

CANDLER FIELD MUSEUM



YOUTH AVIATION PROGRAM

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CANDLER FIELD MUSEUM YOUTH AVIATION PROGRAM (CFMYAP)

PROGRAM PURPOSE

In concert with the Candler Field Museum's purpose to stimulate an interest among youth regarding possible careers in aviation, the commitment of the CFMYAP is to enhance aviation education for the youth by exposing them to the science, technology, engineering, and mathematics within aviation.

MISSION STATEMENT

The CFMYAP mission is to perpetuate an interest in aviation and aviation related career fields among the youth by helping to develop their skills within all facets of aviation.

CANDLER FIELD MUSEUM YOUTH AVIATION PROGRAM (CFMYAP)

YOUTH PROGRAM MANAGER – MANAGES YOUTH AND MENTOR PARTICIPANTS

- Recruit, interview, select youth participants.
- Recruit, interview, select mentor volunteers.
- Design, implement and enforce youth and mentor policy and procedures.
- Ensure mentors and students receive appropriate program orientation.
- Manage mentor and youth scheduling.
 - Coordinate student and mentor availability with aircraft project manager.
 - Manage mentors to assist with project manager and youth participants.
 - Provides youth lineup to Aircraft Project Manager (APM) each workday.
- Manage and document mentor and youth work hours.
 - Maintain sign-in sheets for both mentors and youth participants.
 - Ensure youth logbooks are completed and signed for each work session.
 - Track mentor work hours by specific projects.
 - Submit volunteer and youth work hours to museum secretary.
 - Advises youth of their accumulated hours.
- Maintain Work Progress Records for each project.
 - Tabulate all project tasks and estimated work hours completed each work session.
 - Coordinate with APM) to capture work hours completed by both APM and mentors on each project.
 - Report youth participation to the CFM Executive Director.
- Coordinate CFM program activities.
- Communicate program events/news to mentors and youth participants.
- Assist with aviation education programs presented through CFM.
- Foster relationships among the students.
- Monitor program activities.
- Liaise with aircraft project manager and CFM Executive Director.

CANDLER FIELD MUSEUM YOUTH AVIATION PROGRAM (CFMYAP)

AIRCRAFT PROJECT MANAGER (APM)– MANAGES AIRCRAFT RESTORATION PROJECTS

- Assists with evaluating project feasibility.
 - Estimates project completion date.
- Analyzes project plans and/or diagrams.
 - Forecasts project hardware, components and materials requirements.
 - Orders necessary parts and material for planned project
- Prepares, implements and conducts daily review of all production plans for all restoration projects.
 - Identifies and displays tasks priorities within each project.
 - Provides CFM Youth Program Manager (YPM) planned work requirements for upcoming workday.
 - Assigns tasks to mentors and students.
- Oversees all projects.
 - Ensures complete FAA compliance on all aircraft projects.
- Ensures mentors and youth use proper safety procedures and equipment.
- Updates job knowledge by participating in educational opportunities.
- Manages hangar supplies, equipment and housekeeping.
- Liaises with YPM and CFM Executive Director.
- Reports project status to the CFM Executive Director.

CANDLER FIELD MUSEUM YOUTH AVIATION PROGRAM (CFMYAP)

