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1 January 2009

FLIGHT MANUAL SUPPLEMENT NO. 1 - PART I

SUBJECT: Consolidation of Previous Supplements

TO: All Daedalian Flights

1. GENERAL

- a. This Supplement is in two parts. Part I contains Order of Daedalians material and Part II contains information on Daedalian Foundation Scholarships.
- b. This Supplement supersedes the Flight Manual Supplement No. 1, Part I, dated 1 January 2008, and revises, supplements, and updates the current Daedalian Flight Manual dated 2004.
- c. The Order's Bylaws, as approved 1 January 2004, provide instructions, guidance and parameters applicable to Flight organization and operation. If conflicts or inconsistencies arise in the materials presented herein, the provisions of the Bylaws take precedence. When substantive changes are made in the Bylaws, they will be distributed to the membership.
- d. Comments and recommendations are encouraged and should be sent to National Headquarters.
- e. Membership Reinstatement:
 - (1) Up to five years: If a dropped dues-paying member has not paid annual dues for up to five years, he or she can reactivate by paying two years' worth of dues (currently \$25.00 per year) for a total of \$50.00 since we retain old records for five years. If you are in doubt, contact National Headquarters.
 - (2) Over five years: If a dropped dues-paying member has not paid annual dues for over five years, a completely new application must be submitted (same requirement as a first-time applicant). Eligibility must be proved again at the time of the re-application. The fee is \$25 for the current year plus \$15.00 for registration, for a total of \$40.00. Rejoining after 1 October will cover the current and next calendar year. If you are in doubt, contact National Headquarters.

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3. QUARTERLY FLIGHT ACTIVITY REPORTS

a. These reports are vital communication links between the Flights and National Headquarters. In order for a Flight to qualify for the Jimmy Doolittle Distinguished Flight Award and the Flight Rebate Program, it must submit all four quarterly reports on time. The prescribed format for this report is included as Attachment A-I which may be reproduced.

b. These are the essential parts of the report:

(1) PERIOD OF REPORT: Prepare reports as of the last day in each calendar quarter and submit so as to be postmarked NO LATER THAN 90 days after the end of the quarter being reported. They will be numbered consecutively, and the period identified:

- Activity Report #1 for period 1 Jan – 31 Mar _____ (Current year)
- Activity Report #2 for period 1 Apr – 30 Jun _____ (Current year)
- Activity Report #3 for period 1 Jul – 30 Sep _____ (Current Year)
- Activity Report #4 for period 1 Oct – 31 Dec _____ (Current Year)

(2) FLIGHT MEMBERSHIP STATUS: This input provides the National Commander and the Jimmy Doolittle Distinguished Flight Selection Committee a continuous account of membership strength. It reflects the relative growth and progress of the Flight and the Order of Daedalians.

NOTE: In the 4th Quarterly Report (1 October through 31 December), indicate the number of Flight members for whom rebate payments are claimed and attach a list or an annotated Flight roster indicating their names, addresses, phone numbers and member numbers (see paragraph 5b of this Supplement).

(3) MEMBERSHIP LOSSES OR GAINS: If appropriate, explain the Flight membership losses or gains reflected under "Flight Membership Status". Identify deceased members to include FULL NAME, DATE OF DEATH, AND THE NAME AND ADDRESS OF SPOUSE OR OTHER SURVIVOR(S) AND THEIR RELATIONSHIP(S). This information allows the National Commander to send a letter of condolence.

(4) SUMMARY OF FLIGHT ACTIVITIES: The summaries should be brief and concise and contain sufficient information to adequately describe each Flight activity such as regularly scheduled Flight meetings, executive type meetings or activities, the number of participants (including guests) and a brief description of the program or event. For each regularly scheduled Flight meeting, the summary should include the number of Flight members (Daedalian members only) in attendance.

(5) REMARKS: In the 3rd quarterly report (1 July - 30 September), indicate the identity, current status, and progress of each recipient receiving matching scholarships, Descendent scholarship funds and CFIP's during the previous three years (see paragraph 5, Attachment A-I, for details.)

