

DAEDALIANS

WE FLEW WE FLY

AMERICA'S PREMIER
FRATERNAL ORGANIZATION
OF MILITARY AVIATORS,
ADVOCATING FOR AIR AND SPACE
POWER, AND HONORING THOSE
WHO FLEW AND FLY
IN DEFENSE OF OUR NATION

FLIGHT MANUAL

2023

TENETS

To place nation above self (patriotism).

To be worthy of the trust and confidence of a fellow Daedalian. (personal integrity and character)

MISSION

Advocate for air and space power and honor those who flew and fly in defense of our nation.

OBJECTIVES

- Support the current Total Force (Active Duty, Guard, Reserve and Civil Air Patrol).
- Educate Americans to the advantages of air and space power.
- Promote the rewards of a career in military aviation to young Americans.
- Honor the legacy of our Founder Members and all who have flown in defense of our nation.
- Encourage and recognize improvements in flight safety, weapons development, combat support and the overall effectiveness of air and space power.
- Recognize exceptional performance by military aviators.
- Actively recruit qualified new members to perpetuate the traditions and prestige of the Daedalians and accomplish its stated objectives.

FOUNDATION

MISSION: Inspire and empower America's youth to become military aviators.

PREFACE

The Daedalians, headquartered located at Joint Base San Antonio-Randolph, Texas, is a nonprofit organization incorporated under the laws of Texas and governed by a Board of Directors consisting of a national staff and 6-10 elected directors. The Daedalians are 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 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 Daedalians. Chartered in the State of Texas in 1959, the Daedalian Foundation is governed by a Board of Trustees. 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 Daedalians 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 Daedalians are as follows:

1. The Daedalians 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 Daedalians.

3. Flight officers are neither agents nor employees of the Daedalians and, unless otherwise provided, have no authority to act for the Daedalians.

4. Flight policy and operations are authorized by the Executive Director.

Flights enjoy a great deal of autonomy, but close communication with 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

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National Commander

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Executive Director
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INTRODUCTION

This manual contains information, procedures, instructions and formats that are both traditional and pertinent to the operation of a Daedalian flight. The Daedalians bylaws provide 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 online at the Daedalian website (daedalians.org) or by request.

For any questions regarding policy or guidance contained in this flight manual, please contact the executive director at 210-945-2111 or info@daedalians.org.

FLIGHT ORGANIZATION

I. ESTABLISHING 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 10 to 20 active Daedalians to organize and sustain a flight. HQ can provide a roster of Daedalians listed alphabetically by ZIP code in any locale. Rosters are also sent by request to each flight covering those ZIP codes within its area of operation. They can also be obtained through the database.

B. The Petition for Flight Charter (see Appendix A), containing the printed names and signatures of a minimum of 10 Daedalians in good standing, should be forwarded to HQ with a cover 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.

1. In filling out the petition for flight charter, remember the names that appear on it will also appear on the charter itself. Ensure that names are spelled correctly, and that they are printed clearly.

C. The petition will be reviewed and additional information requested if necessary. When completed, it will be presented to the Daedalians Board of Directors for final action. If approved, a flight will receive an approved charter, necessary publications and a check for $300 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 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 and flight email, preferably a post office box, or another address not subject to change.
7. Schedule meetings at such times and with such programs as to stimulate member interest.
8. Establish a notification procedure for all flight activities. We suggest the use of the Daedalians database and a backup method for members not online.
9. Provide HQ with rank, full name (avoid nicknames), position, telephone numbers and emails of flight officers and the approved mailing address. Indicate officers' branches of service and status (active duty, retired, separated or WASP). It is the flight's duty to ensure the flight roster is correct in the database. Flights can request help from National Headquarters to start a roster.
10. Inform HQ of any deceased flight member so HQ can send condolences and in memoriam magazines to the family.

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. HQ encourages flights to offer suggestions and comments to them for the betterment of the Daedalians and its functions.

G. Flight captains comprise the advisory council for the executive director at HQ. Flight captains as well as leadership within flights will be invited to participate in meetings either digitally or in person. These meetings are designed to allow the national officers and directors to report to their comments and concerns. Flight leaders can also participate in a shared email group known as the Flight Gaggle.

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 Daedalians bylaws.

II. FLIGHT OFFICERS (ELECTED AND APPOINTED) AND THEIR DUTIES

A. General: The flight officers will consist of a captain, treasurer and provost marshal. These officers are elected by the members of the flight in good standing with HQ. Appointed positions include adjutant and vice flight captain and assistants may also be elected or appointed. Flight officers will have access to their flight records in the database.

B. Flight captain: Flight captains preside at flight meetings. They appoint the committees as required by the flight. In conjunction with the other flight officers 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 Daedalians are enforced. They perform other duties as may also be required by the Daedalian bylaws and the flight members.

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 oversee the seal, books, papers and records of the flight and must be prepared to immediately deliver such to their successors. They perform 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. When 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 other duties as may be required by the flight.

E. Flight scholarship chairman: Flight scholarship chairmen lead a committee of flight members who screen and select deserving candidates for flight and/or matching scholarships submitted to HQ for approval. They will also perform such other duties as may be required by the flight.

F. Flight provost marshal: Flight provost marshals are responsible for advising the flight membership on matters of protocol at flight meetings and the induction of members into the Daedalians. They also ensure that only members and their authorized guests attend flight meetings, and perform 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 HQ 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: The membership chairman should be familiar with membership requirements and procedures and should review all applications for membership prior to submission to HQ. The membership chairman will also receive new member information from HQ and will make arrangements for new member to be sworn in.

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 submit articles for publication in the Daedalus Flyer and Aviator eNewsletter. Review the Author's Guide for helpful information at https://daedalians.org/newsroom/.

I. Flight Funds: HQ 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, 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 clearly labeled as to purpose. Such a system should help provide an acceptable audit trail.

J. Communication with HQ: Communications between a flight and HQ can help the flight with support in all its efforts. The HQ's function is to support the efforts of Daedalians worldwide and provide resources for flights. Each flight captain is part of an advisory board and can communicate directly with other flight captains and the executive director through the Gaggle email group. Only flight leadership is part of this group email. When a new flight captain is elected, he/she should notify HQ with current contact information. That person will be added to the Daedalians' Gaggle account and encouraged to reach out to other flight leaders for best practices. Flight leaders are encouraged to attend the annual meeting and maintain contact with HQ to address needs, problems or issues as they arise.

FLIGHT ADMINISTRATIVE PROCEDURES

III. 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 Daedalians; however, the flights as entities are not part of the corporate structure of either the foundation or the Daedalians. Therefore, a flight may be incorporated as a legal entity.

B. HQ 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 is 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. Daedalians HQ encourages flights to seek tax exemption status for their state and federal use.

IV. NONPROFIT STATUS

A. 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; 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.

B. 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 reference to IRS Publication 557. IRS rules change periodically. Please check with the IRS.

V. TAX EXEMPTIONS AND OTHER BENEFITS

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. Information about these forms is available on the Daedalian webpage. 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 fundraising 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. 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 fundraising 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 fundraising activities may be subject to sales tax. 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 fundraising activities. As a 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 fundraising purposes; this is particularly true if the sales are to members of the public. Between these general concepts there are many rules and exemptions among the 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.

VI. 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 at your local US post office.

VII. PERSONAL LIABILITY AND PROPERTY DAMAGE INSURANCE

The Daedalians purchase liability and property damage insurance to cover travel (while on official Daedalian business) in the 50 states and the District of Columbia. Liability coverage also extends to travel of elected and appointed officers of the Board of Trustees, Board of Directors and staff.

VIII. DEACTIVATION OF A FLIGHT

It is sometimes necessary to deactivate a flight; the flight captain should inform HQ of the possibility as soon as possible. When it happens, the flight records should be returned to Daedalian HQ along with any flight funds in the treasury, minus the cost of shipping the records. Close the account and send a check for the balance to "Daedalians."

FLIGHT MEETINGS

IX. ATTENDANCE

A. Attendance at flight meetings should be Daedalians, Friends of Flight/Associate Members, Advocates and invited guests to include potential members. Flights are encouraged to hold events to include spouses.

