

## EAA Chapter 725

### Guidelines for General Activities and Projects

These guidelines are suggestions for activities where youth or non-chapter participants are involved. The intent is to specify the need for a Lead Person or Project Manager (PM). Since the PM is responsible for overall organization of the project or activity, these guidelines may be used as a checklist for organizational purposes. The PM and mentors should discuss and agree on issues.

This checklist is primarily for an airplane build project.

- Project Manager should have some primary interest in the project or activity, such as the project Airplane owner or Lead Mentor. But he/she may delegate any responsibility to other members.
- Get volunteers to commit to a 5 week span. This ensures participation and helps prevent mentor burnout. A shorter period may not give the project enough time to make progress, but getting people to commit to an indefinite time period is unreasonable.
- Suggest at least 2 work sessions per week, for instance, Sat 8am-noon and Wednesday 4-8pm evening. PM, mentors and youth providers will need to agree on schedule and time for work sessions.
- At least 2 adults each session. Safety factor if youth are involved.
- Youth age limit is the discretion of manager and mentors but suggestion is 14 to 20 years of age.
- Keep a build log and roster of attendees. Build logs assist the owner when the time comes for certification. Roster will help us gauge the success of mentor programs.
- The PM may want to discuss a work plan before a work session. But, for practical purposes it may not be possible since it'll be unknown how many participants will show.