4. JIMMY DOOLITTLE DISTINGUISHED FLIGHT AWARD

a. In 1984, the Distinguished Flight Award was renamed the Jimmy Doolittle Distinguished Flight Award. It remains an award for Flights judged to have conducted, during the previous calendar year, the most effective program of activities advancing the Tenets and Objectives of the Order. The awards are metal plaques mounted on wooden bases, and they are presented to the winning Flights at the Member Meeting during the annual Daedalian convention.

b. In order to be considered for this award, Flights must submit all four (4) Quarterly Flight Activity Reports in the manner and form prescribed in paragraph 3 and Attachment A-I of this Supplement. These reports keep the National Staff informed, but more importantly, they are used by the Jimmy Doolittle Distinguished Flight Selection Committee to evaluate and score Flight activities. Flights must have submitted a report for each quarter in the calendar year (on time) to be considered for this award.

c. As soon as possible after 31 March, the National Commander will convene a Jimmy Doolittle Distinguished Flight Selection Committee to select the distinguished Flights for the previous calendar year. In arriving at its selections, this committee will be guided by the evaluation point system described in Attachment B-I. The winning Flights will be notified prior to the annual convention so the Flight Captain or a designated representative can be present to accept the award.

d. A total of four awards will be given; one for the distinguished Flight in each of the following categories:

| <u>Size of Flight Membership</u> | <u>Category</u> |
|----------------------------------|-----------------|
| Fewer than 70 | A |
| 70 - 100 | B |
| 101 - 200 | C |
| Over 200 | D |

5. FLIGHT REBATE PROGRAM

a. This program is designed to encourage growth in Flight membership and greater member participation in Flight programs and activities. In order to qualify for rebate payments, Flights must submit four Quarterly Activity Reports on time during the calendar year. The contents and format of these reports are shown in paragraph 3 and Attachment A-I of this Supplement.

b. In the Quarterly Flight Activity Report for the last quarter, (1 October through 31 December), include in paragraph 2 the total number of qualified Flight members claimed for the rebate payment. Count only those who are current in their Flight dues as of 31 December. Also attach a list of the Flight members for whom the rebate is claimed (Daedalians only-Named and Hereditary members). A current Flight membership roster, updated to 31 December, may be used for this purpose. This program presupposes clear and precise Flight Membership rules and specific requirement for the payment of Flight dues. Rebate payments are claimed and paid only for Daedalians. The Flight membership roster must be post marked NO LATER THAN 31 March if it is to be considered for the Flight Rebate Program.

c. Flights qualifying for a rebate will be paid \$50.00 each plus \$0.50 for every qualified Flight member.

6. DAEDALIAN JUNIOR ROTC ACHIEVEMENT AWARD PROGRAM

a. GENERAL: JROTC units of the Army, Navy, Air Force and Marine Corps participate in this program. Flights are encouraged to lead local activities in the utilization of this program by all services.

b. PURPOSE: This award recognizes one outstanding cadet per high school annually who is a third year cadet in a four-year program or a second year cadet in a three-year program. This will enable the recipient to wear the ribbon during the final year in JROTC.

c. DESCRIPTION: The award consists of a medal and ribbon bar. The medal is fashioned after an ancient Grecian plaque discovered by a Daedalian in the village of Lavadia, Greece. This plaque depicts Daedalus and his son Icarus fabricating their legendary wings of wax and feathers.

d. ELIGIBILITY: The following minimum criteria will be used to determine eligibility:

(1) Demonstrated an understanding and appreciation of patriotism, love of country and service to the nation.

(2) Indicated a potential and desire to pursue a military career.

(3) Ranked in the upper 10% of his or her class in the JROTC program.

(4) Ranked in the upper 20% of his or her school class.

e. ADMINISTRATION:

(1) This award is available to all Daedalian Flights and some JROTC units.

(2) The Senior Aerospace/Military/Naval Science Instructor in the JROTC unit will select the recipient based on the above eligibility criteria.

(3) The presentation of this award will be made, whenever possible, by a Daedalian. The instructor, upon selecting the recipient, will contact the local or nearby Daedalian Flight, if there is one available, to arrange for the presentation of this award by a Daedalian.

