver prior to the flight. Upon conclusion of the flight, the pilot will provide a Young Eagles flight certificate and logbook to the youth. In addition to recording the first flight, the logbook can be used by the youth to access the EAA Young Eagles Flight Plan. These materials can be ordered at EAA.org/OrderSupplies.

Option 2: Volunteer pilots can also leverage Young Eagles Online Registration (YEDay.org) for their one-off flights. Each pilot that creates an online account on YEDay.org will be assigned a unique Young Eagles Individual Pilot Flight registration link. The link can be found in the user's YEDay.org personal profile.

Pilots can share this link with the parents of the youth they intend to fly. The parents will electronically register their youth for the flight. During this registration process, parents can also enroll their child(ren) in the Young Eagles Flight Plan. After registering the youth, the pilot will see the request on the YEDay.org main menu. Youths are accepted on this menu page, which will then allow the pilot to print the waiver and a pre-formatted Young Eagles certificate. The waiver must be printed and signed by both the pilot and the parent/legal guardian prior to the flight. Following the flight, this waiver must be mailed to EAA, and the flight can be confirmed at YEDay.org. Full instructions for using the tool for individual flights can be found at EAA.org/OnlineRegistration

Please note: Only EAA chapters and squadrons are approved to host Young Eagles rallies. If any one of the three following criteria is met, a chapter must sponsor the event:

- Any time more than two EAA member pilots providing Young Eagles flights.
- There are two aircraft at capacity and youth participants are left waiting on the ground for a Young Eagles flight.
- There are six or more youth participants regardless of the number of aircraft flying.

2. Young Eagles Rallies - EAA chapters and squadrons may host a Young Eagles rally to provide introductory flights to youth in an organized event setting. Whether the kids are all from a single group such as a school class, or they arrive one by one in an open format, a Young Eagles rally managed (planned and executed) by an EAA chapter is the only opportunity to offer a Young Eagles rally in a group setting. Similar to individual pilot flights, there are multiple options for completing the required paperwork.

Option 1: Chapters can use the most recently updated legacy two-sided registration form/waiver to register the youth. The pilot and a parent/legal guardian are both required to sign the waiver prior to the flight. Upon conclusion of the flight, the youth will be provided a Young Eagles flight certificate and logbook. In addition to recording the first flight, the logbook can be used by the youth to access the EAA Young Eagles Flight Plan. These materials can be ordered at EAA.org/OrderSupplies.

Option 2 (preferred method): Chapters can also leverage Young Eagles Online Registration (YEDay.org) for managing and planning a Young Eagles rally. The Young Eagles coordinator will create the event, youth will be pre-registered by their parents, the Young Eagles pilots are assigned to the event by the chapter coordinator, and during/after the event the youth and pilot can be matched in the system. Each pilot that creates an online account on YEDay.org will need to note their primary chapter to appear within the system.

When it comes to completing the flight waivers prior to the flight, the waivers can be printed directly from YEDay.org, or the chapter can leverage the EAA Digital Signature App to run a paperless rally.

Full instructions and tutorial videos for using the Young Eagles online registration and the EAA Digital Signature App can be found at EAA.org/OnlineRegistration.

Please note: Only EAA chapters and squadrons are approved to host Young Eagles rallies. If any one of the three following criteria is met, a chapter must sponsor the event:

- Any time more than two EAA member pilots providing Young Eagles flights.
- There are two aircraft at capacity and youth participants are left waiting on the ground for a Young Eagles flight.
- There are six or more youth participants regardless of the number of aircraft flying.

Young Eagles Credits

For every Young Eagle flown, volunteer pilots earn credit for their chapter. As of 2023, credits are valued at \$5 per Young Eagle. Occasionally, EAA offers double credits valued at \$10 per Young Eagle.

The purpose of the Young Eagles Credit program is to help chapters further Young Eagles/youth program offerings. The most common use of Young Eagles Credits is to sponsor the tuition costs of youth to attend EAA's Air Academy summer camp, or to improve local Young Eagles efforts.

