B-17 Rides Coordinator Handbook

Commemorative Air Force
Gulf Coast Wing

Honoring American Military Aviation Through Flight, Exhibition and Remembrance
Prepared by
B-17 Rides Coordinator
2/28/ 2015

Property of: ___________________________
B-17 REVENUE RIDES
“Living History Flight Experiences”

A. GENERAL
The B-17 TEXAS RAIDERS may be used to fly passengers for compensation or hire under certain conditions. The authority and procedures are outlined in CAFR 60-1, Chapter 3. The following guidelines are posted from that authority. The latest edition must always be used.

B. AIRCRAFT: LIMITED AIRWORTHINESS CERTIFICATE
1. The FAA has granted the CAF an exemption from FAR Part 91.315, 91.31(a), 119.5(g) and 119.21(a) (This includes the B-17) for the carriage of passengers for compensation and hire. A copy of FAA exemption 6802 must be carried on all CAF aircraft carrying passengers for hire.
2. CAF Headquarters must approve all PICs and SICs for each specific aircraft. The PIC and SIC must meet the standards in FAR Part 61. Headquarters approval will be made when the pilot qualification summaries are submitted.
3. Each passenger must be briefed prior to departure:
   a. No smoking on any CAF aircraft
   b. Proper use of seat belts and shoulder harness
   c. Location and means for operating/opening any emergency/egress door or exit
   d. Proper use of parachute, if one is available
   e. Use & location of emergency equipment specific to the B-17, such as fire extinguishers crash axe, life vests, rafts, etc.
   f. Specific use of aircraft intercom system
   g. In multi-seat aircraft, passenger positions for taxi, takeoff, cruise and landing
   h. Completion of Manifest/Hold-Harmless form (CAF Form HH-3)
4. All flights will begin and end at the same airport and will be conducted within a 25-statute-mile radius of that airport.
5. The Mission Rides Coordinator is responsible over the recording of payment donations on the CAF Manifest. The Mission Rides Coordinator assigned to the flight may collect the monies and manage the manifest, hold harmless and membership applications, then provide the manifest to the PIC for flight briefing.
   a. Original copies of the Supporting Member Applications accompanied by payments collected are sent to the B-17 Wing Finance Officer, along with a letter identifying how many passengers we are paying the Supporting Membership dues for, who then records and forwards payments of $75 per adult passenger to CAF Headquarters.
   b. Original Manifest/Hold Harmless (CAF Form HH-3) and Minor Hold Harmless (CAF Form HH-2) forms are sent to and maintained by the Bomber Operations Officer for two years.
6. Passengers must be 12 years of age or older to ride. Passengers who are minors (under the age of 18) must have their parents or legal guardians sign the Minor Hold Harmless agreement (CAF Form HH-3). (The form no longer has to be notarized).
7. Passengers must complete a CAF Supporting Membership application, which is forwarded along with the copy of the manifest and monies to the Wing Finance Officer.
C. **REVENUE RIDES PROCEDURES**

1. **Advanced Reserved Rides**
   Rides may be advance reserved through the GCW website or through the B-17 Rides Coordinator at [B17RIDES@gulfcoastwing.org](mailto:B17RIDES@gulfcoastwing.org). When rides are advance reserved, every attempt to call, email and/or text the passenger ride info (names, phone #, address, email, remarks, etc.) to the Mission Tour Director or the Mission Rides Coordinator will be made. When on missions, the Mission Rides Coordinator must let the Rides Coordinator know of any on-site bookings ASAP so that those seats can be taken “off the market.”

2. **Passenger Check-In**
   When several rides have been reserved (ex: 1:00 p.m., 3:00 p.m., 5:00 p.m.), it is advisable to sort manifests and documents by Trip Number (ex: #1, #2, #3 etc.) since passengers may be checking in at all hours of the day. The Tours/Revenue Rides Black Briefcase/Suitcase (aka. “Football”) contains supplies for this (applications, manifests, hold harmless, information sheets, etc.).
   - Prepare Supporting Membership Applications in advance if you have the time (enter name, address, phone number and email address).
   - Use empty multi-colored envelopes for each trip number to collect/record monies.
   - Not more than eight (8) passengers are accepted on any flight.
   - We must have a minimum of four (4) passengers to “break even” on any revenue-ride flight if the nose section is reserved full or five (5) passengers if the nose-seats remain un-reserved.

3. **Collecting Payments**
   - Count and re-count cash collected. Record all payments on manifest under the section “Colonel Number” (see sample manifest). If the purchaser wants a receipt, please complete a “Cash Receipt” form, also found in the Black Briefcase/Suitcase.
   - All checks should be made payable to [Commemorative Air Force](mailto:).
   - All major credit cards are also accepted. A credit card app that must be downloaded to your smart phone will be used to authorize credit cards. You will have the option to forward a receipt to the passenger, so ask if they wish it to be sent via email or text and the address or number. You will also receive a receipt from the bank. Forward these receipts as soon as you can to the Finance Officer with the notation “Waist seat – Hondo” or “Two nose seats – Hondo.” If you have a problem accessing the internet, complete a credit card 3-part form, which may be found in the Black Briefcase/Suitcase. **Account numbers must be exact.** Please double check the account number when completing the 3-part credit card form. **Include purchaser’s phone number, name, expiration date of the credit card, address and CVVC number on the form.** Please run the credit card on your app ASAP and follow the above procedure.

