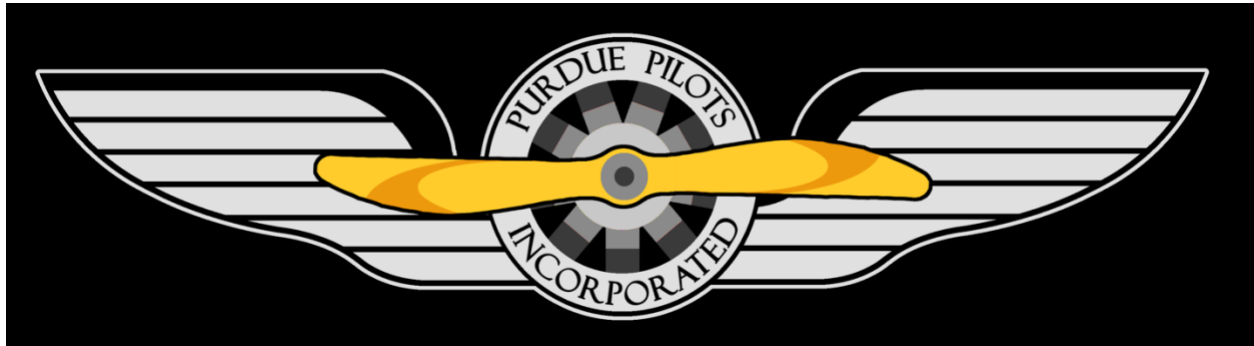


# Purdue Pilots, Inc. Member's Guide

(Last Update: December 2022)

## New Members



1. Read the constitution on the club's Boilerlink page
2. If you have decided to join PPI, please follow "Paying Dues" below
3. To get on the scheduler, schedule the plane and schedule an instructor
  - a) Go to <http://lai.kal-soft.com/RequestNewLogin.asp> and request for an account on Purdue Aviation's scheduler if you don't have one.
  - b) If you are an international student, you MUST inform Purdue Aviation to get TSA authorization PRIOR to commencing any training.
  - c) New pilots can schedule their first flight with a Purdue Aviation certified flight instructor (CFI) via the scheduler. You may ask Purdue Aviation about suggestions on scheduling a specific instructor. In general, we suggest that you avoid switching instructors during your training thus, ensure that your schedule will work with the instructor's. However, keep in mind you can always switch instructors if you are having issues with him/her.
  - d) If you have any problems scheduling an instructor or using the scheduler, please contact Purdue Aviation at (765) 743-9692 or email Rachel Ward at [rward@purdueaviationllc.com](mailto:rward@purdueaviationllc.com)
4. If you are a certificated pilot, you will need a checkout in our aircraft with a Purdue Aviation instructor (can also be done in a non-club Warrior). Schedule a checkout with a Purdue Aviation instructor and let them know you want a check out in the Warrior.

## Office Hours

- Office hours are held regularly depending on the availability of the different officers and need of members. To find the listing of office hours, go to the members section of the website and view the Google Calendar at the bottom (<https://engineering.purdue.edu/PPI/members.php>).
- The office is located at the 2nd floor of KRCH with all the other student organization tables. PPI is located at table 8.

- At office hours you can:
  - Ask questions
  - Pay dues
  - Submit required forms
  - Pick up reimbursements (if arranged prior)

## Paying dues

### Option 1: Online via COOL

1. Go online to  
<https://www.coolfaces.net/TooCOOLPurdueWL/vECItemCatalogOrganizationItems/OrganizationItemsGallery.aspx?Organization=1251>
2. Pay dues (note, dues paid online have a 3% surcharge as BOSO charges us this for processing
  - a) Returning members: pay for “Spring 2022 Returning Flying Dues”
3. New members: pay for “Spring 2022 New Flying Dues”
  - a) Submit Spring 2022 Membership Information Form (if you have not yet) at  
<https://forms.gle/58pjX1JhjF411uK8A>
  - b) Print, complete, and sign waiver at  
<https://engineering.purdue.edu/PPI/forms/PPIreleaseform.pdf>
  - c) Get membership card from an officer at office hours or at a business meeting
4. Non-flying dues are also available if one would like to still be involved with the club but not fly our aircraft

### Option 2: Pay in person with cash or check.

- 1) Go to one of the published office hours or an all-member meeting
  - a. Submit the Membership Information Form (if you have not yet) at  
<https://forms.gle/wwSgx9FmavMiCKzs7>
  - b. Print, complete, and sign waiver at  
<https://engineering.purdue.edu/PPI/forms/PPIreleaseform.pdf>
  - c. Get membership card from an officer at office hours or at a business meeting

## Subscribing to the mailing list

1. Use Microsoft Edge or Google Chrome and go to the PPImembers Info Page (<https://lists.purdue.edu/mailman/listinfo/ppimembers>); bypass the security warning (at your own risk; Itap is currently trying to fix the issue).
2. Otherwise, you can follow Itap instructions below. Note that the mailing list name is “PPImembers”.
  1. [How to subscribe](#)
  2. [How to unsubscribe](#)

## Discord

1. Join the Discord by using this link: <https://discord.gg/MUFS7Wxure>
2. You MUST set your nickname to your first and last name to get the member role/permissions!

## Dream Flights

Dream flights are **no longer being offered** for the time being. If you are interested in doing a flight before joining the club, you can schedule a Discovery Flight with Purdue Aviation at (765) 743-9692 or email Linda Gregory at [lgregory@purdueaviationllc.com](mailto:lgregory@purdueaviationllc.com)

## Absences and Meeting Minutes

- If you miss a meeting, you may catch up on what you missed by reading the meeting minutes that are posted on the website
- Business meetings are mandatory, but we understand that conflicts do occur. You may request to get excused by sending an email to [ppi@purdue.edu](mailto:ppi@purdue.edu). Missing two consecutive business meetings unexcused will cause you to be grounded from flying PPI aircraft until you attend the next meeting