



Grace Flight

Pilot's Handbook

**Welcome to Grace Flight!
2550 Midway Road
Carrollton, TX 75006
September 2011**

Every effort was made to ensure that the contents of this document were complete and accurate at the time of printing. However, information is subject to change. Please inform Grace Flight of any errors or omissions.

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1 - Introduction

The material listed in this handbook will help in explaining the procedures and services that Grace Flight offers our community. This document is divided into nine parts, each concerning a different aspect of Grace Flight missions.

All pilots volunteering for Grace Flight missions are required by law to prepare for a flight in accordance with Federal Aviation Regulations (FARs) (i.e. flight planning, weather briefing, preflight, current medical, airworthiness inspections, etc.). These subjects will not be addressed in this document.

Disclaimer

This document is furnished as a guideline for general information and as suggestions to aid in the successful completion of a mission for Grace Flight. It is not intended to be a set of hard and fast rules. However, it will help in making for a great flight for both you and the patient.

2 - Patient/Cargo Qualifications

Who and What Do We Carry?

For qualifying patients, cargo, etc., the Grace Flight staff is contacted by doctor, social workers and in some cases by clergymen for a request to fly a mission. Only the Grace Flight Mission Coordinators or their designee, may qualify (accept or reject) a submitted application for a Grace Flight mission. Grace Flight pilots should not make any mission commitments on behalf of Grace Flight.

A Successful Grace Flight Mission – A successful mission depends a great deal on coordination between the Grace Flight staff, available aircraft, cargo or patient, weather, Air Traffic Control, ground transportation, medical staff, and you the pilot. As you can see, many different things must come together to make this a successful program. Without you and your aircraft this could not and would not happen. You are Grace Flight.

3 - Learning Of A Mission

All available missions are available on our website after logging into our system. The website is constantly being updated.

Online - Go to http://www.availablemissions.org/login.asp?missions_available_logon.asp.

Email - An automated email goes out every evening. The email has two lists of missions.

- Missions from or to your home base airport
- Missions whose origin or destination airport is in your wing

4 - Before Signing up for a Mission

Aircraft Range – Does the selected aircraft have the range to meet the requirements of the mission? If an enroute fuel stop is required, then an earlier departure may be necessary to meet the time requirements of the patient or cargo.

Time Enroute – The flight plan departure and arrival should meet the requirements of the patient.

Co-pilot – Co-pilots are recommended but not required for any hard IFR (IMC) conditions or long duration flights.

Type Of Cargo Or Patient – The Pilot Mission Form indicates the weight requirements for patient, passenger, and baggage.

Linking Missions – Mission requirements may include several hours layover in order to return the patient back to the point of origin or to wait for a return mission with another patient. Grace Flight Inc. also coordinates missions with other Volunteer Pilot Organizations like us. These joint missions require additional coordination with those organizations and assigned mission pilots.

5 - Signing up for a Mission

Pilots are encouraged to sign up for mission's online, email, or telephone.

Online

- Go to http://www.availablemissions.org/login.asp?missions_available_logon.asp
- You'll be asked to sign into GFIDS if you haven't done so yet.
- You'll be given more information about the mission. Look over the information, scroll down and click on "Request This Mission".
- Look over the information and click the add button.
- You will get a message saying that we received your request.

Email

You can email the mission coordinator at spitassi@graceflight.org to sign up for a mission. Please include your name, mission number date of mission and what leg you're interested in.

Telephone

Call the office (972) 755-0433. The office is open Monday - Friday from 9am to 5pm Central time.

6 - Pilot Mission Sheets

How To Use The Form – Before a mission, the Grace Flight Office will email or fax you a Mission Sheet. This will confirm your status as the pilot in command and tells you the patients' and passengers' names, weights, phone numbers, etc. If the mission involves a linking leg, the form will give details. Be sure to take this form with you on the mission. (See example Pilot Mission Form in the Appendix B).

7 - Preparations For A Mission

Days Before A Mission - Start your mission planning as soon as you confirm the mission. Check Pilot Mission Form for accuracy. Understand what is required of the pilot and aircraft. Identify your contacts and confirm the schedule (Call everyone concerned :)

- **Patient**
- **Connecting Pilot**
- **Patient is provided available options for Ground Transportation.**
- **Destination Airport/FBO**
- **Special Patient/Cargo Needs**
- **Check Long Range Weather Forecast, VFR/IFR**

FAA Rules And Regulations – All Grace Flight missions must be conducted in full compliance with applicable Federal Aviation Regulations. You, as the PIC, are responsible for knowing the FARs pertaining to your flight, and assuring compliance.

Be Professional – Pilots and other Grace Flight volunteers and staff are expected to maintain and uphold a professional appearance and manner when dealing with the public as official representatives of our organization. They must dress, behave, and fly in a manner which communicates professionalism, encourages trust, and demonstrates respect for our passengers and the community we serve.