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 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. For flights active in the database, quarterly reports can be generated through this system.

X. PROCEDURES

A. The flight meeting procedure is included in Appendix D. With the exception of the two formal toasts, a flight may make slight variations to the procedure, however, the 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, Marines, Coast Guard and Space Force programs are usually very pleased with the opportunity to speak about their programs. Much can be found online. Virtual experiences should be encouraged. Where possible, flights should consider meetings during the breakfast or lunch period where active duty can attend as well and should be near or located at a squadron. Flights should consider the impact on the family life when looking at their meeting schedule.

XI. ACTIVITIES

Many flights are involved in awards and activity programs for military personnel, Reserves, National Guard, Civil Air Patrol, etc. Such programs are encouraged by HQ. The Daedalian Foundation supports rewarding programs for flight involvement. All are designed to help guide young people toward a career in military aviation and perpetuate the spirit of patriotism and love of country. Details and procedures on these programs can be found under the Foundation Programs section in this manual, and on the Daedalians website. These programs are:

a. The Daedalians Junior ROTC Achievement Award
b. The Scholarship programs
c. Daedalian Flying Training
d. Top Graduate Awards for Military Flying Training Programs
e. Mentorship
f. Supporting local squadron activities
g. Memorials, parades and other civic engagement activities

XII. QUARTERLY FLIGHT ACTIVITY REPORTS

A. Flights enjoy a great deal of autonomy but lines of communication between them and HQ are both vital and necessary. An important link is the Quarterly Flight Activity Report (available online).

B. For a flight to qualify for the Jimmy Doolittle Distinguished Flight Award and the Flight Rebate Program, it must submit all four quarterly reports no later than 31 January of the following year. Electronic reports are acceptable. For special consideration on late reports, please contact HQ.

C. Essential parts of the report are:

1. Period of Report: Prepare reports as of the last day in each calendar quarter and submit NO LATER THAN 30 days after the end of the reporting period. Reports are numbered consecutively and identified as:

Activity Report #1	1 Jan – 31 Mar
Activity Report #2	1 Apr – 30 Jun
Activity Report #3	1 Jul – 30 Sep
Activity Report #4	1 Oct – 31 Dec

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 Daedalians. It is recommended that flights submit their numbers, special activities, flight training, scholarships and JROTC using the database. If a flight is not using the database, flights should contact HQ with their current roster for review.

3. If not using the database: 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. If not using the database: Summary of flight activities- The summaries should be brief and concise and contain sufficient information to describe each flight activity such as regularly scheduled 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 (Daedalians) in attendance.
5. If not using the database: Remarks (Special Activities) In Activity Report #3, indicate the identity, current status and progress of each recipient receiving matching scholarships, descendant scholarship funds and DFT scholarships the previous three years.

FLIGHT AWARDS AND SPECIAL PROGRAMS

XIII. BRIGADIER GENERAL JOE FOSS AWARD FOR EXCELLENCE IN AERIAL FLIGHT

A. This award is established to recognize excellence in manned aerial flight and is awarded when circumstances warrant. This award is restricted to current or former military aviators and should reflect recent manned aerial flight activity.

B. Procedures for nomination:

1. Flight captains may nominate current or former military aviators whose aerial accomplishments demonstrate excellence**.** The award may reflect a single notable flight or a consistent pattern of flying excellence. Nominations will be forwarded to the executive director.

2. The letter of nomination should not exceed one page and be accompanied with the following:

    a. A citation of 250 words or less in which the achievements of the nominee are outlined.
    b. Supporting attachments, as necessary, not to exceed three pages.
    c. Complete biographical information on the nominee.
    d. Nominee's photograph (color 3x5 inches or larger).

C. The Awards Committee will review nominations and submit their recommendations to the Board of Directors. Approval of the award requires a majority vote of the Board of Directors. When approved, the award will be presented by a Daedalian in a suitable setting.

XIV. JIMMY DOOLITTLE DISTINGUISHED FLIGHT AWARD

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 Daedalians. The awards are presented to the winning flights at the annual member meeting.

B. To be considered for this award, flights must submit all four Quarterly Flight Activity Reports on time. These reports keep the national staff informed and they are used by the Jimmy Doolittle Distinguished Flight Selection Committee to evaluate and score flight activities.

C. As soon as possible after 31 January, the Executive Director will convene the Awards 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 member meeting so the flight captain or a designated representative can be present to accept the award.

D. Four awards will be given – one in each of the following categories:

Size of Flight Membership	Category
Fewer than 50	A
51 - 85	B
86 – 120	C
121+	D

E. Evaluation point system: The Awards Committee will make its selections by evaluating each flight submitting four quarterly reports per the criteria in each of the following categories:

1. Member recruiting: Maximum of 15 points for new flight members recruited, with the exception of new aviator graduates (see New Aviator Initiative on Page 31), in the calendar year. Points awarded as follows:

Hold recruiting event Recruit	=	10 points
1-4 new members	=	2 additional points
Recruit over 5 new members	=	3 additional points
Total points	=	15 points

2. Flight scholarships: Ten points are allocated to this category. Five points will be awarded for participation in the matching scholarship program and five points will be awarded for participation in other scholarships excluding Spencer and New Aviator Scholarships.

3. DFT: Ten points are allocated for participation in Daedalian Flying Training or CAP support.

4. Flight awards: 7 points are allocated to this category. Any flight participating in the JROTC medal program will receive four points. Any additional awards handled by the flight such as Joe Foss or Distinguished Daedalian Awards will add an additional one point. Please inform HQ if you are participating in/awarding flight awards to the community.

5. Flight meetings: Ten points will be available. Six points will be awarded if flight holds at least six meetings/year. Four additional points can be earned for each quarterly report turned into HQ no later than 30 days after the end of the reporting period.

6. Flight captain and annual meeting participation: Attendance by the flight captain or his designated representative will automatically earn five points. Flights also receive an additional $225 stipend if a flight representative attends the annual meeting. (This is sent to the flight after the meeting.)

7. *Publication* submissions: A maximum of 10 points. Two points for each quarter participation in the *Daedalus Flyer* and an additional two points for any article submitted for the Aviator eNewsletter.

8. Database: A maximum of 5 points for use of the database.

9. JROTC: Flights that support local schools will receive 8 points for participation.

10. Special consideration: The Selection Committee may award a maximum of 20 points, based on its evaluation of activity meriting special consideration. The activity must be mentioned on quarterly reports. Activities meriting special consideration are not limited to those listed below; however, they must be significant events related to the Daedalian mission requiring extra time and effort of flight members. These activities include:

a. Sponsoring aviation-oriented projects.
b. Sponsoring appointments to military academies.
c. Participating in local military or civilian related projects such as Wright Flight or CAP programs.
a. Helping HQ with special events.
b. Conducting aviation-oriented tours organized by the flight for flight members, ROTC, CAP or other cadets, student groups and civic organizations.
c. Other items flight leadership deem appropriate of special consideration.

XV. 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, HQ will rebate each flight that qualifies. Payments are based only on Daedalian members in good standing. A flight will receive $100 if all four quarterly reports are turned in by 31 January. Additionally, a flight will receive $1.00 for each member in good standing. These flight rebate awards shall be given annually.

XVI. DAEDALIAN DISTINGUISHED ACHIEVEMENT AWARD AND CITATION OF HONOR

A. These awards are established to recognize Daedalians. The Distinguished Achievement Award recognizes 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. The Citation of Honor is intended to reward Daedalians for exceptional service to the Daedalians organization.

B. The Distinguished Achievement 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 members meeting. If the recipient is not able to attend the meeting, 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 Daedalians HQ accompanied by the following:

a. The nominee's agreement in writing to accept the 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, color, 3 x 5 inches or larger

E. 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 or Daedalian Citation of Honor require a favorable vote from a majority of the Board of Directors.

MEMBERSHIP

XVII. MEMBERSHIP CATEGORIES

A: Membership categories include: Founder, Named, Hereditary and Honorary.

1. Founder Member: A person who, no later than the Armistice on 11 November 1918, as a commissioned officer in any component of the U.S. 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 Daedalians. Named and Hereditary Members, when accepted into the Daedalians, are assigned to Founder Members to perpetuate the names of those who were the first to fly our country's airplanes in time of war. There are no living Founder Members.

