



Girls IN AVIATION DAY

A Women in Aviation International® Event

HOST KIT 2024

Since WAI's first annual international Girls in Aviation Day in 2015, thousands of girls around the world have been inspired to explore aviation and aerospace. In 2020, WAI launched the Aviation for Girls app to connect with and educate girls, ages 8–18, all year-round.

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Visit www.WAI.org/giad for more details on
Girls in Aviation Day 2024

Visit the Aviation for Girls app and www.WAI.org/youth-education
for more information on WAI Youth Programs.

Girls in Aviation Day™ is a trademarked event of Women in Aviation International. Events may only be hosted by WAI Chapters or WAI Corporate Members and all references to Girls in Aviation Day must include the proper logo and branding.



Women in Aviation International
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Girls in Aviation Day Introduction and Policies

Introduction:

Girls in Aviation Day's mission is to educate and empower youth to pursue career journeys in aviation and aerospace. Hands-on activities and STEM connections foster inquisitive minds. Exposure to static aircraft displays promotes tangibility to ambitions. Female role models encourage and inspire youth to explore unique careers and design dreams. GIAD events exhibit new experiences within industries that youth may not have exposure to. Celebrate, empower, and inspire the future of aviation through the 10th Anniversary of Girls in Aviation Day.

Girls in Aviation Day has reached this remarkable milestone of 10 years due to continuous dedication and support from event hosts like you who make a difference around the world. Utilize this GIAD 2024 Host Kit as your guide for your GIAD event. It includes all the tools you need for planning, policies, resources, best practices, and much more. Girls in Aviation Day events have a lasting impact that navigates futures, breaks barriers, and inspires young women and girls to reach beyond the sky.

Submit your 2024 Girls in Aviation Day event at <https://bit.ly/GIAD24EventRegistration>

Policies:

Girls in Aviation Day is a trademarked event of Women in Aviation International. All GIAD events may only be hosted by [WAI Chapters](#) or [WAI Corporate Members](#). All references to Girls in Aviation Day must include the proper branded logo. All events must be reported to WAI and follow the policies in this host kit.

Safety – Establish a safety plan and practice the code of conduct. It is your number one priority as a host to make sure your GIAD event is secure for youth.

Flying – Please remember that Women in Aviation International and its representatives are not liable and may not conduct or promote any flying activities at WAI Chapter or GIAD events.

Demographics – WAI must report items such as age and demographics to our sponsors to ensure we are true to the mission of the program and to demonstrate growth. Make sure to set up your registration to include demographic questions. Demographic information is key to procuring additional sponsorship and grants.

Photos – Take lots of fun photos and ensure photos collected are utilized with permission. Share your best photos with WAI to be part of the wrap-up celebration.

Activity Kits – GIAD Activity Kits orders will open June 1, 2024, at the [WAI Chapter Store](#). Each GIAD event can request up to 50 GIAD Activity Kits provided by WAI at no cost. Extra kits are available to purchase for \$10. International orders and early U.S. events are due July 31, 2024. All U.S. events on September 21, 2024, or later are due August 5, 2024. All orders are subject to availability and must be verified and confirmed.

Aviation for Girls Youth Programs – Please share the free [WAI Junior membership](#) and [Aviation for Girls app](#) with GIAD attendees to engage them in [aviation education for the whole year](#). The Aviation for Girls app features all the resources for youth, including STEM activities, [Aviation for Girls magazine](#), [AFG Connect News](#), [AFG Engage E-Learning](#), [The Sky is Unlimited Career Guide](#), Junior contests, and much more.

WAI Contacts

Girls in Aviation Day Questions – GIAD@wai.org

Annie Stikeleather, Manager of Youth Programs, astikeleather@wai.org

Jessi Litz-Rowden, Manager of Chapter Relations, jrowden@wai.org

Free event for all!

App available year-round!

Save the Date

Saturday
September 21, 2024

10th Annual Girls in Aviation Day

Thousands of girls, ages 8–18, around the world will be able to experience the 10th Annual Girls in Aviation Day hosted by WAI Chapters and Corporate Members.



Download the free Aviation for Girls App

Available year-round with hours of new content, including

- ▶ Three age-appropriate content tracks for elementary, middle school, and high school students
- ▶ Meet positive female role models
- ▶ Instructional activity videos
- ▶ Scholarship information
- ▶ Education resources
- ▶ Expanded *Aviation for Girls* magazine



Visit WAI.org/giad and find an event near you!

Girls
IN AVIATION DAY

A Women in Aviation International® Event

WAI.org/giad

Checklist



CLICK HERE TO COPY THIS FILE INTO YOUR OWN GOOGLE DRIVE

As of XX/XX/2024

Chapter Member Roles & Responsibilities	Who	Phone Number	Email

Checklist	Status	<input checked="" type="checkbox"/>	Who	Notes
Pick location and date		<input type="checkbox"/>		
Confirm location and date		<input type="checkbox"/>		
Share your event with WAI - https://bit.ly/GIAD24EventRegistration		<input type="checkbox"/>		
Plan activities		<input type="checkbox"/>		
Reach out to local aviation companies to provide activities		<input type="checkbox"/>		
What supplies are needed?		<input type="checkbox"/>		
Plan agenda/ speakers		<input type="checkbox"/>		
Reach out to speakers to schedule their time		<input type="checkbox"/>		
Establish the amount of attendees and chaperones		<input type="checkbox"/>		
Estimate a budget - What can be sponsored?		<input type="checkbox"/>		
Contact potential sponsors for the event		<input type="checkbox"/>		
Setup registration process for your event		<input type="checkbox"/>		
Include Photo & Liability Waiver in registration		<input type="checkbox"/>		
Include Demographic questions in registration		<input type="checkbox"/>		
Use this Attendee List- https://bit.ly/GIAD-AttendeeList		<input type="checkbox"/>		
Prepare Event Flyer		<input type="checkbox"/>		
Research local Girls Clubs and Girl Scouts contacts		<input type="checkbox"/>		
Share flyer within the community		<input type="checkbox"/>		
Order merchandise at WAI Chapter Store		<input type="checkbox"/>		
International orders and events before 9/21/24 - July 31, 2024		<input type="checkbox"/>		
U.S. orders for events on or after 9/21/24 - August 5, 2024		<input type="checkbox"/>		
Confirm insurance for venue and partners		<input type="checkbox"/>		
Confirm speakers/ guests		<input type="checkbox"/>		
Assign volunteer roles and count		<input type="checkbox"/>		
Setup volunteer registration		<input type="checkbox"/>		
Include Volunteer Guidelines in registration		<input type="checkbox"/>		
Include Photo & Liability Waiver in registration		<input type="checkbox"/>		
Confirm WAI has your event listed		<input type="checkbox"/>		
Plan photographers		<input type="checkbox"/>		
Complete Photographer Use Contract		<input type="checkbox"/>		
Review Photographer Guidelines and Submission Guidelines		<input type="checkbox"/>		
Establish table count, generic floorplan		<input type="checkbox"/>		
Request emergency procedures from the event space		<input type="checkbox"/>		
Establish a first aid and emergency response plan		<input type="checkbox"/>		
Create a one-page emergency procedure cheat sheet		<input type="checkbox"/>		
Confirm supplies		<input type="checkbox"/>		
Order printable items such as the WAI photoframe and signs		<input type="checkbox"/>		
Distribute press release		<input type="checkbox"/>		
Host a pre-meeting for volunteers and activity providers online		<input type="checkbox"/>		
Review agenda, guidelines, times to meet and have a Q & A		<input type="checkbox"/>		
Host bag stuffing and volunteer training ahead of the event		<input type="checkbox"/>		
Email attendee directions, parking information & agenda		<input type="checkbox"/>		
Wheels up! Enjoy the day! Celebrate and let it roll.		<input type="checkbox"/>		
DUE OCTOBER 15, 2024:		<input type="checkbox"/>		
Send photographs to WAI - https://bit.ly/GIAD24_Photos		<input type="checkbox"/>		
Review attendee list and demographics		<input type="checkbox"/>		
***Submit your event and attendee data to WAI https://bit.ly/GIAD24_EventData		<input type="checkbox"/>		
Debrief with your team to grow		<input type="checkbox"/>		



Event Leadership and Volunteer Tips

Potential Event Leadership Roles

Event Chairperson: Oversees the full event execution and coordination.

Volunteer Coordinator: Ensures enough volunteers are on hand to make a great event happen and that they are well-trained and ready to help make the day a success.

Marketing & Social Media Coordinator: Responsible for getting the word out about your fantastic event! This is an increasingly important role.

Sponsorship Coordinator: Makes sure the event is funded in every way it can and that you've reached out to your local aviation community thoroughly.

Activity Coordinator: Someone to make sure all the activities are organized, have enough materials, and communicate with the volunteer coordinator to let them know their needs for volunteers.

Photography and Demographics Organizer: Focuses on setting up demographic registration from attendees and organizing photography for the event. After the event, this organizer will review photos and demographics and submit to WAI. This is an important role to support future events by sharing this information to sponsors and for grants.

You will definitely need more than just the above, but these main roles will help get everything set up and organized!

