



AMERICA'S PREMIER  
FRATERNAL ORGANIZATION  
OF MILITARY PILOTS,  
PROMOTING LEADERSHIP IN  
AIR AND SPACE POWER

# FLIGHT MANUAL

## 2012

# TENETS

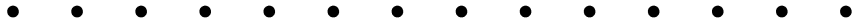
First: To Place Nation Above Self. (Patriotism)

Second: To Be Worthy of the Trust and Confidence of a Fellow Daedalian. (Personal Integrity and Character)



1. Promote air & space power in support of National defense.
2. Assist in Educating Americans to the advantages of air & space power.
3. Promote the rewards of a career in military aviation to young Americans.
4. Honor the legacy of our Founder Members and all who have flown in defense of our nation.
5. Encourage and recognize improvements in Flight Safety, Weapons Development, Combat Support and the overall effectiveness of air & space power.

6. Actively recruit qualified new members to perpetuate the traditions and prestige of the Order and accomplish its stated objectives.
7. Recognize exceptional performance by military pilots.



# 2012



*“AMERICA’S PREMIER FRATERNAL ORGANIZATION OF MILITARY PILOTS,  
PROMOTING LEADERSHIP IN AIR AND SPACE POWER.”*

Published By National Headquarters

Order of Daedalians

**2012**

Supersedes Flight Manual dated 2011

## PREFACE

The Order of Daedalians, whose headquarters is located at Randolph AFB, Texas, is a nonprofit organization incorporated under the laws of Texas and governed by a Board of Directors consisting of fifteen members. The Order is exempt from taxes under Section 501 (c) (4) of the Internal Revenue Code. However, this tax exemption does not extend to Flights (see the discussion in paragraph 16 on tax exemption).

The Order of Daedalians authorized and sponsored the Daedalian Foundation to promote safety of flight and to encourage educational, scientific and charitable pursuits that advance the Objectives of the Order. Chartered in the State of Texas in 1959, the Daedalian Foundation is governed by a Board of Trustees consisting of between three and fifteen members. The Daedalian Foundation is tax exempt under Section 501 (c) (3); therefore, contributions to the Foundation are normally deductible by donors in computing their income tax.

The Order's Bylaws provide for the chartering of Flights when requested by members in a given area. The terms of affiliation between the local Flight and the Order of Daedalians are as follows:

1. The Order's Board of Directors must approve all petitions for the chartering of new Flights.
2. Such affiliation is for the purpose of cooperation in the furtherance of the Tenets and Objectives of the Order.
3. Flight officers are neither agents nor employees of the Order and, unless otherwise provided, have no authority to act for the Order.

Flights enjoy a great deal of autonomy, but close communication with National Headquarters is both necessary and vital. This Flight Manual is intended to provide answers to most of the questions about the handling of Flight affairs.

VOLABAMUS

VOLAMUS

STEVEN R.POLK  
Lieutenant General, USAF (Ret)  
National Commander

.

## **T A B L E O F C O N T E N T S**

### **FLIGHT PUBLICATIONS**

- I. General
- II. Flight Manual
- III. Memoranda For Flight Captains

### **FLIGHT ORGANIZATION**

- IV. How To Organize A Flight
- V. Flight Officers And Their Duties

### **MEMBERSHIP**

- VI. Membership Categories
- VII. Named Membership Application Procedures
- VIII. Reinstatement To Membership
- IX. Life Membership
- X. Flight Membership
- XI. Action By Flight On Death Of A Member
- XII. Induction Of New Members

### **FLIGHT ADMINISTRATIVE PROCEDURES**

- XIII. Incorporating
- XIV. Nonprofit Status
- XV. Tax Exemption And Other Benefits
- XVI. Special Postage Rates

XVII. Personal Liability And Property Damage Insurance

VIII. Flight Meeting Attendance

IX. Flight Meeting Programs

XX. Flight Activity Programs

XXI. Political Activities

XXII. Quarterly Flight Activity Reports

XXIII. Jimmy Doolittle Distinguished Flight Award

XXIV. Flight Rebate Program

XXV. Daedalian Distinguished Achievement Award

XXVI. Membership Dues

XXVII. Daedalian Room

XXVIII. Annual Daedalian Conventions

XIX. Staff Visits

XX. News Items For The National Magazine

XXXI. Deactivation Of A Flight

## **APPENDICES**

A. Petition For Flight Charter

B. Invocation

C. Induction Of New Members

D. Flight Meeting Procedure

E. Scholarship Application

## **FLIGHT PUBLICATIONS**

### **I. GENERAL**

The Order's Bylaws provides guidance applicable to the organization and operation of Daedalian Flights. If conflicts or inconsistencies arise between the materials contained in this Flight Manual and the Bylaws, the provisions of the Bylaws take precedence. Flight publications are available on line at the Daedalian web site or are available by request.

### **II. FLIGHT MANUAL:**

This manual contains information, procedures, instructions and formats that are both traditional and pertinent to the operation of a Daedalian Flight. The contents are of a more permanent nature and are not generally subject to changes.

### **III. MEMORANDA FOR FLIGHT CAPTAINS**

Memoranda for Flight Captains are issued as required to bring pertinent information, administrative instructions, or announcements to the attention of Flight Captains.

## **FLIGHT ORGANIZATION**

### **IV. HOW TO ORGANIZE A FLIGHT**

A. Active Daedalians interested in forming a Flight should first determine the number of members in the area sharing the same interest. Experience has shown it generally takes 20 - 30 active Daedalians to organize and sustain a Flight. A new Flight should be a minimum of 100 miles from the location of an existing Flight, providing each a 50 mile radius of action. National Headquarters can provide a roster of Daedalians listed alphabetically by ZIP code in any locale. ZIP rosters are also sent by request to each existing Flight covering those ZIP codes within the Flight's area of operation.

B. The Petition for Flight Charter (see Appendix A), containing the printed names and signatures of a minimum of ten Daedalians in good standing, should be forwarded to National Headquarters under cover of a letter indicating the proposed name of the Flight. (No Daedalian Flight will be named in honor of a living person.) Also indicate the number of active members in the Flight area, availability of new member sources and military facilities, and other relevant information conducive to the successful operation of a Flight. Include the name and address of the project officer to whom further correspondence will be addressed.

NOTE: In filling out the petition for Flight charter, remember the names that appear on it will also appear on the charter. For that reason, we need a name typed or clearly printed for each signature so they will be spelled correctly on the charter.

C. The petition will be reviewed and additional information requested if necessary. When completed, it will be presented to the Order's Board of Directors for final action. If approved, a Flight will receive an approved Charter, necessary publications and a check for \$300.00 to assist in establishing the functions of the Flight.

D. Once chartered, the Flight will:

- (1). Elect or confirm Flight Officers.
  - (2) Establish Flight dues and ensure they are adequate to cover clerical and mailing requirements.
  - (3) Ensure that proper accounting records are maintained.
  - (4) Ensure that members understand they have both National member dues and Flight dues to pay.
  - (5) Establish a bank account.
  - (6) Decide on a Flight mailing address, preferably a post office box, or another address that is not subject to change.
  - (7) Schedule meetings that are so spaced and with such programs as to stimulate and retain member interest.
  - (8) Establish a notification procedure for all Flight activities. We suggest a periodic publication, such as a Flight Bulletin, web site or email be used.
  - (9) Provide National Headquarters with rank, FULL name (avoid nicknames), position, telephone numbers and email of Flight Officers and the approved mailing address. Indicate officers' branch of service and status (active duty, retired, separated, or WASP).
- E. Flight Officers manage the Flight and constitute the governing body for the resolution of current Flight problems and the initiation of necessary programs. Using activity committees such as membership, programs, and scholarship can yield helpful results.

F. National encourages Flights to offer suggestions and comments to Headquarters for the betterment of the Order and its functions.

G. Flight Captains comprise the Advisory Council for the Board of Directors at National Headquarters. A Flight Captains' meeting is normally scheduled as part of the annual Daedalian convention. This meeting is designed to allow the National Officers and Directors to report to the Flight Captains and to receive their comments.

H. Flight Elements may be formed in areas contiguous to the Flight location (with due consideration taken of the Flight's radius of operations if near another Flight). Organization and functions of these Elements will be prescribed by the Flights in consonance with the Order's Bylaws.

## V. FLIGHT OFFICERS AND THEIR DUTIES

A. General: The officers of each Flight shall consist of a Flight Captain, a Flight Adjutant, a Flight Treasurer, a Flight Scholarship Chairman and a Flight Provost Marshal. These officers are elected by the members of the Flight. A Vice Flight Captain and assistants may also be elected or appointed. The position of the Adjutant may be elected or appointed.

B. Flight Captain: Flight Captains preside at Flight meetings. They appoint the committees required by the Bylaws of the Order and by the vote of the Flight. In conjunction with the other officers of the Flight, they schedule the times and places of regular Flight meetings and call special meetings as necessary. They have general supervision over all matters pertaining to the Flight. They ensure that harmony is preserved and the Bylaws of the Order are enforced. They also perform such other duties as may be required by the Bylaws of the Order and the members of the Flight.

C. Flight Adjutant: Flight Adjutants preside at meetings in the absence of the Flight Captain and the Vice Flight Captain. They keep minutes of all meetings of the Flight, conduct the correspondence of the Flight and maintain Flight records. They are in charge of the seal, books, papers and records of the Flight and must be prepared to immediately deliver such to their successors. They perform such other duties as may be required by the Flight.

D. Flight Treasurer: Flight Treasurers receive all Flight monies. They also pay all bills against the Flight for expenditures authorized by Flight action or by vouchers signed by the Flight Captain or Flight Adjutant. They keep account of all receipts and expenditures in accordance with generally accepted bookkeeping practices. They must be prepared at each Flight meeting to give a summary report of the status of Flight funds. At such time as the Flight may require or the Flight Captain may direct, they must present all records and vouchers as may be necessary to

permit a proper audit of all accounts. They will also perform such other duties as may be required by the Flight.

E. Flight Scholarship Chairman: Flight Scholarship Chairmen chair a committee of Flight members who screen and select deserving candidates for Flight and/or matching scholarships submitted to National Headquarters for approval.

F. Flight Provost Marshal: Flight Provost Marshals will be responsible for advising the Flight membership on matters of protocol at Flight meetings and the induction of members into the Order. They also will be responsible to ensure that only members and their authorized guests attend Flight meetings, and they will perform such other duties as may be required by the Flight.

G. Election of Flight Officers: Flight Officers will be elected and replaced in a manner established by the Flight. Elections should be scheduled in sufficient time to enable the new officers to assume Flight responsibilities at the first meeting following the election. Immediately upon their election, the new officers will be identified to National Headquarters with their ranks, FULL names, Flight positions and business/home telephone numbers. Indicate service and status (active duty, retired, separated, or WASP).

H. Appointed Officers:

(1) Membership Chairman: Since most new members of the Order of Daedalians come from the Flights, the Membership Chairman should be familiar with membership requirements and procedures and should review all applications for membership prior to submission to National Headquarters.

(2) Publicity Chairman: Our Flights are involved in some very worthy projects and area personnel and Daedalians all over the world should be aware of them. This Chairman should arrange for photography and full story coverage of all newsworthy Flight activities. Publicity Chairmen should contact the Editor of the *Daedalus Flyer* for an Author's Guide, or view the one on the web site.

I. Flight Funds: National Headquarters suggests Flights organize funds into (at least) two separate accounts, "A" and "B". "A" would consist of funds collected for meal payments, Flight operations and other Flight administrative costs. "B" would hold monies raised from fund raisers, bequests, donations, etc., and would be intended for scholarships and other charitable Flight activities. The funds should not be intermingled. "A" funds could augment those in "B", but never the reverse. Other accounts could consist of CDs, savings accounts, investments etc., but each should be plainly labeled as to purpose. Such a system should help provide an acceptable audit trail.

## MEMBERSHIP

### VI. MEMBERSHIP CATEGORIES:

The membership consists of the following categories:

Founder Members  
Named Members  
Hereditary Members  
Honorary Members

A. Founder Member: A person who, no later than the Armistice on 11 November 1918, as a commissioned officer in any component of the United States Armed Forces, held a rating as a military pilot of heavier-than-air powered aircraft. The names of over 14,000 Founder Members have been identified, and each has a Founder Membership in the Order of Daedalians. Named and Hereditary Members, when accepted into the Order, are assigned to Founder Memberships to perpetuate the names of our Founder Members who were the first to fly our country's airplanes in time of war. Due to the ravages of time there are no living Founder Members.

B. Named Member: A military pilot, of heavier-than-air powered aircraft in any component of the United States Armed Forces, *who is or has been a commissioned or warrant/flight officer or WASP and who is accepted as a member to perpetuate the membership of a Founder Member.* Only two Named Members are authorized for any one Founder Member.

C. Hereditary Member: A direct descendant, real or adopted of a Founder Member. There is no limit to the number of Hereditary Members authorized for any one Founder Membership.

D. Honorary Member: A distinguished person who is not otherwise eligible for membership in the Order. The National Board of Directors screens recommendations and selects the nominee to be submitted to the vote of the active membership. At least three-quarters of the votes cast must be in favor of the nominee's designation as an Honorary Member. The number of Honorary Members shall not exceed fifteen at any one time. Past selections by the Board of Directors have been limited to those individuals who were nationally known for their contributions to air power, air safety or air transportation.

E. Active Members: Active members shall consist of the following dues paying or Life Members:

Named Members  
Hereditary Members

## F. Member Numbers:

(1) Each of the 14,000+ Founder Members was assigned a member number. Named and Hereditary Members accepted into the Order are given the member number of the Founder Member whose membership they are assigned to perpetuate.

(2) Honorary Members are numbered separately.

## VII. NAMED MEMBERSHIP APPLICATION PROCEDURES

A. General: Daedalians nominate and endorse eligibles for named membership. They ensure that prospective members are career minded commissioned or warrant/flight officer or WASP who are familiar with the Order's Tenets and Objectives and who are committed to supporting them. When Daedalians nominate applicants for membership or endorse their applications, it is assumed they have carefully considered not only eligibility but also the applicant's integrity and character. Daedalians alone can ensure the quality of our membership.

