



FLYING CLUBS
POWERED BY AOPA

✓ CHECKLIST FOR STARTING A FLYING CLUB

- First Steps**
 - Visit the flying club resource library
 - Contact the AOPA Flying Club team
 - Learn about best practices
- Get Organized**
 - Pick the location
 - Establish founding members
 - Generate interest in your new club
 - Write a mission statement
 - Encourage a safety culture
 - Identify suitable aircraft types
- Play by the Rules**
 - Choose equity vs. non-equity
 - Select a legal structure
 - Consider tax exempt status
- Master the Money**
 - Research insurance
 - Understand financing or lease costs
 - Estimate maintenance expenses
 - Research hangar or tie-down fees
 - Establish your club's income stream
- Put It in Writing**
 - Prepare the budget
 - Create bylaws and operating rules
 - File for incorporation, EIN, (and possibly) tax exemption
- Fill Your Hangar**
 - Complete the purchase process
 - Purchase club insurance
 - Sign financing or lease agreements
 - Bring the aircraft home
- Running Your Flying Club**
 - Market and attract members
 - Hold meetings to socialize and conduct business
 - Carry out your club's safety program

More information on each step is available at the AOPA's online [Resource Library](#). Help is available by emailing FlyingClubNetwork@aopa.org or calling 301-695-2356.