

EAA Chapter 839

Membership Application & Annual Renewal

FREE for ages 20 and younger. Half price for full time students 21 years and older. \$110 for all others (dues are pro-rated for the year). Give this completed form and payment to Anthony Bartolo. *Include a copy of your EAA membership card OR present your EAA membership card for inspection.*

Date: _____ **Member since:** _____ Any Changes? _____

Full Name: _____ Spouse: _____

Mailing Address: _____

Email: _____ **Chapter position:** _____

Phone for Cell/Text: _____ Other Phone: _____

Certificates held: _____ A/C Flying/Building: _____

Total Time: _____ Indicate any areas of expertise or skills that may help the chapter (welding, legal, photography, construction, etc.): _____

***May we publish your contact information on our roster? _____
If you have an email account, can you download and print (pdf) documents? _____

Please make your check payable to EAA Chapter 839.

A member who fails to pay annual dues by February 1st OR is not a member of EAA becomes a guest. A guest may not vote, use the hanger, hold any position or act as pilot in any Young Eagles function. Once dues are received and/or EAA membership is renewed, the guest becomes a member. Dues are non-refundable.

Member Signature: _____

Treasurer completes the section below this line.

Initials: _____ **Verify EAA Number:** _____ **Expiration Date:** _____

Check # or Cash: _____ Amount Paid: _____ *Give this form to MC.*

Volunteer Form

EAA Chapter 839

Name: _____ Phone #: _____

Indicate on a scale of 1-10 your desire to help. 1 is "I really, really want this" and 10 is "I'll do it if no one else will". Thank you!!! Please return this form with your membership application/renewal form or hand it to the Membership Chairperson.

