

## 2008 Virginia Regional Festival of Flight Volunteer Guide

Welcome to the Virginia Regional *Festival of Flight*! This is the 11th annual Fly-In sponsored by the Virginia Aviation Council and our first at Suffolk Airport (SFQ).

Volunteers are the life-blood of our fly-in. We could not have our Festival without the support of a dedicated group of individuals who give their time to make this event a success. We are working to add volunteers from the Tidewater area in 2008. Information in this guide is intended to help make our Festival more enjoyable for you.

If you have not already done so, please register to help. Our on-line registration process is set up to collect just enough information to allow us to contact you and your preferences for volunteer jobs. Your personal information will remain private and will only be used for the Fly-In activities. If you register at least five days before the Fly-In, you should receive a confirmation email showing your job selections. If you pre-register on-line to volunteer for at least 4 hrs, and do this by noon on Friday 13 June, you will be eligible to receive free admission, free camping, and to attend the Volunteer Dinner on Saturday night.

We have a variety of jobs available that cover all aspects of the Fly-In. You do not have to be a pilot, all that is required is a love of aviation and a volunteer spirit. The Volunteer section of our website <http://www.virginiaflyin.org/volunteer.htm> contains a wealth of information on our volunteer jobs, schedules, duties, and what to expect. Most of the shifts are broken down into 4-hour segments, 8AM to Noon and Noon to 4PM, but there are some exceptions. Please refer to the attached Volunteer Job List for contact information and basic schedules. Questions can be directed to individual Committee Heads or to our Volunteer Coordinator. If at any time you need to make changes to your registration contact our Volunteer Coordinator, [Judy Pastusek](mailto:Judy.Pastusek@comcast.net) by emailing her at [pas26va@comcast.net](mailto:pas26va@comcast.net) or call her at 703-966-8692.

Here is some basic information:

- Volunteers of all ages are welcome; volunteers under the age of 18 must have direct adult supervision, either a parent or the head of a volunteer group, e.g., CAP, Boy Scouts.
- Volunteers must hold a valid driver's license to operate any vehicle or machinery, including golf carts, at the Festival.
- Our volunteers are typically identified by a colored wristband.
- A special parking area is available for the volunteer workers.
- When you arrive, please check in at the Volunteer tent near the main entrance. Name tags and wristbands will be available there. There will be a list of all our pre-registered volunteers as well as areas where we still need help. You will be sent to the correct committee head to direct your activities. We certainly accept walk-in volunteers but scheduling is much easier when we know who is planning to attend. It also makes it easier to plan for lunches and dinners.
- The dining tent is available as a place to sit down throughout the day to get out of the sun to rest.

During the fly-in we try to take care of the needs of the volunteer staff with lunch and cold water, but don't forget to bring anything you might need such as:

- Clothing appropriate for June weather in Tidewater, Virginia
- Sun Screen, sunglasses, insect repellent and a hat
- Camera, film, memory cards, batteries
- Any necessary medications

Saturday night is the Volunteer Dinner. It is free for those registered volunteers who will have worked at least 4 hours during the Festival. The dinner is prepared by volunteers and starts at 6PM. Our dinner speaker will be Ron Wagner from EAA. All Festival attendees are eligible to attend the dinner for a suggested donation of \$7.

## 2008 Virginia Regional Festival of Flight Volunteer Jobs

### Admissions

This is the first point of contact at the Fly-In for each person entering by auto. Collects admission fees, passes out program booklets. May involve assisting with survey forms and raffle tickets. Location: At the main entrance, under a tent and out of the sun.

Chair: Marty Heller [marty\\_away@hotmail.com](mailto:marty_away@hotmail.com)  
703-732-3264

Shifts: 8AM – Noon, Noon – 4PM

### Aircraft Judging

Significant attraction for pilots attending a Fly-In is to have his/her airplane judged by a committee against specific standards for each class of airplane. Judges must have a broad background in aviation, aircraft maintenance or home building and training in judging standards. Training to be provided at Picnic for those with minimum qualifications

Chair: Al Sparks [jhsparks@comcast.net](mailto:jhsparks@comcast.net)  
703-590-9112

Shifts: 8AM – Noon, Noon – 4PM

### Aircraft Parking

This is one of the most important jobs at the Fly-In. After airplanes land, they must be directed to the proper parking area; on departure they must be directed out of the ramp/display areas. The proper control of ground traffic is vital to safety at the Fly-In.

Chair: Brutus Russell  
[brutus.russell@chesapeakecom.com](mailto:brutus.russell@chesapeakecom.com)  
804-883-5265

Shifts: 7AM – 1130AM, 1130AM – 4PM

### Aircraft Registration

Maintains a log of arriving airplanes, collects admission fees for pilots and passengers, handles procedures for planes that are requesting to be judged. Location: You are under a tent and out of the sun. Note: This is a busy area and can be a great job for someone with limited mobility.

Chair: Peter Braswell [peter.braswell@gmail.com](mailto:peter.braswell@gmail.com)  
804-934-0300

Shifts: 8AM – Noon, Noon – 4PM

### Auto Parking

Directs incoming automobiles to parking, insuring volunteers and campers are directed to appropriate areas.

Chair: Charles Collier [N4866E@netzero.net](mailto:N4866E@netzero.net)  
804-695-9320

Shifts: 8AM – Noon, Noon – 4PM

### Campground Attendant

Directs campers to their parking areas, collects admission and camping fees.

Chair: Theresa Speight [jtjsp8@cox.net](mailto:jtjsp8@cox.net)  
757-714-1654

Shifts: 8AM – Noon, Noon – 4PM

### Drawing Sales

Sells raffle tickets for donated merchandise.