Credits are accrued on a calendar year basis. In February of the following year, the total credits earned by each chapter will be communicated. Those credits are then available for reimbursement through the end of the current year.

Credit Example:

- Volunteer Young Eagles Pilots with EAA Chapter 252 fly 100 Young Eagles in 2023. Therefore \$500 Young Eagles credits are earned.
- The credits earned will be communicated to chapter coordinators, presidents, and treasurers in late February 2024.
- The chapter has from March 1, 2024, to December 31, 2024, to make a qualifying purchase, reimbursable by Young Eagles Credits.
- To redeem the Young Eagles, visit EAA.org/YECredits and complete the online reimbursement request. Funds will be transferred via ACH wire transfer.

Selecting a Chapter to Credit

In some cases, volunteer Young Eagles pilots fly on behalf of multiple chapters. Here is how the pilot can ensure the correct chapter receives the Young Eagles credit.

Using Young Eagles Online Registration

1. Add a default chapter to the pilot's personal profile on YEDay.org.
2. Young Eagles Online Registration will default to sending the credits to the host chapter. However, when a pilot is invited to a rally hosted by a chapter other than their default chapter (as designated in their personal profile on YEDay.org), the invite email will give them the option to select their default chapter or host chapter to credit. When participating in their default chapter's rally, this option is not presented.

Using Legacy Two-Side Registration Form/Waiver

1. The pilot can list any chapter they would like to credit on the registration side of the form.

To retroactively select which chapter to credit for a Young Eagles flight, pilots can send an email to yeagles@eaa.org, specifying which chapter should be credited.

Approved Uses of Young Eagles Credits

EAA Air Academy Scholarships

Chapters may use credits and/or pool credits with another chapter to help send young people to the EAA Air Academy summer camp in Oshkosh for the "aviation experience of a lifetime."

- Young Eagles credits can now cover up to 100 percent of EAA Air Academy tuition.
- Young Eagles credits can also be used to support the transportation cost of sending children to the EAA Air Academy.
- Chapters should complete the chapter reservation form as soon as practical, to ensure the slot is reserved.
- Visit EAA.org/AirAcademy to learn more and access the chapter reservation form.

Support of Local Young Eagles Activities

EAA chapters may also apply for cash reimbursement of costs directly associated with the promotion, enhancement, and execution of their local Young Eagles activities. Examples include:

- Provision of hands-on activities at a Young Eagles rally (supplies for wing rib building, flight simulators, etc.).
- Promotion of a Young Eagles rally (banners, posters, promotional materials, hand-outs, etc.).
- Operational and safety items (banner rope, cones, vests, printer for printing certificates, and/or photos of Young Eagles).
- Postage expense for mailing in EAA Young Eagles registration forms.
- Any chapter gear purchased must have the EAA Young Eagles logo on it.

Credits cannot be used for the compensation of individuals, for the provision or subsidy of fuel and oil, for construction projects, for flight instruction, or for any other activities that are not directly associated with the promotion, enhancement, or execution of a local Young Eagles activity. If you have a question about a potential expense, please consult the EAA Young Eagles office for guidance.

Young Eagle Workshops

The EAA Young Eagles Workshops program provides an easy, turnkey aviation day camp program for EAA chapters to offer youth who are approximately 11 to 17 years old. To learn more and order a kit, visit EAA.org/YEWorkshops.

Young Eagles Build and Fly

This RC aircraft modeling “program in a box” is designed for EAA chapters to introduce youth to RC model building and flying. The program kit is valued at roughly \$1,500. However, the entire kit can be purchased for \$500 (plus shipping and handling). To learn more and order a kit, visit EAA.org/YEBuildandFly.

Return the Credits to EAA

If a chapter wishes, credits can be returned to EAA to enhance the general EAA Air Academy scholarship fund. To return the credits to EAA, please email yeagles@eaa.org.

