

**PILOTS FOR CHRIST INTERNATIONAL –  
WYOMING CHAPTER**

**“OUR LORDS AIR FORCE”**



**MEMBER HANDBOOK**

# Contact Us!

## State Board Office Mailing Address & Phone Number:

Pilots for Christ Int. - Wyoming Chapter

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## Pilots for Christ Int. – Wyoming Chapter, State Board Members 2017

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# History of Pilots for Christ

The Lord led Reverend William "Bill" Starrs of Parkesburg, Pennsylvania, to organize Pilots for Christ International. The very nature of pilot is to be dedicated to their love of flying. Sometimes they have a tendency to let it dominate their lives. This frequently leads to the Lord taking a back seat, and this was happening to Reverend Starrs. Realizing this, Bill began praying that the Lord would show him the way to re-channel this love of flying to a greater love of God. For the Lord said: "For where your treasure is, there your heart will be also." (Matthew 6:21, Luke 12:34 NRSV)

After much prayer, God led Bill in a different direction. The thought was, "Instead of trying to curtail this tremendous enthusiasm that pilots have for flying, let's take the enthusiasm and use it in the Lord's work." It was a new concept! Airplanes had been used in missionary work for some time, but usually as only a means to reach areas without adequate transportation systems or to enable missionaries to cover more territory. So Bill designed a logo and a set of wings, mapped out a plan and prayed for guidance.

He then mailed out 4,000 invitations to pilots in the state of Pennsylvania to join "Pilots for Christ." The results of this invitation were very disappointing. So he took out an ad in a flying publication with national circulation, continued to pray, and things began to happen. "Pilots for Christ" was then born in January, 1985.

Bill prayed that God would send 100 members the first year. On December 31, 1985, he received a membership application in the mail from a new member in New York. That person was member number 200! The Lord had exactly doubled his prayer request! But the Lord had only just started. "Pilots for Christ" has continued to grow, and its present membership now includes people from all over the world. "Our Lord's Air Force" is doing more and more of His work with no end in sight.



# WHAT WE DO!

The Wyoming Chapter began, as of Sunday June 5, 2005. Our mission is to help relocate patients and family members in need of emergency transportation. Airline cost and timetables in Wyoming can prevent patients and close family from the care and support that is so important. We strive to share our resources, as an aid, no matter what the circumstance, by serving all those that qualify for convenient air transportation. Pilots for Christ volunteers show their love for Christ by providing ground and air travel to those in need. Pilots donate their personal aircraft to provide air travel, "auto pilot" volunteers donate the use of their personal vehicles to provide ground transportation when appropriate.

As members of Pilots for Christ International (PCI), we acknowledge Jesus Christ to be both true God and true man. We accept Him as our personal Savior, and Savior of the world. In gratitude to Almighty God for the gift of flight, we endeavor to use our interest in aviation to promote His Gospel through-out the international aviation community, in particular, and the world in general, through service.

## Eligible Passengers include:

- \*Ambulatory persons who can be certified as medically capable of sitting in a small aircraft to and from areas of treatment.
- \*Non-ambulatory patients who qualify and do not require in-flight medical treatment.
- \*Relatives who need to visit seriously ill patients.
- \*Others in need of transportation or emergency assistance vial small aircraft.

## Our areas of service include:

- \*Provide missions of mercy by air or ground
- \*Transport patents, relatives, and supplies
- \*Transport ministers to their mission field
- \*Assist in Disasters
- \*Witness at air shows, airports, and in our everyday lives
- \*Foster Christian fellowship at meetings, at or near airports
- \*Distribute tracts and Bibles free of charge
- \*Support youth interested in aviation through our scholarship program



# HOW CAN I HELP!

***“We will use only honest and ethical means in serving those in need. We provide our services free of charge to any needy person, regardless of their race, religion, or ethnic identity. The true strength lies in our chapters. One person can do many things in HIS name, but a chapter working together can accomplish miracles in HIS name.”***

As a volunteer and/or member you can help our organization grow. We are grateful for as much or as little help as our volunteers and members wish to give. We understand that our daily lives are most often filled with obligations to work and family so, we appreciate any amount of time that a person can donate to our wonderful cause.

If you have time and expertise you would like to share please feel free to let us know, we are always looking for assistance with the following:

- \*Missions – fly or drive.
- \*Distribute Bibles.
- \*Distribute Flyers, Brochures.
- \*Visit local hospitals, doctor’s offices, clinics, to share our services.
- \*Visit local airports & flight services to offer information about our services.
- \*Attend air shows as a Wyoming PCI representative.
- \*Help with local Disaster relief as a PCI representative.
- \*Design and implement local fundraiser events.
- \*Assist with Grant writing.
- \*Assist with obtaining donations or in-kind contributions.
- \*Network with other non-profits and aviation agencies.
- \*Assist with web design and our website.
- \*Assist in getting our information out on social medias.
- \*Assist with scholarship program.
- \*Pray for our mission to serve others.
- \*Help our organization grow with your ideas!

# OUR GOALS

Pilots for Christ – Wyoming Chapter is looking to soar to new heights! We hope that all our members and volunteers realize our goals and help us to accomplish them with prayer and through dedication to our cause.

We understand that goals change over time and some goals take a long time to accomplish. The following are just some of the goals we would like to meet on a continual basis:

- \*Increase membership by 10% annually.
- \*Increase missions and assistance by 10% annually.
- \*Obtain repeat grant funding.
- \*Increase contributions and donations by 20% annually.
- \*Increase alliances with other agencies by 10% annually.
- \*Obtain 2 or 3 more vans for use in locations around the state.
- \*Obtain 2 or 3 hangers and maintenance crews in various locations around the state, for our Pilots to utilize.
- \* Grow our WINGS Program throughout the state of Wyoming.

## **WINGS PROGRAM**

Pilots for Christ Inter. – Wyoming has divided the state into 4 areas called WINGS, SE, SW, NE & NW. Currently the NE WING – Gillette Area – is the only WING with a good number of members and volunteers. It is one of our goals and greatest hopes that we are able to grow the other areas of this beautiful state so that we can meet the needs of all our local communities. Each WING shall have a WING Chairman who is a Chapter Board Member. Monthly WING meetings may be held with local members. WINGS will work to promote Pilots for Christ International – Wyoming Chapter by promoting our organization through holding fundraiser events, sponsoring local air shows, offering missions of mercy, etc.