(4) Ideally, the presentation of this award should result from the joint and cooperative efforts between Daedalian Flights and local JROTC units. Where a joint and cooperative effort between a Daedalian Flight and a JROTC unit is not possible or a Daedalian is not available to present this award, the instructor should insure that the award is presented by a person in military uniform.

(5) The medal and ribbon bar denoting this award will be furnished by the participating Daedalian Flight. Neither the exact date of presentation nor the award recipient need be selected before requesting the medal. Requests will be processed on a first-come-first-serve basis. Mail, fax, and e-mail requests for medals will be honored. **Flights will be given priority on a first-come first-serve basis. Any medals remaining may be issued to the JROTC units, also on a first-come, first-serve basis.**

f. PRESENTATION CEREMONY:

(1) We encourage local and advance publicity of the presentation ceremony. The inspirational value of the award is enhanced when presented at a suitable ceremony attended by the recipient's contemporaries, supervisory personnel and members of the Order of Daedalians. Copies of "An Introduction to the Order of Daedalians" are available for distribution to JROTC units from the National Headquarters, or on the Internet.

(2) During award ceremonies it should be emphasized that the Order of Daedalians is a fraternity of commissioned military pilots from all military services. It is named after the mythical figure, Daedalus, and was organized by World War I commissioned military pilots who sought to perpetuate the spirit of patriotism, love of country and those high ideals of self-sacrifice which place service to the national above personal safety and position. This award is offered to encourage the development of these traits in JROTC cadets and to interest them in a military career.

g. REPORTS:

(1) JROTC units will comply with their service reporting instructions, furnishing a copy of all materials to the Daedalian Foundation.

(2) Daedalian Flights participating in joint or cooperative efforts with JROTC units should include details of the program and the award presentation in their Quarterly Flight Activity Report.

7. WRIGHT FLIGHT PROGRAM

“The Wright Flight Inc.” is a non-profit corporation which provides an early exposure to aviation as a vehicle to stimulate student self esteem and motivate their interest and capacity to learn, to achieve, and possibly to pursue an aerospace career. The nine-week aviation history course they must attend in addition to the flight instruction helps meet that mission statement. It is a structured program that takes youngsters through a series of modules beginning with the Wright Brothers and World War I aviation. There are modules that review the early days of aviation, including barnstorming and early air mail, and World War II and the air war in Vietnam.

For more information about Wright Flight contact “Robin” Stoddard, Executive Director, Wright Flight Inc., 7075 S. Plumer, #14, Tucson, AZ 85706, (520) 294-0404.

Daedalian Flights wishing to participate in the Wright Flight Program should contact Wright Flight Inc. directly. Reference to Wright Flight activities should be included in Quarterly Flight Activity Reports.

8. LIFE MEMBERSHIP RATE SCHEDULE

a. Based on current annual dues and actuarial data, the Board of Directors has approved the following Life Membership fees.

| <u>Age Group</u> | <u>Rate</u> |
|------------------|-------------|
| *30 and under | \$760.00 |
| 31 - 35 | 730.00 |
| 36 - 40 | 680.00 |
| 41 - 45 | 620.00 |
| 46 - 50 | 560.00 |
| 51 - 55 | 490.00 |
| 56 - 60 | 430.00 |
| 61 - 65 | 360.00 |
| 66 - 70 | 300.00 |
| 71-75 | 250.00 |
| 76 and over | 200.00 |

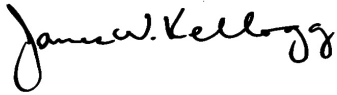
*In considering the member’s appropriate age bracket, we have found the birth date to be the least controversial determinant.

c. Life Membership may be purchased with installment payments over a 36-month period. A minimum initial payment of \$100.00 is required. The cost of the Life Membership will be based on the member’s age when it is purchased or when the minimum initial payment is received. Installment payments are made at the discretion of the purchaser, but regular

payments are recommended. It is the purchaser's responsibility to ensure that payment of the full cost of the Life Membership is completed within three years of the initial payment. Yearly reminders will be sent by National Headquarters. Those not completing payment within a three (3) year period will be refunded the initial deposit and all payments less the amount due for annual dues.