Young Eagles Flight Plan

A Young Eagles flight is just the beginning of exciting experiences in aviation. Significant benefits are immediately available to Young Eagles upon completion of their flight through the EAA Young Eagles Flight Plan, so be sure to provide the kids their logbook or verify if their parents enrolled them via YEDay.org, so they may unlock the benefit opportunities as soon as possible after their flight.

Young Eagles participants, ages 8 to 18 ½*are eligible for FREE enrollment into the Young Eagles Flight Plan, which includes the following opportunities.

- FREE EAA Student Membership
 - Student membership provides access to the same benefits and resources as regular EAA membership, as well as a free one-year membership in AMA. Sport Aviation magazine will be sent via email rather than mail.
- Enrollment into EAA's AeroEducate Program
 - Learning about the world of aviation can start at any age — and AeroEducate is designed for students K-12, no matter where you are on your journey. Youth will find online and in-person activities that count towards AeroEducate badges.
- FREE access to the Sporty's Learn to Fly Course
 - This private pilot or sport pilot ground school is offered free of charge so Young Eagles can take the first step in training to earn their pilot certificate.
- Reimbursement for the cost of the FAA Knowledge Exam
 - Following successful completion of the FAA Knowledge Exam, EAA will reimburse Young Eagles for the cost of the exam up to \$175.
- Earning a FREE flight lesson voucher
 - After completing the first three volumes of the Sporty's Learn to Fly Course, Young Eagles qualify for a free first flight lesson voucher, worth up to \$130. This voucher can be redeemed at a flight school/flying club of their choice. EAA will contact the youth once they are eligible

Full details on the Young Eagles Flight Plan are available at EAA.org/FlightPlan.

**At age 19, participants will age out of the program/benefits.*



Young Eagles Day Online Event Registration System and EAA Digital Signature App

To assist chapters with the planning, management, and execution of a Young Eagles rally, EAA provides a Young Eagles Online Registration system (YEDay.org). This system will handle the preregistration of event attendees, volunteer pilot invites, pre-event email communication, Young Eagles processing, integration with the EAA Digital Signature App, and so much more! It has become the standard for all Young Eagles rallies.

Rather than provide an entire tutorial (those videos can be found at EAA.org/OnlineRegistration or at YEDay.org under the “Videos” section), this section will highlight the key benefits and requirements of YEDay.org.

Benefits of Using Young Eagles Online Registration:

- **Easy preregistration for attendees:** Once an event is created in the system, parents can register their child(ren) via a unique link created for each event that chapters can share, or via the home page which includes an event finder to find the closest events to a zip code.
- **Automatic Enrollment in the Young Eagles Flight Plan:** When parents register their youth for a Young Eagles flight they can automatically enroll them into EAA Student Membership, Sporty’s Learn to Fly Course, EAA AeroEducate, and AMA.
- **Set registration limits and timeslots:** EAA recommends that chapters consider what resources they have to host a rally. Chapters should avoid overbooking. This will reduce volunteer burnout and provide a more quality experience for the youth. Using YEDay.org allows chapters to set registration limits, registration opening/closing dates, and track registrations as they come in. The addition of timeslots can further help a chapter control the flow of participants. This can make for a smoother event, and reduced wait times for the families.
- **Volunteer management:** One of the most critical pieces to a successful Young Eagles rally is quality volunteers. This system allows chapters to invite the volunteer pilots and ground volunteers best suited to participate. **Note: Volunteers must be registered for YEDay.org to appear in the system.**
- **Attendee check-in and Young Eagles Flight assignments made easy:** Using this system allows for quick verification of a participant’s attendance. Attendees can also be paired with a pilot for a Young Eagles Flight. Once the attendee and pilot are paired, the flight waiver can be printed and signed prior to the flight. Following the event, once all attendees have been checked-in and paired with a pilot, the event can be closed and submitted to EAA HQ. This allows for nearly instant recognition of the event, the Young Eagles flight, and will trigger the any Young Eagles flight plan enrollments **Note: Signed waivers are still required to be submitted to EAA HQ.**
- **Additional promotional support from EAA:** Events that are registered on YEDay.org will be linked to the EAA website, meaning that your event will gain more organic promotion from folks interested in finding a Young Eagles event near them.

