



## **New Member Induction Procedure:**

This is the procedure for inviting a new member into the MANG Aero club, and for the new member to receive keys, club checkouts on club aircraft, and aircraft scheduling privileges. This process requires approximately two weeks.

1. All steps from the "New Member Application Procedure" are completed and the applicant has accepted membership in the MANG Aero Club. You will be invited to attend a formal induction meeting.

2. Provide a check in the amount of \$1730. This includes your equity fee of \$1625, a \$50 initiation fee (you paid a \$25 application fee when you applied), plus \$55 first month's dues. The check may be submitted during the formal induction meeting with the Board members or mailed to the club Treasurer (See "MANG Board of Directors"):

MANG Aero Club Treasurer  
P.O. Box 12  
Inkster, Michigan 48141

Make checks payable to "MANG Aero Club"

The \$1625 equity fee is not refundable during the first year of membership. After the first year of membership, the refund schedule is as follows: after 1 yr. \$800, after 2 yrs. \$1200, after 3 yrs+ \$1625.

3. Obtain the "MANG New Member Checkout Checklist" from the MANG website, and a set of keys for the hanger doors and each aircraft from the Vice President. You will also receive a form that allows you to apply for a gate badge through the Willow Run Security office.

4. You will be given a ScheduleMaster User ID and Password from the club Vice President. Contact a club approved CFI (See "MANG Approved CFIs") to schedule the aircraft on ScheduleMaster for the club aircraft check outs.

5. You must own a Pilot Operator Handbook for each aircraft you intend to be checked out in. You may purchase a POH for any aircraft from the club for approximately \$20 - \$35 each (at cost).

6. Complete the club checkout checklist for each aircraft you wish to be checked out in. (See "MANG New Member Checkout Checklist" file). You will need this filled out when you meet with the CFI.

7. Perform a club checkout with a club approved CFI. You are responsible for paying the instructor for their time spent on your checkouts. CFI rates vary from \$20 to \$40 per hour depending on the CFI. You will also be billed for the use of the aircraft during the club checkout. The club approved CFI will review a checklist of hanger procedures and verify your skills on the aircraft you wish to be checked out in. **You must receive a club check out in each aircraft you intend to schedule and fly.**

8. Once completed, you must notify the Club Safety Officer of which aircraft you have passed a club checkout in by sending a photocopy of the logbook entry, the signed checkout form, and your security badge (only after checking out for the first time) by mail or email. Scheduling privileges are not granted on ScheduleMaster until completing this step. **You must pass a club check out in each plane you intend to schedule and fly.**

9. Enjoy the club! Please review the club handbook often and comply with the regulations and by-laws.