Maintain Adequate Insurance – In this society, insurance is a critical component in your overall plan. You should contact your insurance agent and discuss whether your policy is compatible with Grace Flight missions. If you rent or borrow an aircraft for a mission, you must verify that you are insured adequately. Both you and the aircraft must be covered, even if different policies are required.

Grace Flight Insurance requires you to have a minimum of 250 hours total time and a copy of your insurance certificate on file in our office. Please always ensure we have a current copy on file. **Without it, we cannot let you fly a mission.**

Maintain The Aircraft – You must know if the aircraft can mechanically perform the mission before you accept it, and certainly before you start on the mission. Its speed, range, and payload are a critical part of the mission. Check the passenger and baggage weights before you accept a mission, and be aware of what summer density altitudes can do to your plane's performance.

Prepare An Alternate Plan "Plan B " – The best plans go astray. Develop a backup "Plan B." For example: Changing from VFR to IFR may require a co-pilot. Have one lined up to assist in the mission. Example: Have an alternate airport selected, to meet the patient's needs or due to a NOTAM being issued at the last minute or a change in the weather.

Just Prior To The Mission:

Update Weather – Get a full weather briefing immediately before flying the mission.

Flight Plan – It is required that the pilot file an IFR or VFR flight plan with “Flight Following” while enroute. This will allow Grace Flight personnel to contact your flight through the ATC for messages that will affect the outcome of your mission.

"Grace Flight" Call sign – The FAA permits you to use the call sign “GRC” while transporting medical patients or cargo. In many instances this will provide the flight preferred handling by controllers while enroute, thus expediting the mission. You may use the GRC call sign on any Mission Legs or Deadhead Legs related to a Grace Flight mission. Please refrain from use of the call sign on any unrelated flights

When filing the flight plan, the prefix in the Aircraft Identification field should be “GRC” followed by the last 3 or 4 characters of your aircraft “N” number. When talking with ATC use the term “Grace Flight” and the last 3 or 4 characters of your “N” number; i.e., “Grace Flight 19 Uniform ready for takeoff”. See example of a Flight Plan in the Appendix.

Change Mission If Necessary – Any change of the mission from its original schedule should be relayed to Grace Flight staff, if possible. Refer to the Pilot Mission Form for additional telephone contacts.

At The Airport, Before Departure

Pilot Mission Form And Release Forms – Have the proper release forms ready and bring a stamped envelope addressed to the Grace Flight office. Have the patient, guardian and passenger sign all release forms. Mail them from the departure FBO, **before** leaving. (Just ask the person at the FBO desk to mail it for you.) If you are based at a private hangar or no FBO or mailbox is otherwise available, then leave the signed, stamped release forms in your car.

Prepare The Passenger For The Trip

When you meet your patient, introduce yourself and explain how the flight will be conducted. A good passenger briefing begins before you walk out to the airplane. Pilots must make it clear to patients before the flight commences that their aircraft does not have food or restroom facilities in flight. Both pilots and patients must take care of food and bathroom needs before the flight. Grace Flight maintains a strict **No**

Smoking policy for both pilots and passengers enroute; no tobacco products are allowed. Be sure to understand the patient's needs, for instance food, water, medication, or any other special needs. Acquaint the patient with the aircraft: exits, ventilation, seat belts, seat adjustments, headsets (if provided).

Last Minute Changes – Sometimes the best of plans must be changed. As Pilot In Command, you are in charge of the mission and must decide what changes are acceptable or necessary to complete the mission. If a potential change jeopardizes the mission safety, reject it immediately. A polite but firm "NO" is certainly your prerogative if you don't like a suggested change.

Typical Causes For A Mission Change – Reasons for changes could include weather, change in mission requirements, pilot, aircraft, passenger or destination problems. Sometimes there is not one big reason for the change, but several little reasons. Things are just "not right" for a safe, legal, and on time mission.

Planning ahead usually allows this type of problem to be discovered early in the mission, so plans can be changed or problems overcome more easily. Surprises do occur and a mission might need to be changed at the last minute. If the mission is canceled for any reason, please call all parties involved (Grace Flight office, patient, linking pilots, or agencies). Don't assume they have already been contacted.

Alternative Solutions – Don't take the first solution you think of, but rather think out several possible alternatives. There are always alternatives, such as: waiting until later in the day, waiting until the next day, getting another aircraft or pilot, getting a co-pilot to share the cockpit duties, leaving someone behind, or even canceling the mission.

KIS: Keep It Simple – Select the safest and best solution. If a problem can be solved by a minor change in the plan that does not affect other parties in the mission, feel free to make the changes. If others were involved, contact the involved parties as soon as possible, either to consult about a possible solution, or to inform them of a decision made that would affect the mission. Don't assume that it would be OK to make the changes without notifying all other parties.