VOLABAMUS

VOLAMUS

A handwritten signature in black ink that reads "James W. Kellogg". The signature is written in a cursive style with a large, prominent initial "J".

JAMES W. KELLOGG
Colonel, USAF (Ret)
National Adjutant

QUARTERLY FLIGHT ACTIVITY REPORT

(Date)

FLIGHT # AND NAME _____

FLIGHT ADDRESS: _____

1. ACTIVITY REPORT # _____ for period _____ to _____.

2. MEMBERSHIP ACTIVITY:

a. Flight Membership Status (Report Daedalian members only):

| <u>Current Members:</u> | | <u>Changes This Quarter (List Names):</u> | |
|-------------------------|---------|---|---------|
| a. Named Members | _____ | e. Daedalians Recruited * | + _____ |
| b. Hereditary Members | _____ | f. Transferred in* | + _____ |
| c. Honorary Members | _____ | g. Transferred out | - _____ |
| d. Total This Qtr | _____ | h. Dropped by Flight | - _____ |
| (a+b+c above) | _____ | i. Deceased** | - _____ |
| Total Last Qtr | _____ | j. Resigned | - _____ |
| Total + or - this Qtr | # _____ | Total Changes this Qtr (+ or -) | # _____ |
| | | (e+f-g-h-i-j above) | |

TOTAL THIS QTR: _____

(NOTE: # and # are the same number.)

b. Rebate Information: (4th Quarter Report only)

Enter number of qualified Flight members claimed for rebate _____
Attach Flight Roster with names, addresses, phone numbers and member numbers.

3. MEMBERSHIP GAINS OR LOSSES (Use additional pages if necessary)

*Provide current local address

**Provide full name and address of next of kin and date of Last Flight

Attachment A-I

4. SUMMARY OF MONTHLY FLIGHT ACTIVITIES: (Use additional pages if necessary)

Meeting:

Date:

Number of Members Attending: _____

Number of Guests: _____

Name of Speaker: _____

Remarks: (Type of program, speaker's background, etc.)

Meeting:

Date:

Number of Members Attending: _____

Number of Guests: _____

Name of Speaker: _____

Remarks: (Type of program, speaker's background, etc.)

Meeting:

Date:

Number of Members Attending: _____

Number of Guests: _____

Name of Speaker: _____

Remarks: (Type of program, speaker's background, etc.)

Attachment A-I

5. SPECIAL ACTIVITIES:

Awards: (JROTC, CAP, other)

Scholarships:

List all information on scholarships awarded during the reporting period; i.e., name, amount, and type. In the 3rd quarterly report indicate the identity, status, and the progress individuals who have received Flight Matching scholarship funds, Descendant scholarship funds and CFIP's during the three previous years.

Other Activities:

(Project Warrior, Daedalian Room, Distribution of Flight Roster to Membership, Tours, Wright Flight, Fund Raising Activities, etc.)

6. REMARKS:

7. The Flight usually meets at

(Location, Date, & Time)

Prepared by (Sign and Print Name)

(Signed) Flight Captain

May be used to direct questions to National Headquarters

Attachment A-I

JIMMY DOOLITTLE DISTINGUISHED FLIGHT AWARD

Evaluation Point System

The Jimmy Doolittle Distinguished Flight Selection Committee will make its selections by evaluating each Flight submitting four quarterly reports according to the criteria in each of the following categories:

1. MEMBER RECRUITING: Maximum of twenty-five (25) points for new Flight members recruited in the calendar year. Points awarded will be based on one (1) point for each new member recruited.

2. FLIGHT SCHOLARSHIPS: Twenty (20) points are allocated to this category. Five (5) of the available points are reserved and awarded for reports submitted on previous scholarship winners included in third quarter activity reports (see note in paragraph 3b[5] of this Supplement). The selection committee awards points based on the number, the recipients, and the amount of the scholarship. The CFIP is considered a scholarship in this category.