YOUTH PARTICIPATION

ELIGIBILITY, ADMISSION AND REQUIREMENTS

- CYMYAP youths must be between 14 and 20 years old.
- Museum personnel will interview potential youths and their parents prior to acceptance into the program.
- The youth should understand that a strong commitment is required to be a part of this program.
 - Only youths committed to learn will be accepted.
- Youths must ensure that their formal education takes priority over this program.
 - Youths must make passing grades in their school in order to participate in this program.
- The youth must be a member of the Candler Field Museum.
- Youths are expected to volunteer at major museum events.
- Candidates are encouraged to participate in one or all of the following:
 - Attend the museum's 2-day Air Academy
 - Participate in the EAA Young Eagle Program
 - Join the local Civil Air Patrol squadron
- Youths will be required to log a minimum of 1 day per week or 4 days per month.
 - Continuation in the program will be evaluated if the youth has not attended at least 10 days per quarter.
- Youths are expected to log their work-time in a logbook provided by the museum.
 - Logged time may be applied to the minimum hour requirement to acquire a mechanic license.
 - Youths who elect to take flying lessons will earn flight time in the Candler Field Flying Club through work-hours logged either in the museum, on aircraft restoration projects, or on flying club aircraft.
 - For every 10 hours of work logged, one hour of flight-time will be awarded.
 - For every 4 hours of work logged, one hour of simulator will be awarded.
- Youths must submit a waiver of liability signed by a parent or legal guardian.
- Youths desiring flight training must join the Candler Field Flying Club.
 - Flying Club initiation fee will be waived for members in this program.
 - Youths will be responsible for flight instructor and fuel expenses.
 - See Flight Training Syllabus in this document for more information.

YOUTH PLEDGE OF PARTICIPATION

Student participants of the Candler Field Museum Youth Program are urged to observe the principle of ownership of this program. The program exists primarily for the benefit of the students, providing them the opportunity to learn valuable aviation skills. Each student must be self-motivated to take maximum advantage of the benefits of this program.

To confirm your commitment to apply full efforts while participating in the Candler Field Museum Youth Program you must agree to fully comply with the following key principles:

1. I will strive to fully apply my attention to the instructions of the mentors at all time. I recognize that I am working on an aircraft or an aircraft part and that the work is safety sensitive and must have my full attention. Careless work on an aircraft can have life threatening consequences.
2. I will remain at the assigned task or location unless relieved or reassigned by the supervisor or mentor. I will avoid idle time, realizing the full value of the time available to accomplish the assigned tasks. I recognize that I am being compensated for this time. My average pay for each hour of work that I perform is equal to a \$7 value applied toward flying a Candler Field Flying Club airplane. The average Saturday youth session results in a total cost of labor of approximately \$500 to the museum.
3. I will respect the other student participants and avoid distracting actions and horseplay. I also understand that discipline will be taken if I violate this requirement. Repeated disciplinary action may result in removal from the program.
4. I will seek further clarification and information when in doubt while accomplishing technical assignments on components, aircraft structures, or engines.
5. I will maintain the work area in a clean and neat manner.
6. I understand the use of tobacco products is prohibited when participating in any Youth Program event.
7. Upon completion of an assigned task, I will clean paint brushes if applicable, put waste and trash in the trash containers, place tools and materials in the normal storage location and inform the appropriate mentor that I have completed task. I will then ask "What may I do next".
8. I will comply with the requirements of wearing protective gloves, safety glasses, respirators, and other safety devices when accomplishing tasks requiring them.
9. I will be aware that aircraft fabric work should be accomplished only with clean hands. I will keep food products and dirty or oily rags away from fabric work.

CANDLER FIELD MUSEUM YOUTH AVIATION PROGRAM (CFMYAP)

10. The use of powered tools and machines are restricted for students of certain ages and will be used only with proper instructions. Students under the age of 16 will be restricted more than those 16 and older. The state and federal guidelines pertaining to this will be strictly adhered to and explained to you by your mentor. I will wear my nametag so that the mentors can easily determine my age.
11. I will do my part to keep the entire hangar clean and neat. I will remember that it is my work area and program.
12. I understand that I may be removed from this program if I violate the rules of the program, if I am dishonest in any way, or if I require continued disciplinary action. I will have the right to present my case to a panel of 3 mentors to make the final decision if removal is pending. I understand that if removed from this program for disciplinary reasons that I will lose all of the accrued flying time that I have accumulated.
13. I will enjoy the fantastic experience of participating in the adventure of aviation. This is my program and I intend to fully take advantage of all that it offers. It affords me the opportunity to experience aviation maintenance while earning credit toward my FAA mechanic license in addition to earning flying time in the club airplanes that will allow me to acquire a Private Pilot's license.
14. I will remember that I am a museum volunteer who will assist the other volunteers who help make this program possible. I will do all that I can to assist in other museum activities. I will volunteer my time to assist with Vintage Day and Veteran's Day each year.