Volunteer Tips and Training

Clear Communication: Make sure everyone knows their roles and what is expected of them. Communicate training date and time clearly. Let your volunteers know what they are expected to wear. Advise on emergency procedures. Share the code of conduct with volunteers. Provide lanyards or name tags (adults only) to identify volunteers to attendees. Be sure everyone knows how to contact the event host to ask questions and get more information.

Organization: Utilize everyone's time efficiently to make Girls in Aviation Day a success! Have materials prepared in advance, and share the code of conduct. Be sure you have knowledgeable people to train volunteers, and train the trainers.

Say Thank You! Don't forget to let volunteers know how much you appreciate their time commitment. We are all very busy and everyone's time is very precious!

Chapter Tips for Securing Sponsorship Funds

Start early: Ask for sponsorships as early as possible and think outside the box! You never know who might be willing to support the event.

Have a sponsorship program: Some chapters have had great success in securing sponsors for materials and elements of the program, such as GIAD Activity Kits. Think about all the aspects of your event and develop a plan to get sponsorships. Don't be afraid to reach outside of the aviation industry for sponsorship.

Develop sponsorship Levels and/or Sponsorships for Specific Items: Think about developing different dollar levels of sponsorships, or make specific asks. For example, John Doe Company sponsors the T-shirts, DC Printing sponsors the printing of promotional materials, Miss Piggy Catering sponsors the beverages. If you have a high cost item, break sponsorship opportunities into smaller portions to cover costs.

Show them their ROI: Let them know how they will get a return on their investment. How will they gain visibility? Where will their logo be placed? Where will you mention their name? How many kids will their investment impact? Use your demographics data to support how impactful GIAD is.

Show them the numbers and photos: This is likely not your first event—show them attendance numbers and exciting photos for your previous events and your fore-

casts. This will help support their consideration as they evaluate the visibility their sponsorship will gain.

Ask in writing: Phone calls are always a great way to kick off the conversation and introduce yourself, but always follow it up with a formal ask in writing. It reminds them of who you are, shows them the legitimacy of the event and, most importantly, they don't forget about you!

Your chapter is a non-profit organization, so (at least in the U.S.) donations made to the chapter are tax deductible. Some donors request copies of WAI's non-profit documents as well and/or a Letter of Good Standing from WAI to the Chapter—all can be sent to you upon request from the Manager of Chapter Relations. Also, when you receive a donation, be sure to send the partner a receipt!

Address to a specific person: A “to whom it may concern” will go nowhere. Make sure to try and address your ask to a specific person within the organization. Remember you are forging relationships and partnerships.

Handwritten thank-you note: Most importantly—always follow up with a handwritten thank-you note! Even better, with the thank you note send them an item from the event with their name on it (i.e. a program) or a picture of all the girls holding a “thank you” sign.

R E S O U R C E



Fundraising Flyer

[CLICK to go to printable, FILLABLE page](#)



Receipt for Donations

[CLICK to go to page](#)

How to Attract Participants for Your Local Girls in Aviation Day

Plan the day’s events: Before you reach out into the community, you should know what you are offering. Plan activities covering a wide range of interests from ages 8 to 18.

Determine the number of girls and chaperones you can accommodate given your event space. This number could range from a dozen girls to several hundred girls and chaperones for larger venues and teams. Knowing the number will let you know how to actively to recruit participants.

Talk to the aviation community: Reach out to AOPA members, your local EAA chapter, Ninety-Nines chapters, and hangar tenants through your FBO and flight schools. Ask your local airport(s) if you can display Girls in Aviation Day posters and if they’ll share your social media posts!

Seek out the participation of your local youth activities: Take advantage of the WAI Aviation Girl Fun Patch and invite your local [Girl Scouts](#), [Girl Guides](#), [Girls Inc.](#), [American Heritage Girls](#), [EAA Chapter](#), [Young Marines](#), [Boys & Girls Clubs](#), [OBAP’s ACE Camps](#), and other youth programs to your event. Also reach out to your [local 99s chapter](#), [Professional Women Controllers](#), [National Gay Pilots Association](#), [Latino Pilots Association](#), [Professional Asian Pilots Association](#), [AWAM chapter](#), and others! Reach out to local groups months in advance so that Girls in Aviation Day can become

part of their annual calendars. Make sure to stress the educational and participatory nature of the day!

Meet with your local schools: Have a meeting with guidance counselors and STEM teachers about the career guidance available. There might even be a STEM focal point that can help get the word out in your school system. If you have contacts with individual teachers, definitely use those contacts to spread the word about Girls in Aviation Day!

Technology can help! Don’t forget to use social media channels and electronic ticket sites to assist in promoting and organizing the event. It’s free and easy! Many event hosts have had success with placing inexpensive Facebook ads, targeted by location and interest area. And, if you’re charging for anything, consider using PayPal or another electronic payment method to simplify and secure payments.

Parents, troop leaders, and teachers should chaperone their children and be welcomed at the event. Conduct yourself in a professional manner that shows the day’s events are worthwhile, organized, safe, and well-planned.

Also, please remember that you represent not just your Chapter or Company, but Women in Aviation International. Thank you!

R E S O U R C E



GIAD Promotional Flyer

*CLICK
to go to
printable page*

*CLICK to go to printable
Spanish page*

*CLICK to go to printable
Arabic page*

*CLICK to go to printable
French page*



**GIAD Promotional Flyer
(Fillable)**

*CLICK
to go to
printable, fillable
page*



The Girls in Aviation Day Logo

Many chapters have banners or other signage made to support your GIAD event, so you'll need high quality graphics in the right format.

For your use, the Girls in Aviation Day logo is available at this link:
<http://bit.ly/GIADLogos>



The logo is provided in multiple formats, as follows:

1. **GIAD_Logo no bg.png** – this file is a .png format with a transparent background, if you'd like to use it on a non-white background
2. **GIAD_Logo.ai** – this file is a .AI format, or Adobe Illustrator vector file. This is the file you'll want to provide to a graphic designer or banner printer for large format printing. This graphic can be sized up as large as you need it to be.
3. **WAI_GIAD logo.jpg** – this is a .jpg file for use with a white background.
4. **One color logos** – for your use on dark or bold colors, or where use of multiple colors is expensive.

As a WAI Chapter holding a GIAD event, please USE the logo in your promotional pieces, on signage, in your social media posts and on merchandise.

But, we ask that you **DO NOT** change or alter the logo in any way

- Please do not add a location or chapter name to the logo
- Please do not add “Boys” or “Kids” or any other words or images to the logo
- Please be sure the logo is not stretched or squished
- Please do not change the colors in the logo
- Please do not use the text “Girls in Aviation Day” in different fonts on promotional logos or flyers
- Please do not create a custom GIAD logo

Examples of what we ask you **NOT** to do are as follows:



Order Your Girls in Aviation Day 2024 Activity Kits!

Please note that order deadlines are firm—availability of materials and/or arrival by your event date is not guaranteed for orders placed after the order deadline, so ORDER NOW!

July 31, 2024 — Orders due for activity kits for **International events**

July 31, 2024 — Orders due for activity kits for **United States events held prior to September 21, 2024**

August 5, 2024 — Orders due for activity kits for **United States events held on or after September 21, 2024**

All orders will be verified and confirmed by WAI and are subject to availability.

Orders will begin shipping in August of 2024.

GIAD swag is updated for 2024! Up to 50 GIAD Activity Kits are provided at no cost to event hosts.

WAI will provide all WAI Event Hosts with 50 free Activity Kits which include:

- Our signature raspberry pink draw-string backpack,
- Newest edition of *Aviation for Girls* magazine (with the activity pull-out section),
- Learn-to-fly sectional from Sporty's (with activity worksheet),
- New GIAD bandana,
- New Aviation for Girls mandala sticker,
- Aviation for Girls bamboo propeller,
- “Girls Can Do Anything” temporary tattoo
- WAI Aviation Girl Fun Patch
- The Sky is Unlimited Career Guide

We have a limited edition of 10th Anniversary GIAD T-shirts for pre-order with your GIAD Kit orders. All the t-shirts are in unisex sizes. In addition, you can purchase the pink Aviation for Girls mandala T-shirt, GIAD Caps, glitter lanyards with “The Future of Aviation” badges, keychains, and more are available for purchase at the WAI Chapter store. (All items are subject to availability.)

ORDER HERE



GIRLS IN AVIATION DAY 2024
ACTIVITY KIT

What happens if you don't get your order in on time?

1. Your shipment might not arrive in time for your event.
2. We could run out of inventory.
3. You could pay extra for express shipping.

Event Registration Setup

There are so many great online tools that are free and easy to use to help manage registration for your event. One free and easy way to create a registration is to use a Google Form and link it to a google sheet. You can even turn your registration into a QR Code so attendees can fill out the demographic data and sign in as they arrive to your event. Use the technology so you can put your effort into making the day fantastic for your attendees and volunteers.

Here are a few online event registration platforms that other event hosts are using. These platforms have features built in to help promote your event or increase donations.:

- [Eventbrite](#): Free for events with up to 25 registrations, priced per event and monthly plans
- [Eventcreate](#): Monthly plans, 30% discount for non-profits
- [EventZilla](#): Priced per registration
- [Ogiv](#): Non-profit donor and event registration
- [Zeffy](#): Free fundraising and ticketing platform for non-profits

Be sure to set up automated emails to attendees before the event that includes directions, parking information, arrival and departure time, that chaperones are required, detailed information about the day and your agenda. Inform your attendees if your event has drop-in hours, like a fair or if you have a scheduled program.