2. Named Member: A commissioned military officer, warrant officer or Women Airforce Service Pilot (WASP) in any component of the U.S. armed forces who is a pilot, navigator, combat systems officer (CSO), naval flight officer (NFO), air battle manager (ABM), remotely piloted aircraft (RPA) pilot or flight surgeon of heavier-than-air powered aircraft or astronaut and is accepted as a member to perpetuate the membership of a Founder Member. Normally, only two Named Members are authorized per Founder Member but the executive director may add additional memberships with the same Founder Member affiliation.

3. Hereditary Member: A direct descendant, through birth or adoption, of a Founder Member. There is no limit to the number of Hereditary Members authorized for any one Founder Member.

4. Honorary Member: A distinguished person who is not otherwise eligible for membership in the Daedalians. 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 15 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. Honorary Members may not be nominated posthumously.

B. Active members shall consist of the following dues-paying or Life Members who are Named and Hereditary Members.

C. Member Numbers: 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. Honorary Members are numbered separately. Honorary numbers began with 1 (Orville Wright) and will not be reused.

XVIII. NAMED MEMBERSHIP APPLICATION PROCEDURES

A. General: Applications are available through HQ and online. Payment of dues and fees must be included with the application. Dues are paid annually and renewals are sent on the member's anniversary date. Dues amounts change occasionally.

B. Applications: Eligibles use membership forms prescribed by the HQ staff. All information along with the proper documentation is required by the bylaws. Applications are processed when payment is received and documentation is provided.

C. Documentation: Application forms should be accompanied by a check or credit card payment for applicable dues and a copy of the aeronautical order or other document showing rated status. Consult the executive director with questions.

D. Approval: HQ will send an approval letter to the new member, enclosing any requested membership items to include: membership card indicating his/her membership number and certificate, along with information on Daedalians wear and The Hangar (virtual flight). The candidate is now ready for induction. An information copy of the approval letter will be emailed to the flight upon approval and the original will be sent to the new member. The applicant should not be made a member of the flight until after the application is approved by HQ and the flight is so notified. It is embarrassing to take a member into the flight prematurely only to discover that HQ has disapproved the membership. Only Daedalians in good standing may belong to a flight.

XIX. MEMBERSHIP DUES

A. National membership dues are payable during the anniversary month that a member initially joined. Nonpayment of dues will result in the member being placed in a delinquent membership status on our rolls. Members are given one month as a grace period each year to pay dues. After 13 months of nonpayment, a member will be considered lapsed.

B. Flights may collect dues on a calendar basis or convert to anniversary of their join date for annual payments. The decision should be made by flight leadership. Flights should remind members to pay both national and flight dues and that only Daedalians in good standing can be flight members. National dues are paid separately to HQ. If a member is not current with national dues, they are not considered in good standing.

C. 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.

D. Members who are dropped or terminated from the Daedalian rolls may be reinstated by following Reinstatement instructions.

XX. REINSTATEMENT TO MEMBERSHIP

Daedalians who resign or who have been dropped from Daedalian rolls for non-payment of annual dues for two years may be reinstated. If HQ has a record of the member in the Daedalians database, the member's previous membership number will be reissued if it does not exceed Founder guidelines. To be reinstated, the member should include rank, and current home and email address. As long as previous membership is confirmed, all other forms and documents are not required. The member, however, will be required to pay one-year delinquent dues and one-year current dues. If in doubt, please contact HQ. Headquarters does maintain records of membership prior to electronic capture.

XXI. LIFE MEMBERSHIPS

A. Life memberships are available to active Daedalians at the current rates shown online. The appropriate age bracket is determined by the applicant’s birthdate and date of application. If a new member wishes to buy a life membership at the time of joining, the current registration fee will be waived.

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

C. Life memberships also may be purchased with installment payments over a period of five years. A minimum initial payment of $150 is required. The member's age at time of application determines the cost of the life membership. While the purchaser decides the amount and frequency of the payments, we recommend following a schedule. HQ will send 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 five-year period will have their membership converted back to dues paying status and the installment life amount paid converted back to annual dues.

XXII. FLIGHT MEMBERSHIP

A. Daedalian flights establish application procedures for flight membership to conform to the provisions of the Daedalians bylaws. Only Daedalians in good standing may become members of a flight. HQ suggests that flight life memberships only be offered to National Life Members.

B. If a flight offers special status to deserving local persons who are not eligible for membership in the Daedalians, care should be taken not to identify them with the terms "Member" or "Honorary." The term "Honorary" describes a special category of membership in the Daedalians requiring the favorable vote of its membership at large.

C. “Friends of Flight” or “Associate Members” Program:

1. General: The Friends of Flight (FOF) program is a flight-level membership category. Each flight will set up their own rules of approval of a FOF, and can be added into the database as a non-

member. FOF members may receive a magazine and all other communications based on the flight's request. Associate members (Friends of Flight) do not have voting rights for national status. Flights may decide if FOF can vote on flight leadership or serve in some officer positions and if they are considered affiliations of the flight.

2. Eligibility: Individuals who are interested in Daedalians 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. For selection: Flights must establish a process for nominating and approving prospective friends. National HQ does not approve any FOF but can assist in adding FOF to the database by flight request.

4. For activities: Friends of Flights may attend national Daedalian events. Friends are encouraged to participate in flight meetings and other activities.

5. Administrative Procedures:

   a. Flights should maintain a listing of friends on their own or use the database provided by HQ.
   b. Flights can view/add FOF members in the database as part of their flight roster.
   c. FOFs will have a distinctive name tag which includes the phrase “Friend of Flight” or “Associate Member.” The flight nametag is yellow and can be purchased at Advanced Graphics.
   d. FOFs may be provided Daedalian materials such as the Daedalus Flyer and/or the Aviator eNewsletter upon request by the flight to National HQ.
   e. Flights may charge dues to FOFs (full or partial).
   f. Flights will include participation in the FOF program as part of their quarterly report to Daedalian HQ.
   g. Flights may choose if FOFs can vote in flight elections, however, FOFs cannot vote in national elections.
   h. Non-members may be sent a donation request during the annual contribution drive and can participate in the virtual flights.

D. Advocates:

1. General: A flight-level program. Each flight will set up their own rules and use for advocates. These are either potential Daedalian members or FOFs who wish to subscribe to local information. They are not considered members of the flight or the national Order of Daedalians, but will receive any information the flight chooses to share.

2. Eligibility: Anyone who supports the tenets of the Daedalians. These are prospective Daedalians or FOFs.

3. Communication: The flight will choose what information an advocate may receive including electronic information from HQ.

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

XXIII. INDUCTION OF NEW MEMBERS

A. Upon approval of the application for membership in the Daedalians by HQ, 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, flight captain or selected senior Daedalian should perform as the inducting officer.

C. The induction procedures outlined in Appendix C are recommended. Slight variations are permitted so long as the tenets and objectives of the Daedalians 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.

XXIV. ACTION BY FLIGHT ON DEATH OF A MEMBER

A. The flight captain representative should offer condolences and assistance to the family.

The flight adjutant or other designated officer of the local flight promptly notifies HQ (email, fax, telephone, regular mail or entry into the database) 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 HQ of that fact, who will acknowledge receipt. The initial report to HQ should be made immediately and the information should also be included in the Flight Quarterly Activity Report.

B. For obvious reasons, initial data should be confirmed and verified before notifying HQ. It is embarrassing for all concerned 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.

FLIGHT MISCELLANEOUS ACTIVITIES AND POLICIES

XXV. 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) in the Officers' Open Mess or Consolidated Mess if such exists. Aviation art is also available to complete the decorations. Contact HQ for more information. This will provide a place to display flight awards. In some locations, flights have successfully created a Daedalian motif in a civilian meeting room if a local military installation no longer exists.

XXVI. EVENTS TO RECRUIT

Flights are encourages to hold events to recruit aviators. If a flight submits social media about the event, a flight can request $100 stipend for that event. A limit of two stipends per flight are available for support.

XXVII. ANNUAL MEETING

A. Article 4.07 of the bylaws requires an annual member meeting normally organized by HQ. Members are encouraged to attend Daedalian annual meetings.