# PILOT REQUIREMENTS!

Pilot members performing mission services shall send **copies** of the following required documentation to the PCI State Board of Directors:

- \*Current Aircraft Registration
- \*Current Medical
- \*Pilot Certificate
- \*Last Aircraft Annual
- \*Last BFR
- \*Current aircraft insurance – endorsement page
- \*Signed PCI Confidentiality Agreement

## **Pilots Mission Procedures & Guidelines**

- \*Our preference is that all flights be conducted in VFR, regardless of your personal ratings or the aircraft's capabilities.
- \*File FAA flight plan for every flight.
- \*Use VFR flight following with ATC for each flight.
- \*Use CMF prefix for compassion flight plan filings.
- \*Perform pre-flight check prior to every flight.
- \*Go over passenger safety & comfort checks prior to each flight.
- \*Before Departure, please pray for passengers and the flight.
- \*Upon mission completion, submit your log and reimbursable expenses to secretary/treasurer.



# CMF FOR PILOTS!

Call Sign Compassion and three – letter designator CMF.

## **Procedures for Use by Designated Pilots and Groups**

Author: Rol Murrow, Chairman Emeritus, Air Care Alliance

Effective Date: May 30, 1999

### **Purpose:**

This document discusses the Air Care Alliance's international aircraft call sign COMPASSION and its associated three-letter designator CMF, describes the procedures to be used to apply the call sign for a public benefit flying mission, and indicates when the call sign is appropriate for use. Updates will be maintained at [www.aircareall.org](http://www.aircareall.org).

### **Background:**

Pilots flying public benefit missions and air traffic control (ATC) personnel have long recognized the need for a call sign that identifies such missions. Routine ambulatory patient transport and other public service missions conducted by volunteers usually do not warrant the priority handling provided through the use of the LIFEGUARD call sign, which is intended only for time critical medical and emergency operations such as those involving air ambulances.

The call sign COMPASSION has been developed to meet that need. Upon a formal request the call sign was assigned for administration to the Air Care Alliance as an organization that promotes missions conducted by pilots flying for all public benefit flying organizations or to similarly serve the community and public agencies.

The authority for call sign assignment and usage may be found in the US DOT Federal Aviation Administration (FAA) Advisory Circular 120-26H, especially under the criterion "... when deemed advantageous for air traffic control and operational purposes."

### **Jurisdiction:**

COMPASSION and the Three-Letter Identifier CMF have been assigned as an International Civil Aviation Organization (ICAO) Radiotelephony Designator and Three-Letter Identifier and are thus suitable for both domestic and international operations.

# CMF FOR PILOTS, CONT.!

## Usage:

COMPASSION and its associated three-letter identifier CMF are to be used to identify aircraft conducting bona fide nonprofit public benefit flying missions as from time to time may be defined in this document or revisions to it. Such missions may include the following: transporting individuals for health care, diagnostics, or treatment; transporting blood, tissues, organs, or medical supplies; transporting emergency personnel, equipment, and supplies in time of emergency or public need; performing habitat or environmental survey or other missions in support of environmental objectives; and in general conducting non-profit flying operations serving the public interest, especially those conducted by volunteers.

COMPASSION may be used during a positioning or ferry leg of flight when patients, supplies, or emergency personnel are not being transported **only** if such a flight leg has time constraints and there might be a need for helpful (but not priority) handling by ATC.

## Restrictions:

COMPASSION must **not** be used for routine personal, business, or commercial flights. COMPASSION must **not** be used for positioning or ferry flights when during the times of flight an actual public benefit flying mission is not being conducted; **EXCEPT** that it may be used when there is a demonstrable need for appropriate (but not priority) handling by ATC. Such need might be to complete in a timely fashion a subsequent public benefit flight mission. COMPASSION must **not** be used for flights other than those defined in this document unless permission is obtained beforehand from the Air Care Alliance or the Federal Aviation Administration. See AC 120-26H paragraph 11.a.

## Instructions for Use on Flight Plans:

These instructions are demonstrated in the examples below. Pilots must file a flight plan using all normal procedures, with the following **two** differences:

- 1)** In the block used for the aircraft registration (tail) number the pilot shall enter the ICAO Three-Letter Identifier CMF followed by three or four additional characters or numbers, consisting of the final three or four characters of the actual tail number of the aircraft to be used. (The block can hold a maximum of seven characters).

Normally pilots would use the last three characters of the tail number, unless it is known that another aircraft using the same number might be flying in the same area, in which case the last four characters would be used in order to avoid confusion.



# CMF FOR PILOTS, CONT.!

Example: Actual Aircraft Tail number: **N7371G**

Aircraft Registration Block Entry: **CMF71G** ( or: CMF371G )

(DO NOT USE the incorrect overlong entry: CMF7371G)

**2)** In the **REMARKS** block the pilot should enter, separated by spaces, first the word **COMPASSION** followed by the full registration (tail) number of the aircraft, followed by the name of the public benefit flying organization (if any), and then any other remarks.

Example: **REMARKS: COMPASSION N7371G VOLUNTEER FLIERS ...**

...[Followed by any other remarks]

## **Radio Usage:**

Normally pilots will identify themselves to ATC on initial call-up using the word **COMPASSION** and the chosen three or four letters from their tail number as shown in the flight plan:

Example:

**"City Approach, COMPASSION Seven One Golf level at three thousand feet."**

## **Cautions:**

Pilots and volunteer pilot organizations are strongly cautioned **NOT** to use the call sign **LIFEGUARD** except for situations as defined in the Airmen's Information Manual (see AIM 424 a or b), military AIR EVAC manuals, air traffic control handbooks, and/or other official documents. Using or requesting **LIFEGUARD** or the **L** prefix is considered to be a de facto request for priority handling, which could cause diversion of other aircraft and possibly great disruption of operations conducted by other users. It is intended to be of use when expeditious flight handling is **required**.