Elected Positions

_____ President

_____ Vice-President

_____ Treasurer

_____ Secretary

Activities/Events/Airport

_____ Cook

_____ Cashier

_____ Mow the lawn

_____ Cleaning hanger

Appointed Positions

_____ Membership Chairperson

_____ Activities Chairperson

_____ Young Eagles Coordinator

_____ Public Relations

_____ Parking visiting aircraft/Flightline ops

Young Eagles Support

_____ Pilot

_____ Reception/paperwork

_____ General support as needed

Support

_____ Membership & Recruitment

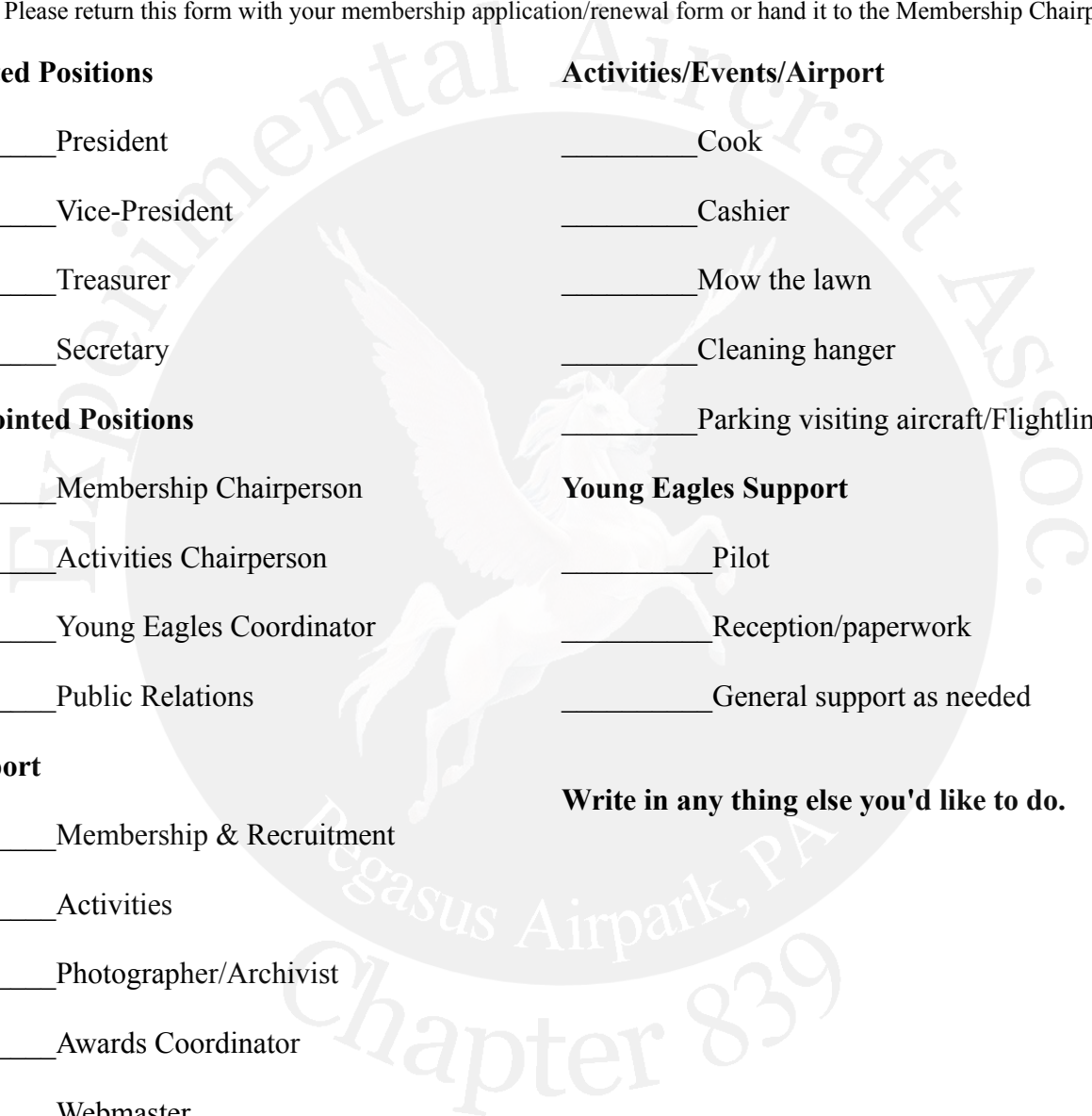
_____ Activities

_____ Photographer/Archivist

_____ Awards Coordinator

_____ Webmaster

Write in any thing else you'd like to do.



Young Eagles Committee

Applicable to Chairperson.

Finding Passengers:

1. Educate area schools (guidance department?). Also visit Universities/Colleges.
2. Check with area Boy/Girl Scouts.
3. Check with Civil Air Patrol.
4. Check with area groups/organizations conducting summer camp.
5. Publicize in news, signs, fliers, press release, etc.
6. Work with Public Relations coordinator, especially for the Halloween push.
7. Attend Chamber of Commerce events.
8. Connect with area tourism board.
9. Contact Elks Lodge #319 (Stroudsburg) and #1106 (Wind Gap).

Operation:

1. Conduct/supervise flights before, during and after chapter meetings.
 2. Conduct/supervise dedicated Young Eagles days/events when able.
 3. Track and display (for the chapter) flights by month and year. Track flights by pilot.
 4. Arrange annual recognition with Awards Coordinator (end/start of year).
 5. Provide a status report to the chapter at the monthly meeting. Provide a written report to the chapter Secretary.
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Webmaster

Operation:

1. Maintain the chapters website.
 2. Supervise the chapters Facebook page.
 3. Provide a pdf version of the monthly newsletter, membership application & renewal form and other documents at the chapter website.
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Public Relations Coordinator

Ideas:

1. Promote the chapter in all media, such as print (newspapers, free circulars, etc), radio and even TV (BRCTV).
2. Promote the chapter at area events, fairs, etc.
3. Promote chapter activities through the 'SocialFlight' web application and website.

Operation:

1. Issue a press release before events.
 2. Issue a press release after events (answer who, what, where, when and why).
 3. Ensure activities are recorded on video and still photography.
 4. Attend Chamber of Commerce events.
 5. Ensure the chapter website and video page accurately reflect activities.
 6. Aggressively promote Young Eagles during Halloween. Chapter members (and area family, friends, etc) to make or have available fliers available to visitors. Have a sign on display.
 7. Work with ALL other coordinators.
 8. Provide members with stickers to put on old aviation magazines. These magazines to be left at area waiting rooms. Sticker to note magazine left by Chapter 839 with web address.
 9. Provide a status report to the chapter at the monthly meeting. Provide a written report to the chapter Secretary.
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Photographer/Archivist

Operation:

1. Take photographs and video at all chapter events.
 2. Post photos to chapter Facebook page and photo site.
 3. Print select photos for the chapter photo album/scrap book.
 4. Upload video to the chapter video site.
 5. Save all newspaper articles in the chapter photo album/scrap book.
 6. Preserve/maintain historical records, including objects.
 7. At the end of the year, collect status reports, treasurer reports, minutes from meetings, newsletters and other documents. Scan them into a computer and save to disk as pdf. Save the papers in one large binder. Organize by year.
 8. As a bonus, consider researching the history of the chapter and Pegasus Airpark, and nicely presenting this information in a book.
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Activities Committee

Applicable to Chairperson.

