



**HOLLOMAN AERO CLUB**  
420 Delaware Ave. Bldg. 283  
Holloman AFB, NM 88330  
(575)572-3752



## **NEW MEMBER PACKET**

Thank you for your interest in becoming a member of the Holloman AFB Aero Club/Flight Training Center.

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Student Membership Fees: \$25.00 initiation fee. This can be waived with a letter of good standing from another Aero Club. \$30.00 monthly dues. If you are approved before the 15<sup>th</sup> of the month you will be assessed dues for that month. If you are approved after the 15<sup>th</sup> your dues will start being assessed in the next month. Even if you are not enrolled in Private Pilot Ground School once you submit the new membership packet and are approved you will be charged membership dues. Dues will be charged on the 15<sup>th</sup> of each month or the first business day after.

Pilot Membership Fees: \$25.00 initiation fee. This can be waived with a letter of good standing from another Aero Club. \$40.00 monthly dues. Dues are waived for the next month if you fly more than 2 hours. If you are approved as a member before the 15<sup>th</sup> of the month you will be assessed dues for that month. If you are approved after the 15<sup>th</sup> your dues will start being charged in the next month.

Private Pilot On-line Ground School enrollment: \$750.00. The cost includes \$500.00 for On-line program access and learning materials needed, \$250.00 for local instructor time needed to complete the course. This is a non-refundable course. Actual flight time is not covered by this payment. Once enrolled in ground school and you have your medical and student certificates you may begin flying with an instructor. The Private Pilot Knowledge Test is an additional fee. The FAA check ride is also an additional fee.

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## **NEW MEMBER CHECKLIST**

Please follow the checklist and have on hand the necessary forms when you turn in your packet.  
The Aero Club can make copies.

\_\_\_ AF Form 1585, Covenant Not to Sue and Indemnity Agreement (Attached)

\_\_\_ Copy of an FAA medical Certificate

- For a list of Doctors and instructions about how to get a medical certificate, go to [faa.gov](http://faa.gov), licenses and certificates and then to medical certificates.
- Accepted military equivalent: flight medical (AF Form 1042) for U.S. PILOTS ONLY.

\_\_\_ AF Form 1710, *Membership Application* (Attached)

\_\_\_ Proof of Eligibility

Membership in the Holloman Aero Club is open to the following personnel and their dependents. Please provide one of the following:

- Active Duty Military ID (any service)
- Retired military (any service)
- Department of Defense employee ID
- Non-Appropriated Fund employee ID
- Military Contractor ID
- National Guard or Reserve Member ID
- Civil Air Patrol member ID
- Designation in writing by the 49 WG Commander

\_\_\_ TSA Requirements:

- All Students beginning training for a new certificate or rating must provide proof of US or FORGIEN Citizenship to the aero club. Proof of citizenship is either a birth certificate or passport. The Chief Flight Instructor will get a copy of the birth certificate or passport; another copy will be placed in the student's membership folder. If the student is not a US citizen they will have to register at [www.flightschoolcandidates.gov](http://www.flightschoolcandidates.gov) and gain approval from TSA prior to beginning flight training.

\_\_\_ Member Credit Card Authorization of Payment (Attached)

- [Note: you may choose a method of payment convenient to you, but we must keep a current credit card on file as backup.]

\_\_\_ Member Responsibilities and Obligations Statement (Attached)

**COVENANT NOT TO SUE AND INDEMNITY AGREEMENT**

NOTE: Section II of this form is to be completed for all minors, regardless of age and regardless of whether the parent has executed Section I on behalf of the minor. Complete one form for each person.

DATE	PLACE  <b>HOLLOMAN AERO CLUB</b>
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I. **AGREEMENT**

I, (*Print Name*) \_\_\_\_\_, am about to voluntarily participate in various activities, including flying activities, of the



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Recurring Charge Authorization

I, \_\_\_\_\_, authorize the Holloman AFB Aero Club to charge the credit card listed below for Aero Club dues and/or services each month until I revoke this authority in writing or until the last month of my eligibility for membership in the Club.

Credit Card Number (VISA, MASTERCARD)

-

Expiration Date (MM-YY)

CCV

ORBITAL

I authorize the following charges to be made to this account:

Monthly Dues \_\_\_\_\_ INITIALS

Aero Club Activities \_\_\_\_\_ INITIALS

WORK PHONE # \_\_\_\_\_

CELL PHONE # \_\_\_\_\_

Furthermore, I authorize the Holloman Aero Club to charge this account for invoices and receipts prepared as a result of services used by me and indicated as a charge "on file" and containing my signature as shown below.

I understand that it is my responsibility to notify the Aero Club if any information changes regarding the credit card (number change, lost or stolen, or expiration date change). **Payment is due at time service is rendered.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**This form will remain safeguarded**

**PRIVACY ACT STATEMENT**

**Authority:** 10 USC 8012 (Secretary of Air Force Powers and Duties)

**Principal Purposes:** Collect Data necessary for the administration of a Services program.

**Routine Uses:** To aid in collection of data essential to access patrons for recurring use fees and services, and resource collection of accounts returned to Services.

**Whether disclosure is Mandatory or Voluntary and Effect on Individual for Failure to Disclose Information:**  
Disclosure is voluntary, however failure to do so is cause for refusal of charge privileges, and all fees and charges for services would be payable in advance.