The new call sign **COMPASSION** is now available to identify the nature of public benefit flying missions and would normally be used for most volunteer-flown service missions.

However, should a transported person's medical condition deteriorate in flight or other conditions apply that justify expeditious handling on a priority basis, then **LIFEGUARD** should be considered as likely more appropriate for use. ATC personnel can assist a pilot in making that decision, but pilots are advised to familiarize themselves with call sign



# CMF FOR PILOTS, CONT.!

usage and not to hesitate to use LIFEGUARD if safety or medical necessity warrant its use, including changing a flight to LIFEGUARD during flight if appropriate.

COMPASSION likewise has been designated to serve the public convenience, good, and necessity and we strongly encourage pilots to adopt its use for public benefit flying missions. However, some ATC personnel may be unfamiliar with the new call sign, so do be prepared to use traditional filing methods and do not be argumentative.

Also note that should pilots or organizations abuse the use of the call sign then the Air Care Alliance or the FAA can withdraw permission for its use or institute additional restrictions on its use. Likewise, should the Air Care Alliance fail to specify and authorize use of the call sign in a safe, fair, and non-discriminatory fashion then FAA may choose to revoke the authority for the use of the call sign by the Air Care Alliance and its designees.

# PILOTS FLIGHT CHECKLIST!

The principal objective in any flight operation is safety. Although no Pilot deliberately tries to be unsafe, there is a wide gap between actively managing safety and merely letting it happen. Safety is a mind-set that weighs every action carefully to evaluate the consequences. A conservative approach will result in safer flights.

The airlines and military services find that standard operating procedures (SOPs) create safer operations. Any pilot can develop routine practices for all phases of flight, from preflight through post-flight. Occasional deviations from these routines are inevitable but it makes sense to keep these to a minimum.

## *Planning*

- Passengers questioned for possible flight limitations;
- Aircraft airworthy and capable of the assigned flight;
- Route examined for hazards and obstacles;
- Pilot qualified and current.

## *Preflight*

- Pilot in good health and well rested;
- Current and forecast weather adequate;
- Current charts in the aircraft;
- Weight and balance completed;
- Aircraft takeoff, climb, cruise, and landing performance computed;
- Flight plan filed;
- Aircraft preflight inspection completed.

## *Departure*

- Passengers briefed on safety and comfort;
- Flight Prayer given;
- Flight plan activated.

## *Enroute*

- Flight following used if available for VFR;
- Enroute and destination weather monitored hourly;
- Fuel remaining computed regularly.

## *Arrival*

- Passengers safely escorted off the ramp;
- Pilots give passengers PCI business card with contact name and cell phone number;
- Flight plan closed.

## *Return*

- Start all over with Planning etc.
- Mission Complete; Send in travel reimbursement forms.

# PASSENGER COMFORT!

Pilots should realize that most people have never flown in a small aircraft and some have never flown at all. The following is a list of things for pilots to consider before taking flight.

- Treat passengers as if they are always nervous.
- Talk about the flight but, avoid giving too much information.
- Tailor information to the needs of the passenger.
- Go over the inside of the plane – seatbelts, door operations, fire extinguisher.
- Discuss what is to happen during the flight, take off, climb out, & altitude.
- Discuss weather expectations.
- Brief passengers on emergency exits – reiterate that they should not be needed.
- Discuss cockpit communication – when it's ok to talk or not.
- While flying use slow, controlled, deliberate movements.
- Stay cool, confident, relaxed, and have fun!
- Never do any of the following:
  - Aerobatics
  - Take Chances
  - Get upset about circumstances

Follow a few simple rules, remember to take your time and consider your passengers' needs at all times, and you will come out looking like a Hero!

Occasionally people have a difficult time expressing themselves in front of others, especially strangers. Below are a couple of examples for pre-flight prayers.

*“Lord we ask that you bless this flight, watch over me and my passengers, and allow us to arrive safely at our destination”*

*“Father God, as we prepare for this journey, we thank-you for the opportunity to travel in this fashion, and for all that have made this trip possible. We would ask now for traveling mercies, that you would make the flight (drive) comfortable and enjoyable for our passenger(s). May we all rest in assurance that your guardian angels are surrounding this aircraft (vehicle), for our protection. Amen”*



# AUTO PILOT REQUIREMENTS

Auto Pilot members performing mission services shall send **copies** of the following required documentation to the PCI State Board of Directors:

- \*Current vehicle Registration
- \*Current Driver's License
- \*Current vehicle liability insurance
- \*Signed PCI Confidentiality Agreement

## Auto Pilot Mission Procedures & Guidelines

- \*Drivers must be a minimum of 21 years of age.
- \*Drivers must have dependable transportation.
- \*Drivers must have a cell phone.
- \*Drivers must follow rules of the road at all times.
- \*Drivers shall not eat, text, or talk on the phone while the vehicle is in motion.
- \*We recommend that each driver be limited to 150 miles/leg and drive no more than 10 hours in a 24 hour period.
- \*We recommend that you drive with a companion whenever possible. Especially when driving someone of the opposite sex,
- \*The number of passengers should be limited to the number of seatbelts in the vehicle.
- \*We recommend that you have bottled water, blanket, pillow available is needed for passenger comfort.
- \*No OTC medications should be dispersed by the driver.
- \*Luggage should be kept to a minimum.
- \* Drivers give passengers a PCI business card with name and cell phone number.
- \* Drivers should say prayer prior to starting their journey. (see previous page)
- \*Upon mission completion, submit your log and reimbursable expenses to secretary/treasurer. Hotel and meals for driver and passenger may be reimbursable.

**POLICIES**  
**&**  
**PROCEDURES**



Pilots for Christ International  
Wyoming Chapter  
P.O. Box 94  
Gillette, WY 82717

**Title:** In – Kind Donations & Contributions

**Date Issued:** June 22, 2017

**Date(s) Revised:**

**Reference:** Bylaws Article II, Sec. 2.07, Treasurer

**Purpose:** To establish guidelines for receiving and documenting in-kind donations and contributions.

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**POLICY:** When in-kind donations or contributions are received they are documented and given a value. A receipt is provided to the donor with a copy of the receipt kept in a file or given to the Book Keeper, Treasurer, and Board Staff.