B. Applications: Eligibles apply on membership forms prescribed by the National Staff. All of the information along with the proper documentation is required by the Bylaws. Instructions for filling out the form are on the reverse of the preprinted application or on a separate instruction sheet on the web page. All items, including the Personal Data Form, date, and signature, have a reason for being included and if they are not completed the application will be returned. Incomplete application submission packages are a waste of time and money for all concerned.

C. Documentation: Application forms will be accompanied by a check or credit card information for applicable dues and fees and a copy of the orders rating the applicant a military pilot or a suitable substitute order. (Copies of orders indicating advanced pilot rating[s] are acceptable.)

*Note: Dues amounts change occasionally. If not sure of the current amount, check the web site ([www.daedalians.org](http://www.daedalians.org)) under "Application", then "Instructions" or call National Headquarters.*

D. Membership Committee: The Membership Committee should process all applications generated by the Flight. The Committee should check that:

(1) The Flight name, Flight number and location as well as the date are entered on the top line of the form.

(2) The name and signature of the nominator need to be on the application.

- (3). All information asked for is completed.
- (4) The endorsements include the names/signatures of three additional Daedalians in good standing (not including the nominator).
- (5) Pilot rating orders are included. Any official order in which the applicant is clearly identified as a pilot of a heavier-than-air powered aircraft is a suitable substitute.
- (6) Payment of dues and fees are included in the proper amount. (New members' dues for those accepted into the Order during the period 1 October – 31 December are credited to the following year's annual dues.
- (7) The Personal Data Form is complete and included. This form contains a permanent address that is often used to locate Daedalians otherwise lost. It is important!

If the application is complete and the applicant is acceptable, the Chairman of the Membership Committee, the Flight Captain, or the Flight Adjutant should forward it to National Headquarters for approval.

NOTE : The applicant should not be made a member of the Flight until after the application is approved by National Headquarters and the Flight is so notified. It is embarrassing to take a member into the Flight prematurely only to discover that National has disapproved the membership. Only members of the Order in good standing may belong to a Flight.

E. The National Commander will require the eligibility and acceptability of each applicant be checked. If in order, the application will be approved. Immediately upon approval of the application, National Headquarters will send an approval letter to the new member, enclosing a membership card indicating his/her membership number and a membership certificate. The candidate is now ready for induction. An information copy of the approval letter will be emailed to the flight immediately upon approval and a copy will be sent to the Flight at the end of the month

F. Nominees from the Reserve Components: Article 4.02 of the Bylaws states who may be nominated for membership. Any military pilot in the Ready Reserve (assigned and performing duty leading to eligibility for military retirement) is eligible for membership in the same manner as eligibles on active duty. Commissioned military pilots in the Retired Reserve who are drawing military retired pay under Title 10, USC or who are on orders to receive such military retired pay at age 60 (whether or not they have attained the age of 60) also are eligible for membership . Application should include documentation to indicate and support these requirements.

## VIII. REINSTATEMENT TO MEMBERSHIP

A. Daedalians who resign or who are dropped from the Daedalian Rolls for nonpayment of annual member dues may, within five (5) years, be reinstated as members in good standing by requesting reinstatement and paying two years worth of dues which covers one year's delinquent dues and the current year's dues. The request for reinstatement must also indicate current assignment, if still on active duty, and a current home address. As long as previous membership is confirmed, application forms or other documents are not required. Rejoining after 1 October will cover the current and next calendar year. If you are in doubt, contact National Headquarters.

## IX. LIFE MEMBERSHIPS

A. Life Memberships are available to active Daedalians at the rates shown on line. In considering the member's appropriate age bracket, we have found the birth date to be the least controversial determinant. If a new member wishes to buy a Life Membership at the time of joining, the current registration fee must be added to the cost. If a member buys a Life Membership before 1 October the current year's dues may be applied toward the cost.

B. All Honorary Members are Life Members in the order of Daedalians and pay no dues. We recommend that they also not be charged Flight dues.

C. Installment Life Membership: Life Memberships also may be purchased with installment payments over a period of three years. A minimum initial payment of \$100.00 is required. The member's age determines the cost of the Life Membership when it is purchased or when the minimum initial payment is received. While the purchaser decides the amount and frequency of the payments; we recommend following a schedule. National Headquarters will send yearly reminders. It is the purchaser's responsibility to ensure that payment of the full cost of the Life Membership is completed within three years of the initial payment. Those not completing payment within the three year period will have their membership converted back to dues paying status and the installment life amount paid converted back to a dues.

## X. FLIGHT MEMBERSHIP

A. Daedalian Flights establish application procedures for Flight membership to conform to the provisions of the Order's Bylaws. Only members in good standing in the Order of Daedalians may become members of a Flight.

B. If a Flight offers special status to deserving local persons who are not eligible for membership in the Order of Daedalians; care should be taken not to identify them with the terms "Member" or "Honorary." Only Daedalians may be members

of a Flight, and the term "Honorary" describes a special category of membership in the Order of Daedalians requiring the favorable vote of its membership at large.

C. "Friends of the Flight" or "Associate Members" Program.

- (1) General: The Friends of the Flight program is a Flight level program intended to permit Flights to confer adjunct status on individuals that the Flight would like to have affiliate with the Flight, but who do not otherwise meet Daedalian membership criteria. Conferring the status of Friend of the Flight does not qualify the individual for membership in the National Order however National may be requested to list the member as a magazine recipient based on the flights request. Associate members do not have voting rights for National status.
- (2) Eligibility: Individuals who are interested in the Order and who support its Tenets and Objectives, but are not eligible for regular membership. This program is intended for individuals only, not groups, organizations, companies, etc.
- (3) Selection: Flights must establish a process for nominating and approving prospective Friends. Flights may establish a "cap" on the number of Friends (e.g., 5%, 10%, or some other percentage of active Flight members) to preserve the basic Flight's core majority as fully qualified Daedalians.
- (4) Activities: Friends may attend National Order events, such as the National Convention as guests of members. Friends are encouraged to participate in Flight meetings and other activities.
- (5) Administrative Procedures:
  - (a) Flights should maintain a listing of friends.
  - (b) Friends' names will not be listed with the National Order.
  - (c) Friends will have a distinctive name tag which includes the phrase "Friend of the Flight" or "Associate Members".
  - (d) Friends may be provided Daedalian materials such as the *Daedalus* Flyer upon request by the flight.
  - (e) Flights may charge dues to Friends (full or partial).
  - (f) Flights will include participation in the Friends program as part of their quarterly report to the Order.
  - (g) Friends may not represent Flights and may not vote in Flight or National elections or events.
  - (h) Non members may be sent a donation request during the annual contribution drive.

D. Some members choose to belong to more than one Flight. This is acceptable. However, National advises that no member should occupy a position of leadership in more than one Flight in order to preclude possible conflicts of interest.

## XI. ACTION BY FLIGHT ON DEATH OF A MEMBER

A. The Flight Captain or designated representative of the local Flight offers condolences and assistance to the family of the deceased.

B. The Flight Adjutant or other designated officer of the local Flight promptly notifies National Headquarters (e-mail, fax, telephone, or regular mail) of the date of the member's death to include full name and address of the spouse or other next of kin, if any. In case of the latter, include the relationship. If there is no next of kin, please advise National of that fact. National Headquarters will always acknowledge receipt. The initial report to National Headquarters should be made immediately and the information should also be included in the next Flight Quarterly Activity Report. For obvious reasons, initial data should be confirmed and verified before notifying National Headquarters. It is extremely embarrassing for all concerned to attempt to reverse the publicizing of the obituary of a living person. When the deceased member's name is published in the Daedalus Flyer, a copy of the magazine will be provided to the spouse or other designated next of kin.

## XII. INDUCTION OF NEW MEMBERS

A. Upon approval of the application for membership in the Order of Daedalians by the National Headquarters, the new member will be formally inducted at a Flight meeting when possible. A meeting of at least three active members in good standing is required to conduct and witness an induction.

B. A National Officer, the Flight Captain or a selected senior Daedalian should perform as the Inducting Officer.

C. The induction procedures outlined in Appendix B are recommended. Slight variations are permitted so long as the Tenets and Objectives of the Order are thoroughly explained to the new members and they give and understand the "Promise of a Daedalian" as their personal and solemn commitment as a Daedalian. The promise should be the highlight of the ceremony.

## **FLIGHT ADMINISTRATIVE PROCEDURES**

## XIII. INCORPORATING

A. The Order of Daedalians and the Daedalian Foundation are both incorporated under Texas law. The Foundation has no members. Individual Daedalians are members of the Order; however, the Flights as entities are not part of the corporate structure of either the Foundation or the Order. Therefore, a Flight may be incorporated as a legal entity.

B. The Order (National Headquarters) has no policy regarding Flight incorporation. Thus the issue is essentially a matter to be governed by the desires of the Flight members. In considering the matter, Flight members should obtain a full legal explanation and advice from an attorney licensed to practice law in the state in which the Flight is located. Thus the most important thing is not which way the issue is decided, but that the issue is fully considered and that a well-informed decision be made.

C. There are many advantages to be gained by incorporating. The most important are:

(1) The creation of the Flight as a legal entity or "person" which can operate, act, contract, own and dispose of real and personal property, sue and be sued all in its corporate name for a period of years, or theoretically, forever; and

(2) The creation of a legal entity that generally shields the individual members from personal financial liability arising out of corporate activities. Further, the use of the corporate status may facilitate obtaining tax exemptions and other benefits.

#### XIVI. NONPROFIT STATUS:

Creation of "nonprofit" status is normally a matter of state law, and it may be by a specialized form of incorporation or through some other specialized form of doing business acceptable to the state. Most states provide for the creation of "nonprofit corporations" as well as "commercial," "business" and other forms of corporate structure; and most states provide forms and instructions for obtaining and maintaining legal "nonprofit" status. A Flight should obtain "nonprofit" status, either corporate or otherwise, since this status is normally a prerequisite to obtaining various beneficial rights and exemptions, e.g. exemption from state and federal income tax.

NOTE: When a corporation requests exemption from federal income tax, the IRS will require that the Articles of Incorporation or Charter contain certain specific provisions (not normally required by the state) before any exemption will be granted. A thorough review of appropriate IRS Articles/Charter requirements prior to incorporating helps to preclude the necessity for amendments at the time request for federal tax exemption is made. See Paragraph 16 and reference to IRS Publication 557.

## XV. TAX EXEMPTIONS AND OTHER ISSUES

A. Formation of a "nonprofit" corporation or other "nonprofit" entity under state law may, but does not automatically, exempt a Flight from paying federal or state income taxes. Such tax exemption must be formally requested and a specific ruling must be made in each instance. Flights are encouraged to seek income tax exemption from the Internal Revenue Service and, where applicable, from state income tax authorities. Application for federal income tax exemption must be made to the Internal Revenue Service on IRS Form 1023 or 1024, as applicable, and filed with the local District Director of the IRS (See IRS Publication 557, "Tax-Exempt Status for your Organization.") Again, the use of competent legal counsel can prove invaluable in the preparation of this and other tax exemption forms.

B. Using the "nonprofit" status as a basis, application may be made for exemption from other forms of state taxes (e.g., state franchise and state sales taxes) and other state and federal benefits (e.g., federal bulk mailing permit).

C. In addition to exemption from federal income tax (26 USC 501 (c)), the Flight will be fortunate if it can obtain a status that will permit donors to deduct from their individual income taxes the value of gifts made to the Flight (26 USC 170). This is the prime consideration in fund raising endeavors. These two matters, income tax exemption and deductibility of gifts are controlled by two different sections of Title 26 of the US. Code and are not reciprocal. In general, the Flight cannot qualify for deductibility of gifts unless it is also qualified for federal income tax exemption, but the fact that the Flight is qualified for income tax exemption does not mean that it necessarily qualifies for deductibility of gifts. These are two separate determinations. As with other technical legal matters, the Flight should consult a competent tax attorney on this issue. In the absence of a specific ruling by the IRS, the Flight should never advise a donor on the deductibility of his gift. That is a matter between the donor and the IRS. In the event of an IRS ruling, the donor may be advised of the ruling.

D. State Sales Taxes: Nonprofit organizations that receive a general exemption from state sales taxes should examine the individual state sales tax laws to determine the limits of that exemption. Most nonprofit organizations engage in various forms of fund raising in addition to donations and membership dues, e.g., dinners, auctions, sales of goods and services, and other activities designed to support their nonprofit goals. Many of these fund raising activities may be sales taxable. Basically, the subject is divided into two elements,

- (1) Whether the organization must pay sales tax to the sellers on items which it buys, and

(2) Whether the organization must report and pay sales tax to the state on its fund raising activities. As a general rule, nonprofit corporations are not required to pay sales tax to a vendor when buying items for corporate use, but must pay sales tax to the vendor when buying items for use of the individual members. The other general rule is that nonprofit corporations are normally required to report and pay sales tax to the state on items which are in fact sold by the corporation for fund raising purposes - and this is particularly true if the sales are to members of the public generally. Between these general concepts there are many different rules and exemptions among the various states. It is advisable to know your state's rules, since most states have substantial civil and criminal penalty provisions (including directors and officers) for violation of sales tax rules. Have a competent attorney assist you in determining your sales tax liabilities, if any, and report and pay your sales taxes where required.

#### XVI. SPECIAL POSTAGE RATES:

Postage for first class mail is expensive. Flights with mailings that exceed 200 pieces should investigate the desirability of purchasing a bulk rate third class mail permit for mailing Flight bulletins, rosters, etc. An annual fee is required, but the rates are significantly less than first class rates, thus reducing mailing costs considerably. Some disadvantages of bulk mailing are the mail is neither forwarded nor returnable, and the mail-outs must be sorted and bundled according to ZIP codes. Your contact for more detailed information is the Customer Service Officer of your United States Post Office.

#### XVII. PERSONAL LIABILITY AND PROPERTY DAMAGE INSURANCE:

The Order purchases liability and property damage insurance to cover the Annual Convention and Flight meetings in the fifty states and the District of Columbia.

#### XVIII. FLIGHT MEETING ATTENDANCE:

A. Attendance at Flight meetings should be limited to Daedalians and invited guests to include potential members. Flights should have at least one meeting a year to which spouses/guests are invited. Some Flights have had great success with a formal affair once a year.

B. The Flight Adjutant will be responsible for keeping appropriate minutes of the meetings to include the total attendance, the number of Flight members present and the percentage\* of the Flight's total members present. This will make it

easier to prepare the Quarterly Flight Activity Report. (\*based on total membership reported for the quarter.)