4. **Passenger Ride Certificates and Challenge Coins**
   Following the passenger ride, Passenger Ride Certificates imprinted with the passenger’s name, along with a Texas Raiders challenge coin, should be presented as the passengers deplane following their ride. If the laptop, certificate paper and the portable printer are not available, please send the ride reservation sheet which includes the passenger’s contact and address information printed legibly to the Rides Coordinator via email so that these may be mailed to the passengers.
FORMS REQUIRED FOR PASSENGER PROCESSING

FORMS FOR PASSENGER REVIEW, BRIEFING & SIGNATURE:
- Supporting Member Application
- Minor Hold Harmless form (CAF Form HH-2), if necessary
- Passenger Briefing Information

- After passenger has completed the form/forms noted above and the money collected, their signature is required on the Manifest/Hold Harmless form (CAF Form HH-3).
- Record the amount paid and the form of payment received on the Ride Reservation Sheet that are to be sent to the Rides Coordinator via email, leaving the originals in the Black Briefcase/Suitcase for return to the Rides Coordinator.
  o CC = Credit Card
  o GC = Gift Certificate
  o CASH = Cash
  o CK = Check

When the manifest has been returned following the Crew Safety Briefing, please email to the Bomber Operations Officer, Finance Officer and Rides Coordinator and then place the completed manifest inside the colored trip envelope for eventual tour reporting later.

PLACEMENT OF FORMS AND PAYMENTS INTO COLORED RIDES ENVELOPES
- Completed Passenger form/forms placed into corresponding colored envelope
- Collected payment inserted into corresponding payment envelope located inside colored envelope.
- Ensure that the correct flight number corresponds with what the passenger is confirmed on, since sometimes passengers will be checking-in ahead of schedule.

COMMUNICATION WITH PASSENGERS

FORMS DESCRIPTION
- Speak clearly so that the customer understands what he/she is signing.
- Manifest/Hold Harmless Form (CAF Form HH-3) can be explained as a “release” in the event the passenger is harmed while on the aircraft. This will hold the CAF harmless, although many attorneys will dispute this.
- A minor, aged from 12 years through 17 years, will need to have a Minor Hold Harmless form (CAF Form HH-2) completed before acceptance as a passenger. (These no longer need to be notarized.)
- Advise the passenger upon check-in the approximate time and location where they are to meet for crew safety briefing. Discuss this with the PIC, so everyone is on the “same page with logistics.” You will need to verify that all passengers have arrived back in time for the passenger briefing under the wing, so you might have them all meet at the Rides table to take out to the plane as a group, unless distance makes this unfeasible.

Crew/Passenger Manifest
There is now a combined crew and passenger manifest that is to be used on every flight whether there are CAF flight crew only, flight crew and nonpaying passengers or paying passengers carried (under exemption 6802) or not. It is called: **CAF HH FORM #3, COMMEMORATIVE AIR FORCE PASSENGER MANIFEST WITH RELEASE AND HOLD HARMLESS AGREEMENT.**

- Passengers must sign upon check-in.
- Note the designation PAX and amount paid for each paying passenger under “Colonel Number” column. For nonpaying passengers put 0 for amount paid.
- Identify with Trip Number at the top and bottom of page.
- PIC= Pilot in Command.
- SIC=Second in Command.
- FE=Flight Engineer.
- LM=Loadmaster/Scanner.
- PAX = Passenger (paying passenger or not).
- It is the Loadmaster’s responsibility to check that all crew and non-paying passengers have signed.
- Completed form is to be returned to the Mission Rides Coordinator.
- Form is scanned/photographed and emailed to Bomber Operations Officer, Finance Officer and Rides Coordinator.
- Form is filed with Ride Envelope.
- Original forms to be carried back to DWH and given to Rides Coordinator or put in box on wall in hallway of triangle room only if they have been previously scanned and sent electronically as directed above.
- Original Manifests/Hold Harmless forms should never be stored on-board the aircraft if they have not been electronically copied.
- When the aircraft is scheduled for a sortie during a flying event or air show, the assigned Loadmaster should prepare the manifest, identifying the crew and securing CAF IDs and signatures. The completed/signed manifest should be given to the Mission Rides Coordinator and then scanned and emailed to the Ops Officer, Finance Officer and Rides Coordinator, then secured in an envelope addressed to the Bomber Operations Officer and given to the Rides Coordinator or put in box on wall in hallway of triangle room along with Revenue Rides manifests.