**DEFINITION:**

“In-kind contributions” – include any *non-cash* product, service or labor for which the organization would normally have to pay. These types of activities are typically identified in the budget, some examples include:

- Tax Preparation
- Financial Audit
- Computer, Software, or web support
- Public relations, media relations
- Building maintenance, repair work
- Training
- Facilitation
- Clerical support
- Copies and printing
- Office space
- Conference calls
- Travel support
- Email distribution
- Volunteers for fundraiser events
- Members of the Board of Directors
- Members of any and all working committees





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**PROCEDURES:**

Anyone accepting in-kind contributions on behalf of Pilots for Christ – Wyoming Chapter shall be responsible for the following:

**Section 1: Receiving Donation.**

- (a) Document and record the donation on the appropriate forms.
- (b) Determine a value for the goods or services.
- (c) Provide Donor with a receipt that includes the following:
  - 1. Name and signature of the donor
  - 2. Date and location of the donation
  - 3. Description of item or service
  - 4. Estimated value and what the estimate is based on
- (d) A copy of the receipt must be kept for company files and given the Book Keeper, Treasurer or Board Staff.

**Section 2. Estimating Reasonable Value.**

- (a) Values for items can be researched on the internet, in local stores, and/or flea markets, taking into consideration the age, wear and tear, and overall condition of the item.

**Section 3. Establishing Rates for Volunteer Services**

- (a) Volunteer labor shall be researched on the Department of Labor website.
- (b) If a value for donated time cannot be located then all documented time will be valued at the current state minimum wage.



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Gillette, WY 82717

**Title:** Van Use Policy & Guidelines

**Date Issued:** June 22, 2017

**Date(s) Revised:**

**Reference:** Bylaws Article VII, Sec. 7.04, Van Operations

**Purpose:** To establish guidelines for using the PCI – Wyoming van.

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**POLICY:** When using the PCI – Wyoming Chapter van the member shall fill out the van use form, email the form to [pci\\_wy@vcn.com](mailto:pci_wy@vcn.com), and follow the following guidelines.

**GUIDELINES:**

- ❖ Email usage form to [pci\\_wy@vcn.com](mailto:pci_wy@vcn.com). The PCI van may be driven for personal use, but only by Pilots for Christ members; (due to insurance regulations) **Note: In the event that we have a flight the van will need to be returned immediately!** (The van user may be obligated to pay for the provision of alternate transportation if it is not returned as required!)
- ❖ Leave a contact or cell number in your email. It may be of utmost importance that the van be available upon flight arrival.
- ❖ A sign-up book is in the van for recording usage. Everyone must sign and date. (Printed name, Drivers License #, Date/Time ...Out and In...Odometer reading).
- ❖ A \$25.00 donation (if used for personal use) is suggested to help offset insurance and license plates. Keep and return the van full of fuel. **Remit donation to PCI-WY Treasurer, Box 94, Gillette, WY 82716**
- ❖ User will be expected to pay or reimburse for any expenses that might be occurred from said use.
- ❖ Anyone using the van; it would be appreciated if you would report any repairs needed, so we can keep it in good shape.
- ❖ Make sure the remote battery disconnect is always shut off; this keeps the battery from going dead.
- ❖ Make sure the van is seen and used appropriately " Always keep in mind that however or wherever the van is driven or parked it is representing PCI"



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**Title:** Mission Review and Approval

**Date Issued:** June 22, 2017

**Date(s) Revised:**

**Reference:** Bylaws Article IV, Sec. 4.01, Committees

**Purpose:** To establish guidelines for reviewing and approving mission applications. Require that all information obtained shall be kept confidential.

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**POLICY:** The Mission Coordinator will collect the appropriate forms and information required for all mission requests. The Mission Coordinator will obtain mission approval from the Mission Approval Committee prior to sending out the mission request to the Flight/Auto Pilot Coordinator. Anyone having access to a Requestors personal information shall sign the confidentiality agreement.

**PROCEDURES:**

The Mission Coordinator shall be responsible for the following:

**Section 1: Request Process.**

- (a) Receive mission request via email, fax, or STARR Communications.
- (b) Determine if initial request meets mission requirements criteria:
  - 1. Ambulatory persons who can be certified as medically capable in a small aircraft to and from areas of treatment.
  - 2. Non-ambulatory patients who do not require in flight medical treatment.
  - 3. Relatives who need to visit seriously ill patients.
  - 4. Others in need of transportation or emergency assistance via small aircraft.
  - 5. Missions for ministers to their field stations and/or funerals.





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- (c) Obtain completed required forms, review forms for accuracy and completeness, contact additional resources (doctor, hospital, pastor, etc.) if further information is needed to determine validity of the request.
- (d) Determine if mission will qualify for pilot, auto pilot, fuel reimbursement, commercial.
  - 1. If commercial mission, obtain general travel quote and fuel costs for small aircraft, choose most economical.
- (e) Email request and documents to Mission Approval Committee.
- (f) Notify Requestor of committee's decision. If commercial advise Requestor that World Wide Travel will be contacting them to make arrangements. Call World Wide Travel and give them Requestors contact information and approval so charge cost to credit card. Send receipt to Treasurer.
- (g) Log all inquiries on the excel spreadsheet and in Shiftboard.
- (h) Present monthly reports at Wing meetings and send to Board. Secretary and Board Staff.
- (i) Keep a log of time worked on mission request and send to Book Keeper/Treasurer and Board Staff on monthly basis.
- (j) If Requestor has a pet they should try to make other arrangements for someone to care for it. If no other option is available, document what kind of pet it is, size, age, etc. and send info to Mission Approval Committee.