#### XIX. FLIGHT MEETING PROGRAMS:

A. The Flight meeting procedure is included at Appendix C. Slight variations may be made as needed, but the overall format should be followed as closely as possible.

B. There are many sources and many subjects for interesting programs for Flight meetings. Almost every Flight has several members who can relate interesting flying experiences. Active duty personnel who are in key positions in various Air Force, Army Navy, Marine or Coast Guard programs are usually very pleased with the opportunity to speak about their programs. Local film libraries are an excellent source for documentary or operational films for program use. The Daedalian video tape might be shown on occasion.

#### XX. FLIGHT ACTIVITY PROGRAMS:

Many Flights are involved in awards and activity programs for military personnel, Reserves, National Guard, Civil Air Patrol, etc. Such programs are encouraged by National Headquarters. The Order and Foundation offer or support very rewarding programs for Flight involvement. These programs are all designed to help guide young people toward a career in military aviation and to help to perpetuate the spirit of patriotism and love of country. These programs are:

The Daedalian Junior ROTC Achievement Award

The Wright Flight Program

Civil Air Patrol support, and

The Matching, Descendant's, Egan, and other named Scholarship Funds Programs

Cadet Flight Indoctrination Program

Details and procedures on all of these programs can be found on line.

#### XXI. POLITICAL ACTIVITIES:

In general, the Order of Daedalians and its member organizations are not organized for the purpose of engaging in political activities either to lobby for legislation or to support particular political candidates; and as a basic proposition such activities generally should be avoided. Of course, individual Daedalians, as

private citizens, are free to participate in both local and national political activities including participation in political election campaigns if they so desire - so long as they do so solely as a private citizen. However, this same freedom of political participation does not extend to Daedalian Flights, particularly where some type of income tax or other tax exemption has been granted by federal or state authorities. The following general statement supplied by a legal counsel is illustrative of the complexities of the rules:

A. A basic rule exists that an exempt organization may not engage in certain activities or attempt to influence legislation as a substantial part of its total activities. Forbidden political activities include direct or indirect intervention in any political campaign on behalf of, or in opposition to, any political candidate. Attempts to influence legislation include contacting legislators in order to support, propose or oppose legislation or advocating the adoption or rejection of legislation.

B. It is clear that participation in election campaigns is prohibited for organizations having tax exemptions of the types normally possessed by Daedalian entities. The remainder of the rules are somewhat more complex. Generally, however, permitted political activities will depend on, among other things, the type of tax exemption held by the organization, the amount of political activity as compared to the organization's overall activities, the subject matter of the political activity and its relation to the overall purposes of the Daedalian organization, e.g., the advancement and development of flight and flight safety. Permitted political activity also depends on its purpose, i.e., to educate the public on the pros and cons of a given issue within the Daedalians interests or to actually procure the enactment of legislation which in itself may or may not be within Daedalian interests. Because of the complexities of this subject matter, it is strongly recommend that BEFORE ENGAGING IN ANY TYPE OF POLITICAL ACTIVITY the Flight submit the matter to the National Headquarters for review, analysis and advice.

## XXII. QUARTERLY FLIGHT ACTIVITY REPORTS

A. Flights enjoy a great deal of autonomy, but lines of communication between them and National Headquarters are both vital and necessary. One very important link is the Quarterly Flight Activity Report. (Report available on line)

B. These reports are vital communication links between the Flights and National Headquarters. In order for a Flight to qualify for the Jimmy Doolittle Distinguished Flight Award and the Flight Rebate Program, it must submit all four quarterly reports on time and reports must be post-marked WITHIN 90 DAYS OF THE LAST DAY OF THE QUARTER BEING REPORTED UPON. Faxed reports are acceptable as are emailed submissions. If an e-mail report is submitted, the Flight automatically attests that it is the official report, even though it may not have a signature.

Essential parts of the report:

(1) PERIOD OF REPORT: Prepare reports as of the last day in each calendar quarter and submit so as to be postmarked NO LATER THAN 90 days after the end of the quarter being reported. They will be numbered consecutively, and the period identified:

Activity Report #1	for period 1 Jan – 31 Mar_____ (Current year)
Activity Report #2	for period 1 Apr – 30 Jun_____ (Current year)
Activity Report #3	for period 1 Jul – 30 Sep_____ (Current Year)
Activity Report #4	for period 1 Oct – 31 Dec_____ (Current Year)

(2) FLIGHT MEMBERSHIP STATUS: This input provides the National Commander and the Jimmy Doolittle Distinguished Flight Selection Committee a continuous account of membership strength. It reflects the relative growth and progress of the Flight and the Order of Daedalians.

**NOTE:** In the 4th Quarterly Report (1 October through 31 December), indicate the number of Flight members for whom rebate payments are claimed and attach a list or an annotated Flight roster indicating their names, addresses, phone numbers and member numbers

(3) MEMBERSHIP LOSSES OR GAINS: If appropriate, explain the Flight membership losses or gains reflected under “Flight Membership Status”. Identify deceased members to include FULL NAME, DATE OF DEATH, AND THE NAME AND ADDRESS OF SPOUSE OR OTHER SURVIVOR(S) AND THEIR RELATIONSHIP(S).

(4) SUMMARY OF FLIGHT ACTIVITIES: The summaries should be brief and concise and contain sufficient information to adequately describe each Flight activity such as regularly scheduled Flight meetings, executive type meetings or activities, the number of participants (including guests) and a brief description of the program or event. For each regularly scheduled Flight meeting, the summary should include the number of Flight members (Daedalian members only) in attendance.

(5) REMARKS: In the 3rd quarterly report (1 July - 30 September), indicate the identity, current status, and progress of each recipient receiving matching scholarships, Descendent scholarship funds and CFIP’s during the previous three years.

### XXIII JIMMY DOOLITTLE DISTINGUISHED FLIGHT AWARDS:

a. The Daedalian Board of Directors established the Jimmy Doolittle Distinguished Flight Award Program to reward those Flights judged to have conducted, during the previous calendar year, the most effective program of activities advancing the Tenets and Objectives of the Order. The awards are presented to the winning Flights at the Member Meeting during the annual Daedalian convention.

b. In order to be considered for this award, Flights must submit all four (4) Quarterly Flight Activity Reports on time. These reports keep the National Staff

informed, but more importantly, they are used by the Jimmy Doolittle Distinguished Flight Selection Committee to evaluate and score Flight activities.

c. As soon as possible after 31 March, the National Commander will convene a Jimmy Doolittle Distinguished Flight Selection Committee to select the distinguished Flights for the previous calendar year. In arriving at its selections, this committee will be guided by the evaluation point system described below. The winning Flights will be notified prior to the annual convention so the Flight Captain or a designated representative can be present to accept the award.

d. A total of four awards will be given; one for the distinguished Flight in each of the following categories:

<u>Size of Flight Membership</u>	<u>Category</u>
Fewer than 70	A
70 - 100	B
101 - 200	C
Over 200	D

#### JIMMY DOOLITTLE DISTINGUISHED FLIGHT AWARD

##### Evaluation Point System

The Jimmy Doolittle Distinguished Flight Selection Committee will make its selections by evaluating each Flight submitting four quarterly reports according to the criteria in each of the following categories:

1. MEMBER RECRUITING: Maximum of twenty-five (25) points for new Flight members recruited in the calendar year. Points awarded will be based on one (1) point for each new member recruited.

2. FLIGHT SCHOLARSHIPS: Twenty (20) points are allocated to this category. Five (5) of the available points are reserved and awarded for reports submitted on previous scholarship winners included in third quarter activity reports (see note in paragraph 3b[5] of this Supplement). The selection committee awards points based on the number, the recipients, and the amount of the scholarship. The CFIP is considered a scholarship in this category.

3. FLIGHT AWARDS: Ten (10) points are allocated to this category. The selection committee awards points based on the number and significance of the awards.

4. FLIGHT MEETINGS: The Selection Committee may, according to the meeting's content, award more than 1/2 point for each meeting, but the total points awarded for this category will not exceed ten (10). Meetings held jointly with other Flights or those with prominent guest speakers or especially attractive programs are examples of meetings warranting additional point values.

5. CONVENTION PARTICIPATION: Attendance by the Flight Captain or his designated representative will automatically earn five (5) points. Attendance by the Flight Captain or his representative at the National Convention is very important. Whenever possible, Flights are encouraged to provide supplementary funds to help offset travel expenses.

6. DAEDALUS FLYER CONTRIBUTIONS: A maximum of five (5) points for articles submitted by the Flight and published in the *Daedalus Flyer* may be awarded. The Editor will evaluate each article based on composition, accuracy, clarity, interest, and supporting materials such as photographs.

7. FLIGHT PUBLICATIONS: A maximum of five (5) points for publication of Flight Bulletins, Newsletters, or other informational materials for the membership may be awarded. They should keep Flight members informed on all Flight activities. At a minimum, the publication should include information about the next Flight meeting, a summary of the last meeting, and news of Flight activities.

8. SPECIAL CONSIDERATION: A maximum of twenty (20) points based on up to five (5) points for each special consideration, but the total awarded for this category will not exceed 20. The Selection Committee may, according to its evaluation of the activity meriting special consideration, award more than five points each. However, the total for this category shall not exceed 20 points.

a. Activities that merit special consideration are:

- (1) Sponsoring aviation oriented projects.
- (2) Sponsoring appointments to Military Academies.
- (3) Participating in local military or civilian related projects such as Wright Flight or CAP programs.
- (4) Acquiring and furnishing a Daedalian Room (or wall).
- (5) Printing and distributing to all Flight Members and National Headquarters a Flight Roster with addresses and phone numbers.
- (6) Conducting aviation oriented tours organized by the Flight for Flight members, ROTC, CAP, or other cadets, student groups, civic organizations.
- (7) Special efforts to raise scholarship funds (golf tournaments, refreshment stands, raffles, etc.).

b. Activities meriting special consideration are not limited to those listed above; however, they must be significant events related to the Daedalian goals requiring extra time and effort of Flight personnel.

#### XXIV. FLIGHT REBATE PROGRAM:

This program was designed to encourage growth in Flight membership and greater member participation in Flight programs and activities. Under this program, National Headquarters will rebate each Flight that qualifies. Rebate payments are based only on Daedalian members in good standing. A Spencer Scholarship award will be given to one flight from each Category based solely on new recruits. These awards shall be given annually.

#### XXV. DAEDALIAN DISTINGUISHED ACHIEVEMENT AWARD:

A. This award is established to recognize outstanding feats of airmanship or other aviation related achievements by active Daedalians in good standing. It will be awarded when and as often as circumstances warrant its presentation. This award is not intended to reward Daedalians for exceptional service to the Daedalian organization.

B. The award is a pendant, attached to a ribbon and may be worn around the neck at official Daedalian or other appropriate functions.

C. Nominees must be living and agree to accept the award. The presentation normally will be made at the annual Daedalian Convention. If the recipient is not able to attend the convention, other suitable arrangements will be made for the presentation.

D. Procedures for nomination:

(1) Only active Daedalians in good standing may submit nominations for this award.

(2) The nomination, limited to 200 words or less, will be submitted to the National Headquarters of the Order of Daedalians accompanied by the following:

(a) The nominee's agreement in writing to accept his award if presented.

(b) Supporting attachments, if necessary, but not to exceed three pages.

(c) Complete biographical information on the nominee.

(d) Nominee's photograph 3 x 5 or larger (in color).

- A. The Awards Committee will review all nominations and submit their recommendations to the Board of Directors. Selection of a nominee to receive the Daedalian Distinguished Achievement Award requires the favorable vote from a majority of the members of the Board of Directors.

## XXVI. MEMBERSHIP DUES

A. Annual member dues cover a calendar year and become due and payable to the National Headquarters on 1 January. Nonpayment of dues will result in the member being dropped from the Rolls. Dues of new members accepted into the Order during the period 1 October through 31 December are credited to the following year's annual dues. Flights should remind members to pay both member and Flight dues and that member dues are paid separately to National Headquarters. National drops hundreds of members every year who fail to pay National dues. In addition to no longer being members of the Order of Daedalians, those so dropped also can no longer be Flight members. Life Members (which includes all Honorary Members) and Installment Life Members DO NOT pay annual dues. Flights are encouraged to exempt all Honorary Members from payment of Flight dues.

B. Members who are dropped from the Daedalian Rolls may be reinstated by following instructions in Paragraph VIII B.

## XXVII. DAEDALIAN ROOM:

Flights located at or near a military installation are encouraged to arrange with the local commander for the designation of a Daedalian Room (or Wall if a Room is not possible) in the Officers' Open Mess or Consolidated Mess, if such exists. There is also a vast amount of aviation art that can be obtained to complete the decorations. A Daedalian Room or Wall will also provide a place to display Flight awards. In some locations, Flights have successfully created a Daedalian motif in a hotel or motel meeting room if a local military installation no longer exists. National Headquarters also has a Daedalian Crest for sale to Flights. Prices are listed on line. It is pressed polyurethane in the approved colors of gold and green and is very durable.

## XXVIII. ANNUAL DAEDALIAN CONVENTIONS:

A. Article 4.07 of the Bylaws requires the Annual Member Meeting to be held between 1 May and 30 September. This meeting is held as a part of the annual Daedalian Convention. Members are encouraged to attend Daedalian Conventions and should try if a convention is being held within a reasonable distance of where they live.

B. In the past the convention site has been rotated as nearly as possible between east, west and central United States locations. However empirical data has shown that the central Flights have, by far, the largest member turnouts. If the sponsoring flight desires, National HQ can contract a reunion/convention management company to handle the conventions.

C. In the meantime, Flights wishing to host a convention are urged to write to the National Adjutant three (3) or more years in advance. While not a project to be taken lightly, hosting a Daedalian convention can be a rewarding experience. Except for funds voluntarily made available by the Flight, most expenses are borne by attendees and supplemented by National Headquarters. Flight members are needed on committees for the various convention activities and as Escort Officers for dignitaries. Special activities/tours should be considered. See Appendix D for how to submit a bid to host a national convention and a breakout of the division of responsibilities.

