



# Chuckanut Flying Club

*Fun, Safe, Affordable Flying in the Beautiful Northwest!*

## New CFC Member Onboarding Checklist and Orientation

- A prospective applicant attends a hangar orientation, which will include a review of the club's By-laws and Handbook (available on the CFC website), learning about payment requirements, general club membership, and other processes as an active member. The Membership Officer will determine if an introductory flight will be done at their discretion.
- Once the applicant has reviewed the club By-laws and Handbook, the applicant submits a membership application and joining fee (\$1,000 for the Warrior, \$1,500 to fly both the Warrior and C-182) to the Board via email and or post. Please read these carefully as our club follows these procedures and rules.
- Board approves, or disapproves, the new member application by consensus, and that determination is entered into the minutes for the next Board meeting.
- If approved, the new member is sent a welcome letter from the President.
- The Safety Officer will notify the Port of Bellingham by email (upper floor of passenger terminal) of the new member's need for a ramp pass (sponsor) and will include the new member in the email so that they can be contacted by at the BLI Administrative Office on the application, if necessary.
- The Safety Officer then mails a Non-SIDA Security Badge Sponsorship form — signed in ink — to the Port of Bellingham. The new member must make contact via email with the Port staff, who will provide the non- SIDA Badge Application form, provide access to required online training video, and schedule an appointment; the application form must be presented to the port at your appointment. The new member will need to talk to the Port staff on how-to create an online account for training and testing purposes in order to acquire the airport security badge. The fee for the application is \$35.00. The badging process can take up to two weeks and will limit the new member's ability to access the aircraft without a CFC member present. This process is cumbersome but is a requirement by the Port, please have patience.
- The new member forwards copies/images of his/her pilot certificate or student pilot certificate, medical certificate, driver's license, and emergency contact information to the Safety Officer via email attachment to be set up with a profile in Schedule Master; they will be provided login information and password once these materials are received. The Safety Officer also informs the new member about how-to populate and update their profile in Schedule Master, schedule a flight instructor, and aircraft.
- The Membership Officer will provide the new member with a hangar key, as well as key phone numbers and email addresses for the Board.
- All new members will be checked out by the Lead CFC Flight Instructor or a CFC Approved Flight Instructor coordinated by the Lead Flight Instructor in each aircraft they intend to fly. It is easiest to phone the Lead Flight Instructor directly and have him help you make arrangements for the flights. They can help you set up Schedule Master, get into the field, and they will have keys for the hangars and the airplanes. The The Lead Flight Instructor or his designee, i.e. an Approved Flight Instructor, will make the determination as to when the new member can solo a club- owned aircraft with the appropriate logbook endorsement(s).

<https://chuckanutflyingclub.com>

- Once checked out in an aircraft by the Lead Flight instructor, or by a designated Approved Flight Instructor, the Membership Officer then provides the new member with the appropriate aircraft key(s) in addition to their hangar key.
- You're done! Enjoy flying with the club and consider taking on an active role with the Board!

Additional information:

- Mail a completed copy of the Membership Application  
to:  
Chuckanut Flying Club  
P.O. Box 1071  
Bellingham, WA 98227-1071
- Or, email a completed copy of the form [info@chuckanutflyingclub.com](mailto:info@chuckanutflyingclub.com)
- Join us for our monthly board meeting on the second Monday of every month, location TBD, please contact us for location and time.

*\*The application fee is refundable in the event the Board does not accept the application, or the pilot requesting membership elects to withdraw his/her application prior to formal acceptance into the CFC. Application fees are nonrefundable once the applicant becomes a member of the CFC.*