**SAMPLE MANIFEST on following page.**
**COMMEMORATIVE AIR FORCE PASSENGER MANIFEST with RELEASE AND HOLD HARMLESS AGREEMENT HH - 3**

This form must be completed in full prior to flight in any CAF aircraft with multiple crewmembers, or when carrying passengers. The pilot-in-command will insure one copy is left with a responsible CAF member or responsible person (FBO or Host) at the point of departure. It is the responsibility of the pilot-in-command to see that these important details are properly completed. For paid rides, a copy of the manifest should be given to the unit finance officer and a copy sent to HQ finance. Include membership applications if applicable.

**PAID RIDES ON THIS FLIGHT?**  YES  NO

**DATE**  3/14/15  **AIRCRAFT TYPE**  B-17G  **AC Category (circle one):**  Experimental, Limited, Standard

**DEPARTURE POINT**  KDLWH  **DESTINATION**  KDLWH  **Unit contact/phone number**  855.359.2217

**UNIT NOTES**  Gulf Coast Wing

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**KNOW ALL MEN BY THESE PRESENTS: WHEREAS, THE UNDERSIGNED desire to participate in Commemorative Air Force air show activities and/or fly or take a flight as pilot, copilot, crew member, or passenger in Commemorative Air Force aircraft, and whereas I will be doing so entirely upon my own initiative, risk and responsibility, now, therefore, in consideration of the permission extended to me by the Commemorative Air Force, through its officers and agents to participate in Commemorative Air Force air show activities and/or fly or take said flight or flights in Commemorative Air Force aircraft as pilot, co-pilot, crew member, or passenger, I do hereby, for myself, my heirs, executors, and administrators, release and forever discharge and hold harmless the Commemorative Air Force, its administrators, and all its officers, agents, servants and employees, acting officially or otherwise, from any and all claims, demands, actions or causes of action including fault or negligence on the part of the Commemorative Air Force, its administrators, officers, agents, servants or employees, during such participation flying or flight or continuation thereof, as well as all ground and flight operations incident thereto. I am fully cognizant that no or only limited passenger liability insurance exists on behalf of the CAF for this flight. I SPECIFICALLY AGREE TO INDEMNIFY, DEFEND AND HOLD HARMLESS THE CAF FROM ANY LIABILITY WHATSOEVER ARISING OUT OF CAF'S SOLE AND/OR COMPARATIVE NEGLIGENCE.**

**NOTE:** Some life insurance policies do not cover you if you fly in a non-standard category aircraft. If you are concerned please check with your insurance company.

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<table>
<thead>
<tr>
<th>First and last Name (Print)</th>
<th>Rank</th>
<th>Phone Number</th>
<th>Emergency contact name and phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pat Elliott, Sr.</td>
<td>PIC</td>
<td>SC</td>
<td>On File</td>
</tr>
<tr>
<td>Ted Egan</td>
<td></td>
<td>VC</td>
<td></td>
</tr>
<tr>
<td>Bud Backer</td>
<td></td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Kevin Garton</td>
<td></td>
<td>LM</td>
<td></td>
</tr>
<tr>
<td>Sally Smith</td>
<td>PAX750</td>
<td>505.525.5865</td>
<td>Joe Smith 444.444.4444</td>
</tr>
<tr>
<td>Mike Smith</td>
<td>PAX706</td>
<td></td>
<td></td>
</tr>
<tr>
<td>David Jones</td>
<td>PAX750</td>
<td>409.781.3215</td>
<td>Mary Jones 409.988.7666</td>
</tr>
<tr>
<td>Sue Johnson</td>
<td>PAX750</td>
<td>805.361.5870</td>
<td>Larry Johnson 133.659.8970</td>
</tr>
<tr>
<td>Dennis Kwiecien</td>
<td></td>
<td>voir</td>
<td>On File</td>
</tr>
<tr>
<td>Brian Williams</td>
<td>PAX750</td>
<td>888.999.7777</td>
<td>Lisa Williams 888.999.7777</td>
</tr>
</tbody>
</table>

**Trip 1**

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**Signature**
I. CREDIT CARDS

A. The GCW uses Chase Paymentech Card Readers (SEE NOTE) to process credit cards. This device attaches to a Smartphone and allows us to swipe the customer’s credit card in the field and get authorization and confirmation of the transaction on the spot. The funds are automatically credited to our bank account immediately (no need to "batch out").

B. Before you can use a Card Reader, you must have a User Name and Password. Contact the Finance Officer, Col Craig Langnes, to set this up for you.