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**Section 2. Mission Approval Committee Review.**

- (a) Receive mission request and all documents via email from Mission Coordinator.
- (b) Review mission request and determine if mission meets required criteria:
  - 1. Ambulatory persons who can be certified as medically capable in a small aircraft to and from areas of treatment.
  - 2. Non-ambulatory patients who do not require in flight medical treatment.
  - 3. Relatives who need to visit seriously ill patients.
  - 4. Others in need of transportation or emergency assistance via small aircraft.
  - 5. Missions for ministers to their field stations and/or funerals.
  - 6. Determine if mission will qualify for pilot, auto pilot, fuel reimbursement, commercial.
- (c) Return a decision within 24 hours of receiving the request.
- (d) Majority vote from the Mission Approval Committee is the deciding factor.
- (e) Requestors traveling with pets should be considered on a need and case by case basis. Pilots and auto pilots must be notified and approve of taking on the liability and care for the animal.

**BY LAWS**





# Pilots for Christ International - Wyoming Chapter

P.O. Box 94, Gillette, WY 82717

Website: [www.pilotsforchrist-wy.org](http://www.pilotsforchrist-wy.org)

Email: [pci\\_wy@vcn.com](mailto:pci_wy@vcn.com)

## **BYLAWS**

### **ARTICLE I**

#### **ORGANIZATION**

**1.01 NAME.** The organization shall be known as Pilots for Christ International- Wyoming Chapter (Chapter).

**1.02 OFFICES.** The current principal office of the Chapter in the State of Wyoming is located at, Gillette, WY 82717, P.O. Box 94. The organization may have such other offices, within the State of Wyoming, as the Chapter Officers may designate or as the business of the organization may require from time to time.

**1.03 MISSION STATEMENT.** As members of Pilots for Christ International - Wyoming Chapter, we acknowledge Jesus Christ to be both true God and true man. We accept Him as our Personal Savior, and Savior of the world. In gratitude to Almighty God for the gift of flight, we endeavor to use our interest in aviation to promote His Gospel throughout the international aviation community, in particular, and the world in general, through service and transportation.

**1.04 PURPOSE.** The primary purpose of this organization is to promote the gospel of Jesus Christ through aviation and aviation-related activities. Airline cost and timetables in Wyoming can prevent patients and close family from the care and support that is so important. We strive to share our resources, as an aid, no matter what the circumstance, by serving all those that require air transportation. "We will use only honest and ethical means in serving those in need. We provide our services free of charge to any needy person, regardless of their race, religion, or ethnic identity."

Members of Pilots for Christ International Volunteers demonstrate the love of our Lord and Savior by providing these transportation resources to such individuals or groups in need, medically or other by approval.

Eligible passengers include:

- Ambulatory persons who can be certified as medically capable in a small aircraft to and from areas of treatment.
- Non-ambulatory patients who do not require in flight medical treatment.
- Relatives who need to visit seriously ill patients.
- Others in need of transportation or emergency assistance via small aircraft.
- Such missions shall not be provided for convenience purposes only.

**1.05 AREAS OF SERVICE.** Activities of this organization focus on the following:

- Counsel and instruct youth groups and others about flying, sharing study aids and experiences as appropriate.
- Fly missions of mercy.
- Transport patients, relatives, and supplies.
- Transport ministers to their mission stations.
- Witness at air shows, airports, and other public events.
- Foster Christian fellowship at meetings, at or near airports.
- Distribute tracts and bibles free of charge at air shows and airports.
- Assist Veterans and other Military Service Members.

To further these ends, chapters are recognized by the International Headquarters to function in specific geographical locations. Members are obliged to conform to the above principles.

**1.06 QUALIFICATIONS OF A MEMBERSHIP.** Chapter members shall maintain a current membership with Pilots for Christ International, and adhere to the qualifications of that membership; agree and believe in PCI's Mission statement; be twenty-one (21) years of age or older; have a registered address; maintain an email with a personal address or having a point of contact that would receive e-mail for you; attend a majority of the scheduled Chapter Board or Wing Committee meetings; be present at the annual meeting for election of the Chapter Board.

## **ARTICLE II**

### **OFFICERS, BOARD OF DIRECTORS**

**2.01 GENERAL POWERS.** The business and affairs of the Pilots for Christ International – Wyoming Chapter will be managed by or under the direction of the Officers via a Board of Directors (Chapter Board).

**2.02 THE CHAPTER BOARD OF DIRECTORS OFFICERS.** The Chapter Board may consist of the following Officer Members: President, Vice President, Secretary, Treasurer, Chaplain, and Past President. Chapter Board, plus, optionally, up to four At-Large Directors, shall make up the Chapter Board. At-large officers may be appointed by a majority of the full Chapter Board, or by nomination and election by the membership. Such an appointment or election may



be at a regular or special meeting, or by other meeting, or by other means as appropriate. Voluntary entry into such positions can be accomplished with approval of a majority of the Chapter Board.

**2.03 DUTIES OF CHAPTER OFFICERS.** Each Chapter Officer must be able to attend at least a majority of the regularly scheduled business meetings.

The Chapter Board shall have full power and authority to exercise all corporate functions conferred upon the organization by law, and in addition to such general powers, they shall have the power and authority to do all things herein specified, subject to any regulations made by the membership, and in addition, The Chapter Board shall be empowered to:

- A. Establish amount and disbursement of Chapter members annual dues, if any.
- B. Authorize and provide the institution of individual local wing committees within the State of Wyoming.
- C. Refuse to accept or renew the membership of any individual for conduct or acts prejudicial to the best interest and/or values of the organization with approval of the National Headquarters.

**2.04 POWERS AND DUTIES OF THE PRESIDENT.** The Chapter Board President is the principal executive officer of the Chapter Board, as Chairman of the Board of Directors and shall preside at all Board Meetings. Provides leadership, organization and vision for Chapter, along with the input of Officers and members. Shall be the principal spokesman for Chapter to the public. Has full discretion in appointing committees, assigning responsibilities and organizing and coordinating Chapter activities. The President will vote only on issues to break a dead lock by other Chapter Officer members.

The President shall submit a report to the membership at least once a year, which shall include the financial statement of the organization and a list of organizational activities. He shall be the ex-officio member of all standing committees, sign all official documents, appoint all committees not herein provided for, and perform such other duties as are usually required of this office. The retiring President shall submit to the Chapter Board within 90 days or at the next Annual meeting (whichever is sooner), a report of the operations of the organization for the past year, including a written financial statement from the Treasurer.