Signed this date of _____

By _____

MENTORSHIP DEFINED

The CFMYAP functions through a strong network of adult volunteers. The volunteers who work with the youth program participants are the CFMYAP mentors.

The CFMYAP established this mentorship program as a method to bestow aviation related knowledge to young people who have an interest in aviation and/or aviation maintenance. Simply, adult volunteers participate in this program to share their passion for aviation by mentoring the youth program participants.

Mentorship in this program occurs by two means – through workshop technical support and as a trusted counselor outside normal workshop activities. Essentially, the adult volunteer performs two roles. One role is as a structured work-project teacher, representing the technical skill required for the assigned work-project. Another role fulfilled by the mentor is ostensibly, that of a guidance counselor. Meaning, to be there for the youth as an adult to help enhance the youth's development with an aim to identify and help achieve his or her personal goals.

Both mentoring roles help organize and foster a caring and supportive relationship with youth participants in order to encourage them to develop to their fullest potential. The youth participants not only can benefit from the mentor's experience, but also receive encouragement through an established relationship with the mentor.

MENTOR GUIDELINES

These Mentor Guidelines are written to help ensure the time and effort by the CFMYAP adult volunteers is both effective and enjoyable.

- Mentors are requested to arrive 15 minutes prior to each work session. During this time, the Program Manager will assign work tasks and students for each mentor.
- The Program Manager will ensure mentors are aware of any limitations associated with student work tasks, e.g., powered tool age requirement, skill level required for particular tasks.
- Mentors are expected to set the example and ensure all program participants, both mentors and students, practice proper safety procedures. This includes the use of safety goggles, headsets, and gloves when accomplishing tasks requiring them.
- Mentors will know the First Aid Kit(s) and Fire Extinguisher(s) locations.
- Mentors will know all emergency procedures associated with the workshop facility.
- Mentors will ensure students are trained to use any tool or machine required for assigned tasks.
- Mentors will ensure there is no “horseplay” conducted in the work area and will be observant for any student misconduct that could cause possible injury to the student or any program participant. Mentors will report any misconduct to the Program Manager.
- Mentors will practice close supervision to ensure all students stay with their assigned work tasks and avoid any idle time.
- Mentors will ensure students end work tasks in sufficient time to allow cleanup prior to work session ending. A complete cleanup of the area must be completed prior to departure. This includes cleaning paint brushes and/or spray guns and returning all tools, materials, and cleaning equipment such as brooms, mops and dust pans to their proper storage location.
- Mentors will ensure all students make proper "Mechanics" logbook entries and have the logged entries certified by an authorized mechanic.
- Mentors are requested to conduct periodic feedback sessions with their assigned student(s). Frequency for the feedback sessions is at the mentor’s discretion, but should be conducted at least every six weeks. **CFMYP Performance and Feedback** forms will be used for these feedback sessions. The CFMYP Program Manager will maintain completed Performance and Feedback forms.

CANDLER FIELD MUSEUM YOUTH AVIATION PROGRAM (CFMYAP)
CFMYP PERFORMANCE AND FEEDBACK

Student Name	Date:
Mentor Name:	