C. You must download the Chase Mobil Checkout application from the App Store or Google Play on your Smartphone.
   1. Launch the application
   2. Enter your User Name and Password
   3. Plug the Card Reader into your Smartphone, turn your volume up all the way, and make sure the application is open to the entry screen. Listen for the Card Reader to snap into place.
   4. Press "Sale" (or "Refund"). Enter the amount of the purchase (or refund). Press "Continue". Your Card Reader will then light up and be ready to use.
   5. On the "Enter Card" screen, swipe the card (strip down and towards the back of the Reader). Expiration Date and Security Code will automatically populate.
   6. In the "Reference" section, enter either PX, tours, donation, etc.
   7. You can also enter the credit card information manually. Follow the prompts.
   8. Once the transaction is approved, the signature screen will come up. Have customer sign (with the stylus which is kept in the cash box).
   9. If the customer desires a receipt, enter either their email address or cell phone number on the next screen. Chase Paymentech will automatically email or text the receipt to them. You will also receive an email of each receipt.
   10. At the top of the home screen, the total number of transactions for that day, as well as the total amount of credit card charges, will be displayed. You will use this when preparing your PX Report for the mission.
   11. The Help Desk Number is 866-428-4967 should you need assistance. Inside the Card Reader box, you will find a small piece of paper which contains all the information you will need to give the representative at the Help Desk.
   12. You will need to charge the Reader each night before using the next day.

D. A purchase of at least $15.00 is required to process a credit card transaction.

NOTE: The Card Readers are currently not working; you can still use the Chase app to take credit cards manually; the readers may be used again at a future date. See the Rides Coordinator for more details.
A. **ORGANIZATIONAL REPORTING**

The B-17 income and expenses are to be reported to the Wing Finance Officer. **Income and expenses are separated from all other Wing expenditures.** When touring with TEXAS RAIDERS, complete the Tour Report at the end of the tour stop and forward this to the B-17 Wing Finance Officer with a copy to the B-17 Operations Officer and Rides Coordinator. The following type of income is considered B-17 income:

a. Tour Revenues  
b. Bomb Donations  
c. Appearance Fee  
d. Revenue Rides Monies  
e. Private T/R Donations  
f. Gas and Oil Donations

B. **TOUR REPORT**

1. Always count cash, checks and credit card receipts with a fellow tour member (witness).
2. Secure the Appearance Fee check prior to leaving the tour stop. All Appearance Fee checks must be made payable to **Commemorative Air Force**.
3. If the B-17 is restricted from conducting tours or rides at the tour stop, please indicate the reasons (i.e. *Air Force Base restricts revenue collection, or area flash-floods closed the airport, etc.*) on the report.
4. Fuel and oil purchases will be made with a central billing charge account (a Multi-Services Card or a VISA wing credit card) found in the upper shelf behind the pilot-seat. Wing members should avoid using personal credit cards for such purchases.
5. Do not send cash with the Tour Report. Cash must either be converted into a Cashiers Check or Money Order or if you find a CHASE bank, you can deposit the cash and checks before sending the funds and Tour Report to the B-17 Wing Finance Officer.
6. The report must be submitted within the week following the last tour stop or it is considered delinquent.
7. **Do not mix PX monies with Tour monies.** The PX-Report and funds are sent to the Wing Finance Officer, and this must be separated from any B-17 monies as denoted above.
8. Under no circumstances are CAF funds (be it Tours or PX monies) to be deposited into any other account other than an official “CAF Bank Account.” A sample of the Tour Report Follows.
9. The packet to be sent to the Finance Officer will include the Tour Report, the letter indicating number of passengers, the original deposit slip, copies of any checks deposited, the original Gift Certificates received on the mission with value written on each Certificate, any receipts for expenses and the Supporting Member Applications.
10. There is a Gift Certificate log located in the black notebook within the Black Briefcase/Suitcase. Make sure that a Gift Certificate has not previously been used. Please note on the log that the Gift Certificate has been used and the date. This log will also show you the value of the Gift Certificate.
COMPLETING THE TOUR REPORT

Count the tour monies with another crew member, after the $50 “seed-money” has been returned to the cash pouch. Record this in AIRCRAFT TOURS.

Indicate the number of passengers by the amount paid (i.e. $475, $700, $750, etc). Indicate the number of Gift Certificates previously paid, then add these up. Place the total on (C)

If there were donations or appearance fee checks, please indicate on (D) and (E). Then total A + B + C + D + E + F

If there were items (such as ice, water, paper towels, machine-parts, etc) for which payment was taken from the aircraft tours money, please list that under TOUR EXPENSES, and include the receipts for the purchased items. This is then deducted from the original total.

If fuel and/or oil are donated at this stop, please note the amounts donated.