B. All flights that send a representative will receive a $225 stipend for participation. The stipend will be sent to the flight following the meeting.

XXVIII. STAFF VISITS

The national commander, other national officers and the executive director are generally available to visit flight meetings with approximately 30 days' advance notice. For flights using Zoom or other virtual presence, the lead time is less restrictive. Requests should be sent to the executive director 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 HQ.

XXIV. NEWS ITEMS FOR THE *DAEDALUS FLYER* AND AVIATOR E-NEWSLETTER

A. The *Daedalus Flyer* is the official journal of the Daedalians and is published quarterly. The *Aviator* e-Newsletter is published monthly. Flight and member contributions 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. Additional stories may be submitted to the editor at communications@daedalians.org.

B. Our extensive awards and scholarship programs represent your contributions at work. Your flight may be asked to participate in the presentation ceremony of an award or a scholarship. It is important that such ceremonies be photographed and reported for publication. Please send publication information to communications@daedalians.org.

C. All information for the *Daedalus Flyer* should be received at HQ following the editorial calendar.
***~ For 2023, all efforts will be made to meet the the production schedule however supply chains are unreliable*.**

ISSUE	PRINT CLOSE		PRINT DELIVERY
Spring	January 15	~ March 1	March 1
Summer	April 15	~ June 1	June 1
Fall	July 15	~ September 1	September 1
Winter	October 15	~ December 1	December 1

KEY:
Print Close - refers to the date that all publication materials need to be submitted by.
Print Delivery - refers to the date that the publication is estimated to arrive in the mail.
Online Launch - refers to the date when an electronic copy of the publication is set to be uploaded online ~ = roughly or around.

D. An author's guide for the *Daedalus Flyer* is available for reference. Please contact the editor, communications@daedalians.org, for a copy, or you may view or download one at the website.

XXX. DAEDALIAN/STUDENT INTERACTION POLICY

A. This policy governs interaction with students (under the age of 18) in Daedalian programs. This policy protects students' safety and well-being while ensuring adult volunteers are prepared to instruct, mentor and supervise them using positive methods.

B. Commitment to Safety. Daedalians policy asserts that there is no place for physical, sexual or emotional abuse in any of its programs. Daedalians will report to law enforcement all reasonable suspicions of child abuse and other criminal activity as required by local law, and they will cooperate with law enforcement investigations.

C. Adult Leader-to-Student Fraternization. Adult leaders will not date or have an intimate romantic relationship with a student at any time, regardless of the circumstances. This requirement is known as the "bright-line rule." This policy exists for at least two reasons. First, adult leaders have intrinsic supervisory authority over students, creating a power imbalance that renders any sort of "consensual" romantic relationship problematic and potentially abusive and predatory. Second, when adult leaders and students develop relationships as peers, the adult leader's status as an authority figure is degraded, thereby harming the learning environment for the entire student community. Peer-to-peer relationships between adult leaders and students are prejudicial to the student program's good order and discipline.

1. Specific non-tolerated actions:
    a. Student-on-student bullying. Daedalians will not tolerate bullying.
    b. Hazing shall not be tolerated in the Daedalians and, as with any other instance of suspected abuse, must be reported.
    c. Drug or alcohol use is not permitted by either adults or students during training.
    d. Sexual abuse by adults is not permitted and will lead to the adult’s termination of membership along with any criminal punishment as established by the law.
    e. "Sexting" is specifically prohibited with students.

2. Appropriate actions:
    a. Students over age 18 are required to report any reasonable suspicions of abuse.
    b. Email and open social media. When adult leaders need to communicate with students, a Daedalian not involved in the program, such as the flight captain or vice flight captain, will be included in the correspondence.

Open access. All Daedalian activities will be open to parental observation.

XXXI. POLITICAL ACTIVITIES

1. The Daedalians and its member organizations are apolitical and are not organized for engaging in political activities either to lobby for legislation or to support political candidates. HQ may choose to advocate for certain issues that promote the mission of the Order of Daedalians. 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. This same freedom of political participation does not extend to Daedalians 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:

HQ encourages flights to file with the IRS federal tax status as a 501C3 or 501C19 organization. For those flights who wish to file as a 501C4 or other tax-exempt entities, HQ encourages flights to do so under charitable, historic, or educational service. The Order of Daedalians is a nonpolitical association organized to honor our Founders as the first to fly during times of war. Our mission does not include political activities however flights are encouraged to advocate for those who flew and those who fly. Flights that accept donations will find it more advantageous for their members if the flight has filed as a 501C3 or 501Cap exemption. Contact HQ with questions.

For Flights organized as a 501C3 or 501C19
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 to support, propose or oppose legislation or advocating the adoption or rejection of legislation.

B. 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 procure the enactment of legislation which in itself may or may not be within the Daedalians' interests. Because of the complexities of this subject matter, it is strongly recommended that BEFORE ENGAGING IN ANY TYPE OF POLITICAL ACTIVITY the flight submit the matter to the HQ for review, analysis and advice.

When in doubt, see IRS guidelines online on charitable organizations and refer to your appropriate IRS status.

FOUNDATION PROGRAMS

The Daedalian Foundation is a 501(c)(3) philanthropic organization.

Mission:

The mission of the Foundation shall be: Inspiring and empowering America's youth to become military aviators.

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. Daedalians are also encouraged to adopt a school and participate in the presentation of the medal.

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 Levadia, Greece, depicting Daedalus and his son Icarus fabricating their legendary wings of wax and feathers. This plaque is currently on display at the headquarters building.

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

1. Has demonstrated patriotism, love of country and service to our nation.
2. Has indicated the potential and desire to pursue a military career.
3. Ranks in the upper 10 percent of his or her class in the JROTC class.
4. Ranks in the upper 20 percent of his or her school class.

E. Administration:

1. This award is available to all Daedalian flights, Daedalians sponsoring schools 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 nearest Daedalian flight, if available, to arrange for the presentation by a Daedalian.
4. Ideally, the presentation of this award should result from the joint and cooperative efforts between Daedalians, Daedalian flights and local JROTC units. If this is not possible or a Daedalian is not available, the instructor should ensure the award is presented by a person in military uniform.
5. The medal and ribbon bar denoting this award will only be furnished by the participating Daedalian flight or a Daedalian in good standing. Neither the exact date of presentation nor the award recipient need to be selected before requesting the medal. Requests are processed on a first- come-first-serve basis. Written requests by mail, fax or email for medals will be honored. Phone calls and voicemail messages will not be used as a formal request.

6. Medals are for sale to unsponsored schools through the Daedalian website store.

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 Daedalians. Copies of the Daedalian brochure "Who We Are" are available for distribution to JROTC units from HQ.

2. During award ceremonies it should be emphasized that the Daedalians is a fraternity of commissioned military aviators 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 nation 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 Report or in Salesforce.

XXXIII. DAEDALIAN ACADEMIC SCHOLARSHIP PROGRAMS

The Daedalian Foundation provides scholarships through a variety of means. The largest is the Matching Scholarship Program, wherein the foundation matches amounts given by flights to deserving college and university students who are pursuing careers as military aviators. Scholarship amounts can change yearly based on budgeted funding. Please see the Daedalian website for more information and updates.

The application form can be found at https://daedalians.formstack.com/forms/scholarships. Scholarship requirements can be found of the Daedalian website https://www.daedalians.org/programs/scholarships/

General Information and Administration

A. The Scholarship Committee of the Daedalian Foundation, comprised of at least three trustees, will evaluate all applications and supporting data. Selectees will be notified through the flights submitting the respective applications.

B. 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.

C. All applications should be mailed to:

Scholarship Program Manager, Daedalian Foundation
P.O. Box 249
JBSA-Randolph, TX 78148-0249
Email: info@daedalians.org

C. Scholarship certificates are mailed to the sponsoring flights when the application is submitted through a flight. The Egan Multi-Year Mentoring Scholarship recipient will only receive a certificate the first year he/she is selected and it will be sent to the flight for presentation.

D. Foundation funds disbursements will be made directly to the student's college or university fiscal office for credit to his or her account. Flights are encouraged to do likewise.

