

Planning Guide for Youth Aviation Rallies

1. **Decide to hold an event and set a date**
 - **Decide on target age group (examples, age 9 to 12, age 10 – 15 etc.)**
 - **Decide on size of the rally. How many kids can you accommodate, how many can be flown if EAA Young Eagles rides are offered?)
Thirty to 50 youngsters is a good size.**
2. **Line up EAA Young Eagle support for YE rides**
3. **Secure ground subject leaders. Suggest two leaders for each module in syllabus once modules are decided. (Leaders should be pilots who work well with kids)**
4. **Determine a location for each module and schedule of activities. Could be hangar floor, classroom, lounges that can accommodate 12 + kids.**
5. **Publicize to secure attendees. Tried and true methods which have worked in the past include:**
 - **Press release to local newspapers**
 - **Work a local schools and teachers to have an airport day**
 - **Use poster template to print fliers for community bulletin boards**
 - **Advertise on social media pages such as Facebook**
 - **Send announcement on email lists shcu as home schooling parents**
6. **Recommend pre-registration, especially if facilities are small or YE pilots are limited in number. Set an upper limit on number of kids that can be registered. When an inquiry about attendance is received, initial applications can emailed to parents and enrolled in the order completed and submitted.**
7. **Arrange end of camp pizza party:**
 - place pizza order...adequate for number of campers and adults. ***
 - Purchase soda pop, either cans or liter bottles adequate for the number of kids and adults.**

***It is suggested that at least two pizza slices per camper/adult leader be ordered. Fifty people = 100 slices: eight slices per pizza, need 12 pizzas. Note that kids seem to prefer cheese toppings as opposed to sausage and pepperoni so have lots of plain cheese pizza available.**

- 8. Complete IDOT Completion Certificates with youngster's name and date**
- 11. Secure adequate supplies for camper handouts including T-shirts**

Supplies Available from Iowa Aviation Promotion Group

- **Schedule of activities (Agenda) copies**
- **EAA YE Registration and Parental Permission forms if YE Flights are part of the activities.**
- **Name tags for each camper and adult leader (color code mark on badges to assign to groups...red, blue, yellow. green**
- **IDOT Certificate of Achievement**
- **YE Flight Certificates if YE Flights are part of the activities.**
- **Obsolete Iowa Airport Directory**
- **AOPA "Airplanes" pamphlet**
- **Balsa wood airplanes**
- **Obsolete Iowa WAC scale sectional**
- **FAA or AOPA Aviation Careers brochures**

Reviewed and updated 6/6/2017