Thank you for your interest in hosting an AOPA Rusty Pilots seminar. Rusty Pilots was developed to bring lapsed pilots back to the airport, provide a friendly atmosphere for refreshing their flying knowledge, and motivate them to complete a flight review and become active members of our aviation community again.

Rusty Pilots seminars are a free AOPA member benefit, but anyone is welcome to attend. We invite anyone who would like to attend a Rusty Pilots seminar to join AOPA. They'll receive a full year of AOPA member benefits, including free entry to Rusty Pilots. Seminar attendees who prefer not to join AOPA, will be charged a $79 fee, which includes admission to Rusty Pilots and all course materials.

AOPA will take care of administering the registration fees and no fees will be collected during your event. Teaming with flight training providers is one of the keys to the program's success. To help ensure a positive experience for everyone, this document sets out expectations for AOPA and for Rusty Pilots hosts. Please initial and sign where indicated, and let's get those lapsed pilots back in the air!

The following guidelines have been established to help ensure a successful seminar:

Expectations of AOPA:

1. **To help ensure the best attendance, AOPA will typically maintain a four-week gap between Rusty Pilots seminars held within 100 miles of one another.**

2. **AOPA will assign an AOPA representative to present the seminar and assist the host.**

   a. Before the event, the AOPA representative will assist the host with marketing and preparation for the seminar.

   b. On the day of the event, the AOPA representative will present the seminar and assist the host with registration and attendance tracking.

   c. Following the event, the AOPA representative will provide the host with information about best practices for following up with attendees.

3. **AOPA will promote the seminar by sending an email to lapsed pilots within a minimum 75-mile radius of the event location and will list the event on FAASafety.gov.**

   a. AOPA will determine the radius for the email based on considerations including seating capacity at the event.

   b. AOPA's guidelines do not allow registration through the FAASafety.gov website. All online registrations must go through the AOPA registration link.

4. **For each Rusty Pilots seminar, AOPA will provide the following:**

   a. Online registration through AOPA's website. The host will receive access to the pre-registration roster to assist in planning for the event.

   b. Rusty Pilots Resource Guide and Scenario Handout booklets for attendees. Approximately one week before the event, AOPA will ship materials for the number of pre-registered attendees plus an additional 20 percent to account for on-site registrations.

5. Following the seminar, the AOPA representative will sign logbook stickers stating that each attendee has received 3 hours of ground instruction toward the Flight Review.

    a. Participation in the AOPA Rusty Pilots program meets the minimum ground training requirement of a Flight Review, in accordance with FAR 61.56(a)(1).

    b. **Please Note:** Final authority rests with the local Flight Instructor to determine if an individual is truly prepared for solo flight again. Additional ground training may be required, and is highly recommended by AOPA.

Expectations of Rusty Pilots host:

_____ **1.** We ask that you promote and market the seminar locally. While we will market the event from
initial   our end, it is usually evident when a host markets the event locally. Please remember, advertising should direct registrants to the AOPA registration system.

_____ **2.** While the presenter will be at your location to present the seminar, they will need some help.
initial   We ask that you provide a volunteer or two to help welcome people, get them checked in and distribute handouts. The presenter will train your volunteers how to get people checked in.

_____ **3.** Because the purpose of the seminar is to get people excited about returning to flying, we ask
initial   you to have one or more local CFIs available at the seminar to answer questions about local issues and of course, about scheduling lessons or flight reviews.

_____ **4.** The seminar should be held in a publicly accessible, on-airport location with seating for at least
initial   35 people. Such locations might include a conference room, classroom or a hangar. (Remember, these are pilots. Sitting in a hangar alongside an aircraft helps build the excitement.)

_____ **5.** While tables for the attendees are a nice touch, they are not a requirement. We will need a
initial   couple of tables for registration, the projector and the presenter. You may want one to display your marketing materials as well.

_____ **6.** In order for everyone to see the presentation, we ask that you provide a 60" screen. This can be a
initial   television screen, a couple of televisions linked together, or a simple projection screen (which can be a smooth surface, white wall, a white sheet or even a white tarp.

_____ **7.** A public address system is a necessity. Sitting through a 3-hour seminar without being able to
initial   hear can be extremely frustrating. It is not only for the presenter, there are audio clips in the presentation as well.

    a. The audio system should include speakers, a power amp or powered mixer for use with speakers with either ¼", XLR, or other industry standard input jacks, and associated power cords and speaker cables. The AOPA presenter will provide his or her own microphones and associated equipment to connect to the audio system.

_____ **8.** If you can provide an iPad or tablet with WiFi or cellular capability the day of the event,
initial   to facilitate attendee check in, that will help tremendously. If not, we can print out the pre-registration list and check people in the old-fashioned way.

_____ **9.** The AOPA Rusty Pilots presentation and handouts are copyrighted materials and may not be
initial   used without AOPA's knowledge and prior written approval. Furthermore, the Rusty Pilots email list may not be used for anything other than facilitation of the Rusty Pilots seminar (per AOPA privacy policy standards).

_____ **10.** The Rusty Pilots seminar is a free event for all AOPA members. Those who are not AOPA
initial   members who wish to attend will be asked to either join AOPA at the current membership rate of $79 or, if they do not wish to become members, pay a seminar fee of $79 during pre-registration. Fees will not be collected during the event – AOPA will handle all transactions.

By signing below, your organization agrees to the expectations set out in this document.

Organization Name:

Airport Identifier:

Seminar location address

Seminar date and time

Host contact name:

Host contact title:

Host contact signature:

Date signed:

TO BE COMPLETED BY AOPA

Signed

Date:

AOPA Rusty Pilots
Aircraft Owners and Pilots Association