E. Flights should provide photos and articles of award ceremonies. The preferred method is by email to communications@daedalians.org, or mail to: *Daedalus Flyer*, P.O. Box 249, JBSA-Randolph, TX 78148-0249. Provide places, dates and identities of subjects in photos.

F. Service academy cadets and midshipmen are not eligible for foundation financial awards.

G. Students receiving full scholarships for all expenses including room and board from other sources are not eligible. Students must show financial need.

– I. MATCHING FUNDS SCHOLARSHIP

A. The foundation matches amounts given by flights to college and university students pursuing military aviation careers up to $2,000 each year. Headquarters will add on an additional amount as determined by the approved foundation budget. The amount awarded by HQ will be divided as requested by the flight for each scholarship applicant. Each flight should work directly with the HQ program manager to ensure each scholarship recipient received the intended support. Flights should inform HQ of the progress of the sponsored students in quarterly reports for at least three years following awards.

B. Matching fund requests to headquarters received after 1 December will be acted on the next calendar year. Since the flight is responsible for allocating the requested funds, headquarters encourages flights to make awards in the amount that will provide meaningful educational assistance.

C. A person is eligible who has demonstrated the desire and potential to become a commissioned military aviator (pilot, navigator, combat systems officer, naval flight officer, air battle manager, astronaut, RPA pilot, or flight surgeon) and who is attending an accredited four-year college or

university or who has applied for and received admission approval from such college or university. College students not part of a ROTC program are eligible if they are interested in becoming military aviators.

D. The flights shall elect or appoint 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. The following factors will be considered:

1. Intention to pursue a career as a military aviator.
2. Demonstration of moral character and patriotism.
3. Scholastic and military standing and aptitude.
4. Physical condition and aptitude for flight.
5. Financial need.

E. The Daedalian Foundation Scholarship Committee conducts an approval review process on all applications. Nominations must include the application. Flights may use this same form for their own award program, distributed under their own cover letter, describing the Daedalians and the Matching Scholarship Program of the Daedalian Foundation. Approval is not automatic. Flight officers will be notified when the Scholarship Committee has finished their review. If approved for matching funds, checks will be distributed directly to the recipient's college or university. For flight convenience, suggested text for cover letters to nominees follows:

1. "The Daedalians is the National Fraternity of Commissioned Military Aviators. 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 ideals 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 of the Daedalians. Today, active membership is open on a sponsorship basis to current and prior commissioned military aviators, 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 Daedalians in 1959 for charitable and educational purposes."

2. "On behalf of the Daedalians,_____Flight is sponsoring a 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 aviator, you are eligible to apply for this scholarship using the attached form. If you are selected for one of our scholarships, 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."

- II. DESCENDANT SCHOLARSHIP PROGRAM

A. The Daedalian Foundation awards the Descendants Scholarship to descendants of Daedalians in good standing or an active member in good standing at the time passing. The Daedalian sponsoring the descendant does not need to belong to a flight. The application is handled directly at HQ. Applications must be submitted NLT 1 June.

B. Any young person is eligible if he or she is:

1. A direct descendant (natural or adopted) of a Founder, Named or Hereditary member in good standing (living or deceased) of the Daedalians, and a citizen of the United States.
2. 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 aviator.
3. Of good moral character.
4. Physically /mentally qualified with aptitude for commissioned US military service.
5. In good scholastic standing at his or her current academic institution, capable of being evaluated against peers based upon academic achievements.
6. Not a recipient of another Daedalian scholarship in the same year.
7. Have a financial need.

C. If a flight chooses to submit a Descendant Scholarship application, the flight selection boards should base their judgment of applicants upon those factors specified in paragraph B 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. The Foundation Scholarship Committee will evaluate all applications. If the application is submitted by a flight, the flight will be notified, otherwise, the student will be notified directly.

- III. FOUNDATION SPONSORED SCHOLARSHIP

Some students reside where there are no established flights. A minimal number of Foundation Sponsored Scholarships up to $2,000 may be given by the foundation to these students based on the approved Foundation budget. The Foundation Sponsored Scholarship uses the same criteria as a Matching Scholarship. Students may be required to verify application information requested by the Foundation Scholarship Committee.

Students should complete the Scholarship Application form and send directly to the Daedalian Foundation. All requests for a Foundation Sponsored Scholarship from a student who resides in the same area as a flight will be forwarded to the local flight for their consideration. Application must be submitted NLT 1 June.

- IV. JOHN AND ALICE EGAN MULTI-YEAR MENTORING SCHOLARSHIP PROGRAM

i. The Egan Scholarship is a mentoring program which enables a college sophomore to apply for a scholarship which will be available to him/her annually through the remaining years in college and if going on to graduate school. These are initiated by the local flight. The flight must inform the program manager if they intend to continue sponsoring Egan recipients each year.

ii. Flights must be willing to commit $500 annually to this 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, however, students who receive the Egan Scholarship are not eligible for a matching scholarship.

iii. The Egan Scholarship Program is open to all flights to submit one applicant per year and any recertifications. 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.

iv. The Foundation's Scholarship Committee will determine the recipients. 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.

E. The program has three phases:

PHASE I (completed by 1 June): 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. If a flight has a student applying for recertification, they must inform the program manager NLT 1 June.

a. 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 Daedalians and the Egan Scholarship Program of the Daedalian Foundation. Flight cover letters should be removed when completed forms are sent through the flight to the Daedalian Foundation and replaced with a flight letter of nomination.

b. Screening of eligible applicants will consider the following factors:

i. Intention to pursue a career as a military aviator.
ii. Demonstration of moral character and patriotism.
iii. Scholastic and military standing and aptitude.
iv. Physical condition and aptitude for flight.
v. Financial need.

1. PHASE II: The Daedalian Foundation Scholarship Committee conducts a selection process on all applications to select the most qualified. Approval is not automatic. Checks are distributed directly to the student's college/university. Flights shall not promise funds to prospective recipients until the Daedalian Foundation has announced the selectees.

2. 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 to ensure foundation approval by 15 August. The intent is that the flight actively guides and encourages the recipient to excel, not just in academic pursuits, but also in ROTC, flight and leadership opportunities. For Phase III:

   a. The student must maintain eligibility.
   b. The student must complete the recertification application annually during the early summer.
   c. 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 June for foundation funding.
   d. The Daedalian Foundation Scholarship Committee will review the application. If it is complete and the student remains eligible, the foundation will send money to the recipient's university/college.

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

1. Must be in ROTC.

2. Must have and maintain a cumulative 3.00 or better GPA (on a 4-point scale).

3. Must be medically qualified for flight training. Copy of ROTC physical examination required.

4. Must plan to apply for and must be awarded a military aviator training allocation at the appropriate juncture in the student's chosen ROTC program.

5. Must stay in contact with sponsoringflight (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.

6. 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.

7. Applications must include the academic performance for all university courses.

G. Flights should monitor the progress of scholarship award winners and report findings in the quarterly Flight Activity Report #3 each year, due at HQ by 31 October. 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.

-V. ROTC AND NAMED SCHOLARSHIPS

The Daedalian Foundation has many named endowments which provide scholarships and Daedalian Flight Training funding. The most current list can be found on the scholarship page on the Daedalian website https://www.daedalians.org/programs/scholarships/. Additional questions can be sent to info@daedalians.org.

-VI. DAEDALIAN FLYING TRAINING (DFT) PROGRAM

Civil Air Patrol partnership

Flights have several options in supporting students who wish to learn how to fly. The most popular and expensive is the Flying Training Program below.
Flights that donate funding to a local Civil Air Patrol unit that has a flight training program for CAP cadets may receive a partial reimbursement from the Daedalian Foundation. The Foundation will reimburse a flight's donation up to $1000 per cadet for a maximum of three cadets. Flights seeking reimbursement must submit documentation to National HQ from the supported CAP unit certifying the funding was used for flight training of individual cadets. Flights can participate in this program along with DFT.

USAF Recruiting Partnership

For Flights or Daedalians who are unable to support a student financially but want to encourage a student's participation in training, please speak with our partner at USAF Recruiting Detachment 1, Aim High Flight Academy. You can email for general questions to AFRS.Det1.Flight@us.af.mil. Applications can be found at https://www.recruiting.af.mil/Aim-High-Flight-Academy. As is true with all flying training programs related to Daedalians, there is no cost to the student.