3. FLIGHT AWARDS: Ten (10) points are allocated to this category. The selection committee awards points based on the number and significance of the awards.

4. FLIGHT MEETINGS: The Selection Committee may, according to the meeting's content, award more than 1/2 point for each meeting, but the total points awarded for this category will not exceed ten (10). Meetings held jointly with other Flights or those with prominent guest speakers or especially attractive programs are examples of meetings warranting additional point values.

5. CONVENTION PARTICIPATION: Attendance by the Flight Captain or his designated representative will automatically earn five (5) points. Attendance by the Flight Captain or his representative at the National Convention is very important. Whenever possible, Flights are encouraged to provide supplementary funds to help offset travel expenses.

6. DAEDALUS FLYER CONTRIBUTIONS: A maximum of five (5) points for articles submitted by the Flight and published in the *Daedalus Flyer* may be awarded. The Editor will evaluate each article based on composition, accuracy, clarity, interest, and supporting materials such as photographs.

7. FLIGHT PUBLICATIONS: A maximum of five (5) points for publication of Flight Bulletins, Newsletters, or other informational materials for the membership may be awarded. They should keep Flight members informed on all Flight activities. At a minimum, the publication should include information about the next Flight meeting, a summary of the last meeting, and news of Flight activities.

8. SPECIAL CONSIDERATION: A maximum of twenty (20) points based on up to five (5) points for each special consideration, but the total awarded for this category will not exceed 20. The Selection Committee may, according to its evaluation of the activity meriting special consideration, award more than five points each. However, the total for this category shall not exceed 20 points.

a. Activities that merit special consideration are:

- (1) Sponsoring aviation oriented projects.
- (2) Sponsoring appointments to Military Academies.
- (3) Participating in local military or civilian related projects such as Wright Flight or CAP programs.
- (4) Acquiring and furnishing a Daedalian Room (or wall).

Attachment B-I

(5) Printing and distributing to all Flight Members and National Headquarters a Flight Roster with addresses and phone numbers.

(6) Conducting aviation oriented tours organized by the Flight for Flight members, ROTC, CAP, or other cadets, student groups, civic organizations.

(7) Special efforts to raise scholarship funds (golf tournaments, refreshment stands, raffles, etc.).

b. Activities meriting special consideration are not limited to those listed above; however, they must be significant events related to the Daedalian goals requiring extra time and effort of Flight personnel.

MEETING INVOCATIONS

Daedalian Flight meetings are traditionally opened with a prayer. Listed below is a collection of prayers delivered by Chaplain "Robby" Robinson at various Stinson's' Flight Meetings or National Convention Meetings. They may be adopted for local use.

Dear God: We are grateful for, at least, three blessings this evening; for your presence with us, as always; for the usual good fellowship of our Order; and for the presence of our ladies. We pray a special blessing on them and bless our guest speaker and all our other guests. Be with Daedalians, here and everywhere, to keep us faithful to vows with our beloved ones and faithful to vows made as Daedalians. Help us, O Lord, to make strong our individual families as well as our greater family, the nation. Be with and bless our Commander-in-Chief and all the leaders in the military and public life who represent us and who have had a hand in shaping our future. Now, we offer our hearty thanks to you, gracious God, for the food and the fellowship and the edification we will enjoy this evening. May your mercy, forgiveness and blessing be upon all those who have flown and all who still fly; and to you, O Lord, we give all thanksgiving, praise, and glory. Amen.

O Lord God who, according to the Psalmist, hath made the clouds thy chariot and who rides on the wings of the wind, be with us who have soared in and around those clouds and have tried our wings on those winds. We acknowledge thy greatness and majesty, and because we have experienced the wonders of the heavens, we are humbled before thee. Hear us and accept our gratitude for all the blessings and goodness that thou hast extended to us. We are grateful for our very life which we have enjoyed to this time and now, we thank thee for this evening and this food which has been provided for our enjoyment and nourishment. To Thee we give all praise, honor, and glory. Amen.