The great thing about these platforms is that you can require the registering adult to read and accept the “[Photo Permission and Liability Waiver](#)” and you can collect the [required demographic data](#) for your attendees! Please setup your registration to collect:

- First Name
- Last Name
- Email
- City
- State
- Country
- Age
- Ethnicity
- If they are a return GIAD attendee.

Report your GIAD 2024 Event Data by October 15, 2024 at https://bit.ly/GIAD24_EventData

Please remember that it is an important responsibility as an event host to report back your attendee list with demographic data to Women in Aviation International. This information allows us to report our impact for inspiring the next generation of aviation and aerospace professionals.

Sample Agenda For Girls In Aviation Day Events

September 21, 2024

Your day may be totally different from this one. This agenda is supplied as a starting point to organize your own day—go ahead—*make it your OWN!*

- 8 a.m.:** Set up; all chapter members are on site, in position
- 8:30 a.m.:** Greetings, sign-in/registration, and introductions. Chapter members teach participants the phonetic alphabet or lead another activity while waiting for all participants to arrive.
- 9 a.m.:** Official welcome by chapter president. Acknowledge sponsors and other groups that made the day possible. Describe the day’s activities.
- 9:10 a.m.:** Introduce role models through a career panel including talks by pilots, aviation mechanics, air traffic controllers, business women, engineers, program managers, computer scientists, etc. to talk about career opportunities and training involved.
- 9:45 a.m.:** Parts of an airplane: local pilot gives a walk-around of a GA airplane, showing the various parts and workings of the airplane. Girls are encouraged to take selfies with the airplane or take individual or group photos with the airplane.
- 10:00 a.m.:** Girls take part in various activity workstations such as “Build an Airport,” create aviation jewelry with maintenance tools, fly a simulator, plan a flight, etc. They can move through activity stations as they choose. Estimate 10-15 minutes for each activity station.
- Noon:** Sponsored lunch with breakout sessions for age groups, a career panel or a motivational keynote speaker.
- 12:45 p.m.:** Establish a fun closing activity such as a scavenger hunt, raffle prizes, or even a scholarship awarding ceremony.
- 1:15 p.m.:** Farewell and follow-up: Girls are briefed on other aviation organizations and opportunities in their area. They are given a goody bag of resources to take home.
- 1:30 p.m.:** End of program.



Microsoft Flight Simulator with CH Products Flight Sim Yoke



GIAD The Sky is Unlimited Career Panel at WAI2024



Build an Airport

How to Create a Media Distribution Database

When you distribute your news release and media advisories, it's important that you get them in the hands of the right people. There are different ways to make sure that happens.

Get permission from a local company to borrow their media list. One of your members may work for a company that distributes news to your local geographical area. This company or organization may be willing to let you use its list on a one-time basis. The company will most likely not turn over the list to you, but may volunteer to distribute the list for you. You might try this approach, recognizing that media lists are considered proprietary information, but it's worth investigating.

Build your own list. A member could be tasked with creating a list from scratch. This means she would find names of reporters, editors, on-air personalities,

etc. along with their email addresses. This can be a time-consuming task, but it is possible to do. If you go this route, the sooner you get started, the better so you can add to the list as the day approaches.

Buy an already made list—we can help and you can use your chapter's rebate funds! WAI routinely uses lists from www.easymedialist.com to source local media contacts for our PR efforts. If you are a WAI chapter with a balance in your rebate account, and you would like to use your rebate funds to purchase your local media list, please let us know by emailing jrowden@wai.org. The lists are typically \$50-\$75, and may not be available for all locations. If you'd like to source your own list, by all means, please do.

Please be sure to give us at least 10 days to gather the list, process it, and return it to you to allow for your successful media efforts.

R E S O U R C E



*CLICK to
go to page*

**GIAD Sample Press
Release**

Insurance

WAI maintains an insurance policy that provides insurance for U.S. and International chapters and Corporate members, with the following coverage:

Very important!
Flying activities are not covered under the WAI insurance policy.

- Commercial General Liability, \$1,000,000 per occurrence. This covers bodily injury and property damage if the chapter is liable.
- Products and Completed Operations. This covers products (if any) you would have and your completed operations (if any).
- Personal and Advertising Injury Liability. This covers libel and slander from a person or from advertising.
- Fire Damage Legal Liability, \$50,000. This covers fire damages that you cause to a non-owned structure or its contents.
- General Aggregate, \$2,000,000. This is the most our policy will pay in a given year. The per occurrence coverage is \$1,000,000, with an aggregate of \$2,000,000.
- Hosts may not engage in flying activities or host flying events in the name of WAI, Girls in Aviation Day or a WAI chapter name.
- Flying activities may not be conducted at Girls in Aviation Day events by anyone attending or exhibiting at the event.
- Chapters may attend and support outside events hosted by other organizations that involve flying.

The WAI insurance policy also **does not cover chapter directors and officers' liability (D & O)**. If your chapter would like D & O coverage, you must obtain it on your own.

In addition, the WAI insurance policy does not provide coverage to chapters who engage in selling alcoholic beverages at chapter or other events. If your chapter sells alcoholic beverages, you should obtain your own insurance policy and name WAI as an additional insured.

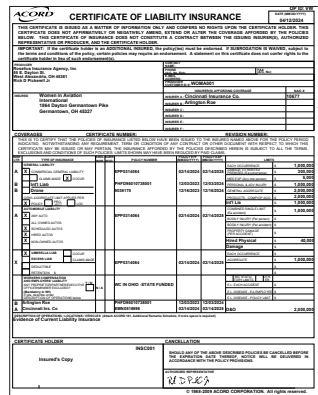
All chapters, collectively, are subject to these limits. Each chapter does not have its own separate limits.

Proof of Insurance, Certificate of Insurance

The blanket WAI Certificate of Insurance is available in your Girls in Aviation Day Event Host Kit. Should your event venue require that they be "named insured" on the WAI policy, please fill out the supplied form and return it to the Manager of Chapter Relations, Jessi Litz-Rowden at **least 10 days prior to the event**.

R E S O U R C E

CLICK to go to printable page



This is a detailed ACORD Certificate of Liability Insurance form. It includes sections for:

- GENERAL INFORMATION:** Policy number, effective date, expiration date, and insured details.
- COVERAGE:** A table listing various coverages such as Commercial General Liability, Products and Completed Operations, and Automobile Liability, with their respective limits and conditions.
- INSURED'S COPY:** A section for the insured to sign and date the certificate.

Certificate of Insurance

CLICK to go to printable, fillable page



This is a 'Request for Certificate of Insurance' form from Women in Aviation. It includes:

- Header:** Women in Aviation logo and title.
- Requester Information:** Fields for Name, Chapter Name, Chapter Number, Contact Email, and Contact Phone.
- Event Information:** Fields for Event Name, Event Dates, and Event Location.
- Event Description:** A text area for describing the event.
- Requesting Proof of Coverage:** A section with checkboxes for 'Requesting Proof of Coverage' and 'Requesting Proof of Coverage for Additional Insured'.
- Footer:** A note about the form being a request and not a contract, and a signature line for the Manager of Chapter Relations.

Request for Certificate of Insurance

Request a “Girls in Aviation Day” Government Proclamation

Women in Aviation International has a goal to receive proclamations from as many states, cities, provinces, and countries as possible declaring September 21, 2024 as Girls in Aviation Day all over the world! We need your support in pursuing proclamations in your community! All of our proclamations will be shared on the Aviation for Girls app. Let’s work together to inspire our attendees that girls can do anything!

Reach out to your local representatives from congress to request a congressional recognition for the 10th Anniversary of Girls in Aviation Day!

Process: Most governmental entities will utilize an online process to request a “Proclamation” or “Ceremonial Declaration” or another formal title. We suggest you visit the website for your state, city, or province to search for the proclamation process and forms. Some entities will ask for you to request a proclamation in their “Contact Us” form section of their website. Proclamations take time to process. Request them early!

STEP 1: Contact the State or Local Government Office.

STEP 2: Draft your Proclamation.

STEP 3: Follow the Guidelines for Submitting a Proclamation Request.

STEP 4: Share that you have made a request to GIAD@wai.org

STEP 5: Upload a scanned copy of your Proclamation to <http://bit.ly/3nLZVVb>

We recommend that you have the proclamation mailed to your location to celebrate it within your community. Please request a copy to be sent via mail or email to the WAI Headquarters as well.

Mailing Address:

Girls in Aviation Day Proclamations
 Women in Aviation International
 1864 Dayton Germantown Pike
 Unit 4
 Germantown, OH 45327

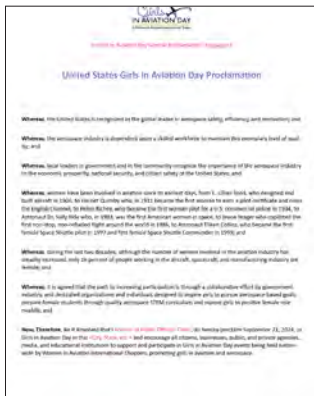
R E S O U R C E

[CLICK to go to page](#)



**Sample Proclamation
Request Letter**

[CLICK to go to page](#)



**Sample Proclamation
United States**

[CLICK to go to page](#)



**Sample Proclamation
International**

Code of Conduct

For safe interactions with attendees, all interactions should be professional and focused on teaching and learning. These guidelines are provided for the protection of everyone involved to be followed by volunteers and event hosts.