Daedalian Flying Training Program

A. The Daedalian Flying Training (DFT) Program is funded by the Daedalian Foundation and participating flights. The foundation administers funds in the names of the late Les Leavoy, Lt. Col., USAF, retired, and the late David “Tex” Hill, Brig. Gen., USAFR, retired. The primary focus of this program is flight safety.

1. Colonel Leavoy was a veteran fighter pilot with 87 combat missions in the P-47 in World War II, served during the Korean Conflict, and flew 250 combat missions in the F-100 while serving three tours as a squadron commander during the Vietnam War. Colonel Leavoy also commanded the

4515th and 4511th Combat Crew Training Squadrons at Luke AFB, Arizona, and finished his career as the Air Force advisor to the Texas Air National Guard. He flew over 6,500 hours in fighter aircraft to include the P-40, P-47, P-51, F-84, F-86, and the F-100. Each year, the Les Leavoy DFT Scholarship provides 100 percent funding to cadets at Ft. Worth Flight 23 and Ft Hood Flight 103.

2. General Hill earned his wings as a naval aviator and in 1941 was recruited by Claire Chennault to the 1st American Volunteer Group (Flying Tigers). He became an ace in 1942 after shooting down four Japanese fighters and a bomber. He commanded a squadron in China and was a double ace with 12 aerial victories when the Flying Tigers disbanded in 1942. General Hill then joined the USAAF flying the P-51, commanding the 23rd Fighter Group, and scored six more victories against Japanese aircraft. He once again saw combat during the Korean Conflict with the Texas Air Guard. The Tex Hill

DFT Scholarship provides supplemental funding to participating Daedalian flights across the country.

B. DFT is a four-way partnership with the Daedalian Foundation, one or more flights, selected candidates and an FAA-certified flight training facility/fixed base operator (FTF/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 participates who wish to continue training for their Private Pilot's License (PPL) at their own expense. The foundation and participating flight(s) will select an FAA-accredited FTF/FBO with sufficient personnel and facilities to conduct appropriate ground and flight training in support of the program. Flights captains may apply by letter to the Foundation Program Manager for sponsorship for all or a portion of the flight's matching funds allocation to support the DFT in their flight.

C. The purpose of DFT is 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.

D. The DFT consists of five phases: Phase I - Preparation; Phase II – Student Selection; Phase III – Ground School; Phase IV – Flight Training; and Phase V – Wrap Up.

E. Applicants for the DFT must meet the following eligibility criteria:

1. Be a sophomore or above attending an accredited high school or similar program or enrolled in an accredited college program.

2. Demonstrate the desire and potential to become a commissioned military aviator in the armed forces of the United States.

3. Be age 16 or above and have no physical conditions that would disqualify the applicant for selection.

4. Be a U.S. citizen and fluent in English.

5. Be able to obtain an FAA Student Pilot Certificate and Class III Airman Medical Certificate. Program administration.

F. Program administration

1. Project officers: The flight captain will appoint a DFT project officer for a minimum two-year term to administer this program. The project officer handles all the details of program administration.

2. Contract with the FBO: The flight 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 flight project officer will negotiate terms of the training contract, as provided by the FBO, and send a copy of the contract to the Foundation DFT project officer. Negotiations should emphasize that the goal is for a solo flight and not the completion of a PPL.

    a. Selection board: The flight project officer should recruit active Daedalians from the local flight to serve on the DFT selection board. This board will evaluate all applications and select the best-qualified applicants to participate in the program.

    b. Selection board criteria: In evaluating applicants for the DFT, members of the selection board should consider all available and appropriate information, including:

i. Letters of recommendation.
ii. Demonstrated high moral character.
iii. Demonstrated high level of motivation to complete the program.
iv. Evidence of existing strong interest in aviation.
v. High scholastic standing among peers and intent to enter college.
vi. Good physical condition without apparent limitations.
vii. Applicant's willingness to make the DFT program priority one through completion.
viii. Positive support from applicant's parent/guardian/sponsor.

G. 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 DFT also apply:

1. The FBO will make every reasonable effort to commence formal ground training as soon as possible after the DFT Selection Board announces the names of the selected students.

2. The appropriate curriculum and training methodology will be determined by the FBO based on the needs of the DFT and the participating students. 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 students as well as for economical training.

3. At the end of Phase III Ground School, and after the final written exam, the FBO's primary ground instructor should plan on meeting with the flight's project officer to review the progress and aptitude of all participants. This meeting will identify any students to be eliminated from the program.

4. All ground training activities should be geared toward preparation for a full-time Phase IV Flight Training at the FBO facility commencing as soon as practical after the spring semester. The formal start date should be coordinated with the students to minimize conflicts with their personal schedules. Where possible, students 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 students and complete Phase IV Flight Training within four weeks barring adverse impact of random factors such as inclement weather, personal emergencies, student illness, or flying proficiency issues. Normally, students should be limited to not more than one sortie a day as primary student pilot.

5. The FBO is responsible for evaluating the proficiency and training progress of the students. After completing the fifth and tenth hour of dual instruction, the FBO will conduct an informal Mid-Phase Progress Review (MPPR) on each student to evaluate potential for successfully completing the program. If the student fails the MPPR and the FBO determines that withdrawal is appropriate, a training conference will be convened with the flight's project officer.

6. As the program returns from Covid, the Daedalian foundation will reimburse 75% for one

student, 65% for a second student and 50% for three students. A flight is welcome to support or look for support within the community to add additional students.
Each student is limited to a maximum of 20 flying hours and Foundation funding is limited to ground training, flight instruction, and the initial solo flight. Previous experience indicates that most students will solo near the 14-hour point. Flight instruction beyond the 15-hour point requires approval from the DFT project officer at HQ.

7. The FBO will carry liability insurance in the amount of $1 million for each occurrence with $100,000per person and $1 million in general liability. 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 HQ. This rider must be on file prior to program approval by the Chairman of the Daedalian Foundation.

H. Funding: The Daedalian Foundation will provide support based on #6 of the DFT and the participating Daedalian flight will provide the remaining funds. Foundation funds will be paid directly to the FBO for training accomplished through solo. The flight's 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's project officer will endorse the summary statement indicating his/her 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. Flight project officers will coordinate the requirement for ground training materials with the flight school. The PPL kits available from commercial sources normally contain far more material than is required for this program. The flight schools should not require the students to purchase commercial PPL kits unless the student desires the materials and bears the costs. Students who choose to continue flight training at their own expense and attain their FAA PPL within one year of their solo flight are eligible for a direct reimbursement of $500 ($250 each from the Daedalian Foundation and the participating flight) to partially defray the cost of their post-solo training.

I. Reporting

1. The following reports, submitted by the flight project officer to the chairman of the Daedalian Foundation, are required in support of the Daedalian Foundation DFT:

   a. Application for DFT matching scholarship funds.
   b. An immediate phone call followed by a written report outlining any incident, accident or circumsyance which has the potential to generate ***unusual*** news coverage involving the Daedalians or alter the specific terms of the program.
   c. A final report covering the completion of all DFT activities, the schedules date/time/ place of any awards ceremony, areview of any local publicity, and a "lesson learned" summary.

2. Participating FBOs have no formal reporting requirements under this program. However, regular and frequent coordination will be required between the FBO and the flight's project officer during the course of the program, particularly during Phase IV, Flight Training. All training records of the participating students must be available for review by the project officer, subject to prior coordination with the FBO. The project officers shall not involve themselves in management of the day-to-day flying operations. For liability

reasons all management of the day-to-day flying operations. For liability reasons all decisions concerning fight operations are left to the FBO.

3. Graduating DFT students will be asked to write a brief summary of their experiences throughout the ground and airborne phases of the program. Successful solo pilots should submit this report in letter form to the flight's project officer as soon as possible after the awards ceremony. The following four impressions are of particular interest.

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

J. Recognition and publicity: The flight's project officer should promote maximum possible publicity in appropriate print and broadcast media during the course of DFT. The Aviator eNewsletter (monthly), Daedalus Flyer magazine (quarterly), local military base newspapers, and local civilian print and broadcast media are all appropriate outlets for DFT publicity.