Location: Rotating locations at the Fly-In. Note: Requires contact with attendees and sales skills.

Chair: Dale Fowler [f100f4f5@yahoo.com](mailto:f100f4f5@yahoo.com)  
757-876-0978

Shifts: 8AM – Noon, Noon – 4PM

### EAA Membership

Talks to public about membership in EAA and passes out membership forms. Location: Under a tent and out of the sun. Note: Great job for someone with limited mobility.

Chair: Needed

Shifts: 8AM – Noon, Noon – 4PM

### Field Setup and Take Down

One of the most important part of the volunteer work force. Some of the setup work is done the weekend before the Fly-In. The majority of the setup work begins on Thursday and Friday completes the process. Fences must be installed, tents raised, tables and chairs placed around the field, and a host of other details. On Sunday evening and Monday, we have to take it all back down. Some of the jobs require moderate-to-heavy lifting. Others can be done sitting down in the shade by people with limited mobility. We can use anyone who can volunteer. Pickup trucks are very desirable for this job.

Chair: Cotton Matthews In care of Jack Simons  
[himax564@verizon.net](mailto:himax564@verizon.net) 804-271-0601

Shifts: Thurs: 8AM – 4 PM, Friday 8AM to Complete Sunday: 4PM to 8PM Monday: 8AM to Finish

### Fly-In Merchandise Sales

Sells council merchandise such as tee-shirts, patches and drawing items. Location: You are under a tent and out of the sun. Note: Great job for someone with limited mobility.

Chair: Needed

Shifts: 8AM – Noon, Noon – 4PM

### **Forums and Workshops**

Performs on-site check in of presenters and attendees. Helps direct people to the correct tent and keeps attendance logs. Location: Outside the forum and workshop tents.

Chair: Dee Whittington [dewittw@earthlink.net](mailto:dewittw@earthlink.net)  
804-358-4333

Shifts: 8AM – Noon, Noon – 4PM

### **Information Booth**

Hands out information, field maps and answers questions on the Fly-In. Location: You are in a tent under the Information banner and out of the sun. Detailed knowledge of the Fly-In, EAA, and aviation in general highly desired. Note: This is a great job for someone with limited mobility.

Chair: Needed

Shifts: 8AM – Noon, Noon – 4PM

### **Pancake Breakfast**

Setup, preparation, serving and cleanup for breakfast at the Fly-In on Saturday and Sunday mornings.

Location: Large tent out of the sun

Chair: Roger Hoover [rogermhoover@comcast.net](mailto:rogermhoover@comcast.net)  
804-275-2275

Shifts: 7AM – 11AM

### **Radio Controlled Model Airplanes**

Assists attendees to fly the model airplanes. Experience in RC model flying is required.

Chair: Henry Cahoon [henry@hotmail.com](mailto:henry@hotmail.com)  
757-487-6439

Shifts: 8AM – Noon, Noon – 4PM

### **Refuse Pick-Up**

Helps to keep the trash cans emptied and keep the airfield grounds clean.

Chair: Steve McLaughlin  
804-932-3693

Shifts: 8AM – Noon, Noon – 4PM

### **Security**

Oversee security during Fly-In operating hours.

Chair: Steve Parker [parkersc@nc.rr.com](mailto:parkersc@nc.rr.com)  
910-257-8452 cell

Shifts: 8AM – Noon, Noon – 4PM

### **Shuttle**

Drives a shuttle on the airfield to move attendees around the Fly-In. Requires a licensed driver and experience in driving a tractor.

Chair: Cliff Martin [southriverent@rockbridge.net](mailto:southriverent@rockbridge.net)  
540-261-4392

Shifts: 8AM – Noon, Noon – 4PM

### **Signs**

Puts out signs on Friday before the Fly-In and takes down and stores signs after the Fly-In on Sunday pm. These signs are on the highway and the airfield. Some lifting required. An additional pickup truck is necessary.

Chair: Brad Bradford [rmaxair@cs.com](mailto:rmaxair@cs.com)  
757-498-3230

Shifts: During Field Setup and Takedown

### **Ultralight Field**

Parks airplanes, answers questions, and provides crowd control at the Ultralight side of the field. Familiarity with ultralights and powered parachutes is desirable.

Chair: Berk Pleasants [berkp@hughes.net](mailto:berkp@hughes.net)  
804-375-9132

Shifts: 8AM – Noon, Noon – 4PM

### **Volunteer Dinner**

Setup, preparation, serving and cleanup for dinner for the Fly-In volunteers and other attendees on Saturday evening. Location: Large tent out of the sun

Chair: Gordon Campbell [flytova@gmail.com](mailto:flytova@gmail.com)  
757-442-7519

Shifts: 4PM – 8 PM

### **Volunteer Lunch**

Setup, preparation, distribution and cleanup for lunches for volunteers on Sat and Sun. Location: In a tent out of the sun and distributing lunches to various airfield locations.

Chair: Gordon Campbell [flytova@gmail.com](mailto:flytova@gmail.com)  
757-442-7519

Shifts: 10 AM to Noon

### **Volunteer Placement**

Works with Volunteer Coordinator to register and direct volunteers to their work areas on the airfield.

Chair: Judy Pastusek, [pas26va@comcast.net](mailto:pas26va@comcast.net)  
703-966-8692

Shifts: 7AM – Noon, Noon – 4PM

### **Youth Area**

Provide our younger visitors with aviation related activities. Location: Under a tent and out of the sun.

Chair: Janie Fowler [f100f4f5@yahoo.com](mailto:f100f4f5@yahoo.com)  
757-876-0978

Shifts: 8AM – Noon, Noon – 4PM