- **Integration with the EAA Digital Signature App:** Chapters now have the opportunity to run a completely paperless Young Eagles rally. The EAA Digital Signature App works in conjunction with YEDay.org to collect digital signatures for the pilots and parents/legal guardians on an iPad. **Note: Pilots must sign on the day of the event.**

A note on the EAA Digital Signature app.

The Young Eagles EAA Digital Signature app acts as a direct replacement of the paper waivers and must be used in conjunction with Young Eagles Online Registration (YEDay.org). The youth, parent, and pilot data will all be stored within the online registration tool. The app is simply for collecting signatures. At the end of the rally, the event data is still submitted via **Young Eagles Online Registration**.

Young Eagles EAA Digital Signature App Benefits:

- Streamline the signature collection process
- Reduce chapter postage expenses
- Eliminate the chance of losing a waiver
- Instant submission to EAA HQ
- Volunteer pilots only need to sign once per rally
- Guaranteed to have latest version of the waiver
- Modernize the Young Eagles rally experience

Young Eagles EAA Digital Signature App Requirements:

- Must use **YoungEaglesDay.org** for rally registration
- Use an iPad with iOS13 or greater
- Your app login is the same as your login for **YoungEaglesDay.org**
- Only Young Eagles coordinators and assigned volunteers will be able to use the app
- App will not function on iPhones or Android devices

Requirements for Young Eagles Online Registration:

- **Chapter Appointed Young Eagles Coordinator Leader:** The chapter must have an officially appointed Young Eagles Coordinator on record with EAA to create an event. That coordinator must also have an account created on YEDay.org, and marked themselves as Young Eagles Coordinator in their personal profile.
- **Volunteer Requirements:** To invite and assign chapter volunteers, volunteer pilot and ground volunteers must have an account created on YEDay.org. Without an account, chapters will not be able to add volunteers to events. **Note: Volunteers do not “register” for a specific event. They must only register for the online system. Once registered for the system, it is up to the Young Eagles Coordinator to assign them to a specific event.**

• **Internet connectivity:** Although having an internet connection is preferred, it is not required during the event.

○ **Event Execution with Internet (Paper Forms)**

As participants arrive, check them in by clicking the blue ticket next to their name on the “Check-In/Print Reg.” tab within the event on YEDay.org.

Youth are then assigned a Young Eagles pilot via the “Assign Pilots” tab. Once assigned, chapters may print the flight waiver to be signed before the flight by the parent/legal guardian and pilot. That waiver is then mailed to EAA HQ following the event. After assigning the pilot to the youth, you may print a pre-populated certificate on the Young Eagles certificate stock ordered from EAA.

At the conclusion of the event, submit the event to EAA HQ via the “Final Report” tab. This will credit the pilot and chapter, as well as trigger the Young Eagles Flight Plan benefits.

Reminder: Completed wavier must be mailed to EAA HQ.

○ **Event Execution with Internet (EAA Digital Signature App)**

Once all the youth are registered and the pilots are assigned to the event, sync to the EAA Digital Signature app. This will ensure you have all the digital waivers for the event.

As a backup, you may consider printing all the waivers for the event. This can be done on the “Check-In/Print Reg.” tab by checking all the names, selecting “Liability Waiver Form” in the drop-down menu, and clicking “Create PDF form.”

Pilots may only sign their digital signature on the day of the event. This is best completed during the pilot briefing.

As participants arrive, check them in by clicking the blue ticket next to their name on the “Check-In/Print Reg.” tab, or asking the parent/legal guardian to sign the flight waiver on the EAA Digital Signature App. Syncing the app, although not required to do throughout the event, will update YEDay.org to show the parent has signed, and check-in the youth.