K. DFT forms (for Daedalian flights and students) can be found online as well as this manual.

DFT PROJECT OFFICER'S CHECKLIST

Phase I - Preparation

1. ❑ Appoint Flight DFT Project Officer.

2. ❑ Identify local Daedalians interested in serving on the 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.

5. ❑ Develop list of candidate sources in the area and gauge likely interest in the program. Junior/Senior ROTC are sources of candidates although ROTC enrollment is not required.

6. ❑ Establish preliminary coordination with local print and broadcast media outlets for publicity coverage of key program events.

7. ❑ Contract with FBO.

Phase II – Cadet Selection

1. ❑ Mail DFT 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 a DFT selection board to review all applicants
    a. Screen for obvious physical disqualifiers.
    b. Determine target number of participants for Phase III, Ground School and Phase IV, Flight Training.
    c. Select most promising applicants, using criteria deemed appropriate by the board.

3. ❑ Notify all applicants by letter of their selection status
    a. Encourage non-selects to reapply next year.
    b. Schedule date and time for orientation for all selectees.

Phase III- Ground School

1. ❑ Ground school administered and conducted by FBO/Chief Instructor.

2. ❑ Invite local media coverage.

3. ❑ DFT 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. ❑ DFT selection board, augmented by FBO/Chief Instructor, meets after all scheduled ground training is complete and all selectees have completed their final written exam.

5. ❑ Students are notified that they will advance to Phase IV, Flight Training and receive training up to and including the initial solo flight, providing they continue to meet program standards.

Phase IV- Flight Training

1. ❑ Full time flight training begins at the FBO location.

2. ❑ Invite local media coverage.

3. ❑ All students are required to be present for all scheduled instruction.

4. ❑ To the maximum extent possible, and with the concurrence of the FBO, students 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 DFT 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 student.

Phase V – Wrap Up

1. ❑ Prepare appropriate solo certificates and Daedalian memorabilia for presentation to students who successfully complete the program.

2. ❑ Coordinate final billing with Daedalian Foundation and FBO.

3. ❑ Send program critique letters to the students.

4. ❑ Schedule appropriate program completion ceremony (recommend the next monthly flight meeting). Invite cadets and their families to attend.

5. ❑ Invite local media coverage.

6. ❑ Notify students by letter of the follow-on incentive program to defray a portion of the cost of continuing their training through their PPL.

7. ❑ Provide student an application for filing for incentive payments from the flight and the Foundation.

8. ❑ Prepare and submit project officer's report to the DFT project officer at the Daedalian Foundation.

DAEDALIAN FLYING TRAINING
APPLICATION FOR NATIONAL FUNDS

Flight Name:_____Flight Number. _____

Flight Captain: _____

Flight DFT Project Officer:_____

Mailing Address: _____

Telephone: (___)_____Email:_____

FBO conducting flight training**:**_____

Mailing Address**:** _____

FBO point of contact/owner/chief instructor:_____

Telephone: (____)_____Email:_____

FAA Flight Medical Examiner: _____

Mailing Address: _____

Telephone: (_____)_____Email:_____

Planned number of DFT (primary cadet) Participants: _____

Anticipated maximum program cost $_____

Draft FBO contract and insurance rider attached? Yes No ___

INITIAL DFT PROJECTED MILESTONE DATES

Mail out invitations for applicants: _____

Convene selection board: _____

Conduct FAA Class III medical examinations: _____

Phase III, Ground School Start Date: _____

Phase IV, Flight Training Start Date: _____

Last solo date: _____

Phase V awards ceremony date/location:_____/_____

Phase V Project Officer's Report (use space below):

DAEDALIAN FLYING TRAINING (DFT)
FLIGHT SCHOOL COST ESTIMATOR AND TRAINING AGREEMENT

1. **Program Objective:** The Daedalian Flying Training (DFT) is a flight instruction program provided by an FAA-certified flight training school/ fixed base operator to introduce selected participants to the adventure of flight and encourage them to pursue a career as a military aviator in the U.S. armed forces. 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 training materials, ground and flight instruction by FAA-certified flight instructors to allow participating students to safely solo in the training aircraft.

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

Name of Flight School:_____Owner:_____

Address:_____City/State/ZIP:_____

Chief instructor: _____

Phone: ( )_____Fax: ( ) _____

Email:_____Website URL: _____

Cost for training materials (study materials, texts, etc.) $_____

Primary aircraft to be used for DFT 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____
   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 Flying 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 million 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: _____

Signature: _____

DAEDALIAN FLYING TRAINING
CADET CRITIQUE LETTER TEMPLATE

Dear

Now that this year's Daedalian Flying Training (DFT) has drawn to a close, we are reviewing the operation to make next year's program even better. Since you participated in this year's DFT, we are very interested in your impressions.

Please take a few moments in the next few days to gather your thoughts and overall impressions of the program. Let us know if DFT is what you expected and what, if any, changes you think would enhance the program.

It would be of great help to the Daedalians if you would comment on the following four areas:

a. The overall impact of the DFT 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 DFT experience influenced your attitudes, feelings and intentions regarding a career as an aviator in the armed forces of the United States.

With your help, we can fine tune this program and continue making it available for many of your peers in the years to come. The enclosed envelope is for returning your critique. Thanks for your contributions and, once again, congratulations to you for accepting the challenge and doing what only a tiny percentage of your contemporaries have done. You've proven you have the ***right stuff!***

Sincerely,
DFT Project Officer

DAEDALIAN FLYING TRAINING
LESSONS LEARNED REPORT

The flight DFT project officer is invited to comment on the following general areas: The adequacy of Daedalian Foundation guidance, problems that you may have encountered, and suggestions you have to make DFT more successful.

Phase I – Preparation

Phase II – Student Selection

Phase III – Ground School

Phase IV – Flight Training

Phase V – Wrap Up

DAEDALIAN FLYING TRAINING
INCENTIVE PAYMENTS APPLICATION

An applicant can recoup up to $500 spent on post-solo flying training leading to a PPL. Attach copy of your pilot license and invoices from the servicing FBO.

Student's Name: _____

Student's Address: _____

Sponsoring Daedalian Flight: _____

Daedalian Flight Location: _____

Date of DFT Solo Flight: _____

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 sponsoring Daedalian Flight and to the Daedalian Foundation.

Daedalian Foundation
P.O. Box 249
JBSA-Randolph, TX 78148

_____ _____

Daedalian Flight Captain Signature Date

_____ _____

Pilot signature Date

DAEDALIAN FLYING TRAINING
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

DAEDALIAN FLYING TRAINING
STUDENT MEMORANDUM OF UNDERSTANDING

1. The Daedalian Flying Training (DFT) 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 am selected for enrollment and participation in the Daedalian Foundation flight training program, 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. It is important to be mentally and physically ready for every training activity I will:

a. Get plenty of sleep, eat nourishing meals at regular times, and minimize the risk of any disabling injuries.

b. Complete all ground training exercises thoroughly and conscientiously.

c. Ask appropriate questions during classroom instruction to solidify my understanding of the concepts and procedures under study.

d. Be on time every scheduled training activity.

e. Arrange my personal schedule to eliminate conflicts with the training schedule.

f. Make ground school and flight training my top priority until I solo.

_____ _____

Signature of applicant Date

DAEDALIAN FLYING TRAINING
BACKGROUND QUESTIONNAIRE

	Yes	No
1. Have you ever had Lasik or radial keratotomy surgery?	_	_
2. Have you been prescribed performance enhancing drugs such as Ritalin or Adderall?	_	_
3. Have you been prescribed any medication for psychiatric illness?	_	_
4. Do you have any history of seizures (except febrile seizures before age 24 months)?	_	_
5. Have you been prescribed any medications for a chronic illness? (except nasal steroid sprays, cromolyn sodium spray, topical skin creams)	_	_
6. Have you ever had any orthopedic surgeries?	_	_
7. Have you ever lost consciousness due to injury?	_	_
8. Have you ever been diagnosed with asthma, reactive airway disease or chronic bronchitis?	_	_
9. Do you have color vision deficiencies?	_	_
10. Have you ever used an illegal drug?	_	_
11. Have you ever been convicted of a felony?	_	_
12. Are you a citizen of the United States of America?	_	_

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

_____ _____
Signature of applicant Date

_____ _____
Signature of parent/guardian Date

DAEDALIAN FLYING TRAINING
PHYSICAL STANDARDS ADDENDUM

I understand that I will be required to apply for an FAA student pilot certificate and meet the physical requirements of an FAA Class III airman medical certificate. The Daedalian flight project officer will assist in making the necessary arrangements for these certifications.