- **All youth should be accompanied by an adult chaperone to be responsible for their safety and security.**
- **Avoid being alone with youth.**
- **Treat all participants in the same manner and act as a role model showing respect to everyone.**
- **Maintain appropriate boundaries between youth and refrain from physical contact with attendees. Use high-fives instead of hugs.**
- **Do not make any compliments about physical attributes or comments based on gender and/or innuendo that are sexual in nature or could be construed as sexual or sexist.**
- **Giving personal gifts is discouraged. Providing contact information for mentorship purposes to attendees is best done through the attendee's chaperone, parent, or guardian.**

Sign In

Please be sure all volunteers and event staff sign in and pick up a site badge or name tag to wear during the event. For your safety and the safety of our students, the event host must know who is on-site. Youth should not wear name tags, they can wear a special lanyard or a wristband. This is best practice for security of youth at large events and prevents stranger danger.

Cultural Diversity

We must respect the cultural differences and ethnic diversity among students, staff, and families as a valuable component of every student's educational experience. To respect others, do not share personal, religious, or political beliefs.

Dependability

Be prompt and reliable. If you cannot make it, please notify the event host as soon as possible. The work you do is important. Participants look forward to and depend on your assistance.

Emergencies

Establish a plan for emergencies and a location of a first-aid station. Inform all adult volunteers and participants of the emergency procedures and to please report any accidents or unusual incidents immediately to the event host.

Emergency Plan

Develop Emergency Protocols for:

First-Aid Station: Designate a first-aid kit and location. Use a bright-colored bag (green or yellow) to keep your first-aid materials, emergency plan, and phone numbers in a secure, easily accessible location. Include rubber gloves, a first-aid kit, flashlights, diabetic glucose tablets, and instant cold packs.

Fire/Evacuation: Have a plan and a map for a fire/evacuation. Below is an example of a printable “meet here” sheet to hold up to guide attendees out of the building and collect them in a safe place. Upon evacuation, bring your attendee and volunteer sign-in sheets. After evacuation, count your group first, then do a roll call.

Lost Child: Develop a protocol in the event that there is a lost child. Remain with the individual and have key volunteers or staff check bathrooms, closets, and nearby rooms. Have emergency phone numbers on an immediately accessible sheet to contact. Your facility may have a procedure to follow. Do not hesitate to contact local emergency services.

There may be other emergency situations relevant to your location. When in doubt, have a plan.

Emergency Planning Steps

1. Request a copy of the Emergency Plan for your event space.
2. Review emergency plans and make a one-page “cheat sheet” with a map and emergency services phone numbers. Keep a copy with event coordinators, lead volunteers, and in the emergency kit.
3. Create an emergency grab-and-go kit including first aid, emergency plan, local emergency contacts, meet here sheets, and more.
4. Establish a location for the emergency kit and first aid that is staffed by a volunteer or event staff.
5. Inform all volunteers or event staff of the emergency procedures.
6. After check-in is complete, move attendee and volunteer sign-ins to the emergency kit so you have a list of attendees in case of evacuation.
7. Keep key event hosts apprised of the count of people on-site during the event.
8. Contact local emergency services for support when appropriate.

RESOURCE



Meet Here Sign

[CLICK
to go to
printable page](#)

WAI Needs Your Girls in Aviation Day Photos

Send us your **BEST** photos for use in *Aviation for Women* and *Aviation for Girls* magazines, WAI news releases, social media, WAI.org, grant proposals, and more.

A good photo tells a story. When you look at a good photo, you understand what is happening: “A pilot is teaching a girl how to read a sectional chart” or “Girls are intently listening to a motivational speaker.”

A good photo captures emotion. You see someone laughing, smiling, concentrating; the person looks amused or serious. You can tell by the look on their face what they are feeling. That’s why candid photos are typically better. No one is doing the cheesy “say cheese” for the camera.

A good photo captures a moment. In a good photo, you see the moment the lightbulb goes on in someone’s head. You see a girl engrossed in learning. You see someone genuinely laughing. You see the bond between the adult/mentor and the girl.

A good photo is well-lit and in focus. A good photo is neither too dark nor too light. With the exception of “creative” photos, all elements in the photo should be in focus. Because these photos will be used both electronically and in print (for WAI publications), we need to have high resolution photos. That means **no less than 300 dpi**.

Of course, if anyone in your chapter is a professional photographer, she is the ideal official photographer. It makes sense, though, for several people to be “photographers” in order to get different photos and different points of view.

Here are some other tips:

Getting a group shot is compelling, but one of those is enough. Group shots “tell the story” that a lot of people participated, but little else. Most times in group shots, people are so small as to be unidentifiable. Plus it’s difficult to do a group shot where all the people featured look good. Typically one person’s eyes are closed, while another is looking off in the wrong direction. As a general rule of thumb, **close up photos are better**. If you’re taking a photo by an airplane, we don’t need to see the entire airplane. We “get it”, that it’s an airplane by the wing or the propeller or the engine nacelle. The people by the airplane are more important. Don’t be afraid to get up close when you are taking a photo. Professional photographers take hundreds of pictures at one time. If you’ve been photographed for a wedding, you know that the professional takes many, many pictures so the bride and groom can pick out the best ones. These days we don’t even have to pay for film so **take lots of photos, all day long, and then edit them down to your very best ones**.

Be a director of your own photos. Rather than just have three girls standing there looking at the camera, give them props—a

headset, an aeronautical chart, a model airplane.

Have them do something. Tell them to give a thumbs up to the camera. Photos where people are “doing something” are more interesting. And don’t be afraid to have fun. So often the very best photo is the silly one you take as a joke when all the serious ones have been taken.

Photo permission: On Girls in Aviation Day, you will be photographing minors. That means **we need parental approval to photograph the girls**. That’s permission you’ll get when you are registering the girls. Some parents do not want their girls photographed because of custody issues or merely personal preferences. We need to be sensitive to that and act accordingly. In the near future, we will be emailing a recommended process/tool for your chapter to use to secure photo permission.

When you have selected your best photos and videos, upload the files to the WAI Dropbox folder at https://bit.ly/GIAD24_Photos. Please name the photos so we can identify them. Please also **include the executed contract with your photographer and/or videographer** so we can credit the photos correctly... we really do want to give credit where credit is due! Note that we will need your pics and videos ASAP in order to include them in the magazine and use them for a follow-up news release. Please submit your pics and videos by **Tuesday, October 15, 2024!**

THANK YOU! We are depending on you to supply us with fantastic photos of this fantastic day!

RESOURCE



**CLICK
to go to
printable fillable
form**

Photographer Contract

Liability Waiver & Photo Permission

Legal and insurance requirements are necessary in this environment, but we’ve developed two tools that will make your chapter’s efforts to cover all of your bases easy. Essentially, your chapter needs to find a way for the parent or guardian to agree to the below Photo Permission and General Release of Liability, either at the point where they register the child or on-site when they check in.

You must use this “Photo Permission and General Release of Liability” statement in one of two ways:

1. When the parent/guardian registers the attending child/children,
- OR
2. When the parent/guardian checks in on the attending child/children on-site at your event.

Required statement:

Photo Permission and General Release of Liability: I hereby authorize WAI and its affiliates to publish any photographs or videos taken of me or my minor child(ren) for use in WAI’s printed publications, website, and other mediums, and for training purposes. I release WAI and its affiliates from any expectation of confidentiality and attest by my signature that I am the parent or legal guardian of the child(ren) listed and that I have authority to permit WAI to use said photographs and/or video for promotional and training purposes. I acknowledge that participation in the event is voluntary. I acknowledge that WAI confers no rights in photos and/or video of my minor child(ren) and that neither me nor my minor child(ren) will receive financial or other compensation for use of such photo and/or video. I hereby release WAI and its affiliates from liability for any and all claims that may arise in connection with participation in the Girls in Aviation Day event, including but not limited to liability that may arise from any related publication or broadcast.

Please note that this statement may not be edited or changed in any way and must appear as written.

Using the statement in advance, at registration: If your chapter is using an online tool such as Eventbrite, or similar tool, you can structure your registration process so that the adult who is completing the registration on behalf of the child, is agreeing to the above statement. We recommend using this to simplify your check-in process on-site at your event.

On-Site at your event: If you’re not using an advance registration process, or if you have walk-ins, you will need to have each parent/guardian sign in each child using the provided GIAD Sign-In Sheet.

R E S O U R C E



The image shows a thumbnail of a sign-up sheet. At the top, it has the 'Girls in Aviation Day' logo and the title 'Photo Permission and Liability Waiver - On-site Sign Up Sheet'. Below the title is a table with two columns: 'Child' and 'Parent/Guardian'. The table has approximately 15 rows for data entry.

