



# Chuckanut Flying Club

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

## **New CFC Member Onboarding Checklist and Orientation**

- Applicant attends hangar orientation and introductory flight (if requested), receives clubs By-laws and Handbook via email from the Membership Officer. Orientation includes going over this process, learning about payment requirements, and general club membership.
- Once the applicant reviews the club By-laws and Handbook, the applicant submits a new membership application and joining fee (\$1,000) 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 you know who you will be contacted by at the BLI Administrative Office.
- 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 and fill out the Non-SIDA badge application form (provided to you by the port staff) and provide that to the port at your appointment. You will also be informed that you need to do an online training. The fee is \$35.00. The new member will need to talk to the airport staff as to how-to create an online account for training and testing purposes in order to acquire the airport security badge. 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. The process is cumbersome but required 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 and is set up with a profile in Schedule Master, provided login information and password once these materials are received.
- The Membership Officer then provides the new member with a hangar key. Membership Officer also informs the new member about how-to populate and update their profile in Schedule Master, schedule a flight instructor, and aircraft. They are also provided key phone numbers and emails for the Board.
- The new member must then contact a current CFC Approved Flight Instructor and be checked out in each aircraft they intend to fly (this can be done via Schedule Master). It is easiest to phone the instructor and have them 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 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).

- Once checked out in an aircraft by an approved flight instructor, the Membership Officer then provides the new member with the appropriate aircraft key 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 and your application fee\* (\$1,000) to  
Chuckanut Flying Club  
P.O. Box 1071  
Bellingham, WA 98227-1071
- Or, email a completed copy of the form to [board@chuckanutflyingclub.com](mailto:board@chuckanutflyingclub.com) and mail a check for the membership application fee to the address above.
- Make an appointment for a new/prospective member introduction and complimentary flight with one of our Board Members: email [board@chuckanutflyingclub.com](mailto:board@chuckanutflyingclub.com)
- Join us for our monthly board meeting on the second Monday of every month, location tbd, please email 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 non-refundable once the applicant becomes a member of the CFC.*