



# Volunteer Requirements

Members have an annual requirement of 16 hours of volunteer time. Your volunteer hours will be recorded in your pilot file. At the end of the year, volunteer hours will be turned in for awards given by the USAG-Mannheim. Volunteering with the Civil Air Patrol or other community activities will count toward your 16 hours. Other ways to meet your volunteer requirements are helping with the monthly newsletter, organizing a club event, club clean up, attending wash & waxes or helping in the office. If you have a specialty such as computer knowledge, carpentry, etc., and would like to use your specialty to meet your volunteer requirements, please list it below.

Member's service hours will be totaled semi annually in June and December of each year. If the minimum service hours have not been met, the member will be charged a service time buyout rate of \$10.00 for each hour of service not completed within the previous six month period.

## Radio Watch

Radio Watch is required when Coleman Base Operations/Tower is closed (i.e. at weekends and some holidays). All members are charged a \$10 radio-watch fee per month which can be earned back by volunteering for radio watch. Duties include opening and closing flight plans, answering phone calls, and monitor the common traffic advisory frequency (CTAF). Also, in the event of an emergency, activate the emergency plan set forth by the US Army and Coleman AeroClub. Members can volunteer for radio watch via the online scheduling service up to 6 months in advance and will have \$55 credited to their account for each completed shift.

## Wash and Wax

On the first Saturday of the months of March through October, our planes are washed and waxed. A Wash & Wax schedule is published two months in advance. If you are unable to attend Wash & Wax on your scheduled month your account will be debited \$75.00. By the same token, your account will be credited \$75.00 if you show up for any subsequent scheduled Wash & Wax provided your required service time has been met.

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I have read the Coleman Aero Club Volunteer Requirements and agree to all charges that apply if requirements are not met.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Specialty*