Youth are then assigned a Young Eagles pilot via the “Assign Pilots” tab. During assignment, chapter volunteers should verify the pilot and parent/legal guardian have signed the iPad app. When using the EAA Digital Signature app, pilots are only required to sign once during the day of the event. After assigning the pilot to the youth, you may print a pre-populated certificate on the Young Eagles certificate stock ordered from EAA.

Note: If a paper waiver is used for a youth, the pilot must also sign that physical wavier.

At the conclusion of the event, submit the event to EAA HQ via the “Final Report” tab. This will credit the pilot and chapter, as well as trigger the Young Eagles Flight Plan benefits. Reminder completed waivers must be mailed to EAA HQ.

o **Event Execution without Internet (Paper Forms)**

Prior to the event, print a list of those registered for the event. This can be done by clicking "Printable Event Report" on the Pre-Reg. Report tab. You will also want to print all the waivers for the event. This can be done on the "Check-In/Print Reg." tab by checking all the names, selecting "Liability Waiver Form" in the drop-down menu, and clicking "Create PDF form."

You may also consider pre-printing the Young Eagles Certificates. This will save time during the event, as only the pilot information will need to be written on the certificate. This can also be accomplished on the "Check-In/Print Reg." tab. Instructions are found at the bottom of the webpage.

As participants arrive, check them in by having the parent/legal guardian sign the waiver you printed. You may also leverage additional features on YEDay.org such as the "Flight Tickets."

Once youth are assigned to a Young Eagles pilot, the pilot must also sign the waiver. This waiver is then mailed to EAA HQ following the event.

When re-connected to the internet, log into YEDay.org, open the event, and assign the youth to their Young Eagles pilot. You can use the flight waivers as a reference for assigning the youth to a pilot.

At the end of the event, once the assignment process is completed, submit the event to EAA HQ via the "Final Report" tab. This will credit the pilot and chapter, as well as trigger the Young Eagles Flight Plan benefits. **Reminder: Paper waivers must be mailed to EAA HQ.**

o **Event Execution without Internet (EAA Digital Signature App)**

Prior to the event, print a list of those registered for the event. This can be done by clicking "Printable Event Report" on the Pre-Reg. Report tab. This report can be used for checking in youth, as well as document which pilot each youth flew with. You will need this information following the event.

Once all the youth are registered and the pilots are assigned to the event, sync the EAA Digital Signature app. This will ensure you have all the digital waivers for the event.

As a backup, you may consider printing all the waivers for the event. This can be done on the "Check-In/Print Reg." tab by checking all the names, selecting "Liability Waiver Form" in the drop-down menu, and clicking "Create PDF form."

You may also consider pre-printing the Young Eagles Certificates. This will save time during the event, as only the pilot information will need to be written on the certificate. This can also be accomplished on the "Check-In/Print Reg." tab. Instructions are found at the bottom of the webpage.

Pilots may only sign their digital signature on the day of the event. This is best completed during the pilot briefing.

As participants arrive, check them in by having the parent/legal guardian sign their digital signature. You may want to note once a parent has signed on the printed event report. You can also print eSignature Pilot Assignment forms from the Check-In/Print Reg. tab to assist with this documentation.

Once youth are assigned to a Young Eagles pilot, note the assignment on the printed event report. You will need this information at the conclusion of the event. Prior to dispatching the flight, verify the pilots and parent/legal guardian have both signed.

When re-connected to the internet, sync the iPad to send all the signature data to YEDay.org. Log into YEDay.org and open the event to verify the signatures have been uploaded. You can now assign the youth to their pilot using the documentation from the event.

At the end of the event, once the assignment process is completed, submit the event to EAA HQ via the "Final Report" tab. This will credit the pilot and chapter, as well as trigger the Young Eagles Flight Plan benefits. **Reminder: Paper waivers must be mailed to EAA HQ.**

The adoption of Young Eagles Online Registration is sure to provide a more seamless registration process for attendees and ease the burden of event planning and management by the chapter. This system will soon become the standard practice for all Young Eagles rallies.