*CLICK
to download
file*

Photo Permission and Liability Waiver – On-site Sign Up Sheet

Other Resources

CLICK to go to printable page



**WAI Aviation Girl
Fun Patch Guidelines**

CLICK to go to printable page



**Junior Member/Aviation
for Girls App Postcard**

CLICK to go to printable page



**Official GIAD
Instagram filter**

CLICK to go to printable page



**GIAD Certificate of
Participation**

CLICK to download print ready file and order



**GIAD The Future of
Aviation photobooth backdrop**
6 ft 7 in wide x 7 ft 3 in high

CLICK to download print ready file



Print Ready Photo Frame

CLICK to download print ready file and order



GIAD The Sky is Unlimited backdrop
20 ft wide x 7 ft 3 in high

Activities to Download

Flight Fun Downloads

Click the activity to save, download, and print a PDF.

GRAVITY BUZZER
Use the gravity buzzer to test object mass.

FOUR FORCES OF FLIGHT
Explore lift by testing paper, foil and tube airplanes.

DISCOVER DRAG
Discover drag with paper airplanes, rices and balloons.

FOUR FORCES OF FLIGHT
Create air and airplanes to see how thrust affects flight.

PLANES FROM AROUND THE WORLD
John & Martha invite you to experience step 1.

Aircraft Downloads

Click the activity to save, download, and print a PDF.

WING TAILOR
Create the special cardboard airplane to build an aircraft with your AWIS instructor from Girls in Aviation Day.

Smart Cards
Discover the parts of general aviation aircraft.

U.S. AIR FORCE
Stable Flight
Study the U.S. Air Force F-35 Lightning II and make a paper fighter.

Helicopter
Explore parts of a helicopter and construct a paper rotor.

Open Plans
Learn about the Civil Air Patrol and create your own CAP Plans.

Experiments Downloads

Click the activity to save, download, and print a PDF.

NON-NEWTONIAN
Stiffle
Test fluids that do not follow Newton's Law of Viscosity.

NO FLIGHT
Experiment with household egg rollers to discover density and polarity!

Coloring Pages Downloads

Click the activity to save, download, and print a PDF.

AVIATION FOR 1ST GRADE
Phonics, Alphabet, Picture, Color, Handwriting, Design

AVIATION FOR 2ND GRADE
Phonics, Alphabet, Picture, Color, Handwriting, Design

AVIATION FOR 3RD GRADE
Phonics, Alphabet, Picture, Color, Handwriting, Design

AVIATION FOR 4TH GRADE
Phonics, Alphabet, Picture, Color, Handwriting, Design

AVIATION FOR 5TH GRADE
Phonics, Alphabet, Picture, Color, Handwriting, Design

AVIATION FOR 6TH GRADE
Phonics, Alphabet, Picture, Color, Handwriting, Design

AVIATION FOR 7TH GRADE
Phonics, Alphabet, Picture, Color, Handwriting, Design

AVIATION FOR 8TH GRADE
Phonics, Alphabet, Picture, Color, Handwriting, Design

AVIATION FOR 9TH GRADE
Phonics, Alphabet, Picture, Color, Handwriting, Design

AVIATION FOR 10TH GRADE
Phonics, Alphabet, Picture, Color, Handwriting, Design

AVIATION FOR 11TH GRADE
Phonics, Alphabet, Picture, Color, Handwriting, Design

AVIATION FOR 12TH GRADE
Phonics, Alphabet, Picture, Color, Handwriting, Design

Coloring Pages Downloads

Click the activity to save, download, and print a PDF.

AVIATION FOR 1ST GRADE
Phonics, Alphabet, Picture, Color, Handwriting, Design

AVIATION FOR 2ND GRADE
Phonics, Alphabet, Picture, Color, Handwriting, Design

AVIATION FOR 3RD GRADE
Phonics, Alphabet, Picture, Color, Handwriting, Design

AVIATION FOR 4TH GRADE
Phonics, Alphabet, Picture, Color, Handwriting, Design

AVIATION FOR 5TH GRADE
Phonics, Alphabet, Picture, Color, Handwriting, Design

AVIATION FOR 6TH GRADE
Phonics, Alphabet, Picture, Color, Handwriting, Design

AVIATION FOR 7TH GRADE
Phonics, Alphabet, Picture, Color, Handwriting, Design

AVIATION FOR 8TH GRADE
Phonics, Alphabet, Picture, Color, Handwriting, Design

AVIATION FOR 9TH GRADE
Phonics, Alphabet, Picture, Color, Handwriting, Design

AVIATION FOR 10TH GRADE
Phonics, Alphabet, Picture, Color, Handwriting, Design

AVIATION FOR 11TH GRADE
Phonics, Alphabet, Picture, Color, Handwriting, Design

AVIATION FOR 12TH GRADE
Phonics, Alphabet, Picture, Color, Handwriting, Design

Sectional Scavenger Hunt

Objective: Participants will be able to discover how pilots navigate using sectional charts.

Materials: Your VFR chapter kit will include multiple copies of Sport's Instructional Sectional Chart (SIMAK VFR SECTIONAL). You may duplicate copy them for larger groups as necessary. You can also have students work in groups to learn sectional, or make the charts, tables, and pilots.

Note: We suggest that you customize the worksheet for the local sectional you use and the ages of your attendees. Younger kids will need a simple worksheet, while older participants can handle more complex challenges.

How to Use: Explain the various parts of a VFR sectional, terminology, symbols, etc. Point out various components such as topographic features, water to identify different kinds of airports, how to find airport names, runway lengths, airport facilities, AFD frequencies, and more.

Use the attached worksheet or construct your own worksheet that works best with the sectional you have access to, and have your participants find and identify various elements such as:

- Locate three airports
 - You can add dimensions by requiring that they find one private airport, one multi-runway airport with a control tower
 - Locate one airport
 - Locate an airport with glider operations
- Identify the elevation of specific items or topographic features
- Identify specific features on the map, such as lakes, wildlife sanctuaries, and other interesting features
- Identify the tallest landmarks on the sectional
- Find two airports with runways greater than 8,000 feet
- Write down the control tower frequency for two airports
- Locate two VFRs
- Identify the AWOS frequency for two airports

Before finalizing the worksheet you use, you'll need to be sure that each item is actually available on the sectional you are using.

Sectional Scavenger Hunt

VFR Sectional Scavenger Hunt Worksheet
Visit www.skyvector.com at home!

Locate at least three airports

1. _____
2. _____
3. _____

Locate two lakes

1. _____
2. _____

Locate the elevation of two Mountains

1. _____
2. _____

Locate one airport with parachute operations

1. _____

Locate one Military Operating Airbase (MOA)

1. _____

Identify five airports with towers

1. _____
2. _____
3. _____
4. _____
5. _____

Identify two airports with runways greater than 8,000ft.

1. _____
2. _____

Write down the control tower frequency for two airports

1. _____
2. _____

Identify two VFRs

1. _____
2. _____

Write down the AWOS frequency for two airports

1. _____
2. _____

RESOURCES



Women in Aviation International

Chapter

2024 Sponsorship Opportunities

The _____ Chapter of Women in Aviation International will be hosting its annual Girls in Aviation Day at the _____ on _____.

Entry will be FREE for all attendees.

Your partnership will allow our chapter to continue to provide this free event for local students who may never have exposure to the aviation and aerospace industries. Additionally, any funding in excess of our goal will be used towards future community outreach projects and local scholarships.

Inventor Level Sponsor \$1000

Company logo and/or name to be displayed on:

- Chapter and event signage through 2024
- Chapter web and social media posts through 2024
- Chapter and event press releases through 2024

Ability to provide materials in Girls in Aviation activity kit

Free table for exhibition at Girls in Aviation Day 2024

Inspirer Level Sponsor \$500

Company logo and/or name to be displayed on:

- Chapter and event signage through 2024
- Chapter web and social media posts through 2024
- Chapter and event press releases through 2024

Ability to provide materials in Girls in Aviation activity kit

Dreamer Level Sponsor \$250

Company logo and/or name to be displayed on:

- Chapter and event signage through 2024
- Chapter web and social media posts through 2024

If you would like to provide materials for Girls in Aviation Day backpacks, please email us to set up shipment or pickup before September 1, 2024.

Questions?

email _____

Make checks payable to:
 WAI _____ Chapter
 Address _____
 Address _____
 Paypal _____

 WAI _____ Chapter
 is a 501(c)3 organization and all donations are tax-deductable.



<Insert chapter logo>

<Date>

Name
Company
Street
City, State Zip

Dear <insert recipient>,

Thank you for your (ongoing/continued) support of the Women in Aviation International <INSERT CHAPTER NAME> Chapter. Your generosity enables us to provide outreach programs and encourage young people to follow their dreams spark their interest in the aviation and aerospace industries.

Your gift of <\$XXX (dated XXXXXXXX)> is greatly appreciated and will be used to continue WAI <INSERT CHAPTER> Chapter operations and programs. The organization actively encourages people to pursue aviation and aerospace careers and provide resources to others developing their career choices. Women in Aviation International is a 501(c)3 non-profit corporation therefore, your gift is tax deductible. No goods or services of any kind were received by you in exchange for your gift per Treasury Regulation Section 1.170A-13(f).

Again, thank you for your continued support of WAI.

Sincerely,

<Insert chapter president name>

Chapter President

Free
event
for all!

App
available
year-
round!