The President shall, at the end of term of secretary or treasurer, appoint an auditor or committee to review records before submitting to the new officer.

The President shall establish a Webmaster to build/maintain the Association's online assets. The webmaster shall be approved by the Chapter Board.

Power and limitations are granted and governed by the bylaws and the Chapter Board members under the sovereignty of Chapter.



**2.05 POWERS AND DUTIES OF THE VICE-PRESIDENT.** Serves as acting President, exercising all the powers and privileges of the President, when the President is absent, incapacitated or unable to fulfill the duties of the office. Closely assists the President, Secretary, and Treasurer in carrying out the duties of those offices. Acts as a check of accountability of the President, Secretary, and Treasurer. Power and limitations are granted and governed by the bylaws and Board of Director members under the sovereignty of the Chapter.

**2.06 SECRETARY.** Records and keeps minutes of all Chapter meetings, and distributes them to individual Wing Leaders and the Chapter Board Members. Custodian of the organizational records. In the absence of the Secretary at a Chapter meeting, the President will appoint a temporary Secretary for that meeting. Acts as a check of accountability of the President, Vice-President and Treasurer. The Chapter Secretary should be bonded, at the Chapter Board's discretion, in an amount to be determined by the Chapter Board with bond cost to be paid from Chapter monies. Power and limitations are granted and governed by the Chapter's bylaws and Chapter Board for members under the sovereignty of the Chapter.

#### **Additional Duties- Secretary or Assistant**

1. Attend to the giving and serving of all notices of the organization, handle the correspondence for the organization, and be custodian of all documents, records and office equipment.
2. File all forms necessary for compliance with government entities.
3. Send out bills or receipts when and if appropriate, either by mail or online.
4. Keep a list of all regular members in the organization and submit this list and changes thereto to the local wings. Local Wing Officers must submit membership applications to the Chapter Secretary as appropriate.
5. Issue membership I.D. cards, lanyards, etc. to members.
6. Optionally, organize and develop a periodic newsletter for the organization. Shall send such Newsletters electronically. Shall post newsletters on the Chapter website or mail to other aviation organizations as designated by the Chapter Board.

**2.07 TREASURER.** Has charge and custody of all funds of Chapter and keeps and maintains adequate and correct financial accounts. Provide a written report to the Chapter Board detailing receipts and expenditures since the last report to each scheduled Chapter meeting. Acts as a check of accountability of the President, Vice President, and Secretary. The Chapter Treasurer, should be bonded, at the Chapter Board's discretion, in an amount to be determined by the Chapter Board with bond cost to be paid from Chapter monies. Power and limitations are granted and governed by the Chapter bylaws and Chapter Board Officers under the sovereignty of the Chapter.

The **Treasurer** Shall:

1. Obtain completed mission logs and reimburse expenses as approved.
2. Keep records of the disposition of Chapter money and make recommendations to the membership at the Annual Meeting.
3. Coordinate the checking account with the other officers.
4. Keep a correct record of the financial affairs of the Chapter and make an annual written financial report (attested by the President) to the Chapter Board.
5. Receive all monies, donations, in-kind donations & contributions, and reimbursements, and issue receipts for the same and deposit said monies as directed by the Chapter Board.
6. Maintain the Chapter's checkbook and coordinate its use with at least one other officer.
7. All financial records shall be maintained in a format approved by the Chapter Board, and be readily available for review. Upon resignation, termination of position, or vote change, Treasurer will surrender all records in an accessible and usable format by the Chapter.

**2.08 CHAPLAIN.** Serves at the pleasure of the Chapter Board.

1. Interface with medical facilities, patients, and families.
2. Provide counseling and spiritual leadership.

**2.09 REMOVAL OF CHAPTER BOARD OFFICIERS.** Chapter Officers are removed from office when: Officer personally resigns from the Chapter; adherence to the articles of this document are not followed, disqualify that officer member from duty; A thirty (30) day-written notice of intent for removal for cause and appeal right is to be sent by certified mail with receipt requested, by the President to the Officer in question. A two-thirds (2/3) majority vote is required at a special Chapter Board meeting to remove any Officer. The results of the vote shall be sent to the Officer in question. When a Chapter Officer position becomes vacant, an interim Chapter Officer will be appointed by the President and approved by the Chapter Board for the duration of the term of office for the vacated position.

## **ARTICLE III**

### **ELECTIONS**

**3.01 ELECTIONS AND TENURE.** The Chapter Board may have the following Officers: President, Vice President, Secretary, Treasurer, Chaplain, and Past President. The term of office



shall be President for four (4) years, Vice President three (3) years, Secretary two (2), Treasurer two (2) years, Chaplain (no term limit), Past President four (4) years. At-Large Officers (Wing Leaders) two (2) years. Officers may repeat and serve consecutive terms. There is no limit to the number of times that a Chapter Officer may be elected. The Chapter Officers are elected by a simple majority of the Chapter members attending the annual business meeting.

Secretary and Treasurer positions may be combined with Chapter Board approval.

**3.02 ELECTION OF CHAPTER OFFICERS.** Will be held yearly, and scheduled as part of that Chapter business meeting. Election to the board is by simple majority of the registered Chapter members present at the yearly business meeting. Chapter registered members will be notified of the Chapter Officers election by Chapter newsletter announcement and will be posted on the Chapter's webpage at least three (3) weeks in advance of elections. Chapter members requesting to be nominees to the Chapter Officers position may verbally or in writing (handwritten or electronic) their name, address, phone number, chapter membership number, and e-mail address to the President of the chapter board no later than the first day of January. The Chapter Board will review nominations at least one week prior to the January meeting. Those approved or not approved will be notified by mail.

## **ARTICLE IV**

### **COMMITTEES**

**4.01 COMMITTEE MEMBER APPOINTMENT.** The Chapter Board may designate one or more committees to include local area Wing committees; each committee shall consist of one or more of the Chapter Officers of the Chapter Board. The Chapter Board may designate one or more Officers as alternate members of any committee, who may replace any absent or disqualified member at any meeting of the committee.