To view the system and watch the tutorial videos visit YEDay.org.

EAA Young Eagles Insurance

There are two insurance policies to be aware of as they relate to Young Eagles' activities. Each policy is independent of the other and provides different coverage.

Chapter General Liability Insurance Policy - The Chapter Insurance Plan provides the chapter, its officers, directors, members, and volunteers with aviation operations liability insurance coverage for alleged negligence on the part of a chapter during an approved chapter event, including approved Young Eagles rallies.



The chapter is responsible for requesting chapter event insurance, at least 30-day prior to the event, by submitting the request form found at EAA.org/ChapterInsurance.

- **Who is covered?** - Chapter, members, officers, volunteers
 - o Mandatory for all chapters in US and Canada
 - o Paid by the chapter during chapter renewal
- **What is covered?** - Liability coverage for approved chapter events, including Young Eagles rallies. Including bodily injury and property damage.
 - o \$1 million, \$2 million, and \$3 million limits available (different premiums)
 - o Mandatory coverage available to chapters with facilities
 - o Optional hangar keeper's coverage is also available
- **Where is coverage in place?** - Ground liability insurance only.
- **When is coverage in place?** - Coverage in place at any approved chapter activity

Young Eagles Non-Owned Aircraft Liability Policy - A significant element of the Young Eagles programs is the additional \$1 million of liability insurance that protects the volunteer pilot while participating in the program. EAA has arranged comprehensive insurance for all aspects of the Young Eagles programs, all without a premium charge to the volunteer pilot.

When the Young Eagles flight requirements and guidelines are met, including a completed flight waiver, this insurance is automatically in place for the flight and no additional insurance forms need to be completed

- **Who is covered?** - EAA member volunteer pilots and chapters
 - o Pilots must carry a minimum of \$100,000 per seat liability insurance.
- **What is covered?** - \$1 million of excess for bodily injury and property damage liability.
- **Where is coverage in place?** - During the Young Eagles flight, provided the pilot has met all of the pilot requirements and flight guidelines.
- **When is coverage in place?** - Automatically in place for any Young Eagles flight. The Young Eagles waiver must be signed by the parent/legal guardian and pilot prior to the flight to validate it is a Young Eagles activity.

There are some key points that must be adhered to to ensure the pilot is protected:

- Only EAA members may conduct Young Eagles Flights.
- Pilot requirements and flight guidelines must be strictly followed for the insurance to apply, and for the flight to be logged in the EAA World's Largest Logbook.

Young Eagles Risk Management Training

Young Eagles Risk Management training is mandatory for Young Eagles Coordinators. Other Young Eagles and chapter volunteers are encouraged, but not required, to take the course.

EAA Young Eagles Risk Management Training is designed to train Young Eagles coordinators, and other chapter leaders, on the importance of running a Young Eagles program within the guidelines set by EAA. This training includes information on program insurance, the importance of flight waivers, planning for the what-ifs, and rally planning considerations.

Without the proper education around this topic, the program's future could be in jeopardy.

The training consists of a short video presentation and a follow-up quiz. A score of 70% is required to pass the quiz.

You can learn more and access the training at EAA.org/YERiskTraining

EAA Youth Protection Policy and Program

EAA's Youth Protection Policy and Program sets basic requirements for EAA volunteers who work with children under the age of 18. It includes online best-practices training and, for certain categories of volunteers, a basic background check (U.S. and Canadian residents only).

Who is required to take this training?

- Young Eagles Pilots
- Young Eagles Coordinators
- Two-Deep Leadership
 - o This term means that at least two adults who have completed both the Youth Protection Training and Background Check must be in attendance on the ground as supervisors at all Young Eagles rallies. Additionally, these qualified adults must be present and actively circulating through the rally areas.