D. Flight personnel will be involved in the initial survey and selection of the hotel site. Average maximum room requirements have ranged between 250 and 350. One objective is to attempt to hold all convention activities under one roof except for the golf tournament and tours. Listed below are typical convention requirements to be included in all planning:

(1) Flight Captains' Meeting: Room to seat 80 -100 people facing a head table seating approximately twelve class-room style (or a single-microphone podium without a head table). Also, one wireless microphone.

(2) Annual Member Meeting: Room to seat 200-300 people, theater style, facing a head table seating approximately twelve. Podium and microphone.

(3) Member Luncheon: Serves as the monthly Flight meeting for the host Flight. Follows Annual Member Meeting and requires banquet seating for 300-400 people facing a head table seating approximately 8. The Flight Captain of the host Flight conducts this activity. Open to spouses; sometimes a separate spouse luncheon is held. Guest speaker.

(4) Airpower Symposium: Requires seating for 250-300 people. Facing a head table of five to seven people. Daedalian Foundation organizes this activity

with assistance from the Flight. Audio-Visual support will be varied and will be coordinated on a case-by-case with the Flight. Open to spouses and guests.

(5) Awards Dinner: Banquet style dinner for 400-600 seated at round tables of ten with elevated head table seating approximately twelve. No guest speaker.

6. Activities/Tours: Planned by host Flight. Expect 100-200 persons at each.

7. Annual Daedalus Golf Classic: Shotgun start for as many golfers as the golf course can accommodate. Military courses are preferred for cost considerations. While the event is normally open to Daedalians only, circumstances may require review and changes may result.

#### XXIX. STAFF VISITS:

The National Commander as well as other National Officers generally is available to make pre-planned visits to Flight meetings with approximately ninety days advance notice. Requests should be sent to the National Adjutant with information on primary and alternate dates. Also include the time and place of the meeting(s), expected attendance and whether spouses/guests are invited. Information should also include the dress, the nature of the program(s) and details of what is expected of the visitor. Advise if the Flight can assist with local transportation. Travel expenses are borne by National Headquarters.

#### XXX. NEWS ITEMS FOR THE *DAEDALUS FLYER*:

A. The *Daedalus Flyer* is the official journal of the Order of Daedalians and is published quarterly. It is not only the primary source of information about the Order, it is also the basic source of information about those activities and experiences that bind us together as Daedalians. Flight and Member contributions to the *Daedalus Flyer* are important and are of interest to all fellow Daedalians. The activities and accomplishments of Flights are not only interesting, but provide useful information to other Flights as they attempt to emulate and develop stimulating fraternal activities.

B. Our extensive Awards and Scholarship program represents your contributions at work. Your Flight may be asked to participate in the presentation ceremony of an Award or a Scholarship. It is vitally important that such a ceremony be properly photographed and reported to the Editor for publication in the *Daedalus Flyer*.

C. All information for the *Daedalus Flyer* together with color photographs should be received at National Headquarters by: 1 February - Spring issue; 1 May - Summer issue; 1 August - Fall issue; and 1 November - Winter issue. Each individual in each photograph should be identified by full name, title and rank.

D. An Author's Guide for the *Daedalus Flyer* is available for reference. Please contact the Editor, *Daedalus Flyer*, for a copy, or you may view one on or download one from the web site.

#### XXXI. DEACTIVATION OF A FLIGHT:

With the movement of units and changes in mission of units, it is sometimes necessary to deactivate a Flight. In case this becomes necessary the Flight Captain should warn National Headquarters of the possibility as soon as possible. When it actually happens, the Flight records should be returned to National along with any Flight funds in the treasury. Take out of the Flight funds the cost of shipping the records, close the account and send a check for the balance to "Order of Daedalians".

#### XXXII. DAEDALIAN JUNIOR ROTC ACHIEVEMENT AWARD PROGRAM

A. GENERAL: JROTC units of the Army, Navy, Air Force and Marine Corps participate in this program. Flights are encouraged to lead local activities in the utilization of this program by all services.

B. PURPOSE: This award recognizes one outstanding cadet per high school annually who is a third year cadet in a four-year program or a second year cadet in a three-year program. This will enable the recipient to wear the ribbon during the final year in JROTC.

C. DESCRIPTION: The award consists of a medal and ribbon bar. The medal is fashioned after an ancient Grecian plaque discovered by a Daedalian in the village of Lavadia, Greece. This plaque depicts Daedalus and his son Icarus fabricating their legendary wings of wax and feathers.

D. ELIGIBILITY: The following minimum criteria will be used to determine eligibility:

- (1) Demonstrated an understanding and appreciation of patriotism, love of country and service to the nation.
- (2) Indicated a potential and desire to pursue a military career.
- (3) Ranked in the upper 10% of his or her class in the JROTC program.
- (4) Ranked in the upper 20% of his or her school class.

E. ADMINISTRATION:

- (1) This award is available to all Daedalian Flights and some JROTC units.
- (2) The Senior Aerospace/Military/Naval Science Instructor in the JROTC unit will select the recipient based on the above eligibility criteria.
- (3) The presentation of this award will be made, whenever possible, by a Daedalian. The instructor, upon selecting the recipient, will contact the local or nearby Daedalian Flight, if there is one available, to arrange for the presentation of this award by a Daedalian.

(4) Ideally, the presentation of this award should result from the joint and cooperative efforts between Daedalian Flights and local JROTC units. Where a joint and cooperative effort between a Daedalian Flight and a JROTC unit is not possible or a Daedalian is not available to present this award, the instructor should insure that the award is presented by a person in military uniform.

(5) The medal and ribbon bar denoting this award will be furnished by the participating Daedalian Flight. Neither the exact date of presentation nor the award recipient need be selected before requesting the medal. Requests will be processed on a first-come-first-serve basis. Mail, fax, and e-mail requests for medals will be honored. **Flights will be given priority on a first-come first-serve basis. Any medals remaining may be issued to the JROTC units, also on a first-come, first-serve basis.**

#### F. PRESENTATION CEREMONY:

(1) We encourage local and advance publicity of the presentation ceremony. The inspirational value of the award is enhanced when presented at a suitable ceremony attended by the recipient's contemporaries, supervisory personnel and members of the Order of Daedalians. Copies of "An Introduction to the Order of Daedalians" are available for distribution to JROTC units from the National Headquarters, or on the Internet.

(2) During award ceremonies it should be emphasized that the Order of Daedalians is a fraternity of commissioned military pilots from all military services. It is named after the mythical figure, Daedalus, and was organized by World War I commissioned military pilots who sought to perpetuate the spirit of patriotism, love of country and those high ideals of self-sacrifice which place service to the national above personal safety and position. This award is offered to encourage the development of these traits in JROTC cadets and to interest them in a military career.

#### g. REPORTS:

(1) JROTC units will comply with their service reporting instructions, furnishing a copy of all materials to the Daedalian Foundation.

(2) Daedalian Flights participating in joint or cooperative efforts with JROTC units should include details of the program and the award presentation in their Quarterly Flight Activity.

### **XXXIII. DAEDALIAN SCHOLARSHIP PROGRAMS**

The Daedalian Foundation is the philanthropic arm of the Order of Daedalians. A 501 C (3) organization, the main purpose of the organization is to provide encouragement for young men and women to become military pilots.

The Foundation provides scholarship through a variety of means. The largest is the Matching Scholarship Program, wherein the Foundation matches amounts given by Flights or Chapters of the Order of Daedalians, to deserving college and university student who are pursuing a career as a military aviator.

Descendant scholarships are also awarded to college student who are direct line descendants of Daedalians.

Another program focuses on college scholarships for students who are pursuing a military career through a Navy, Army or Air Force ROTC program at their college or university. These students are nominated

by their local commanders and the selection is made by the various ROTC Headquarters and funded by the Foundation.

The Egan Scholarship is a mentoring program which enables a sophomore student to apply for a scholarship which will be available to him or her annually throughout their remaining three years in college and if going on to graduate school. These are also initiated by the local flight.

The Foundation also provides funding for the Civil Air Patrol for high school students who are interested in flying. The program is in conjunction with CAP Headquarters.

## 1. GENERAL INFORMATION AND ADMINISTRATION

a. **Amount of Scholarships.** Each Flight may request funds under the Matching Scholarship Program up to a total of \$2,000 each year. This amount may be given to one student or divided. The amounts of other scholarships are discussed in individual programs.

b. **Service Academy Cadets/Midshipmen:** Service academy cadets and midshipmen are not eligible for Foundation financial awards.

c. Students receiving full scholarships for all expenses including room and board from other sources are not eligible.

d. **Scholarship Forms:** Each candidate's completed application form and all supporting background material, such as the Flight Selection Board's recommendation, must accompany the application forms when forwarded to the Daedalian Foundation. The scholarship application form allows Flights and the Foundation to determine what portion of an applicant's anticipated total school costs (tuition/fees, books, travel expenses, room and board) is covered by financial awards from all sources.

e. **Application Mailing Address:** All applications should be mailed to:  
Chairman, Daedalian Foundation  
P.O. Box 249  
Randolph AFB, TX 78148-0249  
FAX 210-945-2112  
E-Mail Daedalus@Daedalians.org

f. **Scholarship Committee:** The Scholarship Committee of the Daedalian Foundation, comprised of at least three (3) Trustees, will evaluate all applications and supporting data. Selectees will be notified through the flights submitting the respective applications.

g. **Certificates:** Scholarship certificates are mailed to the Flights unless the scholarship is an Un-sponsored Matching or Un-sponsored Descendant. There is no Un-sponsored Matching certificate. The Un-sponsored Descendant certificate will be sent directly to the student. The Egan Multi-Year Mentoring Scholarship recipient will only receive a certificate the first year he/she is selected.

h. **Disbursements:** Foundation fund disbursements will be made directly to the student's college or university fiscal office for credit to his or her account. Flights are encouraged, but not required, to do likewise.

i. **Reporting:** Flights should provide photos and articles of award ceremonies. Mail to Editor, *Daedalus Flyer*, P.O. Box 249, Randolph AFB, TX 78148-0249. On separate paper, give places, dates and identities of subjects of photos.

## SUMMARY OF DAEDALIAN SCHOLARSHIP PROGRAMS

Name of Program	Description	Eligibility & Requirements	Award Amounts	Submission Dates	Remarks
Daedalian Foundation Matching Scholarship Funds ATCH B, F	Phase I – Flight Phase II – Daedalian Foundation. Can be graduating high school senior who has been accepted by a college or university.	College students with desire & potential to be commissioned military pilots. Flight submitted.	TBD by Flight Match up to \$2,000	No suspension for Flight. By 1 Dec to Foundation for funding that year.	Checks payable only to college or university.
Foundation Sponsored Scholarships ATCH B, F	Scholarships given to students residing where there is no local Flight	College students with desire & potential to be commissioned military pilots. Flight submitted.	Up to \$2,000	By 1 Aug to Daedalian Foundation.	Checks payable only to college or university.
John & Alice Egan Multi-year Mentoring Scholarships ATCH C, F, G	<i>Continuing Scholarship.</i> Phase I – Flight. Phase II –Daedalian Foundation. Phase III-Subsequent years.	ROTC Flight nominee in spring semester of freshman year.	\$500/year for 3 or 4 years by Flight & \$2,000/year or more supplemented by National.	By 1 Aug to Daedalian Foundation.	Daedalian Foundation to approve NLT 15 Aug. Phase III requires annual Flight and Foundation Funding. Checks payable only to college or university.
Daedalian Foundation Descendants Scholarship ATCH D, F	Direct descendant of a Daedalian. Can be a graduating high school senior.	College course leading to a career in aerospace or military aviation.	Foundation to award \$2,000 scholarship. Limited number of awards per year.	By 1 Aug to Daedalian Foundation.	<i>Funding does not have to be matched by Flight. Checks payable only to college or university. Can not be considered for Matching during the same year.</i>
Loren Spencer Scholarships ATCH E, F	Scholarships given to students nominated by Flights with highest number of newly recruited Daedalians.	Same as Matching.	Four awards of \$750.00	Information given to Foundation by Order of Daedalian records.	Awards given at the yearly convention. Checks payable only to college or university.
Jay Baird Scholarship ATCH E	Scholarship given to student selected for pilot training.	Same as Matching.	\$1,000	Selected by Scholarship Committee from Matching nominees.	Checks payable only to college or university.
Civil Air Patrol Program ATCH E	Scholarships to CAP cadets for ground & flight instruction.	Nominations by HQ CAP to Daedalian Foundation directly.	<i>\$2,100 Limited to five awards per year.</i>	To HQ CAP No later than 31 March.	Flights are encouraged to associate with CAP units, i.e., adopt a CAP squadron, sponsor a scholarship for solo or private pilot license.
Getchell & ROTC Scholarships ATCH E	Given to ROTC students selected by ROTC headquarters.	Selected by ROTC.	\$2,000	NLT 1 Dec	Can not be considered for Matching Scholarship. Checks payable only to college or university.
Tex Hill Cadet Flight Indoctrination Program (CFIP) ATCH H	Will finance a pilot thru solo.	Selected by Flight	TBD by Flight and Foundation.	Jan-Mar to conduct Summer Camp.	Requires Flight member manager be appointed CFIP officer for at least 2 years.

# **THE DAEDALIAN FOUNDATION MATCHING SCHOLARSHIP PROGRAM**

## **ACADEMIC SCHOLARSHIPS**

**1. GENERAL:** The purpose of the Matching Scholarship Funds Program is to encourage Daedalian Flights to establish college and flight scholarships supporting the objectives of the Order of Daedalians. This program is conducted in two phases.

*a. Phase I covers the competition for Scholarship Awards within the Flight. It ends when the Flight has selected its scholarship recipients and has requested matching scholarship funds from the Daedalian Foundation each year.*

*b. Phase II covers action by the Daedalian Foundation on Flight requests for matching funds. It ends when the Daedalian Foundation has distributed funds each year to approved recipients. Flights shall not promise matching funds to prospective recipients until the Daedalian Foundation has approved their applications.*

## **2. ELIGIBILITY:**

a. Any person is eligible who:

(1) Has demonstrated the desire and potential to become a commissioned military pilot;

(2) Is attending an accredited four-year college or university or who has applied for and received admission approval from such college or university;

b. Additional eligibility criteria may be set by a Flight Scholarship Selection Board or developed jointly between the Flight and accredited colleges or universities having ROTC units, where selection may be done by the senior ROTC units.

c. College students not part of a ROTC program are eligible if they are interested in becoming military pilots.