SEE SAMPLE TOUR REPORT NEXT PAGE
<table>
<thead>
<tr>
<th>SOURCE</th>
<th>$ AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIRCRAFT TOURS: cash</td>
<td>$3540</td>
</tr>
<tr>
<td>AIRCRAFT TOURS: checks</td>
<td>$22</td>
</tr>
<tr>
<td>Other Cash Donations from Tours</td>
<td></td>
</tr>
<tr>
<td>REVENUE RIDES: Passengers @ $475/person</td>
<td></td>
</tr>
<tr>
<td>RECEIVED: [28] Passengers</td>
<td></td>
</tr>
<tr>
<td>RECEIVED: [6] Passengers @ $700/person</td>
<td></td>
</tr>
<tr>
<td>RECEIVED: [4] Passengers @ $425</td>
<td></td>
</tr>
<tr>
<td>CASH Payments</td>
<td>$0</td>
</tr>
<tr>
<td>CHECK Payments</td>
<td>$0</td>
</tr>
<tr>
<td>CREDIT CARD Payments</td>
<td>$0</td>
</tr>
<tr>
<td>REVENUE RIDES TOTAL:</td>
<td></td>
</tr>
<tr>
<td>(#1 + #2 + #3 + #4):</td>
<td></td>
</tr>
<tr>
<td>APPEARANCE FEE CHECK:</td>
<td>$0</td>
</tr>
<tr>
<td>ANY OTHER CHECKS? Please Specify:</td>
<td>$0</td>
</tr>
<tr>
<td>CASH RECEIPT TOTAL:</td>
<td>$25712</td>
</tr>
<tr>
<td>(Must equal &quot;H&quot; below)</td>
<td></td>
</tr>
<tr>
<td>INCOME TOTAL:</td>
<td>$25712</td>
</tr>
<tr>
<td>(A + B + C + D + E + F)</td>
<td></td>
</tr>
<tr>
<td>TOUR EXPENSES</td>
<td></td>
</tr>
<tr>
<td>CASH EXPENSE RECONCILIATION</td>
<td></td>
</tr>
<tr>
<td>(See income item &quot;F&quot; above) - Receipts must be attached</td>
<td></td>
</tr>
<tr>
<td>Cashier's Check Fee</td>
<td></td>
</tr>
<tr>
<td>TOTAL CASH EXPENSE RECEIPTS</td>
<td>$0</td>
</tr>
<tr>
<td>TOTAL OF INCOME MINUS EXPENSES (&quot;G&quot; minus &quot;H&quot;)</td>
<td>$25712</td>
</tr>
</tbody>
</table>

| FUEL DONATION:                          | GAL      |
| OIL DONATION:                           | GAL      |

Report Prepared by: signed
Report/Count
Witnessed by: signed
Date of Report: 5/4/14

Mail Extra Copy of Report to:
Col. Pat Elliott, Sr.
6609 FM 2621
Brenham, TX 77833
979.830.3530 cell

Mail/Expedite Report to:
Col. Craig Langnes
28306 Parkerton Lane
Spring, TX 77386
832.928.7817 cell

Note: Make copies of deposit slips and any checks to attach to report.
# Texas Raiders Tour Report

## Income: Tours, Donations, Revenue Rides and Other Sources

<table>
<thead>
<tr>
<th>Source</th>
<th>$ Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aircraft Tours</td>
<td>[A]</td>
</tr>
<tr>
<td>Aircraft Tours</td>
<td></td>
</tr>
<tr>
<td>Aircraft Tours</td>
<td></td>
</tr>
<tr>
<td>Aircraft Tours</td>
<td></td>
</tr>
<tr>
<td>Aircraft Tours</td>
<td></td>
</tr>
<tr>
<td>Aircraft Tours</td>
<td></td>
</tr>
<tr>
<td>Other Cash Donations from Tours</td>
<td>[B]</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue Rides: [ ] Passengers @ $475/person</td>
<td>[ ] Passengers @ $750/person</td>
</tr>
<tr>
<td>Revenue Rides: [ ] Passengers @ $700/person</td>
<td>[ ] Passengers @ $</td>
</tr>
</tbody>
</table>

**CASH Payments**: $1
**Check Payments**: $2
**Credit Card Payments**: $3

Gift Certificates Surrendered (previously paid) $4

Revenue Rides Total (#1 + #2 + #3 + #4): $C

### Appearance Fee Check

$D

### Any Other Checks? Please Specify

$E

### Cash Receipt Total

(Must equal "H" below) $F

If you took cash from Tours or Donations for supplies or A/V expenses or for Rev-Rides Caps/Pins, you MUST have cash-receipts detailed below and attached to this report. If you took nothing, then this amount is "zero".

**Income Total (A + B + C + D + E + F)** $G

## Tour Expenses

**Cash Expense Reconciliation**

(See income item "F" above) - Receipts must be attached

$A

$B

$C

Cashier's Check Fee $D

### Total Cash Expense Receipts

$E

### Total of Income Minus Expenses ("G" minus "H") $F

## Funds Transmitted

<table>
<thead>
<tr>
<th></th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cashier's Check / or / Deposit</td>
<td></td>
</tr>
<tr>
<td>Appearance/Show Check/Deposit</td>
<td></td>
</tr>
<tr>
<td>Gift Cert Values (Previously Paid)</td>
<td></td>
</tr>
<tr>
<td>Personal Checks / Deposit</td>
<td></td>
</tr>
<tr>
<td>Traveler's /Other Checks</td>
<td></td>
</tr>
<tr>
<td>Credit Cards</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL - Must equal "K" above $L

### Note: Make copies of deposit slips and any checks to attach to report.

**Mail Extra Copy of Report to:**

Col. Pat Elliott, Sr.
6609 FM 2621
Brenham, TX 77833
979.830.3530 cell

**Mail/Expedite Report to:**

Col. Craig Langnes
28306 Parkerton Lane
Spring, TX 77386
832.928.7817 cell

### (Do Not Send Cash)
Dear Craig:

Please find the Tour Report for __________________________ enclosed.