The course and background check are both completed online. To learn more and take the training visit EAA.org/YouthProtection. The background check may take up to 10 days to process. These checks cannot be expedited, so don't delay in completing the course!

Volunteer Recognition

Recognizing volunteers is an important component of a successful program, and EAA encourages chapters to make an effort to thank their volunteers. Every year, EAA provides chapters the opportunity to order free recognition pins and certificates for their Young Eagles program volunteers. In addition to volunteer recognition pins, EAA provides items to volunteer pilots including certificates, patches, shirts, jackets, and more, all available to them upon reaching specific young eagles flight milestones.

To learn more about the volunteer recognition programs, visit EAA.org/YEVolunteers.

Hosting a Young Eagles Rally - Young Eagles Flight Rally Planning Checklist

Pre-Event

How many volunteers do you have?

- **How many pilots and ground support volunteers are available?** This will help you determine the number of Young Eagles your chapter can fly.
- **Consider assigning volunteers to handle individual elements of the rally**, like pilot recruitment or publicity. This is not always necessary but can help make your job easier and build the involvement of other chapter members.

NOTE: All EAA Young Eagles volunteer pilots and a minimum of two ground volunteers are required to complete EAA's Online Youth Protection Training and Basic Background Check. It takes about 15-20 minutes to complete the process and the cost is covered by EAA.

To complete the training and background check, please visit EAA.org/YouthProtection

Contact airport stakeholders

- **Involve your airport manager, facility owner, and control tower staff.** Contacting them early can avoid planning problems later.
- **Determine if a special route of flight will be used on the day of the rally.** Consider assigning one of the volunteer pilots to assist with this task.

Select a date/time

- **Consider other scheduled events involving kids/families** that might conflict with your rally.
- **Check to see if nearby chapters have a rally planned.** Avoiding other chapters' events can improve turnout and may free up other local volunteers to assist.
- **When are your volunteers available?**
- **Most rallies** are scheduled for three-four hours on a Saturday morning.

Registration

- **Determine if you are going to pre-register participants** or take them on a first-come, first-served basis.

Pre-Registration

- o Pre-registration involves more work before the event but provides an idea of how many children to expect.
- o Young Eagles Online Registration allows your chapter to pre-register youth, assign volunteer pilots/ground volunteers, and manage your pre-event communications.
- o The chapter can implement timeslots, to help space out the check-in times of youth and reduce wait times for families.



- o Since the registration process is completed, the parents only need to sign the waiver when they arrive, saving time spent on paperwork. Waivers can be printed in advance of the rally. The chapter may also opt to use the EAA Digital Signature app to eliminate the need for paper waivers. Either way, be sure to collect the parent/legal guardian's signature when they arrive.

First-Come First-Served

- o Although less pre-event planning is required, using first-come, first-served can backfire if you have too many children and not enough pilots.
- o Pre-print labels with the pilot's name, EAA number, date of flight, and type of aircraft. These can be attached to the pilot information section of the form at the time of the flight, which will save time and help keep you organized.
- o When returning the forms to the Young Eagles office, staple forms from individual pilots together; it will speed up the data entry process. Be sure to mail the completed forms to EAA as soon as possible.

Publicity

- **A sample news release is available at EAA.org/RallyPlanning.** It can be customized for your event and provided to your local media outlets.
- **Recruit scout or youth groups as a "base" for the event.** They can help with the pre-registration process since they know who would be interested in flying.
- **Distribute Young Eagles brochures in schools** or other places where kids and their parents frequent.
- **EAA offers boilerplate posters** that your chapter can customize for your event.
- **Don't forget** local events calendar listings.

Take care of EAA "paperwork"

- **If your chapter utilized Young Eagles Online Registration,** get your event created at YEDay.org.