## **3. SELECTION:**

*a. PHASE I. The Flights shall elect a Scholarship Chairman and appoint a Selection Board. Flights should select their recipients as soon as all necessary academic results from the previous scholastic quarter or semester are available for evaluation by the Board.*

Selection may be made by the Flight Selection Board or by participating organizations where other agreements are in effect. The following factors will be considered:

(1) Intention to pursue a career as a military pilot.

(2) Demonstration of moral character and patriotism.

(3) Scholastic and military standing and aptitude.

(4) Physical condition and aptitude for flight.

b. PHASE II. Flight requests for matching funds from the Daedalian Foundation must be submitted by 1 Dec to be considered for matching funds for that year.

*The Daedalian Foundation Scholarship Committee conducts an approval review process on all applications. Approval is not automatic. Checks will be distributed directly to the recipient's college or university.*

c. The application form may be locally reproduced but not altered. Nominations must include the application. Flights may use this same form for their own award program, distributed under their own cover letter, describing the Order of Daedalians and the Matching Scholarship Program of the Daedalian Foundation. For Flight convenience, suggested text for cover letters to nominees follows:

The Order of Daedalians is the National Fraternity of Commissioned Military Pilots. It was organized on 26 March 1934 by a group of World War I commissioned Army pilots to perpetuate the spirit of patriotism, love of country and ideas of self-sacrifice which place service to nation above personal safety or position. World War I pilots were the first to fly and fight in defense of our country and their record is one of pride, sacrifice and accomplishment. The word Daedalian derives from the legend of Daedalus who, according to Greek mythology, was the first person to accomplish heavier-than-air flight. All commissioned World War I military pilots (approximately 14,000) are listed and designated as Founder Members by the Order of Daedalians. Today, active membership is open on a sponsorship basis to current and prior commissioned military pilots, from all military services and on a hereditary basis to descendants of Founder Members. The Daedalian Foundation, which sponsors the matching scholarships, was founded by the Order of Daedalians in 1959 for charitable and educational purposes supporting the order.

On behalf of the Order of Daedalians, \_\_\_\_\_ Flight is sponsoring a Flight scholarship in the amount of \$\_\_\_\_\_. If you are attending an accredited four-year college or university or have applied for and been admitted, and if you have demonstrated the desire and potential to pursue a career as a commissioned military pilot, you are eligible to apply for this scholarship using the attached form.

If you are selected for one of our scholarship, you may be eligible for a Matching Scholarship from the Daedalian Foundation. If you are given a Matching Scholarship, you will become obligated to inform us annually of your progress for at least the following three years. Our address is as shown. Best wishes!

**4. MONITORING:** Flights should monitor the progress of scholarship award winners for at least three years following awards and report findings in the quarterly Flight Activity Report for the third quarter of each year, due in National Headquarters by 31 December each year.

**5. ADMINISTRATION:**

a. To maximize participation by Flights, the Daedalian Foundation may match up to \$2,000.00 per calendar year per Flight or the amount of the Flight scholarship, whichever is less. Matching Fund requests to National Headquarters received between 1 December and 31 December will be acted on in the next calendar year.

b. Flights with more than one scholarship recipient in one calendar year must recommend allocation of requested matching funds among the recipients. We encourage Flights to make awards in amounts that will provide meaningful educational assistance.

*c. The Foundation will make recipient(s) matching scholarship checks payable to the recipient's college or university, not individuals or Flights. Flights are encouraged, but not required, to do likewise in disbursement of scholarship funds.*

d. Flights are encouraged to discuss their scholarship plans in advance with the Scholarship Committee of the Daedalian Foundation. Call (210) 945-2113.

**6. FOUNDATION SPONSORED SCHOLARSHIPS:** Some students reside where there are no established Flights. A minimal number of Un-sponsored Scholarships may be given by the Foundation to these students. The same factors will be used as criteria in applying for an Un-sponsored Scholarship as for a Matching Scholarship. Students may be required to provide more verification of application information by the Foundation Scholarship Committee. Students should complete the Scholarship Application form and send directly to the Daedalian of Foundation. All requests for an Un-sponsored Scholarship where the student resides in the same area as a Flight will be forwarded to the local Flight for their consideration.

**JOHN AND ALICE EGAN MULTI-YEAR MENTORING SCHOLARSHIP PROGRAM**

**1. GENERAL:** The Egan Multi-Year Mentoring Scholarship Program is for Flights willing to commit \$500 annually to a three-to four-year mentoring program. Freshmen are not eligible. For an individual student, the Foundation will supplement this \$500 with at least \$2,000. (This scholarship is not tied to the Matching Program, i.e., it is an additional program and a student may be submitted for both programs.) This program is conducted in three phases.

**2. DESCRIPTION:** The Egan Scholarship Program is open to all Flights to submit one applicant per year unless the Flight has a student already participating in the program. The program is intended to incorporate the following features: mentoring over time to influence the student, more meaningful dollar scholarship awards, Flight participation, Flight vested interest in program success and goal oriented program structure.

The Foundation's Scholarship Committee will determine the recipients. The Egan Program is potentially a \$7,500 to \$10,000 or more scholarship spread over as many as four years. Duration

will be determined by the length of the student's undergraduate program, i.e., four or five years; however the student must apply for follow-on funding for recertification each year.

### **3. THREE PHASES OF EGAN SCHOLARSHIP PROGRAM**

*a. PHASE I (completed by 1 August). The Flight Scholarship Chairman and Selection Board, or participating organizations where other agreements are in effect, should select their nominee as soon as all necessary academic results from the previous year(s) are available for evaluation.*

(1) The application form may be locally reproduced but not altered. Nominations must include the application form Flights may use this same form for their own award program, distributed under their own cover letter, describing the Order of Daedalians and the Egan Scholarship Program of the Daedalian Foundation. Flight cover letters should be removed when completed forms are sent to the Daedalian Foundation and replaced with a flight letter of nomination.

(2) Screening of eligible applicants will consider the following factors:

- (a) Intention to pursue a career as a military pilot.
- (b) Demonstration of moral character and patriotism.
- (c) Scholastic and military standing and aptitude.
- (d) Physical condition and aptitude for flight.

*b. PHASE II (completed by 15 August). The Daedalian Foundation Scholarship Committee conducts a selection process on all applications to select the most qualified. Approval is not automatic. Checks will be distributed to recipients directly to the university/college. Flights shall not promise funds to prospective recipients until the Daedalian Foundation has announced the selectees.*

*c. PHASE III (Re-certification) covers continuing actions by the scholarship winner, the Flight, and the Foundation to ensure mentoring objectives are met. Subsequent year applications also have a 1 August deadline for Flight submissions in order to ensure Foundation approval by 15 August. The intent is that the Flight actively guide and encourage the recipient to excel, not just in academic pursuits, but also in ROTC, Flight, and leadership opportunities. For Phase III:*

- (1) The student must maintain eligibility.
- (2) The student must complete the Re-certification application annually during the early summer.
- (3) The Flight must review the application for completeness and sufficiency, approve the commitment of another \$500 scholarship, and submit the application to the Daedalian Foundation NLT 1 August for Foundation funding.

(4) The Daedalian Foundation will review the application. If it is complete and the student remains eligible, the Foundation will send money to the recipient's *university/college*.

**4. PROGRAM QUALIFICATIONS:** Entry into this program and successive annual awards to the student are contingent on that student's qualifications and performance IAW the following program requirements:

- a. Must be in ROTC.
- b. Must have and maintain a cumulative 3.00 or better GPA (on a 4-point scale).
- c. Must be medically qualified for flight training. Copy of ROTC Physical examination required.
- d. Must plan to apply for and must be awarded a military pilot training allocation at the appropriate juncture in the student's chosen ROTC program.*
- e. Must stay in contact with sponsoring flight (attend a minimum of one Flight meeting annually) and arrange for official grade reports and ROTC progress details to be provided by the university to the Flight each semester to qualify for successive year's funding.
- f. Scholarship funds (Flight's and Foundation's) will be sent only to the designated college or university fiscal office for credit to the student's account. The Foundation will provide a first year certificate for presentation to the student along with details of the program requirements.*
- g. Applications must include the academic performance for all university courses.

3. **MONITORING:** Flights should monitor the progress of scholarship award winners and report findings in the quarterly Flight Activity Report for the third quarter of each year, due in National Headquarters by 31 December each year. Following graduation, Flights should follow the student for a minimum of three years and continue to encourage and mentor as the young officer begins a career in military aviation.

### DESCENDANTS SCHOLARSHIP PROGRAM

**1. GENERAL:** To further the Objectives of the Order of Daedalians insofar as assisting in the education of deserving young persons, the Daedalian Foundation has established a Descendants Scholarship Program for descendants of Daedalian members. The Foundation will award up to three (3) \$2,000 scholarships annually to eligible students nominated by Daedalian Flights or submitted directly by the descendent to the Scholarship Committee of the Daedalian Foundation. Additional awards may be made based upon availability of resources.

**2. ELIGIBILITY:** Any young person is eligible if he or she is:

a. A direct descendant (natural or adopted) of a Founder, Named, or Hereditary member in good standing (living or deceased) of the Order of Daedalians, and a citizen of the United States of America.

b. Accepted by or attending an accredited college or university and enrolled in an academic program which leads to a baccalaureate or higher degree. Must be desirous of and interested in a career as a commissioned military pilot, flight crew member, astronaut, or a career as a commissioned officer in one of the armed forces of the United States in a discipline directly supporting aeronautics or astronautics.

c. Of good moral character.

d. Physically and mentally qualified with demonstrated aptitude for commissioned US military service. If the applicant intends to pursue a non-flying career as a commissioned officer in a scientific or engineering discipline supporting aviation or space, he or she must pass a physical examination qualifying only for active commissioned duty in one of the US armed services.

e. In good scholastic standing at his or her current academic institution, capable of being evaluated against peers based upon academic achievements.

f. Not a recipient of another Daedalian scholarship in the same year.

**3. SELECTION:** Flight Captains should use their Flight Selection Boards to screen and evaluate applicants for Descendants Scholarships. Selection Boards should base their judgment of applicants upon those factors specified in paragraph 2 above. Need may also be considered, but only when all other factors are equal. Flights may submit multiple candidates whom they believe can compete successfully against nominees from all other Flights worldwide. If more than one candidate is submitted, the applications must be rank ordered by the Flight. As soon as all required academic, military, and/or scholastic results from the preceding semester or term are available for evaluation by the Selection Board, Flights should choose their nominee and forward their recommendation together with the candidate's application and all pertinent supporting data to the Daedalian Foundation no later than 1 August.

**4. ADMINISTRATION:**

a. Descendants of members of the Order of Daedalians, whose sponsor is in good standing but does not currently belong to an established Daedalian Flight or is deceased, may apply directly to the Foundation.

b. The Foundation Scholarship Committee will evaluate applications and supporting data from all nominees and select award recipients. Students will be notified, where appropriate, or through the Flights submitting the respective application.

## **THE COLONEL LOREN AND MRS. RANDY SPENCER SCHOLARSHIP PROGRAM**

1. **GENERAL:** The Colonel Loren and Mrs. Randy Spencer annual scholarships are four \$750 awards made to applicants submitted and sponsored by the Flights most successful in recruiting new members into the Order of Daedalians. This program will be fully funded each year by the Spencer family.

2. **ELIGIBILITY:** The eligibility for these scholarships is twofold. First, the students will be required to meet the same criteria as outlined in the Matching Program. Second, recruits may come from any service, active duty, Guard, Reserve and former Daedalians returned to active dues-paying membership.

3. This is not a Matching Fund Scholarship Program and funding from the Daedalian Foundation does not have to be matched by the Flights.

### **BAIRD SCHOLARSHIP**

A \$1,000 scholarship given in memory of Colonel Jay Baird. This scholarship is part of the Matching Program. The recipient must have been selected for military pilot training. The recipient is chosen from those who qualify for a Matching Scholarship by the Foundation Scholarship Committee. Funds are set to be depleted by 2014 unless other arrangements are made.

### **GETCHELL AND ROTC SCHOLARSHIPS**

The Daedalian Foundation awards 19 \$2,000 scholarships (5 Getchell, 8 Air Force, 3 Army and 3 Navy) to cadets selected and nominated by ROTC headquarters by 1 December. Cadets receiving these awards are not eligible to receive any other Daedalian scholarship in the same year. Flights which have more applicants to their Matching Program than can be considered should refer the cadets to these programs.

### **THE CIVIL AIR PATROL (CAP) PROGRAM**

1. The CAP program, dedicated to developing informed and well-rounded citizens and future aerospace leaders, is one of the more dynamic youth activities in America. For this reason the Daedalian Foundation awards Major General Lucas V. Beau Scholarships to CAP cadets for ground and flight instruction leading to a private pilot's license. The recipients of these awards are nominated by the Headquarters of the Civil Air Patrol, Maxwell AFB, Alabama, and approved by the Foundation Scholarship Committee. Applications are due to Daedalian Headquarters NLT 31 March.

2. Daedalian Flights are encouraged to associate themselves with CAP units. Some Flights may want to adopt a CAP squadron, while others may want to sponsor a solo or even a private pilot scholarship for a deserving CAP cadet in their area. Still others may assist in myriad ways to help mentor cadets toward a career in military aviation. National Headquarters believes firmly

that participating Daedalians will reap great personal satisfaction by encouraging aerospace activities for today's youth. Additionally, this association with the CAP program will greatly benefit the Order by furthering its Objectives.

3. A listing of CAP squadrons in your area is available from Director of Cadet Programs, Headquarters, Headquarters CAP-USAF (AU), Maxwell AFB, AL 36112. Their phone number is (334) 953-5191.

4. National Headquarters, as well as Headquarters CAP, will be interested in the relationship developed between Daedalian Flights and CAP squadrons. Describe these activities fully in your Quarterly Flight Activity Report. National will seek to cross-feed these activities to other Flights so that all may profit from these experiences.