The enclosed Supporting Member Applications should be forwarded to CAF Headquarters to the attention of the Secretary/Treasurer and should be accompanied by a check payable to the Commemorative Air Force.

<table>
<thead>
<tr>
<th>Number of Adult Paying Passengers</th>
<th>Fee per Passenger</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$75</td>
<td>$________</td>
</tr>
</tbody>
</table>

Thanks for your help with this. Let me know if you have questions.

Sincerely,

Gulf Coast Wing CAF
B-17 Mission Rides Coordinator

Enclosures/Attachments
When ready to deposit the cash and checks, you will find GCW BANK deposit slips in the blue cash pouch. Tape all Gift Certificates with amounts on the certificates to sheets of paper and copy any checks received to be sent to the Wing Finance Officer along with the original deposit slip. "Fill-in-the-Blank" letterheads are included in the "Football" (Black suitcase) to send detailing amount to be sent to CAF HQ. Please copy all items sent to the Finance Officer, in the event this is lost, misplaced or not-delivered.

THE FOLLOWING PAGES CONTAIN CLEAN COPIES OF DOCUMENTS THAT CAN BE USED TO MAKE COPIES IF NEEDED.
COMMEMORATIVE AIR FORCE PASSENGER MANIFEST with RELEASE AND HOLD HARMLESS AGREEMENT HH - 3

This form must be completed in full prior to flight in any CAF aircraft with multiple crewmembers, or when carrying passengers. The pilot-in-command will insure one copy is left with a responsible CAF member or responsible person (FBO or Host) at the point of departure. It is the responsibility of the pilot-in-command to see that these important details are properly completed. For paid rides, a copy of the manifest should be given to the unit finance officer and a copy sent to HQ finance; include membership applications if applicable.

PAID RIDES ON THIS FLIGHT? YES __ NO ___ Pilot in Command (PRINT) ___________________________ Col. # ___________________________

DATE __________________ AIRCRAFT TYPE __________________ N ______________ AC Category (circle one): Experimental/Limited/Standard

DEPARTURE POINT ___________________________ DESTINATION ___________________________ Unit contact/phone number ___________________________

UNIT NOTES ___________________________

KNOW ALL MEN BY THESE PRESENT: WHEREAS, THE UNDERSIGNED desire to participate in Commemorative Air Force air show activities and/or fly or take a flight as pilot, copilot or crew member or passenger in Commemorative Air Force aircraft; and whereas I will be doing so entirely upon my own initiative, risk and responsibility; now, therefore, in consideration of the permission extended to me by the Commemorative Air Force, through its officers and agents to participate in Commemorative Air Force air show activities and/or fly or take said flight or flights in Commemorative Air Force aircraft as pilot, co-pilot, crew member or passenger, I do hereby, for myself, my heirs, executors and administrators release, release and forever discharge and hold harmless the Commemorative Air Force, its administrators, and all its officers, agents, servants and employees, acting officially or otherwise, from any and all claims, demands, actions or causes of action including fault or negligence on the part of the Commemorative Air Force, its administrators, officers, agents, servants or employees, during such participation flying or flight or continuation thereof, as well as all ground and flight operations incident thereto. I am fully cognizant that no or only limited passenger liability insurance exists on behalf of the CAF for this flight. I SPECIFICALLY AGREE TO INDEMNIFY, DEFEND AND HOLD HARMLESS THE CAF FROM ANY LIABILITY WHATSOEVER ARISING OUT OF CAP'S SOLE AND/OR COMPARATIVE NEGLIGENCE.

NOTE: Some life insurance policies do not cover you if you fly in a non-standard category aircraft. If you are concerned please check with your insurance company.

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<th>First and last Name (Print)</th>
<th>Colonel Number</th>
<th>Phone Number</th>
<th>Emergency contact name and phone number (Print)</th>
<th>Signature</th>
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Supporting Member Ride Program

Taking a ride in select CAF Aircraft, automatically entitles you to a 1-year Supporting membership in the CAF. As a Supporting Member, you will receive a quarterly subscription to the Digital Dispatch, the online version of the official magazine of the Commemorative Air Force. You will also receive a Supporting Member card.

☐ Mr.  ☐ Miss.  ☐ Ms.  ☐ Mrs.

NAME (please print)__________________________________________

Mailing Address_____________________________________________________

City_________________________State___________Zip__________________________

Home Phone________________________Business Phone__________________________

Email___________________________________________________________

(required to receive your subscription to Digital Dispatch)

Date of Birth________________ Married ☐ If yes, spouse’s name____________________

Present Occupation____________________________________________________

Would you like information on becoming a Colonel in the CAF? ☐ Yes ☐ No

I understand that Supporting Membership in the Commemorative Air Force does not entitle me to purchase or wear authorized CAF uniforms, nor to be a member of any CAF Unit, nor to vote in any CAF election.