Major Responsibilities	Rating 1 = Low; 3 = Medium; 5 = Outstanding
1. Contributes to the overall program	1 2 3 4 5
2. Accepts responsibility and accountability	1 2 3 4 5
3. Maintains a caring and respectful attitude	1 2 3 4 5
4. Complies with assigned duties/job tasks	1 2 3 4 5
5. Demonstrates a positive attitude for the program	1 2 3 4 5
6. Strives to improve knowledge/skill	1 2 3 4 5
7. Fosters teamwork	1 2 3 4 5
8. Displays initiative and motivation	1 2 3 4 5
9. Shows respect and confidence of mentors	1 2 3 4 5
10. Exhibits loyalty, discipline and dedication	1 2 3 4 5
11. Adheres to the rules and polices	1 2 3 4 5
12. Listens well	1 2 3 4 5
13. Demonstrates a commitment to the museum	1 2 3 4 5
14. Reliable, dependable and conscientious	1 2 3 4 5
15. Sets high standard of ethical and personal conduct	1 2 3 4 5
16. Works cooperatively & effectively with mentors and other students	1 2 3 4 5
17. Accepts constructive criticism & feedback	1 2 3 4 5
18. Exercises responsibility and dependability	1 2 3 4 5

Mentor's Comments

CFMYP Manger's Comments

Student Signature:	Date:
Mentor Signature:	Date:

CANDLER FIELD MUSEUM YOUTH AVIATION PROGRAM (CFMYAP)

MENTORSHIP APPLICATION

NAME _____

ADDRESS _____

CELL # _____ **HOME #** _____

EMAIL ADDRESS: _____

FAA RATINGS (INCLUDE PILOT AND MECHANIC):

PREVIOUS MAINTENANCE EXPERIENCE:

ARE YOU A MEMBER OF CANDLER FIELD MUSEUM? YES _____ **NO** _____

ARE YOU WILLING TO SUBMIT TO A BACKGROUND CHECK? YES _____ **NO** _____

CANDLER FIELD MUSEUM YOUTH AVIATION PROGRAM (CFMYAP)

MENTOR BACKGROUND CHECKS

A Georgia Bureau of Investigation background check is required prior to participating as a CFMYAP mentor. Mentors will be required to sign a Georgia Crime Information Center "Consent Form" authorizing the Candler Field Museum to receive any criminal history record information pertaining to the mentor.

Below is an example of a Georgia Crime Information Center Criminal History Record Information Consent Form:

I hereby authorize Candler Field Museum, Inc. to receive any criminal history record information pertaining to me, which may be in the files of any state or local criminal justice agency in Georgia.

Full Name Printed

Address City State Zip

Sex Race Date of Birth Social Security Number

Maiden Name

Signature

Date

Witness

CANDLER FIELD MUSEUM YOUTH AVIATION PROGRAM (CFMYAP)

NOTICE OF ACKNOWLEDGEMENT

The following is a copy of the “Notice of Acknowledgement” that must be signed by all program participants. A copy of this “Notice of Acknowledgement” will be maintained by the Program Manager.

NOTICE OF ACKNOWLEDGEMENT

Candler Field Museum Youth Aviation Program (CFMYAP) – Volunteer Participation

The undersigned hereby acknowledge receipt and understanding of the Candler Field Museum Youth Aviation Program (CFMYAP) document, which outlines the program purpose, policy, and expectations of all CFMYAP participants.

- Use of workshop tools and machinery.
- Use of workshop paints, chemicals, and cleaning solvents.
- Use of fire extinguishers and first aid kits.
- Violations of this policy shall subject the volunteer to dismissal from the CFMYAP and/or the CFM.
- All volunteers and program participants will reaffirm this acknowledgement annually.

Date of Acknowledgement _____

Program participant signature _____

Participant printed name _____

CANDLER FIELD MUSEUM YOUTH AVIATION PROGRAM (CFMYAP)
FLIGHT-TRAINING SYLLABUS

The following flight-training program is for Candler Field Museum Youth Aviation Program (CFMYAP) students using earned flight hours to pursue pilot training through Candler Field Museum. The program goal is for the student to obtain a Private Pilot license. Minimum age to participate in this flight training is 14 years old.

The first step in this program is an introductory flight. Ideally, this flight will be conducted in a conventional, or tailwheel-type Candler Field Museum airplane. If the student decides to continue flight training after the introductory flight, he/she will follow the three-stage flight-training syllabus defined herein.