#### **XXXIV. BRIG GEN DAVID LEE "TEX" HILL AND LT COL LESLIE "LES" LEAVOY CADET FLIGHT INDOCTRINATION PROGRAM (CFIP)**

1. **OVERVIEW:** The Cadet Flight Indoctrination Program (CFIP) is conducted by a four-way partnership of the Daedalian Foundation, one or more Flight, selected candidates and a selected FAA-certified Flight Training Facility/Fixed Base Operator (FBO). The Foundation and participating Flight(s) jointly fund the formal ground and flight training necessary to achieve a successful solo flight in an appropriate general aviation aircraft, and provide a financial incentive award for participants who wish to continue their training for their Private Pilot License at their own expense. The Foundation and participating Flight(s) will select an FAA-accredited FBO with sufficient personnel and facilities to conduct appropriate ground and flight training in support of the program. Flight Captains may apply by letter to the Foundation Chairman for sponsorship for all or a portion of the Flight's matching funds allocation to support the CFIP in their flight.
  - a. **PURPOSE:** The Cadet Flight Indoctrination Program seeks to identify, screen and select eligible applicants for participation in a flight training program designed to enhance their motivation to pursue a career in military aviation.
  - b. **PHASES OF THE PROGRAM:** The CFIP consists of the following five phases: They are: Phase I - Preparation; Phase II – Cadet Selection; Phase III – Ground School; Phase IV – Flight Camp and Phase V – Wrap Up.
  - c. **ELIGIBILITY CRITERIA:** Applicants for the CFIP must meet the following four eligibility criteria:
    - d. Be a sophomore or above attending an accredited high school or similar program or
    - e. Be enrolled in an accredited college program.

- f. Demonstrate the desire and potential to become a commissioned military pilot in the armed forces of the United States.
- g. Be age 16 or above and have no physical conditions that would disqualify the applicant for selection.
- h. Be a US citizen and fluent in English.

## 2. **PROGRAM ADMINISTRATION:**

- a. **Project Officers.** The Flight Captain will appoint a CFIP Project Officer for a minimum two-year term to administer this program. The CFIP Project Officer handles all the details of program administration.
- b. **Contract with the FBO.** The local CFIP Project Officer will identify an FAA-certified FBO with appropriate equipment, facilities, course materials and personnel to provide all necessary ground and flight instruction through the initial solo flight in support of this program. The local CFIP Project Officer will negotiate terms of the training contract, as provided by the FBO, and send a copy of the contract to the Foundation CFIP Project Officer. Negotiations should emphasize that the goal is for solo status and not the completion of a private pilot license.
- c. **Selection Board.** The CFIP Project Officer should recruit active Daedalians from the local Flight to serve on the CFIP Selection Board. This board will evaluate all applications and select the best-qualified applicants to participate in the program.
- d. **Selection Board Criteria.** In evaluating applicants for the CFIP, members of the Selection Board should consider all available and appropriate information, including:

- 1. Letters of Recommendation.
- 2. Demonstrated high moral character.
- 3. Demonstrated high level of motivation to complete the program.
- 4. Evidence of existing strong interest in aviation.
- 5. High scholastic standing among peers and intent to enter college.
- 6. Good physical condition without apparent limitations.
- 7. Participation in extra-curricular activities an applicant's willingness to make the CFIP priority one through program completion.
- 8. Positive support from applicant's parent/guardian/sponsor.

3. **PROGRAM REQUIREMENTS FOR FBO:** The fixed base operator (FBO) must be FAA-certified to conduct all formal ground and flight training activities up to and including the solo flight in compliance with the Federal Aviation Regulations (FAR) Part 141 or Part 61, Flight School Procedures. The following special requirements of the Daedalian Foundation CFIP also apply:

- a. The FBO will make every reasonable effort to commence formal ground training as soon as possible after the CFIP Selection Board announces the names of the selected cadets and the Foundation CFIP Project Officer has approved.
- b. The specific curriculum and training methodology will be determined by the FBO as most appropriate for the needs of the CFIP and the participating cadets. CFIP Project Officers shall not interfere in the daily operations of the FBO or involve themselves in flying training management decisions. Where possible and practicable, group instruction activities are encouraged to gain the benefits of interaction among the cadets as well as for economical training.
- c. At the end of Phase III, ground training, and after the final written exam, the FBO's primary ground instructor should plan on meeting with the CFIP Project Officer to review the progress and aptitude of all participants. This meeting will identify any cadets to be eliminated from the program.
- d. All ground training activities should be geared toward preparation for a full-time Flight Camp at the FBO facility commencing as soon as practical after the spring semester. The Flight Camp is Phase IV -- airborne instruction -- when flying actually begins for the participating cadets. Flight Camp should be scheduled as soon as possible following the end of the regular spring semester. The formal start date should be coordinated with the cadets to minimize conflicts with their personal schedules. Where possible, CFIP cadets who are not receiving direct flight instruction should be allowed to observe (if practical) their flight mates from the rear seat of the training aircraft. The FBO should plan to solo all cadets and complete Flight Camp within four weeks, when four-seated aircraft are routinely used, barring adverse impact of random factors such as inclement weather, personal emergencies, cadet illness, or flying proficiency issues. Normally, cadets should be limited to not more than one sortie a day as primary student pilot.
- e. The FBO is responsible for evaluating the proficiency and training progress of the CFIP participants. After completing the fifth and tenth hour of dual instruction, the FBO will conduct an informal Mid-Phase Progress Review (MPPR) on each cadet to evaluate potential for successfully completing the program. If the cadet fails the MPPR and the FBO determines that withdrawal is appropriate, a training conference will be convened with the CFIP Project Officer.
- f. In addition to the financial constraints contained within the CFIP contract (with amendments), each cadet is limited to a maximum of 20 flying hours during Flight Camp. Previous experience indicates that most cadets will solo no later than the 14-hour point.
- g. The FBO will carry liability insurance in the amount of \$1,000,000 for

each occurrence with \$100,000 per person and \$1,000,000 in General Liability. The Order of Daedalians and the Daedalian Foundation will be named as additional insured and be issued a certificate of insurance showing this information. A copy of this insurance rider must be received from the insurance company prior to any flight instruction and will be on file at Foundation headquarters. This rider must be on file prior to program approval by the Chairman of the Daedalian Foundation.

**4. FUNDING:** The Daedalian Foundation will provide at a minimum of one-half of the cost of the CFIP and the participating Daedalian Flight will provide the remaining funds. Foundation funds will be paid directly to the FBO for training actually accomplished through solo. The Project Officer will secure a summary statement that recaps all training charges and that portion which is to be paid by the Daedalian Foundation (as limited in this paragraph). The Flight Project Officer will endorse the summary statement indicating his agreement with its accuracy of flight instruction accomplished. The Foundation will endeavor to provide payment within two weeks following receipt of the FBO/Flight statement. The selected cadet participant is expected to bear the cost of ground training materials payable directly to the FBO on or before commencement of Phase III ground training. As a follow up incentive, cadets who choose to continue flight training at their own expense and attain their FAA Private Pilot License within one year of their CFIP solo flight are eligible for a direct cash reimbursement of \$500 (\$250 each from the Daedalian Foundation and the participating Flight) to partially defray the cost of their post-solo training. This request will be forwarded on the appropriate form.

**5. REPORTING:** The following written reports are required in support of the Daedalian Foundation CFIP:

a. **Daedalian Flight CFIP Project Officer** submit the following written Reports to the Chairman of the Daedalian Foundation:

(1) Application for CFIP matching scholarship funds.

(2) An immediate phone report followed by a written report outlining any incident, accident or circumstance which (1) has the potential to generate *unusual* news coverage (positive or negative) involving the Order of Daedalians, or (2) which may alter the specific terms of the program.

(3) A final report covering the completion of all CFIP flying activities, the scheduled date/time/place of any awards ceremony, a review of any local publicity, and a "lessons learned" summary.

b. **Participating FBOs** have no formal reporting requirements under this program. However, regular and frequent coordination will be required between the FBO and the Daedalian CFIP Project Officers during the course of the program, particularly during Flight Camp. All training records of the participating cadets must be available for review by the CFIP Project Officers, subject to prior coordination with the FBO. The CFIP Project Officer shall not involve himself in management of the day-to-day flying

operations. For liability reasons all decisions concerning flight operations are left to the FBO.

c. **Graduating CFIP cadets** will be asked to write a brief summary of their experiences throughout the ground and airborne phases of the program. Successful CFIP solo pilots should submit this report in letter form to the local Flight CFIP Project Officer as soon as possible after the awards ceremony. The following four impressions are of particular interest:

(1) Overall impact of the CFIP experience on the cadet's feelings about aviation in general.

(2) Any program inefficiencies or obstacles that had to be overcome and should be addressed for future participants.

(3) The most positive experiences the cadet encountered while participating in the program.

(4) The degree to which the CFIP experience influenced the cadet's attitudes, feelings and intentions regarding a career as an aviator in the armed forces of the United States.

## **9. RECOGNITION AND PUBLICITY**

a. The Daedalian Foundation will provide Certificates of Completion and Daedalian Half-wings to the Flight for presentation at an appropriate ceremony.

b. The local Daedalian Flight Project Officer should promote maximum possible publicity in appropriate print and broadcast media during the course of CFIP training. The monthly Daedalian Flight publication, local military base newspapers, and local civilian print and broadcast media are all appropriate outlets for CFIP publicity.

## **CFIP PROJECT OFFICER'S CHECKLIST**

### **Phase I - Preparation**

1. Appointment as Flight CFIP Project Officer.
2. Identify local Daedalians interested in serving on the CFIP Selection Board.
3. Research local FBOs for suitable training facility.
4. Locate FAA-certified Flight Medical Examiner willing and able to conduct

physicals for applicants. A website locator available is [ame.cmi.jccbi.gov](http://ame.cmi.jccbi.gov).

5. Develop list of cadet sources in the area and gauge likely interest in the program.
6. Establish preliminary coordination with local print and broadcast media outlets or publicity coverage of key program events.
7. Contract with FBO.

### Phase II – Cadet Selection

1. Mail CFIP application packages to local Junior/Senior ROTC units with cover letter signed by Flight Captain. Letter should emphasize:
  - a. Eligibility criteria (especially physical standards)
  - b. Commitment to training continuity if selected
  - c. Due date for all applications
2. Convene CFIP Selection Board to review all applicants
  - a. Screen for obvious physical disqualifiers (e.g., ht, wt, sight, etc)
  - b. Determine target number of participants for Phase III (ground school)
  - c. Select most promising applicants, using criteria deemed appropriate by the board.
3. Submit applications and insurance verification to the Chairman, Daedalian Foundation.
4. Notify all applicants by letter of their selection status
  - a. Encourage non-selects to reapply next year
  - b. Provide Appendix G to applicants for certification by an AME.
  - c. Schedule date and time for kick-off ceremony for all selectees:
    - (1)Flight CFIP Project Officer should be MC.
    - (2)Flight Captain welcome.
    - (3) FAA medical examiner briefing (if physicals not yet accomplished).
    - (4)FBO/Chief Instructor briefing to announce date/time ground school will start.

### Phase III- Ground School

1. Ground school as scheduled, administered and conducted by FBO/Chief Instructor.
2. Invite local media coverage.
3. CFIP Project Officer monitors training to ensure:
  - a. All selectees show up for training.
  - b. Any absences are pre-coordinated and make-up sessions are arranged.
  - c. Any signs of problems with program administration are deal with at the earliest possible stage of training.

4. CFIP Selection Board, augmented by FBO/Chief Instructor, meets after all scheduled ground training is complete and all selectees have completed their final written exam. Cadets are notified by letter that they will advance to Phase IV, Flight Camp, to receive funded flight training up to and including the initial solo flight, providing they continue to meet program standards.

### **Phase IV- Flight Camp**

1. Full time Flight Camp begins at the FBO location.
2. Invite local media coverage.
3. All cadets are required to be present for all scheduled instruction.
4. To the maximum extent possible, and with the concurrence of the FBO, Cadets not receiving airborne flight instruction will be encouraged to monitor the instruction of their classmates from the back seat when four-place trainer aircraft are used.
5. Maintain liaison with FBO/Chief Instructor at 5-hour and 10-hour Mid-Phase Progress Review (MPPR) concerning financial decisions.
6. Encourage maximum Daedalian presence on the flight line when CFIP cadets are expected to solo. Get pictures for local Daedalian newsletter and the Daedalus Flyer. Expect presence of family members and friends of the soloing cadet.

### **Phase V – Wrap Up**

1. Prepare appropriate solo certificates and Daedalian memorabilia for presentation to CFIP cadets who successfully complete the program.
2. Coordinate final billing with Daedalian Foundation and FBO.
3. Send program critique letters to the cadets.
4. Schedule appropriate program completion ceremony (recommend the next monthly flight meeting), and invite cadets and their families to attend.
5. Invite local media coverage.
6. Notify cadets by letter of CFIP follow-on incentive program to defray a portion of the cost of continuing their training through their Private Pilot License. Provide cadet an application for filing for incentive payments from the Flight and the Foundation. Prepare and submit CFIP Project Officer's report to the Chairman of the Daedalian Foundation.

DAEDALIAN CFIP  
APPLICATION FOR NATIONAL FUNDS

**Flight Name:** \_\_\_\_\_ **Flight Number.** \_\_\_\_\_

Flight Captain: \_\_\_\_\_

Flight CFIP Project Officer: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

FBO conducting Flight Training: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

FBO Point of Contact/Owner/Chief Instructor:: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

FAA Flight Medical Examiner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Planned number of CFIP (Primary Cadet) Participants: \_\_\_\_\_

Anticipated Maximum Program Cost \$ \_\_\_\_\_

Draft FBO Contract and Insurance Rider Attached?  Yes  No

**INITIAL CFIP PROJECTED MILESTONE DATES**

Mail out invitations for applicants: \_\_\_\_\_

Convene CFIP Selection Board: \_\_\_\_\_

Conduct FAA Class III Medical Examinations: \_\_\_\_\_

Phase III (Ground School) Start Date: \_\_\_\_\_

Phase IV (Flight Camp) Start Date: \_\_\_\_\_

Last CFIP Solo Date: \_\_\_\_\_

---

Phase V Awards Ceremony Date/Location: \_\_\_\_\_ / \_\_\_\_\_ Phase V Project Officer's Report:

\_\_\_\_\_

**DAEDALIAN FOUNDATION  
CADET FLIGHT INDOCTRINATION PROGRAM (CFIP)  
FLIGHT SCHOOL COST ESTIMATOR AND TRAINING AGREEMENT**

1. Program Objective: The Daedalian Foundation Cadet Flight Indoctrination Program (CFIP) is a flight instruction program provided by an FAA-certified fixed base operator (FBO)/flight school to introduce selected participants to the adventure of flight and encourage them to pursue a career as military aviators in the armed forces of the United States. The program consists of individual and group ground studies in preparation for airborne instructional sorties leading to a successful solo flight in a general aviation aircraft. A local sponsoring Daedalian Flight and the National Daedalian Foundation jointly fund the program.