Girls IN AVIATION DAY

A Women in Aviation International® Event

10th Annual Girls in Aviation Day



Download the free Aviation for Girls App
Available year-round with hours of educational
and inspiring content.



More details to be announced at WAI.org/giad

Join the Fun!

¡Evento gratuito para todos!

¡Aplicación disponible todo el año!

¡Únete a la Diversión!

Sábado
21 de septiembre 2024

10º Día Anual de las Niñas en la Aviación

Miles de niñas de entre 8 y 18 años de todo el mundo podrán disfrutar del 10º Día Anual de las Niñas en la Aviación, organizado por los Capítulos WAI y los Miembros Corporativos.



Descargue la aplicación gratuita Aviation for Girls.

Disponible todo el año con horas de nuevo contenido, incluyendo:

- ▶ Tres pistas de contenido adecuado a la edad para la escuela primaria, secundaria, y estudiantes de preparatoria
- ▶ Conozca a modelos femeninos positivos
- ▶ Videos de actividades instructivas
- ▶ Información sobre becas
- ▶ Recursos educativos
- ▶ Revista de Aviation for Girls ampliada



¡Visita WAI.org/giad y encuentra un evento cerca de ti!

Girls
IN AVIATION DAY

A Women in Aviation International® Event

WAI.org/giad

مجانا
!متاح للجميع

App
available
year-
round!

Save the Date

السبت، ٢١ سبتمبر ٢٠٢٤

10th Annual Girls in Aviation Day

سيتمكن الآلاف من الفتيات ، اللائي تتراوح أعمارهن بين 8 و 18 عامًا ، في جميع أنحاء العالم من تجربة اليوم العاشر لليوم السنوي للفتيات في الطيران الذي تستضيفه منظمة المرأة في الطيران العالمية والأعضاء الشركاء



Aviation for Girls قم بتنزيل التطبيق المجاني

متاح على مدار العام، و يحتوي على التالي:

- مناسب لمراحل التعليمية الثلاث، ابتدائي، المتوسط و الثانوي
- تعرف على نماذج نسائية إيجابية
- فيديوهات للنشاطات التعليمية
- معلومات عن المنح الدراسية
- موارد تعليمية
- مجلة الطيران الموسعة للبنات



!و ابحثي عن حدث بالقرب منك WAI.org/giad قم بزيارة

Girls IN AVIATION DAY

A Women in Aviation International® Event

WAI.org/giad

Gratuit
pour
Tous

Application
disponible
toute
l'année

Rejoignez-Nous!

SAMEDI
21 septembre 2024

10ÈME GIRLS IN AVIATION DAY ANNUELLE

Des milliers de filles, âgées de 8 à 18 ans, à travers le monde auront l'opportunité de participer la 10e journée annuelle des filles dans l'aviation – "Girls In Aviation Day" organisée par les chapitres et les membres corporatifs de WAI.



Téléchargez notre application gratuite **Aviation for Girls**.

Disponible toute l'année avec plein de nouveaux contenus, notamment :

- ▶ Trois niveaux de contenu aux élèves de primaire, collège, et lycée
- ▶ Découvrez des modèles de femmes dans l'aviation
- ▶ Vidéos d'activités pédagogiques
- ▶ Informations sur des bourses d'études
- ▶ Ressources pédagogiques
- ▶ Développement du Magazine *Aviation for Girls*



Rendez-vous sur WAI.org/giad pour trouvez un événement près de chez vous !

Girls IN AVIATION DAY

A Women in Aviation International® Event

WAI.org/giad



Sample News Release to Distribute in Advance of Girls in Aviation Day

<DATE>

FOR IMMEDIATE RELEASE

Local Girls Introduced to Aviation in Free Program

Women in Aviation International Chapter hosts Girls in Aviation Day in 2024

The <YOUR CHAPTER NAME HERE> Chapter of Women in Aviation International (WAI) has announced that a free program is offered to local girls ages 8 to 18 years to introduce youth to the possibilities available in a career in aviation. The day's activities will take place at <LOCATION OF EVENT> from <TIMES> on Saturday, September 21, 2024. More than <XX> girls along with their chaperones are expected to attend.

"We want our local girls to see that there are exciting careers available to them as engineers, astronauts, aircraft maintenance technicians, pilots, dispatchers, air traffic controllers, and dozens of other jobs within the aviation community," says WAI <YOUR CHAPTER NAME AND LEADER NAME/POSITION>. "We will introduce the girls to role models and educate them in a fun and supportive atmosphere." <Put your quote here...the above is just a sample>

The <YOUR CHAPTER NAME HERE> Chapter will join Women in Aviation International chapters around the world on September 21, 2024, for an outreach event to inspire the next generation of women in aviation. Chapters all over the world are putting on their own, unique programs. Attendees will be able to participate in hands-on activities, hear inspirational speakers, meet women working throughout the aviation and aerospace industries, and more. <Be sure to add any event particulars, like safety precautions your chapter is taking, website, registration requirement, limited attendance notes, etc.>

"The program is free for participants and their chaperones," added <CHAPTER LEADER NAME & FINAL QUOTE>. "We just want to see girls interacting with positive role models and considering aviation as they make their college and career plans." <Put your quote here...the above is just a sample>

###

Women in Aviation International is a nonprofit 501(C)(3) organization dedicated to providing networking, mentoring, and scholarship opportunities for women and men who are striving for challenging and fulfilling careers in the aviation and aerospace industries. For more information, at www.WAI.org.

<YOUR CHAPTER NAME> **Girls in Aviation Day Media Contact:**

<Your Media Contact Here>

Media Liaison

Women in Aviation International <YOUR CHAPTER NAME HERE> Chapter

Phone: <YOUR PHONE #>

Email: <YOUR EMAIL ADDRESS>



CERTIFICATE OF LIABILITY INSURANCE

OP ID: VW

DATE (MM/DD/YYYY)

04/12/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Roselius Insurance Agency, Inc 55 E. Dayton St. West Alexandria, OH 45381 Rick D Pickerell Jr	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	PRODUCER CUSTOMER ID #:	WOMA001
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED Women in Aviation International 1864 Dayton Germantown Pike Germantown, OH 45327	INSURER A :	Cincinnati Insurance Co. 10677
	INSURER B :	Arlington Roe
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			EPP0314064	02/14/2024	02/14/2025	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
	<input type="checkbox"/> Int'l Liab						PERSONAL & ADV INJURY \$ 1,000,000
B	Drone			PHFD95010738001 9036170	12/03/2023	12/03/2024	GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						Int'l Lia \$ 1,000,000
A	AUTOMOBILE LIABILITY			EPP0314064	02/14/2024	02/14/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (PER ACCIDENT) \$
	<input checked="" type="checkbox"/> HIRED AUTOS						Hired Physical \$ 40,000
<input checked="" type="checkbox"/> NON-OWNED AUTOS			Damage \$				
X	<input checked="" type="checkbox"/> UMBRELLA LIAB	<input type="checkbox"/> OCCUR		EPP0314064	02/14/2024	02/14/2025	EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$ 1,000,000
	<input type="checkbox"/> DEDUCTIBLE						\$
	RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WC IN OHIO -STATE FUNDED			WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y / N	<input type="checkbox"/> N / A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
B	Arlington Roe			PHFD95010738001	12/03/2023	12/03/2024	
A	Cincinnati Ins. Co			EMN0516996	02/14/2024	02/14/2025	D&O 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Evidence of Current Liability Insurance

CERTIFICATE HOLDER**CANCELLATION**

Insured's Copy INSC001	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>R. D. P. Jr.</i>

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Request for Certificate of Insurance

Today's Date _____

Chapter Name _____

Chapter Contact _____

Contact Email _____

Contact Phone _____

Event

Event Name _____

Event Date _____

Event Location and Address

Entity Requesting Proof of Coverage

Are they requesting to be named as Additional Insured? Yes No

Company/Entity _____

Address

Please direct any questions and/or send this completed form to:
Jessi Litz-Rowden, WAI Manager of Chapter Relations
jrowden@wai.org | 202-909-9767

Please allow **10 business days** for receipt of your Certificate of Insurance.



Sample Proclamation Request Letter

Dear <correct title Mr./Ms.> <last-name>:

Women in Aviation International (WAI) is a nonprofit organization dedicated to providing networking, education, mentoring, and scholarship opportunities for all: women and girls, men and boys, who are striving for challenging and fulfilling careers in the aviation and aerospace industries.

Across the world, WAI has more than 18,000 active members in over 100 countries, members in every state of the USA and her territories, and 180 local chapters throughout the world. WAI membership is comprised of professional pilots, military personnel, air traffic controllers, astronauts, engineers, business professionals, scientists, aircraft manufacturers, maintenance technicians, teachers and professors, students, civil servants, and a multitude of other professions represented. <You might put a note in about your role as a Chapter leader, Chapter name, where you're located, etc.>

This year, in an effort to continue the momentum of one of our most popular initiatives and to introduce aviation and aerospace to more girls all across the globe, WAI Chapters will be holding the 10th Annual International Girls in Aviation Day on September 21, 2024. Many WAI Chapters are working with their local schools, Girl Scout organizations, and community groups to inspire girls and youth to consider aviation, aerospace, and STEM subjects and professions. <Our chapter...insert details about your GIAD here>

Last year, there were over 160 Girls in Aviation Day events hosting over 30,000 attendees. Many states and multiple cities proclaimed the day as Girls in Aviation Day, and this year, we're hoping all 50 states, international countries, and communities will support the effort! At this time, we are asking you to support these efforts with a proclamation naming September 21, 2024, as Girls in Aviation Day in your location of <LOCATION>. A draft proclamation for your use is attached.