- **Add your event to EAA’s Calendar of Events:** EAA.org/Calendar
- **File for your event insurance online:** EAA.org/EventInsurance
(please file at least 30 days in advance)
- **Order your Young Eagles supplies at least three weeks in advance** of your rally:
EAA.org/OrderSupplies

Day of the Event

Ground Operations

- **Welcome/Registration:** Establish a clearly marked area where parents and Young Eagles can check in and begin their experience. Take time to answer questions and, if needed, help the parent complete the waiver/registration form.
- **Ground School:** Many chapters use a dedicated “ground school” using a static airplane for a group walk-around. This is not necessary but has been effective and limits movement on the ramp. EAA AeroEducate has dozens of free activities you can download for this purpose at AeroEducate.org. You will need to create an AeroEducate account to access these activities.
- **Dispatch:** A dedicated volunteer and clipboard for each pilot can help you quickly match Young Eagles to their pilot. The clipboard can include the waiver for the pilot to sign (if not using the EAA Digital Signature app), Young Eagles logbook for the pilot to fill out, and the Young Eagles certificate. This makes it easy for a dispatch volunteer to introduce Young Eagles to their pilot and for the pilot to sign the forms before the flight. The forms remain on the ground during the flight.
- **Safety first. No child or parent should be allowed in the aircraft movement area without an escort. Remember that the general public is not familiar with airplanes, how they move, and the dangers of spinning propellers.**

- **Post-Flight:** Set aside an area where returning pilots and Young Eagles can talk about the flight, sign the logbook/certificate, and discuss the Young Eagles Flight Plan. The Young Eagles' parent(s) should be a part of this process so they know what EAA can offer their child. Take time to answer questions and thank them for sharing the flight.

Flight Operations

- **All pilots should check in upon arrival with the event coordinator.** Pilots should make sure their registration information is up to date (mailing address, EAA number, aircraft).
- **Pilot Briefing:** All pilots must attend a pilot briefing prior to flying. Ground support volunteers should also attend. The coordinator, a designated pilot, or even a local ATC representative can provide the briefing. A sample pilot briefing is included at the end of this document.
 - If using the EAA Digital Signature app, the pilot briefing is a great time to collect the pilots' signatures, since they must sign on the day of the event.
- **Route of Flights:** Many chapters have established Young Eagles flight routes and altitudes, so all participating pilots know where traffic may be. Coordinate routes with local air traffic control.
- **Volunteer Care:** Make sure there are plenty of refreshments available for your volunteers. You should also consider providing lunch or snacks for your volunteers. It is also important to monitor the health of your pilots and ground volunteers. Volunteers are often very dedicated and will fly until the last child is flown. Often, they don't think about staying hydrated. If a pilot is starting to look tired or stressed, you should gently suggest they take a break and relax.

Post-Event

Debrief

- **Debrief:** Gather as many of your volunteer's post-event to find out what went right and what didn't. Most importantly, learn from the experience and improve your next event.
- **Thank You:** Take time to thank your volunteers and express appreciation to any others who helped make the event possible. Don't forget the airport manager, venue host, or control tower staff. A simple thank-you note goes a long way..

This checklist is meant to act only as a guide to help you plan your first rally. As you become more comfortable with your volunteers and airport, feel free to adapt these ideas to your location.



Sample Pilot Briefing Topics:

- > Welcome/Introductions
- > Review of pilot requirements including completion of EAA Youth Protection program/
background check
- > Weather
- > Who will we be flying?
- > Ground flow for paperwork (dispatch)
- > Ground flow for aircraft (taxi routes)
- > Flight route
- > Altitudes and airspeeds
- > NOTAMS
- > Ramp safety
- > Flight safety
- > Questions?



Anatomy of an EAA Young Eagles Rally

1. EAA Young Eagles Rally Sign
2. Ample Parking
3. Observation and Staging Areas
4. Rest Rooms
5. Supplemental Education Area
6. Event Welcoming Area
7. Event Registration
8. Additional Chapter Materials
9. Young Eagles Airplanes



If you have additional questions or concerns please contact us at YEagles@EAA.org or **800-JOINEAA (800-564-6322)**.