Your signature

As a supporting member of the CAF you are entitled to receive the monthly digital version of Dispatch. Notification of new issues will be sent to your E-mail. Your E-mail address must be provided above to receive the notifications.
OBJECTIVES OF THE COMMEMORATIVE AIR FORCE

1. To acquire, restore, and preserve in flying condition a complete collection of combat aircraft which were flown by all military services of the United States, and selected aircraft of other nations, for the education and enjoyment of present and future generations of Americans.

2. To construct or obtain museum buildings for the permanent protection, maintenance, and display of these historic aircraft, period artifacts, and documents as a tribute to the thousands of men and women who built, serviced, and flew them and to build and organize the "Combat Airman Hall of Fame."

3. To perpetuate the spirit in which such combat aircraft were flown in the defense of our nation, in the memory and hearts of all Americans.

4. To establish an organization having the dedication, enthusiasm, and Esprit de Corps necessary to operate, maintain, and preserve these aircraft as symbols of our American Military Aviation Heritage.

If the donor information is different from the ride applicant, please complete the following:

☐ Mr.  ☐ Miss.  ☐ Ms.  ☐ Mrs.

Donor First Name: __________________________

Donor Last Name: __________________________

Street Address: __________________________

City: __________________________ State: __________ Zip: __________

The Commemorative Air Force is a non-profit organization exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code.

COMMEMORATIVE AIR FORCE
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MIDLAND, TX 79711-2000
(432) 563-1000 EXT. 2221
TOLL FREE (877) 767-7175
FAX (432) 563-8046
www.commemorativeairforce.org
www.airsho.org
STATE OF TEXAS

CAF HH FORM # 2 MINOR HOLD HARMLESS

COUNTY OF MIDLAND

Please Print

WHEREAS, ___________________________ a minor, desires to participate in Commemorative Air Force air show activities and/or fly in aircraft owned and/or operated by the Commemorative Air Force and the American Airpower Heritage Flying Museum (hereinafter collectively “the CAF”) as a passenger; and I/we, the undersigned, the parents and/or legal guardian(s) of said minor be allowed to do so and are executing this release for the purpose of permitting such activity by said minor.

It is understood and agreed that wherever the words “I” or “my” or other first person, singular pronouns are used below, such terms shall include the minor on whose behalf this release is executed and the parents and/or legal guardians of said minor, whether specifically named or not, and wherever our initials or signatures appear on this release, the same are signed by us for ourselves individually and as parents and/or legal guardian(s) of said minor. __________ INITIALS, parents and/or legal guardians.

I understand and acknowledge that my participation in any CAF activity and flight on any CAF aircraft is purely voluntary. I have not received, nor will I ever receive, any compensation of any nature whatsoever for my participation in any CAF activity or flight on any CAF aircraft.

I further understand and acknowledge that CAF activities, including without limitation, flying in CAF aircraft, is a purely recreational activity. CAF aircraft are vintage aircraft that are primarily of a design, type, kind or character built in the period approximately 1930 through 1950. Most if not all, CAF aircraft are more than 40 years old. Flying in CAF aircraft is an inherently dangerous and hazardous activity, and I accept the risks and hazards of the same, including without limitations the risks of personal injury or death. __________ INITIALS

I further understand and acknowledge that but for my voluntary execution of this release of liability, the CAF would not allow me to participate in CAF air show activities and/or fly in CAF aircraft in any capacity.

Accordingly, I do hereby, for myself, my heirs, executors, administrators and assigns, RELEASE, ACQUIRE AND FOREVER DISCHARGE AND HOLD HARMLESS the CAF, its administrators, officers, agents, servants, employees, divisions, subsidiaries, related organizations and members, whether acting in an official capacity on behalf of the parties hereby released or individually, from any and all claims, demands and causes of action of any nature whatsoever, whether in contract or in tort or under any other legal theory, arising out of or in any way related to my participating in CAF air show activities and/or flight in any CAF aircraft. __________ INITIALS

(OVER)
CAF HOLD HARMLESS AGREEMENT #2
(MINORS)

I RECOGNIZE AND AGREE THAT THIS RELEASE IS A RELEASE OF THE CAF, ITS ADMINISTRATORS, OFFICERS, AGENTS, SERVANTS, EMPLOYEES, DIVISIONS, SUBSIDIARIES, RELATED ORGANIZATIONS AND MEMBERS, WHETHER ACTING IN AN OFFICIAL CAPACITY ON BEHALF OF THE PARTIES HEREBY RELEASED OR INDIVIDUALLY, FROM ANY AND ALL CLAIMS, DEMANDS AND CAUSES OF ACTION OF ANY NATURE WHATSOEVER ARISING OUT OF CAF’S SOLE AND/OR COMPARATIVE NEGLIGENCE, INCLUDING ANY FUTURE SOLE AND/OR COMPARATIVE NEGLIGENCE OF CAF. I FURTHER RECOGNIZE AND AGREE THAT THIS RELEASE IS A RELEASE OF THE CAF FROM ANY CLAIMS, DEMANDS AND CAUSES OF ACTION OF ANY NATURE WHATSOEVER ARISING OUT OF ANY MALFUNCTION, DESIGN DEFECT AND/OR MANUFACTURING DEFECT IN ANY EQUIPMENT OR TANGIBLE PERSONAL PROPERTY OWNED BY CAF.

