



NEW MEMBERSHIP CHECKLIST

PREPARATION

- 1) ___ Download, complete, sign and date the Hold Harmless Agreement on **STEP 2**
- 2) ___ Download and read the FWFC Rules and Operating Procedures on **STEP 3**
- 3) ___ Download and read the FWFC Ground Ops on **STEP 4**
- 4) ___ Make a scan of a government ID (front and back)
- 5) ___ Make a scan of your signed pilot certificate (front and back) (If it's not signed, it's not valid!)
- 6) ___ Make a scan of your current medical certificate (Not mandatory for student pilots)
- 7) ___ Make a scan of the documentation that proves you satisfy CFR 61.56 (Certificate and picture of logbook entry of your practical test, a signed 8710, flight review endorsement, etc.)
- 8) ___ Provide proof of non-owned renters insurance. \$10,000 hull coverage required. Must include the expiration date. Scan into a file.

ONLINE MEMBERSHIP FORM

- 1) ___ Fill out the Membership form online on **STEP 5**.
- 2) ___ Upload all necessary documents online
- 3) ___ Read the "Terms and Conditions"
- 4) ___ Check the "Yes, I agree" box
- 5) ___ Digitally sign the Membership form
Note: If the participant is less than 18 years old, have a Guarantor (Parent, Legal guardian, etc...) fill out the appropriate section and sign the form.
- 6) ___ Submit your Membership
- 7) ___ Relax while we process your form. You will hear from us by email soon.

FINALIZE YOUR ENROLLMENT

- 1) ___ Pay your initiation fee when you receive an email with your Flight Circle info.
- 2) ___ Email the FWFC Vice President at FWFCVicePresident@gmail.com and state that you have paid your initiation fee. Allow up to 2 business days for processing. You will receive an email when complete.
- 3) ___ Contact a Club CFI (phone numbers are in Flight Circle) to schedule a club orientation and initial aircraft checkout flight or to begin flight training.
- 4) ___ Send a picture of evidence of your checkout flight from your logbook to FWFCSafety@gmail.com.
- 5) You are all set!!!

Welcome to FWFC and enjoy flying!!!