

STARTING AN EAA IMC/VMC CLUB - STEP-BY-STEP GUIDE

Updated 02/2022

Thank you for your interest in starting an EAA IMC or a VMC club. EAA IMC and VMC clubs provide organized "hangar flying" focused on building proficiency in general aviation.

1. What is an IMC/VMC Club

- a. EAA IMC and VMC clubs are extensions to local EAA chapters. EAA chapters provide an opportunity for a chapter member/s to administer an IMC or VMC club on separate meeting nights and potentially a different meeting location to best suit the success of the club. To find an active EAA chapter, visit [EAA.org/FindAChapter](https://www.eaa.org/FindAChapter).
- b. In the event that an existing EAA chapter is not in the immediate area when hoping to form an IMC or VMC club, a standalone EAA IMC/VMC Club can be established.

2. The Requirements to Form a New Club

- a. All EAA IMC and VMC Clubs require a Club Program Coordinator.
- b. All EAA IMC and VMC Clubs require a club certified flight instructor (CFI) to be listed as a functioning member. A CFI or a Ground Instructor will act as a subject matter expert and advisor guiding the group and program coordinator if necessary. They need to be available, but they don't have to participate or be present during the meeting.
- c. A minimum of five founding members, including the club coordinator and flight instructor, is required to form an EAA IMV/VMC Club.

3. The Club Application Process

- a. The identified club coordinator (person initiating the club) will complete an online club interest form, followed by a phone call discussion between EAA and the club coordinator to discuss the club formation process.
- b. As a follow up to the phone discussion, the Club Coordinator has two activities to complete:
 - i. Complete **Club Coordinator Training** - EAA staff will set up a videoconference style meeting with the club coordinator to provide necessary training for the coordinator. Training will provide the coordinator with an understanding all of

the materials offered for clubs to use and helpful hints how to administer the club meetings.

- ii. Complete the **IMC or VMC Club Application** - The formal application process provides EAA with all of the club formation and meeting information required to set-up the new club at EAA. EAA staff will provide access to the application.

- c. The Club Coordinator completes the online club application, and then submits the application to EAA staff, indicating the clubs' readiness to begin monthly club meetings. Upon notification of completion of the application, EAA staff releases club materials to Club Coordinator and sends a congratulations letter to coordinator directing them to the released materials.

- d. Preparation to complete Club Application

Prior to starting the application form, please have the following list of information ready:

- Type of club you are forming: IMC, VMC or Both
- Your Name
- Your EAA Member Number
- Your email address
- Your Phone Number
- Your Address
- Parent EAA Chapter Number if club is associated with a chapter
- Type of Chapter (EAA, Vintage, Warbirds, IAC, Ultralight)
- Name of Chapter President
- EAA chapter presidents' email
- New club coordinator's email
- Names and EAA member numbers of five founding club members
 - o Club Coordinator (qty 1)
 - o Club CFI (qty 1)
 - o Club members (qty 3)
- Proposed Meeting information
 - o Day of week
 - o Meeting frequency (i.e.: Every first)
 - o Meeting Interval (i.e.: Monthly)
 - o Meeting time (i.e.: 7:00 p.m.)
 - o Meeting Location (street address, city, state, postal code...)

END