In the absence or disqualification of a member of a committee, the member or members present at any meeting and not disqualified from voting, whether or not that member or members constitute a quorum, may unanimously appoint another member of the Board to act at the meeting in the place of any absent or disqualified member.

The committee or committees may exercise all the powers and authority of the Board in the management of the business and affairs of the committee. No such committee with have the power or authority in reference to the following matters:

- a. Approving or adopting any action or matter expressly required by the Chapter Board.
- b. Adopting, amending or repealing any Bylaws of the Chapter.



**4.02 TENURE.** Each member of a committee will serve at the pleasure of the Chapter Board.

**4.03 MEETINGS AND NOTICE.** The method by which meetings may be called and notice requirements for these meetings as set out in the Bylaws will apply to any committee designated by the Chapter Board as appropriate.

**4.04 QUORUM.** The requirements for a quorum as set out in these Bylaws will apply to any committee designated by the Chapter Board as appropriate.

**4.05 ACTION WITHOUT A MEETING.** The requirements and procedures for actions without a meeting as set out in these Bylaws will apply to any committee designated by the Chapter Board as appropriate.

**4.06 RESIGNATION AND REMOVAL.** Any member of a committee may be removed at any time, with or without cause, by a resolution adopted by a majority of the full Chapter Board. Any member of a committee may resign from the committee at any time by giving written notice to the President of the Chapter Board, and unless otherwise specified in the notice, the acceptance of this resignation will not be necessary to make it effective.

**4.07 VACANCIES.** Any vacancy in a committee may be filled by a resolution adopted by a majority of the full Chapter Board.

**4.08 COMMITTEE RULES OF PROCEDURE.** A committee will elect a presiding officer (Chairman) from its members and may fix its own rules of procedure provided they are not inconsistent with these Bylaws. A committee will keep regular minutes of its proceedings, and report those minutes to the Chapter Board at the first subsequent meeting of the Chapter Board.

## **ARTICLE V**

### **MEETINGS**

**5.01 SCHEDULED MEETINGS.** The annual business meeting shall be scheduled in January of each year. The purpose of this meeting is for the selection and or confirmation of the Chapter Board of Directors. A Chapter Board Officer must contact the President by phone, mail, or email if they are not able to attend any scheduled or special Chapter meetings.

Chapter Board Officers may be asked to resign if not active in duties of term.

**5.02 SPECIAL MEETINGS.** A Chapter Board Officer can request to have a special meeting of the Chapter. Special meetings shall have three (3) Board Officers present and the full Chapter Board shall be notified.

**5.03 COMMITTEE MEETINGS.** The committee chairman has the power to call committee meetings to conduct committee business. All committee members must be notified and given at least one (1) week notice of the meeting to be held, unless a majority of committee members are able to agree on a shorter notice.

**5.04 QUORUM.** A majority of the Chapter Board Officers in attendance at the duly called meeting shall constitute a quorum for the transaction of any business for the Chapter. A majority of Local Wing Committee members in attendance shall constitute a quorum for the transaction of any business for the committee. Tie votes shall be broken by the President/Chairman when necessary.

## **ARTICLE VI**

### **LOCAL WING COMMITTEES**

**6.01 ESTABLISHING WINGS.** The Chapter Board shall have the authority to establish four (4) strategic Wings representing the Chapter throughout the State of Wyoming. The Chairman of the Local Wing shall be the designated At-Large Board Officer to the Chapter Board. These Wings shall adhere to the principles of these written bylaws.

**6.02 POWERS OF CHAIRMAN.** The Chairman of each Local Wing shall be empowered to designate any member from the Wing to represent that Wing at Chapter Board meetings in the event the Leader is unable to attend. A delegate may be appointed. This delegate shall be provided with a written proxy from the Wing Leader, or other officer, which shall be submitted to the presiding officer of the Directors meeting. The delegate will then be empowered to exercise the Wing Chairman's vote in all transactions of the Chapter business.

**6.03 WING MONIES.** The Chapter Treasurer shall collect the treasury from any active Wing unless other arrangements are made and agreed upon by the Chapter Board. In the event of the dissolution of the Wing in which other arrangements were made, its assets shall be transferred to Chapter Treasurer.

**6.04 WING ELECTIONS.** Local Wings shall hold an election of Wing committee officers at least once during each calendar year during the two-month period beginning December 1<sup>st</sup> and ending January 31<sup>st</sup> each year. Local Wings Committees may hold Special Elections at any time throughout the year as provided and defined in these Chapter Bylaws.

**6.05 WING VOILATIONS.** Wings Committees must not violate any provisions of the Chapter Constitution and Bylaws.



**6.06 WING RESPONSIBILITIES.** Local Wings Committees shall make decisions for or resolve issues on a local basis only. Any regional or statewide issues or decisions shall be given to the Chapter Board for resolution.

## **ARTICLE VII**

### **MISCELLANEOUS**

**7.01 INSPECTION OF BOOKS AND RECORDS.** All books and records of Chapter may be inspected by any registered Chapter member or by other entities with approval of the Chapter Board.

**7.02 CHAPTER MEMBERSHIP FEES.** Fees or assessments may be levied as a condition of membership to the Members if needed. These fees would be set by the Chapter Board and shall be ratified by the majority of members at the annual meeting.

**7.03 MODIFICATION OF BYLAWS.** These bylaws may only be altered or amended by the affirmative vote of two-thirds (2/3) majority of Chapter members present at a scheduled or special meeting. Notice of such vote on the bylaws must be provided to the Chapter Officers at least two (2) weeks in advance and such notice must describe the modification to be proposed.

#### **7.04 FLIGHT OPERATIONS.**

1. It shall be the pilot's responsibility to comply with the Federal Air Regulations and maintain pilot and aircraft currency.
2. Passengers shall not be charged for Chapter provided transportation, but donations from all sources are welcome if appropriate.
3. Patient confidentiality shall be observed as appropriate or as requested.
4. Each Chapter pilot shall self- monitor, so that flight standards equal or exceed FAA requirements.
5. Pilots shall comply with all Chapter; policies & procedures, guidelines, and documentation requirements.

