

Young Aviators Check List 2014		
April		
Fence Banner up		
School Visits		
Students		
Students selected		
Student pack (release, outline, sim, welcome)		
agreements signed		
passports copies on file		
Tuitions received		
Photo release on file		
Student / Parents contact info in duty roster		
Schedule printed and emailed to committees		
Diplomas printed		
2 weeks before, intro letter		
1 week before, graduation picnic reminder		
Staff		
TSA certificate for everyone	http://flash.aopa.org/asf/gasecurity/gasecurity.cfm?	
Duty officer of the day roles assignments		
correct contact info for everyone		
Checkout simulator instructors		
Print name tags		
Print and mount schedule boards		
Schedule with speaker bio's and topic's		
Remind instructors they will be invoicing YA		

Building		
Exterior clean up		
What's with the weeds?		
Dumpster open and empty		
Round up mid July		
Interior		
WIFI tested		
Office supplies ready		
printer / copier , Stapler, Extra paper, 3 hole punch, Pens staple remover		
Garbage bags to fit cans		
Entrance carpet in place		
ICE in freezer		
Vacuum		
Tables arranged		
Post clean up		
Classroom		
Binders made		
Guest speakers		
Chairs and tables arranged		
Pointer battery 1 AAA		
Name tents for desk		

Aircraft		
Search for aircraft		
Preliminary aircraft check applied & conditions explained		
Top 3 aircraft selected		
2 additional aircraft designated backup		
Rental agreement signed owners and YA		
Insurance company notified of what aircraft		
Insurance policy copy on file		
Transportation to KRAC by whom		
Inspection Day:	Inspection check list, Log books in aircraft	
Book Tim Guntly for weekend before		
Return Aircraft to Owners		
Neighbors		
Tell airport what days	who the contact is each day Fuel needs	
Advise Kenosha flight school	Racine Busy	
Shop		
Rib materials		
Tools?		
Batteries or drills		
Shop clean up		
Everyday		
Lunch run for crew plan?		
Pizza Monday? NEVER AGAIN		
ICE and water restock		

Wed Before		
Head count for Friday Picnic		
Chair Rental for extra chairs on friday		
GoPro cameras in cockpits		
Friday Graduation		
Kewpee's notified and contracted (262) 634-9601 Aug 8th, spoke to Rick		
Soda		
Wine & Beer		
Desserts how many?		
Sound system		
Pictures for TV		
Speaker - Bill Brogan		
Speaker needs		
Scholarship details and handout	Table commencement cards	
Visitors names for name tags		
Update contact list (below)		