The Candler Field Museum will honor up to 60 earned flight hours plus 5 glider flights as outlined in this syllabus. The student is responsible for instructor and fuel costs. Additionally, students are required to attend flight ground schools sponsored by the Candler Field Museum.

STAGE I

Stage I is basic flight training conducted in a tailwheel airplane. The objective in Stage I is to learn the plane, prepare for solo flight and conduct solo flight. If available, CFMYAP CFIs will be used for Stage I flight training.

Stage I students are expected to log a minimum of 20 hours, of which 5 hours must be solo. The student is expected to solo within 12-15 hours. The Museum will sponsor 6 flying hours per year for students between ages 14-16. Additional hours for this age group will be at their own expense. Stage I students must complete 5 flights in a glider. Solo in the glider is desired but not required. Students are expected to begin preparation and study for the private pilot written exam during Stage I.

STAGE II

The student must be 16 years of age to begin Stage II. This stage of training will include 3 hours of dual-instruction in the museum simulator. Stage II is designed to introduce basic reference to instruments for takeoff, turns, and basic maneuvers. Emphasis will be placed on checklist usage for all phases of ground and flight operations. The student must also complete and pass the Private Pilot written exam during Stage II. Stage II instructors will be experienced pilots or CFIs associated with the museum.

STAGE III

Stage III is designed to focus on the Private Pilot rating. Flying club instructors will conduct this stage of training. Flight instruction will be conducted in the Museum Cherokee. If the Cherokee is not available, this training stage may be conducted in the Museum Cessna or similar airplane. The student should anticipate logging 20-30 flying hours prior to scheduling a Private Pilot flight check. The student is expected to complete the Private Pilot oral and flight check within the 60 flying hours allotted by the CFMYAP.

Upon completion of the Private Pilot license, the student is encouraged to work toward an instrument rating through the Candler Field Flying Club. The initiation fee will be waived for CFMYAP students choosing to use the Candler Field Flying Club for this training. However, the normal hourly rates will apply.

CANDLER FIELD MUSEUM YOUTH AVIATION PROGRAM (CFMYAP)

CHILD LABOR LAWS

No minor under 16 years of age shall be permitted to work for any person, firm, or corporation between the hours of 9:00 P.M. and 6:00 A.M.

No minor under 16 years of age shall be employed or permitted to work in any gainful occupation covered by this document for more than four hours on any day in which the school attended by said minor is in session, more than eight hours on days other than school days, or more than 40 hours in any one week.

The following occupations, positions and/or locations shall be deemed hazardous and no minor under age of 16 years shall be employed to work at or in the vicinity of or assist in the operation of such hazardous machinery, nor shall a minor under the age of 16 be similarly employed in any other occupation that a reasonable person in good conscience would consider dangerous to the life, limb or injurious to the health and/or morals of such minor.

A). Occupations connected with:

1. Machinery: Power driven machinery or equipment whether driven by electric or gas or any other energy but excluding equipment designed to reproduce printed matter, where no electric wiring or connections and/or gears or other moving parts are exposed.

2. Motor vehicles: Automobiles, trucks, tractors, or any other motorized vehicles of whatever design or intended use.

3. Equipment: Any hand or powered portable tools or equipment peculiar to or generally identified with the building and trades industry including pressure contained vessels whether or not portable.

6. Fixtures: Retail and wholesale stores where employment requires minors close proximity to hazardous fixtures, such as; open boilers, deep fryers; and, demonstrable merchandise, such as: electric powered fans, guns, knives, etc.

7. Additional hazards:

- a. Unguarded gears;
- b. Use of dangerous poisonous gases or acids including dispensing, packing, loading or unloading paints or dyes; any operation where dust or lint in injurious quantities are present;
- c. Scaffolding or construction;
- d. Loading and unloading goods to or from trucks, conveyors, etc.;

CANDLER FIELD MUSEUM YOUTH AVIATION PROGRAM (CFMYAP)

FREQUENTLY ASKED QUESTIONS

What is Candler Field Museum and where is it located?