_____ _____

DFT Candidate's Signature Date

DAEDALIAN FLYING TRAINING
STUDENT INFORMATION HANDOUT

OVERVIEW: DFT is conducted by a four-way partnership of the Daedalian Foundation, a participating Daedalian 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 PPL at their own expense. For information on participating flights, email inquiries to info@daedalians.org

PURPOSE: The Daedalian Flying Training 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.

PROGRAM PHASES: The DFT consists of five phases: Phase I - Preparation; Phase II – Student Selection; Phase III – Ground School; Phase IV – Flight Training; and Phase V – Wrap Up.

ELIGIBILITY CRITERIA: Applicants for the DFT must meet the following eligibility criteria:

a. Be a sophomore or above attending an accredited high school or similar program or enrolled in an accredited college program.

b. Demonstrate the desire and potential to become a commissioned military aviator in the U.S. armed forces.

c. Be age 16 or older and have no physical conditions that would disqualify the applicant for selection.

d. Be a U.S. citizen and fluent in English.

e. Be able to obtain an FAA Student Pilot Certificate and Class III Airman Medical Certificate.

DFT 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 candidates in the Daedalian Flying Training program.

ROUTINE USE: Used only by Daedalian Flights, the Daedalian Foundation and flight selection boards to evaluate the applicant's suitability for participation in the Daedalian Flying Training program.

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

Personal Information:

Name

Address

Date of Birth Place of Birth

Home Phone Cell Phone

Parent/Guardian Name

Parent/Guardian Address Email

Parent/Guardian Phone Email

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

Name Relationship

Address Phone

School Information: Check ☐ High school ☐ Jr. College ☐ College ☐ Other

Name of School Grade Year GPA

School Address

Instructor/Counselor Phone

Academic Achievements (include dates)

Extracurricular Activities (check those that apply)

- ☐ Scouting
- ☐ CAP
- ☐ JROTC
- ☐ Sports
- ☐ Other

Additional

Honor/Achievements (include dates)

Aviation Experience. Have you ever flown as a student pilot? ☐ Yes ☐ No

If yes, where and when?

Total Hours Flown

Soloed? ☐ Yes ☐ No

Test Results

Employment Experience Are you currently employed? ☐ Yes ☐ No

If Yes, give place of employment, supervisor, job title and length of service

Please list any previous work experience: Employer, kind of work and dates

Physical Standards Height Weight Visual Acuity

Have you ever taken an FAA Flight Physical? ☐ Yes ☐ No

If yes, give date, location and name of Dr.

Type Examination: **FAA Class** ☐ I ☐ II ☐ III Restrictions?

Date/place/results of non-military exam

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

Statement of Career Objective

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.

College

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.

Supplemental Information

Photograph. Please attach a recent high-resolution photograph of the applicant to this application, at least 3" X 5", suitable for use in publicity material supporting the Daedalian Foundation's flying training 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.

Transcript. A copy of your transcript showing the courses/grades completed in the most recent term.

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

Applicant's Signature or insert digital 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 Flying Training program.

Parent or Guardian Signature or insert digital signature Date

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

DAEDALIAN FLYING TRAINING
APPLICATION CHECKLIST

- ☐ Completed Application
- ☐ Current Transcript - Can be mailed from the school
- ☐ Recent Photograph
- ☐ Letter of Recommendation - prefer JROTC or Math Instructor

APPENDICES

A. Petition for flight charter

B. Meeting invocations

C. Induction of new members

D. Flight meeting procedures

E. Glossary of commonly used acronyms used in this flight manual

(Appendix A)

PETITION FOR DAEDALIAN FLIGHT CHARTER

We, the undersigned members of the Daedalians in good standing, do hereby request that a Flight of the Daedalian 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.

MEETING INVOCATIONS

Daedalian flight meetings are traditionally opened with a prayer. Below are five prayers delivered by Chaplain "Robby" Robison at various Stinsons 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 of our Daedalians, and for the presence of our spouses and guests. 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 loved 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; they chariot and ride 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 experienced 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 this 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 whom I trust," then God will raise you up on eagles' wings, bear you on the breath of dawn, make you to shine like the sun, give angels 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 raise us up on eagles' wings 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. Aviators (spouses and friends of aviators also) forgive us for boasting about being special and privileged. We feel special because we have discovered and learned that joy and thrill of flying through Your heavens and privileged 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 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 Your 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 air or wherever we be. Now be with us and bless 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 aviators. 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 angels know and for the feeling of strength and might that seem almost akin to Your almighty power. Lord, let not that awesome view, fantastic freedom and ponderous power provide just an 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 OF NEW MEMBERS

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 Daedalian which has taken its name from the successful legendary Greek flyer.

The 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 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 a fellow Daedalian. 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 Daedalians:

First, to place nation above self;
Second, to be worthy of the trust and confidence of a fellow Daedalian.

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.)*

In charging you with your responsibilities as Daedalians, I will read the mission statement and stated objectives of the Daedalian:

Mission:
Advocate for air and space power and honor those who flew and fly in defense of our nation.

Objectives:

- Promote air and space power in support of national defense.
- Educate Americans to the advantages of air and space power.

- Promote the rewards of a career in military aviation to young Americans.
- Honor the legacy of our founder members and all who have flown in defense of our nation.
- Encourage and recognize improvements in flight safety, weapons development, combat support and the overall effectiveness of air and space power.
- Recognize exceptional performance by military aviators.

Inducting officer welcomes each new member into the Daedalians. Other Daedalians may be encouraged to come forward to welcome them at the same time.

TOASTS

Provost Marshal: "Flight Captain"

Flight Captain: "Provost Marshal"

Provost Marshal:

Ladies & Gentlemen please take your water glass and face the front of the room. On the left is a table of honor. On the table are the aeronautical badges from each of the eligible Daedalian membership categories, including a special pair of wings from the WWII Women Airforce Service Pilots. The honor table is for our comrades who are not with us, but who we will never forget. Let us always remember the service and sacrifice made by these courageous commissioned military officers.

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

Members Respond: “To our departed brothers & sisters.”

Provost Marshal: "Flight Captain"

Flight Captain: "Provost Marshal"

Provost Marshal: "I propose a toast in wine to the Commander-in-Chief, the President of the United States."

Members Respond: "To the President"

Provost Marshal: "Flight Captain"

Flight Captain: "Provost Marshal"

Provost Marshal: "I propose a toast to the Joint Chiefs of Staff."

Members Respond: "To the Joint Chiefs."

DINNER IS SERVED

INTRODUCTION OF GUESTS

TOAST

Provost Marshal: "Flight Captain"

Flight Captain: "Provost Marshal"

Provost Marshal: “I propose a toast----------To our honored guest(s).”

Members Respond: “Hear! Hear!”

HONORING SPEAKER

Provost Marshal: "Flight Captain"

Flight Captain: "Provost Marshal"

Provost Marshal:
“I propose a toast----------To our honored speaker.”

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:

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

Provost Marshal: "(name or names) is (are) present for induction into the 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 C of this Manual.

CONCLUSION

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.

GLOSSARY OF COMMONLY USED ACRONYMS USED IN THIS FLIGHT MANUAL

ABM – Air Battle Manager

CSO – Combat Systems Officer

DFT – Daedalian Flying Training

FAA – Federal Aviation Administration

FBO – Fixed Base Operator

FOF – Friends of Flight

FTF – Flight Training Facility

HQ – Daedalian National Headquarters

NFO – Naval Flight Officer

PPL – Private Pilot's License

RPA – Remotely Piloted Aircraft

WASP – Women Airforce Service Pilot