As a resident of <STATE>, it would be my honor if our State of <STATE> signed on as a champion of our Girls in Aviation Day event and of women and girls in aviation, aerospace and STEM related professions and activities. Please feel free to call me directly should you have any questions or if I can ever be of any assistance.

<<Signature>>



<<Girls in Aviation Day Sample Proclamation Language>>

United States Girls in Aviation Day Proclamation

Whereas, the United States is recognized as the global leader in aerospace safety, efficiency, and innovation; and

Whereas, the aerospace industry is dependent upon a skilled workforce to maintain this exemplary level of quality; and

Whereas, local leaders in government and in the community recognize the importance of the aerospace industry to the economic prosperity, national security, and citizen safety of the United States; and

Whereas, women have been involved in aviation since its earliest days, from E. Lillian Todd, who designed and built aircraft in 1906, to Harriet Quimby who, in 1911 became the first woman to earn a pilot certificate and cross the English Channel, to Helen Richey, who became the first woman pilot for a U.S. commercial airline in 1934, to Astronaut Dr. Sally Ride who, in 1983, was the first American woman in space, to Jeana Yeager who copiloted the first non-stop, non-refueled flight around the world in 1986, to Astronaut Eileen Collins, who became the first female Space Shuttle pilot in 1997 and first female Space Shuttle Commander in 1999; and

Whereas, during the last two decades, although the number of women involved in the aviation industry has steadily increased, only 16 percent of people working in the aircraft, spacecraft, and manufacturing industry are female; and

Whereas, it is agreed that the path to increasing participation is through a collaborative effort by government, industry, and dedicated organizations and individuals designed to inspire girls to pursue aerospace-based goals, prepare female students through quality aerospace STEM curriculum and expose girls to positive female role models; and

Now, Therefore, Be It Resolved that I <Name of Public Official, Title>, do hereby proclaim September 21, 2024, as Girls in Aviation Day in this <City, State, etc.> and encourage all citizens, businesses, public, and private agencies, media, and educational institutions to support and participate in Girls in Aviation Day events being held nationwide by Women in Aviation International Chapters, promoting girls in aviation and aerospace.



<<Girls in Aviation Day Sample Proclamation Language>>

International Girls in Aviation Day Proclamation

Whereas, <Insert Country> is recognized as a global leader in aerospace safety, efficiency, and innovation; and

Whereas, the aerospace industry is dependent upon a skilled workforce to maintain this exemplary level of quality; and

Whereas, local leaders in government and in the community recognize the importance of the aviation and aerospace industries to the economic prosperity, national security, and citizen safety of <Insert Country>; and

Whereas, women globally are being recognized as leading figures in the aviation and aerospace industries for their wealth of knowledge, invaluable contributions, creative innovations, ground breaking experiences, and historic accomplishments

Whereas, during the last two decades, although the number of women involved in the aviation industry has steadily increased, only 16 percent of people working in the aircraft, spacecraft, and manufacturing industry are female; and

Whereas, it is agreed that the path to increasing participation is through a collaborative effort by government, industry, and dedicated organizations and individuals designed to inspire girls to pursue aerospace-based goals, prepare female students through quality aerospace STEM curriculum and expose girls to positive female role models; and

Now, Therefore, Be It Resolved that I <Name of Public Official, Title>, do hereby proclaim 21 September, 2024, as Girls in Aviation Day in this <Insert Province, Country, etc.> and encourage all citizens, businesses, public, and private agencies, media, and educational institutions to support and participate in Girls in Aviation Day events being held nationwide by Women in Aviation International chapters, promoting girls in aviation and aerospace.

Girls ✈️
IN AVIATION DAY

A Women in Aviation International® Event

MEET HERE



Photography and Videography Submission and Release

(for use with event photographers and videographers)

Chapter Information

Chapter _____

Event _____

Event Date _____

Photographer Information

Name _____

Address _____

City _____ State/Province/Region _____

Zip/Postal Code _____ Country _____

Phone _____ Email _____

I have been hired by a Chapter of Women in Aviation International to photograph or video record their above mentioned event. I understand that my photos will be submitted for consideration of use to Women in Aviation International for their use with the media, marketing, publications, development of collateral and other WAI specific uses. I would like the photo credit to read:

I hereby give Women in Aviation International, its chapters, affiliates, assigns and/or successors the full and absolute right and exclusive permission to publish and/or use the photography and/or videography submission in whole or in part. I hereby waive any right that I may have to inspect and/or approve the finished product.

Signature of Photographer _____ Date _____

Chapter—please submit the completed and signed form with your photography submission.

Any questions should be directed to Jennifer Moore, WAI Art Director, jmoore@wai.org

Suggested Guidelines for Awarding the WAI Aviation Girl Fun Patch

The WAI Aviation Girl Fun Patch was developed specifically to allow WAI Chapters, WAI members, and GIAD event hosts to reach out to the Girl Scout communities in your areas to introduce them to the world of aviation in a fun and engaging way.

The WAI Aviation Girl Fun Patch is meant to be earned by scouts and other participants. These guidelines will help you develop a methodology for earning the WAI Aviation Girl Fun Patch at your event, with an eye toward the age group of attendees you expect.



- Select at least six activities and lessons from your chapter's activity list, or supplement with the activities on the Aviation for Girls app and WAI Youth Programs (provided at <https://www.wai.org/youth-education>)
- Choose the activities with special care to make it fun for attendees of each age group expected
- Topics can include, but are not limited to:
 - The Four Forces of Flight: Thrust, Gravity, Drag and Lift
 - Smart Airplane Parts
 - Connections
 - Aviation Terms
 - Teamwork
 - Helicopters
 - Fluid Mechanics
 - Density/Polarity
 - And more!



Girls
IN AVIATION DAY

A Women in Aviation International® Event

Aviation for Girls
CERTIFICATE

This certificate is presented to:

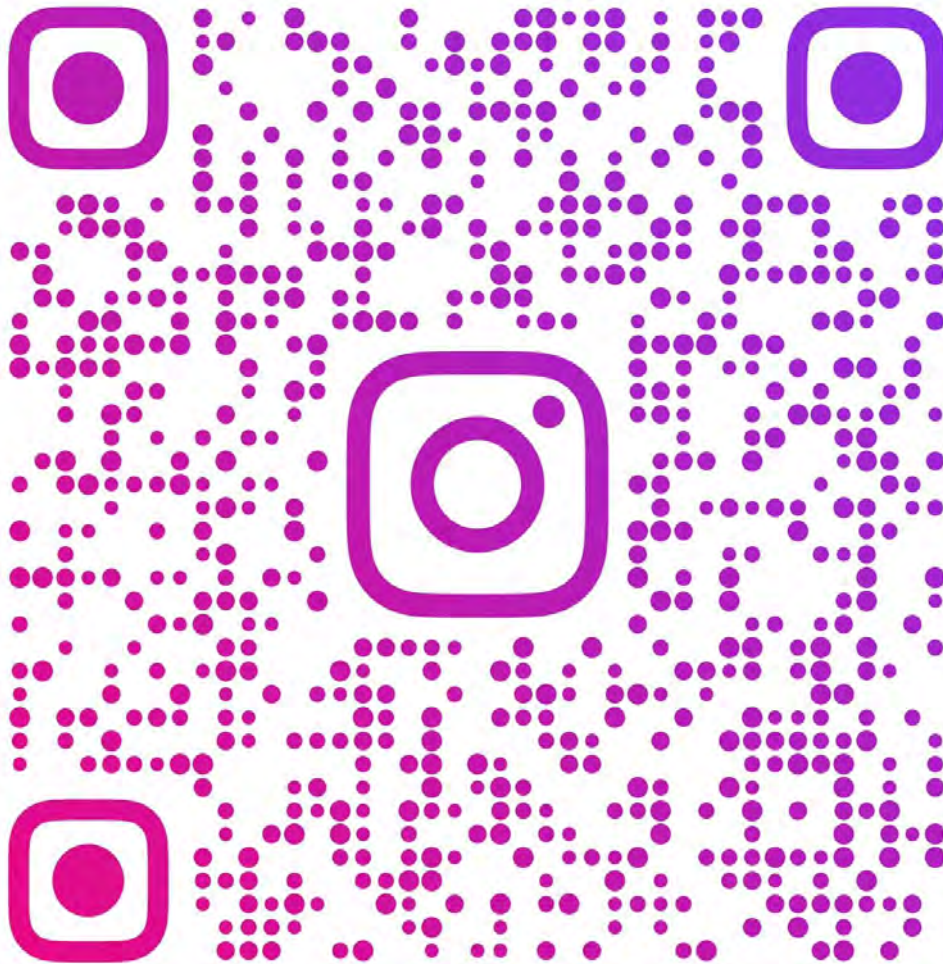
For participating in
Women in Aviation International's
Girls in Aviation Day



Instagram Filter

Scan this QR code for the official
Girls in Aviation Day Instagram Filter!
Don't forget to tag us:

#GirlsInAviationDay #FutureofAviation #IamWAI



GIAD
WOMENINAVIATION

WAI WELCOMES NEW JUNIOR MEMBERS!