2. FBO/Flight School Responsibilities: Provide appropriate private pilot training materials and ground and flight instruction by FAA-certified flight instructors to allow participating cadets to safely solo in the training aircraft.

3. Cost Estimates: The following training costs apply for FBO/Flight School identified below.

Name of FBO: \_\_\_\_\_ Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Chief Instructor: \_\_\_\_\_

Phone :( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_

Email: \_\_\_\_\_ WebSiteURL: \_\_\_\_\_

Cost for Private Pilot training materials (study materials, texts, etc.) \$ \_\_\_\_\_

Primary Aircraft to be used for CFIP Training: \_\_\_\_\_

Cost per flying hour for this aircraft: \$ \_\_\_\_\_

Cost per hour for flight instruction: \$ \_\_\_\_\_

Estimated hours of ground instruction: Cost per hour for ground instruction: \$ \_\_\_\_\_

4. **FBO/Flight School Proposal and certification:** I hereby certify the following:

a. The above cost estimates are correct.

b. This training facility operates under the provisions of FAR Part 61 \_\_\_\_\_ or FAR Part 141 \_\_\_\_\_. (Check appropriate block.)

c. This facility has current Aircraft Public Liability Insurance coverage against death, bodily injury and property damage, and such coverage is designated to protect the persons involved from claims arising out of acts or omissions as a participant in Daedalian CFIP training. This insurance is procured and maintained in limits of not less than \$100,000 with respect to any one person injured or killed and, subject to that limit per person, an aggregate limit of \$1,000,000 with respect to any number of persons injured or killed as a result of any one accident, and \$200,000 per accident with respect to property damage.

Name of FBO/Flight School Agent: \_\_\_\_\_

Date: \_\_\_\_\_

Position at School: \_\_\_\_\_

Signature: \_\_\_\_\_

## Draft CFIP Cadet Critique Letter

Dear Cadet,

Now that this year's Daedalian Cadet Flight Indoctrination Program (CFIP) has drawn to a close, we are reviewing the entire operation in search of areas where we can make next year's program even better. Since you were at the focal point of this year's CFIP, we are very interested in your impressions.

I'm asking you to take a few moments in the next few days to gather your thoughts and overall impressions of the program. Please let us know if the CFIP as you experienced it is on that track, and what (if any) changes you think would enhance the program.

It would be of great assistance to the Daedalians if you would comment (at least) on the following four areas:

- a. The overall impact of the CFIP experience on your feelings about aviation in general.
- b. Any program inefficiencies or obstacles that you had to overcome which you feel should be addressed for future participants.
- c. The most positive experiences you encountered while participating in the program.
- d. The degree to which the CFIP experience influenced your attitudes, feelings and intentions regarding a career as an aviator in the armed forces of the United States.

I know you have quite a lot on your plate. However, with your help, we can fine tune this program and continue making it available for many of your schoolmates in the years to come. The enclosed envelope is for your use in returning your "end of program critique." Thanks for your contributions, and once again, congratulations to you for accepting the challenge and for doing what only a tiny percentage of your contemporaries have ever done. You've proven you have the *right stuff!*

Sincerely,

Daedalian CFIP Project Officer

---

Lessons Learned Report

The Flight CFIP Project Officer is invited to comment on the following general areas: The adequacy of Daedalian Foundation guidance, problems that you encountered in each prior, and any suggestions you have to make CFIP more successful.

**Phase I – Preparation**

**Phase II – Cadet Selection**

**Phase III – Ground School**

**Phase IV – Flight Camp**

**Phase V – Wrap Up**

**Incentive Payments Application**

*The applicant can recoup up to five hundred dollars (\$500) of funds spent on post-solo flying training leading to a private pilot's license.*

*Attach copy of your pilot license and invoices from the servicing FBO.*

Cadet's Name: \_\_\_\_\_  
Cadet's Address: \_\_\_\_\_  
Sponsoring Daedalian Flight Location: \_\_\_\_\_  
Date of solo in CFIP: \_\_\_\_\_  
Date of FAA Certification for Private Pilot's License: \_\_\_\_\_  
(Must be within 12 months of solo flight to be eligible for incentive award.)

*Applicant must send copies of this application to both the CFIP sponsoring Daedalian Flight and to the Daedalian Foundation.*

*Daedalian Foundation  
P.O. Box 249  
Randolph AFB, TX 78148*

*Daedalian Flight* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**CFIP CADET APPLICATION  
PRIVACY STATEMENT**

**AUTHORITY:** 10 USC 2101

**PRINCIPAL PURPOSE:** To provide essential information on the applicant's academic, extracurricular and related experience solely for the use of Daedalian Flights and the Daedalian

Foundation in evaluating and selecting cadet participants in the Daedalian Foundation Cadet Flight Indoctrination Program.

**ROUTINE USE:** Used only by Daedalian Flights, the Daedalian Foundation and the Daedalian CFIP Selection Board to evaluate the applicant's suitability for participation in the Daedalian Foundation Cadet Flight Indoctrination Program.

**DISCLOSURE:** Disclosure is voluntary on the part of the applicant. However, this application form must be completed to satisfy the eligibility criteria.

**1. Personal Information:**

Name \_\_\_\_\_  
(Last) (First) (Middle)

**Permanent Address** \_\_\_\_\_  
(Number & Street) (City) (State & Zip)

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
(Mo - Day - Year) (City & State)

Home Phone: (\_\_\_\_\_) \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Address (if different from above) \_\_\_\_\_  
(Number & Street) (City) (State & Zip)

Phone (if different from above) (\_\_\_\_) \_\_\_\_\_

Permanent Contact (someone who will always know how to contact you)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
(Number & Street)(City) (State & Zip)

**2. School Information:** Check one: High School [ ] Jr. College [ ] College [ ] Other [ ]

Name of School \_\_\_\_\_ Grade/Year \_\_\_\_\_ GPA \_\_\_\_\_

School Address \_\_\_\_\_

Instructor/Counselor \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
(Rank) (Name)

Academic achievement and recognition:

Honor/Achievement	Inclusive Dates
_____	_____
_____	_____

Extracurricular Activities (check those that apply)

Scouting [ ] Civil Air Patrol [ ] JROTC [ ] Sports [ ] Other [ ]

Honor/Achievement	Inclusive Dates
_____	_____
_____	_____
_____	_____
_____	_____

**3. Aviation Experience.** Have you ever flown as a student pilot? Yes [ ] No [ ]  
 If yes, where? \_\_\_\_\_  
 When? \_\_\_\_\_ Total hours flown: \_\_\_\_\_ Soloed? Yes [ ] No [ ]  
 Aviation test Results \_\_\_\_\_ (If taken, Flight will provide.)

**4. Employment Experience** Are you currently employed? Yes [ ] No [ ]  
**If Yes, Place of Employment** \_\_\_\_\_ **Supervisor** \_\_\_\_\_

Job Title \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_  
 How long have you been employed here? \_\_\_\_\_  
 What are your employment hours? \_\_\_\_\_  
 Please list any previous employment experience below:

<u>Employer</u>	<u>Nature of Work</u>	<u>Inclusive Dates</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**5. Physical Standards** Height \_\_\_\_\_ Weight \_\_\_\_\_ Visual Acuity 20/\_\_\_\_\_  
 (ft) (in) (lbs)

Have you ever taken an FAA Flight Physical? Yes [ ] No [ ]  
 If Yes, where? \_\_\_\_\_ Date \_\_\_\_\_  
 (Mo - Day - Yr)

Name of Examining Physician: Dr. \_\_\_\_\_  
 Type Examination: **FAA Class I** [ ] **II** [ ] **III** [ ] Restrictions: \_\_\_\_\_  
 Doctor's Address: \_\_\_\_\_  
 Phone: (\_\_\_\_) \_\_\_\_\_

If No, when was your last physical examination? \_\_\_\_\_  
 (Day - Mo - Yr)

Where? \_\_\_\_\_ Results \_\_\_\_\_

**6. Statement of Career Objective.** Provide in the space below a statement of not more than one hundred (100) words outlining your past experience(s) in aerospace activities and your **career objectives** in this field.

---



---



---



---



---



---



---



---



---



---

---

---

---

---

---

---

**7. College.** Provide in the space below a statement of your intentions and expectations regarding college, to include desired institution of higher learning, expected dates of entry and graduation, major field of study, degree to be pursued, and career objectives following graduation.

---

---

---

---

---

---

---

---

---

---

---

**8. Supplemental Information.** Use this space (and additional sheets if necessary) for continuation of any items on this application, or to supply additional information you consider appropriate to support your application

---

---

---

---

---

---

---

---

---

---

---

**9. Photograph.** Please attach a good recent photograph of the applicant to this application, at least 3" X 5", suitable for use in publicity material supporting the Daedalian Foundation Cadet Flight Indoctrination Program. Signature of the applicant and/or Parent/Guardian in the certification section of this application below constitutes permission to use this photograph, and any other official photography taken during the course of the training program, to support publicity programs of the Daedalian Foundation and the Order of Daedalians.

**10. Certification.** I hereby certify that the information submitted above is correct and complete to the best of my knowledge and belief.

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Date)

I hereby certify that the information submitted above is correct and complete to the best of my knowledge and belief, and furthermore, that I fully support and endorse the applicant's participation in the Daedalian Foundation Flight Indoctrination Program.

\_\_\_\_\_  
(Parent or Guardian Signature)

\_\_\_\_\_  
(Date)

**Note:** Certification by parent or guardian is not required if the applicant is age 18 or older.

**DAEDALIAN FOUNDATION  
CADET FLIGHT INDOCTRINATION PROGRAM**

**ACKNOWLEDGMENT OF RISK**

I, \_\_\_\_\_, the applicant, and (if applicant is a minor) I, \_\_\_\_\_, the parent or person with legal authority over the above named minor applicant, hereby acknowledges that there are inherent risks to life and health associated with the activities involved in learning to pilot an aircraft. Accordingly, I/we hereby acknowledge the following:

a. That the decision to pursue these flight training activities is solely the initiative of the above-named applicant and is fully supported and endorsed by the above-named person with legal responsibility for the health and welfare of the applicant.

b. That the participation of the Order of Daedalians and the Daedalian Foundation (The Daedalians) is limited solely to providing financial assistance through this scholarship program, with no other role or responsibility in the actual conduct of the formal flight training activities.

c. That the designated, FAA-certified Fixed Base Operator (FBO) will make all training decisions regarding safety of flight, satisfactory progress in both ground and airborne instruction, and overall suitability for selected participants to continue in the program through completion.

d. That the applicant (if 18 years or older) or the applicant **and** the person with legal authority over the applicant (if a minor) signify with signature(s) below that the applicant voluntarily assumes all risk to life and health associated with participation in this program, recognizing the sole obligation of the Daedalians to be the provision of funding to support the flying portion of the program.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Parent/Guardian)  
(if applicant is a minor)

\_\_\_\_\_  
(Date)

## CADET MEMORANDUM OF UNDERSTANDING AND QUESTIONNAIRE

1. *The Daedalian Foundation Cadet Flight Indoctrination Program (CFIP) is a challenging, concentrated instructional curriculum whose sole objective is to encourage selected JROTC cadets to pursue a career as military aviators in the armed forces of the United States. The program consists of closely supervised individual and group study activities in preparation for airborne instructional sorties leading to a successful solo flight in an appropriate general aviation aircraft.*

2. *By signing this Memorandum of Understanding, I (we) fully acknowledge and embrace without reservation all the essential elements of success outlined below. If I, the applicant, am selected for enrollment and participation in the Daedalian Foundation CFIP, I hereby pledge that I will apply my most conscientious efforts toward mastering all of the academic material presented during the ground training phase of the program. Furthermore, I will be present and fully prepared for each airborne training sortie, and will exploit this opportunity to the fullest extent to allow my flight instructor to make me the safest and most competent aircraft pilot possible. On my solo flight, my life may well depend on how well and how much I learn from my instructor.*

### 3. Essential Elements of Success.

- a. *Be mentally and physically **ready** for every training activity. Get plenty of sleep, eat nourishing meals at regular times, and minimize your risk of any disabling injuries.*
- b. *Complete all ground training exercises thoroughly and conscientiously.*
- c. *Ask appropriate questions during classroom instruction to **solidify your understanding** of the concepts and procedures under study.*
- d. *Be **punctual** for every scheduled training activity.*
- e. *Arrange your personal schedule to **eliminate conflicts** with the CFIP schedule. Make the CFIP **priority one** in your life until you solo.*

---

(Signature of Applicant)

---

(Date)

**DAEDALIAN CFIP BACKGROUND  
QUESTIONNAIRE**

	<b>Y</b>	<b>N</b>
<b>1. Have you ever had lasik radial keratotomy (eye surgery)?</b>	-	-
2. Have you recently taken Ritalin or other performance-enhancing medication? _____ If so, when? _____	-	-
3. Have you ever taken medication for psychiatric illness?	-	-
4. Do you have any history of seizures (except febrile seizures before age 24 months)?	-	-
5. Do you have a history of chronic prescribed medications? (Topical nasal steroid, clomolyn sodium spray and topical skin creams excepted)	-	-
6. Do you require any surgical orthopedic hardware?	-	-
7. Have you ever lost consciousness due to injury?	-	-
8. Have you ever been diagnosed with asthma, reactive airway disease or chronic bronchitis?	-	-
9. Have you ever used non-prescribed or illegal drugs?	-	-
10. Have you ever been convicted of a felony?	-	-

*I/we certify to the truthfulness of the above answers.*

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_  
(Date)

## DAEDALIAN CFIP PHYSICAL STANDARDS ADDENDUM

*The following are the minimum physical requirements which need to be certified by the attending physician.*

1. Class III FAA physical w/o special issuance or restrictions (except corrective lenses).
2. Uncorrected vision of at least 20/50, correctable to 20/20.
3. No color vision deficiencies.
4. Standing height not less than 64" but no more than 77".
5. Sitting height not less than 34" but no more than 40".