Plan Fund Raising Activities:

1. Supervise the Poker Run.
2. Conduct a 50/50 at *all* events.
3. Supervise the plane wash.
4. Barbecues April through October, other food during other months.

5. Organize T-shirt sales.
6. Supervise scavenger hunt by air.
7. Operate guessing games (jelly beans, Stop the Clock, plane tire stop, etc).
8. Operate a garage sale.
9. Accept credit cards.

Plan Fun Activities:

1. Tours
2. Arrange for guest speakers. Work with Awards Coordinator to provide them with a gift or token of appreciation.
3. Make arrangements if a member wants to make a presentation.
4. Provide for a movie or short video if there's no guest speaker.
5. Have a dedicated movie night.
6. Arrange for a cook and cashier at events.

Work with the Public Relations coordinator.

Provide a status report to the chapter at the monthly meeting. Provide a written report to the chapter Secretary.

Recruitment & Membership Committee

Applicable to Chairperson.

New Member Processing:

1. Provide membership application papers to interested individuals.
2. Collect completed membership applications from the Treasurer.
3. Assign a mentor.
4. Introduce the new member at the next monthly meeting.
5. Show the new member around the airport.
6. Ensure the new member is given the chapter roster and bylaws.
7. Take a photo of the new member (with permission) to include in the chapter roster.
8. Update the chapter roster and provide to members. Roster to have at least the following fields: Name, Spouse, Address, Phone #'s, email, position held in chapter, Member since (year), flying, project, photos of members and if a member can't download/print pdf files (maybe * at name).
9. Update the chapter phone tree. Email revised form to President, VP and top level contacts.
10. Accompany the new member as much as possible until he/she forms friendships.
11. Encourage the new member to participate in activities.

Recruitment:

1. Stress membership is not just for owners, builders and pilots. It's for anyone interested in

aviation.

2. Create something to use in a parade.
3. Have an open house.
4. Have a presence at area events such as the West End Fair.
5. Every five years, obtain an area mailing list from EAA and identify potential new members to contact.
6. Work with the Public Relations coordinator.

Membership:

1. Every January, collect membership renewal forms from the Treasurer and store them.
 2. Provide members with business cards as required.
 3. Attend Chamber of Commerce events.
 4. Receive and review the Position Volunteer form. Share with other Chairperson's, Coordinator's and Staff.
 5. Manage and update the chapter phone tree. Send revisions to President and VP.
 6. Provide a status report to the chapter at monthly meetings. Provide a written report to the chapter Secretary.
 7. Check-in with new members occasionally during their first six months to address any needs or issues.
 8. Have the chapter recognize members on their 1st anniversary, 5th anniversary and every five years thereafter. Work with Awards Coordinator.
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Awards & Recognition Coordinator

Operation:

1. Work with Officers and Chairperson's to make sure awards are presented as needed.
 2. Guest speakers to receive a token of appreciation.
 3. Members to receive recognition on their 1st and 5th anniversary, and every five years thereafter.
 4. Special recognition to members going above and beyond to help the chapter.
 5. Publicize these events (Chapter media sites, Facebook, etc)
 6. Keep track of who, what, where, when and why.
 7. Keep records of all transactions (purchasing gifts, plaques, trophies, etc).
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Member

Operation:

1. Attend meetings.

2. Participate in activities.
3. Volunteer for positions.
4. Promote the chapter. Bring in new members.
5. Obtain labels from the Public Relations coordinator. Stick them on *any* aviation magazine.

Leave the magazines at (some ideas):

- Doctor/Dentist office
 - Barbershop
 - Auto mechanic shop
6. Make suggestions/voice ideas to improve the chapter and have more fun.
 7. Make new members feel welcome.
 8. Visit and participate on social media:
 - Facebook
 - Videos at vimeo.com/ea839
 - Photographs at imageevent.com/ea839
 - Website at ea839.com
 - Email address is ea839@protonmail.com