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## **Member Responsibilities and Obligations**

1. I understand that dues will AUTOMATICALLY be charged each month on the 15<sup>th</sup> (or first business day after) until I resign my membership to the Holloman Aero Club. I also understand that I am obligated to pay these dues whether or not I utilize the facilities and equipment during that month.
2. I understand that attendance of the monthly Aero Club safety meeting is mandatory and that failure to attend two consecutive meetings will result in my being grounded until such time as I receive documented briefings on the missed meeting and attend a regular safety meeting. (Exceptions may apply. Must be coordinated with Manager/Chief Instructor.)
3. I understand that I must clear my account with the Holloman Aero Club and resign my membership prior to leaving Holloman Air Force Base. A letter of Good Standing will only be issued when my account is cleared and the proper resignation forms are completed prior to departing.
4. I understand that as a member of the Holloman Aero Club I must be familiar with all club rules and regulations. This means that I will regularly review the Standard Operating Procedures for changes. AFMAN 34-117 and FAR/AIM should be reviewed regularly as well.
5. I understand that as a member in good standing I will volunteer time for club duties. Volunteer time may include: washing/cleaning aircraft, servicing tires, cleaning hangar floor, cleaning office areas, and any other special projects delegated by the manager. All time will be documented by the manager.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



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## Verification of Membership Eligibility and Proof of Citizenship

1. The members identification has been reviewed and has been found to be sufficient proof of eligibility.
  - a. Military ID (AD, RES, GUARD) - Expiration date \_\_\_\_\_
  - b. Dependant ID - Expiration date \_\_\_\_\_
  - c. Retired Military ID - Expiration date \_\_\_\_\_
  - d. DoD issued ID - Org and Expiration date \_\_\_\_\_
  - e. Other (type, exp date, reference) - \_\_\_\_\_
  - f. Verified by - print \_\_\_\_\_
  - g. Verified by - Sign/Date \_\_\_\_\_
  
2. The members Proof of Citizenship has been reviewed and found to be valid proof of Citizenship.
  - a. Birth Certificate - \_\_\_\_\_
  - b. Passport - Expiration date \_\_\_\_\_
  - c. Verified by - print \_\_\_\_\_
  - d. Verified by - Sign/Date \_\_\_\_\_
  
- 3.

# HOLLOMAN AERO CLUB IN/OUT PROCESSING CHECKLIST

(For administration use only. Please retain this in member folder under *Local Use*.)

Name: \_\_\_\_\_

## IN-PROCESSING CHECKLIST

(Please initial next to each process)

### Receipt of Packet

**Date in:** \_\_\_\_/\_\_\_\_/\_\_\_\_

- \_\_\_\_ Review AF Form 1585, Covenant not to Sue
- \_\_\_\_ Copy of Pilot Certificate(s)
- \_\_\_\_ Copy of Medical Certificate(s)
- \_\_\_\_ Review AF Form 1710, Membership application
- \_\_\_\_ Verify Proof of Eligibility
- \_\_\_\_ Verify Proof of Citizenship (Students and Foreign Nationals) *original birth certificate or passport.*
- \_\_\_\_ Copy of TSA Clearance (if applicable)
- \_\_\_\_ Completed credit card authorization
- \_\_\_\_ Membership Responsibilities and Obligations
- \_\_\_\_ Copy of Letter of Good Standing (LGS) Y/N  
(If no, charge an initiation fee to credit card)
- \_\_\_\_ Build membership folder
- \_\_\_\_ Add to Membership File (Shared Drive)
- \_\_\_\_ E-mail Chief Flight Instructor member's name, phone and e-mail (not needed for ground school students)
- \_\_\_\_ Part 61/141 student medicals after 5/1/16 register in IACRA. Affiliate FTN# with Aero Club
- \_\_\_\_ Place Packet in "to be reviewed" box

### Manager

**Date in:** \_\_\_\_/\_\_\_\_/\_\_\_\_

- \_\_\_\_ Sign Covenant Not to Sue and Application
- \_\_\_\_ Enter CC information into Orbital
- \_\_\_\_ Add member to Flight Schedule Pro (FSP)
- \_\_\_\_ Register student FTN number on IACRA website
- \_\_\_\_ File member folder in "current" drawer

## OUT-PROCESSING CHECKLIST

(Please initial next to each process)

**Date out:** \_\_\_\_/\_\_\_\_/\_\_\_\_

- \_\_\_\_ Letter of Resignation (LOR) Notification Y/N
- \_\_\_\_ Print a letter of good standing and give to member. (if applicable)
- \_\_\_\_ Remove member folder from "Current" drawer and take out in/out-processing checklist.
- \_\_\_\_ Make a copy of any records that member wishes to take.
- \_\_\_\_ Make a copy of the flight training folder (if requested) and keep original.

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### After Customer Leaves:

- \_\_\_\_ Delete member from credit card system
- \_\_\_\_ Delete member from Flight Schedule Pro
- \_\_\_\_ Move name from **Membership** tab to **Resignation** tab in membership file on shared drive.
- \_\_\_\_ Remove contents of member folder, staple files together in this order:
  - In/Out processing checklist
  - Letter of Resignation
  - Section 1-6 in order
- \_\_\_\_ File the contents of member folder in the Inactive file drawer in the current year.