- Are you 18 years old or younger?
- Do you love aviation and STEM?
- Do you want to learn more about living your aviation passion?
- Are you interested in finding out more about scholarships in aviation?

We have a free WAI membership for you!

Join for free here and learn about all the resources and benefits at WAI.org/membership-information



Download the free Aviation for Girls App.



Available year-round with hours of new content, including:

- Three age-appropriate content tracks for elementary, middle school, and high school students
- Meet positive female role models
- Instructional activity videos
- Scholarship information
- Education resources
- Expanded *Aviation for Girls* magazine



apple.co/3dm2MiG



bit.ly/AFGAppGooglePlay

Photobooth:
“Future of Aviation” Photobooth Backdrop
High Quality Tension Fabric display with stretch fabric - straight
6 ft 7 in wide x 7 ft 3 in high
[Order Here](#)



[CLICK to download print ready file](#)



Stage Backdrop:
“The Sky is Unlimited” Stage Backdrop
High Quality Tension Fabric display with stretch fabric - straight
20 ft wide x 7 ft 3 in high
[Order Here](#)



[CLICK to download print ready file](#)



Sectional Scavenger Hunt

Objective:

Participants will be able to discover how pilots navigate using sectional charts.

Materials:

Your WAI chapter kit will include multiple copies of Sporty's Instructional Sectional Chart (THANK YOU SPORTY'S). You may photocopy these for larger groups as necessary. You can also have attendees work in groups so fewer sectionals are needed. Use pencils, rulers, and plotters.



Note:

We suggest that you customize the worksheet for the local sectional you use and the ages of your attendees. Younger kids will need a simple worksheet, while older participants can handle more complex challenges.

How it Works:

Explain the various parts of a VFR sectional, terminology, symbology, etc. Point out various components such as topographic features, ways to identify different kinds of airports, how to find airport names, runway lengths, airport facilities, ATC frequencies, and more.

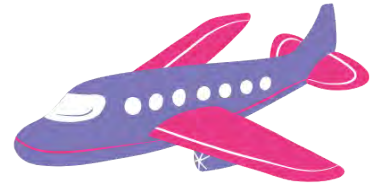
Use the attached worksheet or construct your own worksheet that works well with the sectionals you have access to, and have your participants find and identify various elements such as:

- Locate three airports
 - You can add dimension by requiring that they find one private airport, one Heli-Port and one airport with a control tower
 - Locate one Seaport
 - Locate an airport with glider operations
- Identify the elevation of specific items or topographic features
- Identify specific features on the map, such as lakes, wildlife sanctuaries, and other interesting features
- Identify the tallest item/terrain on the sectional
- Find two airports with runways greater than 8,069 feet
- Write down the control tower frequency for two airports
- Locate two VORs
- Identify the AWOS frequency for two airports

Before finalizing the worksheet you use, you'll want to be sure that each item is actually available on the sectional you are using.

Sectional Scavenger Hunt

VFR Sectional Scavenger Hunt Worksheet
Visit www.skyvector.com at home!



- Locate at least three airports

1. _____
2. _____
3. _____

- Locate two lakes

1. _____
2. _____

- Locate the elevation of two Mountains

1. _____
2. _____



- Locate one airport with parachute operations

1. _____



- Locate one Military Operating Airspace (MOA)

1. _____

- Identify two airports with towers

1. _____
2. _____

- Identify two airports with runways greater than 8,069ft.

1. _____
2. _____

- Locate two VORs

1. _____
2. _____

- Locate one restricted area

1. _____



- Write down the control tower frequency for two airports

1. _____
2. _____

- Write down the AWOS frequency for two airports

1. _____
2. _____

Flight Fun Downloads

Click the activity to save,
download, and print a PDF.



FOUR FORCES OF FLIGHT

Gravity

Use the gravity buster to test descent time.



FOUR FORCES OF FLIGHT

Lift

Explore lift by testing paper, loop and tube airplanes.



FOUR FORCES OF FLIGHT

Drag

Discover drag with paratroopers, races and balloons.



FOUR FORCES OF FLIGHT

Thrust

Create jets and airplanes to test how thrust affects flight.



 **Free Pilot Courses**

John & Martha invite you to experience and learn.



Aircraft Downloads

Click the activity to save, download, and print a PDF.



AVIATION for Girls Tailwheel

Cut out this special tailwheel template to build an aircraft with your AFG Propeller from Girls in Aviation Day.

Smart Parts

Discover the parts of general aviation aircraft.

U.S. AIR FORCE

Stealth Fighter

Study the U.S. Air Force F-35 Lightning II and make a paper fighter.

Helicopter

Explore parts of a helicopter and construct a paper rotor.

CIVIL AIR PATROL
U.S. AIR FORCE AUXILIARY

Paper Plane

Learn about the Civil Air Patrol and create your own CAP Plane.

Experiments

Downloads

Click the activity to save, download, and print a PDF.



NON-NEWTONIAN *Fluids*

Test fluids that do not follow Newton's Law of Viscosity.



Lava Lamp

Experiment with household ingredients to discover density and polarity!



Coloring Pages Downloads

Click the activity to save,
download, and print a PDF.



2024 Issue 1
AVIATION FOR Girls
Ages 5-10

- Phonetic Alphabet
- Phonetic Connect
- Landing Maze
- Helicopter Design

2024 Issue 1
AVIATION FOR Girls
Ages 11-13

- Airplane Terms
- Forces of Flight
- Mandala Art
- STEM Girls Coloring Page

2024 Issue 1
AVIATION FOR Girls
Ages 14-17

- What is Aviation? Crossword
- WASP Coloring Page
- Aviation Word Search

2023 Issue 2
AVIATION FOR Girls
Ages 5-10

- Phonetic Alphabet
- Helicopter Maze
- Sirius Connect the Dots
- Design a Drone

2023 Issue 2
AVIATION FOR Girls
Ages 11-13

- Airplane & Helicopter Terms
- AFG Propeller Activity
- Flight Deck Coloring Page
- Dee Brasseur Crossword

2023 Issue 2
AVIATION FOR Girls
Ages 14-17

- Female Air Traffic Controllers at Work
- Aviation Word Search

2023 Issue 1
AVIATION FOR Girls
Ages 5-10

- Phonetic Alphabet
- Explore Space
- Drone Maze
- Hubble Space Telescope

2023 Issue 1
AVIATION FOR Girls
Ages 11-13

- Airplane Terms
- Forces of Flight
- Hot Air Balloon Art
- Marie Marvingt Crossword

2023 Issue 1
AVIATION FOR Girls
Ages 14-17

- Aircraft Engine Art
- Aviation Word Search

2022
AVIATION FOR Girls
Ages 5-10

- Phonetic Alphabet
- Sally Ride Portrait
- Space Search
- Wright Dots

2022
AVIATION FOR Girls
Ages 11-13

- Airplane Terms
- Forces of Flight
- Wake Zentangle

2022
AVIATION FOR Girls
Ages 14-17

- Bessie Crossword
- Mandala Art
- Aviation Word Search

2021
AVIATION FOR Girls
Ages 5-10

- Phonetic Alphabet
- Airport Art
- Find the Airport Maze
- Helicopter Dots

2021
AVIATION FOR Girls
Ages 11-13

- Airplane Terms
- Four Forces of Flight
- Space Shuttle

2021
AVIATION FOR Girls
Ages 14-17

- Astronauts Crossword
- Mandala Art
- Aviation Word Search

Coloring Pages Downloads

Click the activity to save,
download, and print a PDF.



2020 AVIATION FOR *Girls*
Ages 5-10

- Phonetic Alphabet
- Space Art
- Landing Maze
- Airplane Dots

2020 AVIATION FOR *Girls*
Ages 11-13

- Bessie Coleman Crossword
- Mandala Art
- Aviation Word Search

2020 AVIATION FOR *Girls*
Ages 14-17

- Jacqueline Cochran Crossword
- Mandala Art
- Aviation Word Search

NASA *Supersonic Airplanes*

Explore and color Nasa's Quesst Supersonic Aircraft

NASA *Space Launch System*

Explore and color Artemis Space Launch System

Pioneer Crosswords

Read WAI Pioneer history and complete crossword challenges.

U.S. AIR FORCE *Trivia*

How much do you know about the history of Aviation?

MAC HELPS PILOTS *Fly Safe*

Minneapolis St. Paul Airport Commission shares airport operations.

AVIATION FOR *Girls*
Coloring BOOK

- WAI Mandala
- Aircraft Zentangles
- Dream Art

HFI HELICOPTER *Coloring Book*

See all the Places Marty the Copter can go!

U.S. AIR FORCE *Women Word Search*

Find U.S. Air Force famous aviators and learn about their achievements.

U.S. AIR FORCE *Women Word Search*

Find new U.S. Air Force famous aviators and learn about their achievements.

Green Team

Get to know Orlando International Airport's green team!

NOAA *Aviation WX FORTUNE TELLER*

Learn about aviation weather from NOAA with this folding activity.