In the event any suit is brought against the CAF by me or anyone acting by, through or under me, including without limitation my heirs, executors and/or statutory beneficiaries for claims arising out of any injuries or damages suffered by me, including without limitation, death, as a result of my participation in any activity that is the subject of this release, including without limitation flight in CAF aircraft, I hereby agree, for myself, my heirs, executors, administrators and assigns, to INDEMNIFY, DEFEND AND HOLD HARMLESS the CAF, its agents, servants, employees, divisions, subsidiaries, related organizations and members from any and all liability for any sums which might be payable to anyone by reason of said injuries, damages, and/or death and for the costs, including without limitation attorney’s fees incurred by the CAF in defense of such lawsuit. I SPECIFICALLY AGREE TO INDEMNIFY, DEFEND AND HOLD HARMLESS THE CAF FROM ANY LIABILITY WHATSOEVER ARISING OUT OF CAF’S SOLE AND/OR COMPARITIVE NEGLIGENCE.

I have read this release and fully understand its contents. No representation has been made to me by the CAF or anyone acting on its behalf to induce me to sign this release except as stated herein. The release contains all of the representations that have been made to me regarding the CAF’s responsibility for injuries and/or death that I may suffer as a result of my participation in the activities covered by this release and/or flight in CAF aircraft. No other agreement regarding matters covered herein exists between me and the CAF or anyone acting or purporting to act on behalf of CAF except as is stated in this release. I fully recognize that by signing this release, I am releasing the CAF, and it is my intent to release the CAF, from any and all liability that may arise out of any injury and/or death that I may suffer while engaged in CAF activities or flying in CAF aircraft.

PARTICIPANT SIGNATURE    CADET.#    DATE    PARENT/LEGAL GUARDIAN/Sign DATE

Printed Name _____________________________

PARENT/LEGAL GUARDIAN/ Printed name & DATE___________________________

WING OR SQUADRON __________________________

In case of an emergency, please contact ________________________ at ________________________

Witnessed by: ________________________________

PRINT NAME __________________________

SIGNATURE ________________________________

This Hold Harmless must be witnessed by a non-flying CAF member (not on the flight manifest of the same aircraft the minor will be flying upon). The witness can print their name and then sign. NOTARY NOT REQUIRED.

REVISED August 2013
Passenger Briefing Information

Before permitting a person to be carried on board a CAF aircraft for the purposes authorized under the FAA exemption 6802 (or its latest revision), PICs will inform that person that the airplane holds a limited airworthiness certificate or experimental airworthiness certificate, whichever is applicable. The significance of the airworthiness certificate as compared to a standard airworthiness certificate; and the fact that the FAA has authorized this flight under a grant of exemption from the requirements of FAR 91.315, 91.319(a), 199.5(g), and 119.21(a) shall be explained to the person on board. The explanation of the significance of a limited airworthiness certificate or experimental airworthiness certificate, as appropriate, compared to a standard airworthiness certificate must include at least the following information:

The FAA has not established nor has it approved limited or experimental category airworthiness certificated aircraft manufacturing standards. In contrast, standard category airworthiness certificated aircraft are manufactured to FAA-approved standards, including standards addressing the design of the aircraft and life-limited parts.

- **A Limited** category airworthiness certificated is issued when the FAA finds the aircraft:
  - Has been previously issued a limited category type certificate and the aircraft conforms to that type certificate.
  - Is in a good state of preservation and repair and is in a safe operating condition.

- An aircraft may be issued an experimental airworthiness certificate for the purpose of exhibition when the aircraft is intended only for exhibition of the aircraft's flight capabilities, performance, or unusual characteristics at air shows, motion picture, television, and similar productions and the maintenance of exhibition flight proficiency, including (for persons exhibiting the aircraft) flying to and from such air shows and productions.

- **Standard** category airworthiness certificates are issued for an aircraft when the FAA finds the:
  - Aircraft has been built and maintained in accordance with that aircraft’s type certification standards as established by the FAA.
  - Aircraft inspection and maintenance requirements are in compliance with the applicable FAR.

I ____________________________ have been briefed on the subject matter above and understand the material in its entirety.

(Passenger)

Passenger__________________________ Print Name ____________________________ Signature ____________________________ Date ________________

Briefed by__________________________ Print Name ____________________________ Signature ____________________________ Date ________________