Candler Field Museum is located on the Peach State Airport in Williamson, Georgia. It is a small airport with a grass runway. The airport has been operating since 1967. The purpose of the museum is to preserve aviation history and to educate young people regarding careers in aviation. The museum history focuses on the legacy of the original Atlanta Airport, as it existed in the late 1920's when it was named Candler Field. The original airport retained that name until 1946 when it was named the Atlanta Airport. The museum is housed in a 16,000 sq. ft. hangar that is a replica of the original American Airways hangar that was on Candler Field. The building also houses a full service restaurant – "Barnstormers Grill".

What is the Candler Field Museum Youth Program?

Candler Field Museum is proud to host and sponsor what we consider to be an outstanding program for young people. The program is designed to stimulate an interest in aviation among young adults. Interested youth are given an introduction to aviation activities through an EAA sponsored Young Eagles program or they are simply given a ride in an airplane by one of our adult volunteers. All of our mentors have a lot of aviation experience and they have committed to share their experiences with young people who have an interest.

Can a young person actually learn to fly an airplane through the program?

Yes, Candler Field Museum operates a very active flying club that currently owns 4 aircraft. In addition, the youth program itself has 2 airplanes available for the participants. These aircraft are used to introduce the student to flying to see if they have an interest and want to pursue further training. If they do, we will assign them an instructor who will work with them all the way through a Private Pilot's license.

What if the youngster wants to pursue another career in aviation other than a pilot?

Our program is designed to stimulate interest in aviation in general with an emphasis on maintenance and flying. Participation in the program will provide the individual with an overall introduction to several facets of aviation providing a basic background for just about any aviation career.

What about pursuing an aviation maintenance career?

This is a perfect program for a youngster who wants to become an aviation maintenance technician or an aerospace engineer. As a matter of fact, the time spent working on our projects counts toward the Federal Aviation Administration's hourly requirements to become a certified mechanic.

CANDLER FIELD MUSEUM YOUTH AVIATION PROGRAM (CFMYAP)

How do you recruit students into the Youth Aviation Program?

Most students currently in the program learned of the program through word-of-mouth. Candler Field Museum publishes advertisement pamphlets and highlights the Youth Aviation Program on their website and through social media sources. The Youth Aviation Program is also advertised at periodic Candler Field Museum events. The Candler Field Museum President also promotes the Youth Aviation Program at various schools, public organization presentations, and various community events.

What is the age limits used for the youth?

Students between the ages of 14yr and 20yr are eligible for the program.

Do you confine your projects to only antique and classic aircraft?

No. Any aircraft restoration/repair project will be considered. While most projects to date have been tube and fabric restorations, a current project is a new all-metal homebuilt kit.

How do you find mentors for this program?

The Youth Program is advertised in Candler Field Museum social media sources, websites and electronic newsletters. Most mentors currently in the program learned of the program through word-of-mouth.

What are the requirements to be a mentor?

Except for one Candler Field Museum employee, all mentors are volunteers. Mentors must complete a Georgia Bureau of Investigation Background Check consent form when signing up for the program. This check must be completed before participating in the program.

How are discipline problems addressed?

Any discipline issue will be brought to the attention of the Youth Program Manager for counseling. The "Youth Pledge of Participation" directs removal from the program if repeated disciplinary actions are noted.

What administrative documents are used in the Youth Aviation Program?

The students are required to sign a "Pledge of Participation" document. This document outlines and describes rules to comply with for continued participation in the program.

What are the program incentives for the youth participants?

Students earn one-hour flight time for every ten hours logged in their maintenance logbooks. Should the student choose to pursue aviation training, their only expense is to purchase fuel. Most flight instructors working with youth program participants do not charge instructor fees.