#### **7.05 VAN OPERATIONS.**

1. It shall be the driver's responsibility to comply with all road and travel laws.
2. Passengers shall not be charged for Chapter provided transportation, but donations from all sources are welcome if appropriate.



3. Patient confidentiality shall be observed as appropriate or as requested.
4. Driver's shall comply with all Chapter; policies & procedures, guidelines, and documentation requirements.

**7.06 INSURANCE REQUIREMENT FOR PROJECTS.** Any projects in which the general public is invited to participate may be required to have adequate public liability insurance.

## **ARTICLE VIII**

### **AMENDMENTS**

**8.01 AMENDING BYLAWS.** Any amendment to the Bylaws of the Chapter shall be approved by the Chapter Board, or a majority of Chapter Officers, prior to presentation to voting members at any scheduled meeting.

**8.02 AMENDING QUORUM.** These amendments shall be accomplished by two-thirds (2/3) majority vote of the eligible Chapter members present at the meeting or simple majority of eligible voting members online. Online voting in lieu of a meeting vote may be used at the pleasure of the Chapter Board or majority of the Chapter Officers.

## **ARTICLE IX**

### **DISSOLUTION**

**9.01 CHAPTER DISSOLUTION.** In the event of dissolution of the Chapter, its assets shall be transferred to Pilots for Christ International.

See non-binding Procedure Agreement for any additional information.

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These Bylaws were adopted at the \_\_\_\_\_ Meeting for Pilots for Christ International – Wyoming Chapter.

# FORMS



Pilots for Christ International  
Wyoming Chapter  
P.O. Box 94  
Gillette, WY 82717

**PILOT TRIP LOG & REIMBURSEMENT FORM**

DATE OF TRIP: \_\_\_\_\_

PILOT: \_\_\_\_\_ HOURS LOGGED: \_\_\_\_\_

DESTINATION/ROUTE: \_\_\_\_\_

LENGTH OF TRIP (Ex: 2 days, half a day):  
\_\_\_\_\_

PASSENGERS (please list names):  
\_\_\_\_\_  
\_\_\_\_\_

REASON FOR TRIP (IN DETAIL):  
\_\_\_\_\_  
\_\_\_\_\_

FUEL: \$ \_\_\_\_\_ FOOD: \$ \_\_\_\_\_

MISCELLANEOUS (PLEASE LIST OUT):  
\_\_\_\_\_

TOTAL COST OF FLIGHT: \$ \_\_\_\_\_

WAS THE VAN IN CENTENNIAL, CO USED?  No  Yes HOW DID IT RUN/ANY PROBLEMS:  
\_\_\_\_\_

ADDRESS TO WHICH REIMBURSEMENT NEEDS TO BE MAILED:  
Address:  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_  
Pilot's Signature

\_\_\_\_\_  
Date

**\*Please mail this form and attach copies of all receipts to the above listed address.**





Pilots for Christ International  
Wyoming Chapter  
P.O. Box 94  
Gillette, WY 82717

**AUTO PILOT TRIP LOG & REIMBURSEMENT FORM**

DATE OF TRIP: \_\_\_\_\_

DRIVER(S): \_\_\_\_\_

HOURS LOGGED: \_\_\_\_\_ MILES: \_\_\_\_\_ # Bibles given out \_\_\_\_\_

DESTINATION/ROUTE:

PASSENGERS (please list names and addresses):

- 1.
- 2.
- 3.

REASON FOR TRIP (IN DETAIL):

COST OF ENTIRE TRIP:

FUEL: \_\_\_\_\_ FOOD: \_\_\_\_\_

HOTEL: \_\_\_\_\_

MISCELLANEOUS (PLEASE LIST OUT): \_\_\_\_\_

**TOTAL COST:** \_\_\_\_\_

**\*Please mail this form and attach copies of all receipts to the above listed address.**



Pilots for Christ International  
 Wyoming Chapter  
 P.O. Box 94  
 Gillette, WY 82717

**VOLUNTEER DONATED TIME SHEET- MONTHLY**

<u>Name:</u>			<u>Address:</u>		
<u>Month &amp; Year</u>			<u>Phone#:</u>		
<u>Dates</u>	<u>Start &amp; End Time</u>	<u>Total Time</u>	<u>Description of work performed.</u>		
<u>Signature:</u>			<u>Date Sent to Book Keeper/Treasurer:</u>		



Pilots for Christ International  
Wyoming Chapter  
P.O. Box 94  
Gillette, WY 82717

**DONATION & CONTRIBUTION RECEIPT**

<u>Donator Name:</u>	<u>Date:</u>
<u>Donator Address:</u>	<u>Donation Location:</u>
<u>Description of item(s) Donated:</u>	<u>Estimated Value &amp; What Estimate Based On:</u>
<u>Donator Signature:</u>	<u>Name of Pilots for Christ – WY Representative:</u>





Pilots for Christ International  
Wyoming Chapter  
P.O. Box 94  
Gillette, WY 82717

## Confidentiality Agreement

This agreement shall be signed by any person(s) having access to a Requestors personal information supplied to Pilots for Christ International – Wyoming Chapter.

(a) THE UNDERSIGNED UNDERSTANDS AND AGREES THAT; Pilots for Christ International – Wyoming Chapter has requested a review of certain confidential information pertaining to a mission request to determine if the request meets the criteria for approval.

(b) All documents, data compilations, reports, photographs and any other information provided shall be kept confidential by the UNDERSIGNED unless written permission is granted by the Requestor for its release.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



Pilots for Christ International  
Wyoming Chapter  
P.O. Box 94  
Gillette, WY 82717

**VAN USAGE FORM**

**Please fill out the form below and email this back to:**  
**PCI\_WY@VCN.COM**

CONTACT NAME (print): \_\_\_\_\_

CONTACT PHONE: \_\_\_\_\_

PLANNED/USAGE DATE: \_\_\_\_\_

DURATION OF USE: \_\_\_\_\_

DONATION FOR NON PCI TIME: \_\_\_\_\_

YOU ACKNOWLEDGE THAT YOU HAVE READ AND AGREE TO VAN USAGE  
POLICY/GUIDELINES:

\_\_\_\_\_  
Member name/signature and date

\_\_\_\_\_