



## Documents Required to Fly C-FLUG: Check List

Each of the following documents are required in your FLUG Folder prior **to** being added to the FLUG insurance policy and must be submitted **every year** you fly C-FLUG. All returning C-FLUG Pilots' updated documents and information **due by Feb 28<sup>th</sup>**, late applicants welcome; meeting this due date helps ensure FLUG Pilots there is space for them on the insurance policy and helps Aircraft Manager/Chief Pilot know how many new pilots can be accepted this year.

- ☐ [Application to Fly MB 99s Club Plane](#)
- ☐ [C-FLUG Standard Operating Procedures, Agreement and Rules](#)
- ☐ [Aircraft Quiz](#) - include scan documenting quiz completed
- ☐ [Insurance Information Form](#)
- ☐ Insurance Fee \$150 to MB 99s Treasurer (include scan of e-transfer to MB 99s Treasurer)
- ☐ 10-hour or 20-hour block of time (\$200 or \$400) include scan of e-transfer to [MB 99s Treasurer](#)
- ☐ Scan of last 2 pages of Pilot Log Book
- ☐ Scan of your Aviation Medical
- ☐ Scan of your Pilot Licence
- ☐ Scan of your Radio Licence
- ☐ Scan of e-transfer to [Springfield Flying Club](#) (SFC) for Social Membership  
(Returning members only need to have their fees paid and do not need to reapply)
- ☐ Scan of e-transfer paying for your [International 99s](#) Membership

Contact FLUG 2023 Folder Coordinator <[fromkaitlyn@gmail.com](mailto:fromkaitlyn@gmail.com)> and Kaitlyn will send you a link to your confidential folder, where you will upload your completed application and documentation. In your

communication with Folder Coordinator Kaitlyn please indicate:

1. How many hours do you envision flying C-FLUG this year?
2. Are there any months or seasons you do **not** expect to fly C-FLUG due to other commitments or being out of town?

Once all your documents are submitted and your fees are paid, new pilots will be required to complete a ground checkout at Lyncrest and a minimum of two check out flights with two different check pilots.

**Kaitlyn will forward questions regarding available space, pilot requirements, visiting pilots, accommodation, Standard Operating Procedures agreement, ground check outs and flight check outs etc to [noemiegombert888@gmail.com](mailto:noemiegombert888@gmail.com)**

\*Please note the Application and the Standard Operating Procedures Agreement link to the same location and can both be found on C-FLUG's website in the "Pilot's Corner"

\*The Springfield Flying Club Membership Application is found toward the bottom of the SFC webpage, only a Social Membership is required (\$87)

\*Prior to paying FLUG Insurance and 10- or 20-hours block time, please email The Manitoba 99's Chapter Treasurer Jennifer, [treasurer.mb.ninetynine@gmail.com](mailto:treasurer.mb.ninetynine@gmail.com) letting her know what the money you are transferring is for (eg FLUG Insurance fee for your name or block hours for FLUG and give her your name).