I have examined the applicant, \_\_\_\_\_, and find that he/she does/does not meet the above physical criteria.

\_\_\_\_\_  
Aeronautical Medical Examiner

\_\_\_\_\_  
Cert #

\_\_\_\_\_  
Date

# APPENDICES

## PETITION FOR FLIGHT CHARTER

### Appendix A

We, the undersigned members of the Order of Daedalians in good standing, do hereby request that a Flight of the Order be established at:

---

The name\* of this Flight, when established, shall be:

---

Done and Signed at \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_.

PETITIONERS:

Print or Type Name:

Signatures:

---

---

---

---

---

---

---

---

---

---

\*cannot be a living person.

---

# Invocation

(Appendix B)

## MEETING INVOCATIONS

Daedalian Flight meetings are traditionally opened with a prayer. Listed below is collection of prayers delivered by Chaplain “Robby” Robison at various Stinson’s Flight Meetings or National Convention Meetings. They may be adopted for local use.

Dear God: We are grateful for, at least, three blessings this evening, for your presence with us, as always, for the usual good fellowship or our Order and for the presence of our ladies. We pray a special blessing on them and bless our guest speaker and all our other guests. Be with Daedalians, here and everywhere, to keep us faithful to vows with our beloved ones and faithful to vows made as Daedalians. Help us, O Lord, to make strong our individual families as well as our greater family, the nation. Be with and bless our Commander-in Chief and all the leaders in the military and public life who represent us and who have had a hand in shaping our future. Now, we offer our hearty thanks to you, gracious God, for the food and the fellowship and the edification we will enjoy this evening. May your mercy, forgiveness and blessing be upon all who have flown and all who still fly, and to your, O Lord, we give all thanksgiving, praise and glory. AMEN

O Lord God who, according to the Psalmist hath made the clouds thy chariot and who rides on the wings of the wind, be with us who have soared in and around those clouds and have tried our wings on those winds. We acknowledge thy greatness and majesty, and because we have experience the wonders of the heavens, we are humbled before thee. Hear us and accept our gratitude for all the blessings and goodness that thou hast extended to us. We are grateful for our very life which we have enjoyed to the time and now, we thank thee for this evening and this food which has been provided for our enjoyment and nourishment. To Thee we give all praise, honor and glory. AMEN.

“If I say to the Lord: My Refuge and my Fortress, my God in who I trust”, then God will raise you up on Eagles, Winds, bear you on the breath of dawn, make you to shine like the sun, give angles charge of you to guide and guard you in all your ways, all your days. LORD, we do pray that you will be our refuge and fortress and our God in whom we put our trust. So do raise us up on eagles’ s winds and guide and guard us everywhere, every way and to You we give thanks and praise for all our blessing, this night and always. AMEN.

Almighty God, we are a favored group of Your created beings. Pilots (spouses and friends of pilots also) forgive us for boasting about being special and privileged. We feel special because we have been discovered and learned that joy and thrill of flying through Your heavens and privilege because we have gained knowledge and perspective on how boundless and wonderful is Your whole creation. Sometimes, dear Lord, we are lax and poor in our praying,,,,,but surely You have heard us when we are running our out of altitude below or the runway is slipping too rapidly behind us, or the headwinds are gobbling up our reserve fuel supply or in any number of other emergency situations. In your great graciousness, forgive our laxity and in You all

knowing power, be aware of our spoken and unspoken prayers of gratitude for all our many blessing and for bringing us through safely in some difficult times. In the airor wherever we be. Now be with us and bless for the food and fellowship this evening and always...and to you be all glory and praise. AMEN

Almighty God, we praise and thank You for the great privilege of being pilots. By virtue of such privilege, we have seen and see the wonders of Your world from a high and different perspective. We experience the freedom that comes with flying and sense an awesome power beyond our human capabilities. We cannot help but express appreciation for such privilege that gives us a glimpse of the vastness of the universe, for the thrill which only birds and angles know and for the feeling of strength and might that seems almost akin to Your almighty power. Lord, le not that awesome view fantastic freedom and ponderous power provide just and ego trip, but may it put us on course, continue to inspire us to be leaders with vision, determination and strength to make our nation and your world a more heavenly place. Bless our efforts and bless us and all Daedalians, in your name, we pray. AMEN

# Induction

## (Appendix C)

Inducting Officer:

*BEFORE PROCEEDING WITH THE INDUCTION OF THE NEW MEMBER(S), I WOULD LIKE TO INVITE ANY MEMBER WHO WAS NEVER FORMALLY INDUCTED TO PARTICIPATE IN THIS INDUCTION.*

(Pause to permit others to join group being inducted.)

I AM CONFIDENT THAT BY THIS TIME YOU ARE FAMILIAR WITH THE LEGEND OF DAEDALUS AND ICARUS - THEIR ESCAPE FROM THE ISLAND OF CRETE BY FABRICATING WINGS OF FEATHERS, WAX AND STRING - DAEDALUS FLYING SAFELY WHILE ICARUS, DISREGARDING THE ADMONISHMENT OF HIS FATHER, FLEW TOO HIGH. NEAR THE SUN, THE WAX OF HIS WINGS MELTED, AND HE FELL INTO THE SEA THAT NOW BEARS HIS NAME. POSSIBLY YOU ARE LESS FAMILIAR WITH THE GENESIS OF THE ORDER WHICH HAS TAKEN ITS NAME FROM THE SUCCESSFUL LEGENDARY GREEK FLYER.

THE ORDER OF DAEDALIANS WAS FOUNDED AT A TIME NOT TOO DISSIMILAR FROM TODAY WITH RESPECT TO SOCIAL UNREST AND THE POWER STRUGGLES BETWEEN NATIONS OF THIS EARTH.

IN OCTOBER 1933, A REPRESENTATIVE GROUP OF CAREER OFFICERS IN THE ARMY AIR CORPS, STATIONED AT MAXWELL FIELD, MONTGOMERY, ALABAMA, CONSOLIDATED THE IDEAS WHICH HAD LONG BEEN DEVELOPING WITH REGARD TO THE FORMATION OF A FRATERNITY OF MILITARY PILOTS. ON MARCH 26, 1934, THERE WAS FORMALLY INSTITUTED THE ORDER OF DAEDALIANS, COMPOSED OF THOSE WHO, NO LATER THAN THE ARMISTICE OF 1918, HELD RATINGS OF PILOTS OF HEAVIER-THAN-AIR POWERED AIRCRAFT.

THE ORDER OF DAEDALIANS WAS CONSTITUTED AS A MILITARY FRATERNAL ASSOCIATION, MEMBERSHIP BEING FULLY CONSUMMATED ONLY BY GIVING "THE PROMISE OF A DAEDALIAN." BEFORE YOU GIVE YOUR "PROMISE" IT WOULD BE APPROPRIATE TO CONSIDER THE PREAMBLE TO THE ORIGINAL CONSTITUTION AND STILL THE PREAMBLE TO OUR PRESENT BYLAWS WHICH SAYS:

"WE, A REPRESENTATIVE GROUP OF AMERICAN WORLD WAR I PILOTS, NOW COMMISSIONED OFFICERS IN THE AIR CORPS, UNITED STATES ARMY, IN FULL REALIZATION OF THE CONSTANT LESSENING OF OUR NUMBERS DUE TO THE

CONTINUED HAZARDS OF OUR CALLING AND THE ADVANCE OF YEARS; AND IN ORDER TO PERPETUATE THE SPIRIT OF PATRIOTISM, THE LOVE OF COUNTRY, THE MEMORIES, SAD AND PLEASANT, OF OUR SERVICE DURING THAT PERIOD, AND THE HIGH IDEALS OF SELF-SACRIFICE WHICH PLACED SERVICE TO THE NATION ABOVE PERSONAL SAFETY OR POSITION; AND TO FURTHER CEMENT THE TIES OF COMRADESHIP WHICH BOUND US TOGETHER AT THAT CRITICAL HOUR OF OUR NATION'S NEED, DO ORDAIN AND ESTABLISH, WHILE INVOKING THE BLESSINGS OF ALMIGHTY GOD, THE ORDER OF DAEDALIANS."

IN KEEPING WITH THE SPIRIT OF THIS PREAMBLE, THE TENETS OF THIS ORDER, TO WHICH ALL MEMBERS HAVE GIVEN THEIR PROMISE, ARE:

FIRST: TO PLACE NATION ABOVE SELF. THIS MEANS YOU WILL FOREVER KEEP UPPERMOST IN YOUR HEART THOSE HIGH IDEALS OF PATRIOTISM AND SELF-SACRIFICE WHICH PLACE SERVICE TO THE NATION ABOVE PERSONAL SAFETY OR POSITION.

SECOND: TO BE WORTHY OF THE TRUST AND CONFIDENCE OF FELLOW DAEDALIANS. YOUR CONDUCT IN YOUR RELATIONS WITH OTHER MEMBERS OF THIS ORDER SHALL BE IRREPROACHABLE.

*Inducting Officer:*

ARE YOU NOW READY TO GIVE THE "PROMISE OF A DAEDALIAN?"

Candidates:

I AM.

*Inducting Officer (after having ALL in room stand):*

PLEASE RAISE YOUR RIGHT HAND(S) AND REPEAT AFTER ME:

"I, (STATE YOUR NAME),

IN THE PRESENCE OF ALMIGHTY GOD AND THESE WITNESSES,

DO PROMISE THAT I WILL FOREVER ABIDE

BY THE TENETS OF THE ORDER OF DAEDALIANS:

FIRST, TO PLACE NATION ABOVE SELF;

SECOND, TO BE WORTHY OF THE TRUST AND CONFIDENCE OF FELLOW DAEDALIANS.

I MAKE THESE PROMISES  
WITH NO EQUIVOCATION OR MENTAL RESERVATIONS,  
AND ASK THE AID OF ALMIGHTY GOD TO ASSIST ME  
IN UNWAVERING ADHERENCE  
TO THE SPIRIT AND PROVISIONS OF THIS PROMISE.  
SO HELP ME GOD AND KEEP ME STEADFAST."

PLEASE LOWER YOUR HAND(S).

(All but new members may be seated.)

Inducting Officer:

IN CHARGING YOU WITH YOUR RESPONSIBILITIES AS DAEDALIANS, I WILL  
READ THE STATED OBJECTIVES OF THE ORDER:

1. EDUCATE AMERICANS TO THE ADVANTAGES OF AIR & SPACE POWER.
2. PROMOTE THE REWARDS OF A CAREER IN MILITARY AVIATION TO  
YOUNG AMERICANS.
3. HONOR THE LEGACY OF OUR FOUNDER MEMBERS AND ALL WHO  
HAVE FLOWN IN DEFENSE OF OUR NATION.
4. ENCOURAGE AND RECOGNIZE IMPROVEMENTS IN FLIGHT SAFETY,  
WEAPONS DEVELOPMENT, COMBAT SUPPORT AND THE OVERALL  
EFFECTIVENESS OF AIR & SPACE POWER.
5. RECOGNIZE EXCEPTIONAL PERFORMANCE BY MILITARY PILOTS.

INDUCTING OFFICER WELCOMES EACH NEW MEMBER INTO THE ORDER.  
OTHER DAEDALIANS MAY BE ENCOURAGED TO COME FORWARD TO  
WELCOME THEM AT THE SAME TIME.

## FLIGHT MEETING PROCEDURE

### Appendix D

#### OFFICERS CALL

The Provost Marshal announces:

"Please take your seats."

#### CALL TO ORDER

The Flight Captain formally calls the meeting to order.

"The \_\_\_\_\_ Flight, Order of Daedalians, will please come to order."

#### INVOCATION

The Flight Captain will call upon a selected individual for the invocation.

"We will now have the invocation by \_\_\_\_\_"

#### PLEDGE OF ALLEGIANCE

The Flight Captain will call upon a selected individual to lead the Flight in the Pledge of Allegiance.

"We will be led in the Pledge of Allegiance by \_\_\_\_\_"

#### TOASTS

Provost Marshal:

"Mr. Flight Captain"

Flight Captain:

"Mr. Provost Marshal"

Provost Marshal:

"Sir, I propose a toast in water to those who have gone before."

Members Respond:

“To our departed brothers & sisters.”

Provost Marshal:

"Mr. Flight Captain"

Flight Captain:

"Mr. Provost Marshal"

Provost Marshal:

"Sir, I propose a toast to the Commander-in-Chief, the President of the United States."

Members Respond:

"To the President"

DINNER IS SERVED

WELCOME AND ANNOUNCEMENTS. INTRODUCE GUEST SPEAKER.

Flight Captain:

“On behalf of the \_\_\_\_\_ Flight, Order of Daedalians, it is my privilege to welcome each member and guest to this meeting.”

INTRODUCTION OF GUESTS

Flight Captain:

“Members will please introduce their guest starting with the table \_\_\_\_\_.”

TOAST

Provost Marshal:

"Mr. Flight Captain"

Flight Captain:

"Mr. Provost Marshal"

Provost Marshal:

“Sir, I propose a toast - - - - To our honored guest(s).”

Members Respond:

“Hear! Hear!”

BREAK

Flight Captain:

"Ladies and Gentlemen, this meeting will adjourn temporarily and be reconvened in \_\_\_\_\_ minutes."

READING OF MINUTES

Flight Captain:

"The Adjutant will read the minutes of the last meeting."

(With a motion, duly seconded and carried, the reading of the minutes may be omitted.)

BUSINESS MEETING

Flight Captain:

"The meeting is now open for such old or new business as may be brought before it."

(Meeting continues in accordance with standard parliamentary procedures.)

FLIGHT INDUCTION OF NEW MEMBERS

If there are candidates for induction the Flight Captain will ask:

"Mr. Provost Marshal, are there any candidates present for induction?"

Provost Marshal:

"Sir, (name or names) is (are) present for induction into the Order of Daedalians. His/Her (their) qualifications for admission have been fully examined and he/she (they) has/have been found worthy. I therefore present him/her (them) to you for induction."

(The Inducting Official proceeds with the ceremony set forth in Appendix B of this Manual.)

## PROGRAM

Upon completion of the program, the Flight Captain will thank those responsible, make any pertinent announcements and entertain a motion for adjournment. A toast to the speaker and the presentation of a memento are customary.

Scholarship application

( Appendix E)

Please us the following link: <http://daedalians.org/documents/Matching-Egan-Descendant.pdf>