"If you say to the Lord: 'My Refuge and my Fortress, my God in whom I trust;' then, God will raise you up on Eagle's Wings, bear you on the breath of dawn, make you to shine like the sun, give the angels charge of you to guide and guard you in all your ways, all your days." LORD, we do pray that you will be our refuge and fortress and our God in whom we put our trust. So, do raise us up on eagle's wings and guide and guard us everywhere, every way and to You we give thanks and praise for all our blessings, this night and always. Amen.

Almighty God, we are a favored group of Your created beings: Pilots (spouses and friends of pilots also) - forgive us for boasting about being special and privileged. We feel special because we have been discovered and learned the joy and thrill of flying through Your heavens; and privileged because we have gained knowledge and perspective of how boundless and wonderful is Your whole creation. Sometimes, dear Lord, we are lax and poor in our praying...but, surely, You have heard us when we are running out of altitude below, or the runway is slipping too rapidly behind us, or the headwinds are gobbling up our reserve fuel supply, or in any number of other emergency situations. In Your great graciousness, forgive our laxity and in Your all-knowing power, be aware of our spoken and unspoken prayers of gratitude for all our many blessings and for bringing us through safely in some difficult times....in the air or wherever we be. Now, be with us and bless the food and fellowship this evening and always....and to you be all glory and praise. Amen.

Almighty God, we praise and thank You for the great privilege of being pilots. By virtue of such privilege, we have seen and see the wonders of Your world, from a high and different perspective. We experience the freedom that comes with flying and sense an awesome power beyond our human capabilities. We cannot help but express appreciation for such privilege that gives us a glimpse of the vastness of the universe; for the thrill which only birds and angels know; and for the feeling of strength and might that seems almost akin to Your almighty power. Lord, let not that awesome view, fantastic freedom, and ponderous power provide just an ego trip, but may it put us on course, continue to inspire us to be leaders with vision, determination and strength to make our nation and your world a more heavenly place. Bless our efforts and bless us and all Daedalians, in your name, we pray. Amen.

Attachment C-I

Lord help us learn from our flying experiences; from those times we fly and have flown, teach us, we pray, lessons for life. It required knowledge, skill, courage, discipline, and perseverance to rise from earth's common surface to windswept heights where even eagles never flew. So, teach us, Lord, that to rise from the commonplace it, likewise, takes knowledge, skill, courage, discipline, and perseverance to reach the lofty heights of our ideals and worthy aspirations. May we keep our purposes in our sights and accomplish our missions in life as well and as successfully as we strive to carry out our flying missions. For these reasons keep us strong and steadfast. And now, we pray Thy gracious blessing upon the food, the fellowship and each one in this assemblage, not because we deserve it but because Thou art our Master Teacher, Lord, in whose name we pray. Amen.

As you have in the past, be with us now O Lord God: let us sense and know Your presence. We praise You and give thanks for the blessings of liberty and freedom in our land. Bless all who have sacrificed to attain and maintain a measure of truth and peace in our country and throughout the world. Continue to protect and guide us by Your grace, wisdom, and might: in Your Holy Name we pray. Amen.

Almighty God, once again we pause to ask thy special blessing on this special fellowship of those who have flown and those who fly. Again, we offer our thanks and appreciation for the food and enjoyment of this evening. Also, we are thankful for and appreciate the opportunities and the privileges, as well as the responsibilities and duties, that go along with being pilots. Especially when we are flying but, also, in all other aspects of life, we pray, give us clear minds, good judgment, and concern for others. Keep us courageous and confident because we trust in Thee our God and know that underneath us are Thy everlasting arms. Amen.

Dear Lord God, we pause to thank Thee for this evening's fun and food and fellowship. In our fraternity of Daedalians, we all claim to have wings, although none of us profess to be angels. We do not ask for the impossible, to be made angelic; but do help us be like angels, that is messengers, who spread the good word. May the word for us be love: Love of God, Love of Country, love for one another, love that will go to any ends for justice, freedom, and brotherhood. Be with us and bless us, we pray, that we may keep our ideals high and our motives pure, under Thy almighty guidance and protection. Amen.