When you decide to make changes, be sure not to promise something you or the connecting pilot cannot deliver. Example: last minute addition of a passenger to the mission. You must reject it unless you are absolutely sure it will not impair your flight, or that of another mission segment, like a return flight in a smaller aircraft. Example: do not allow baggage weights exceeding 50 pounds on multi-leg missions. The next pilot may be unable to carry the additional weight.

8 - During The Mission

Passenger Comfort – Remember that our patients are often feeling under the weather when they board the flight. Many of them have been undergoing chemotherapy for cancer. These treatments can cause nausea. Keep air vents open if temperature permits.

Avoid abrupt maneuvers and rapid altitude changes. If possible, avoid turbulence; listen for PIREPS to help stay clear of bumps at certain altitudes. If needed, explain to the patient in simple terms the causes of turbulence, and the phases of flight when turbulence is more likely (e.g., takeoff & landing versus cruise flight). Don't hesitate to ask Air Traffic Control for a more favorable altitude; tell the controller you have an uncomfortable passenger. And make sure you have a supply of airsick bags and paper towels within reach--just in case. Consider having earplugs available if the patient doesn't want to use a headset. Grace Flight recommends that all small children be secured in an approved CRS safety seat or infant carrier during flight. For more information, please refer to http://www.faa.gov/passengers/fly_children/crs/.

Enroute Changes – If you need to make changes to the mission while enroute, call ATC or Flight Service, using the "Grace Flight" call sign. Controllers and FSS specialists are very helpful to aviators using that designation. If the condition of the patient deteriorates during the flight, you may upgrade "Grace Flight" to "Life Guard".

Who And How To Contact Enroute – Pilots should notify the Grace Flight office and/or ground transportation of any changes or delays in the mission status. If you need to contact Grace Flight or your ground transportation partners during the mission, ATC or FSS will help you. You may also notify your destination FBO of changes to your arrival time. On the ground, contact them by phone. In the air, call them on the assigned frequency and tell them what you need. (Example: Delay in arrival or departure time, weather issues, mechanical, or needs of patient or passenger)

Delivering The Patient or Cargo – When you arrive at your destination, help your patient to get out of the plane and into the FBO. Make sure that the patient's ground transportation has arrived or is on the way before you leave. If you are delivering cargo (for instance blood) make sure that it is unloaded promptly and cared for properly.

Close Your Flight Plan! – In the rush of last-minute details, don't forget to call Flight Service and close your flight plan, if filed VFR.

Special Treatment Or Fuel Discounts For GF Missions

In some cases, FBO's provide to Grace Flight pilots fuel discounts, limited courtesy cars, pilot's lounge, discount hotel rates for overnight stays, and more. Refer to the Grace Flight FBO link on the Grace Flight web site for preferred FBOs. If you patronize an FBO not currently listed there, advise them that you are flying for Grace Flight Inc., and briefly explain the program and what it is attempting to accomplish. In many cases they will work with you in as many areas of service as possible. If they do offer a discount, be sure to notify your wing leader so the FBO can be added to the preferred list. This will also help to spread the philosophy of Grace Flight Inc. Leave a few of our brochures in the pilot's lounge, too!

Do Not Abuse "Grace Flight" Call Sign – You may use the GRC call sign on any Mission Legs or Deadhead Legs related to a Grace Flight mission. Please refrain from use of the call sign on any unrelated flights.

Concluding The Mission

Please **DO NOT** file a report with zero hours, if the mission has been cancelled. If the mission is canceled for any reason, please call or email the Grace Flight office and contact all parties involved (patient, linking pilots, ground transportation coordinator or agencies). Don't assume they have already been contacted.

When you finish the mission, go to http://www.availablemissions.org/login.asp?missions_available_logon.asp and login. Enter your username and password (or your Last Name, Member Number, and 5-digit Zip Code). You will see AvailableMissions.org page displayed. To report the hours flown on a Mission, click on "File Mission Reports" on the **left** side of this page. Select the Mission that you are filing a report for and click on "Add Reports". Complete the "Mission Report" form and select "Submit".

Reimbursement Or Compensation For Mission – Patients may and sometimes do offer to reimburse you for all or part of the cost of the flight. **DO NOT** accept any reimbursement or compensation in kind for the trip, as this will endanger Grace Flight Inc.'s status with both the IRS and FAA, not to mention your own pilot's license. If patients or passengers wish to contribute to the Grace Flight Inc. organization, advise them to send it to the main office. Give them the proper mailing address and advise them that the contribution will be used for operating expenses of Grace Flight. Grace Flight is a 501(c)(3) non-profit organization and all contributions are tax deductible.

9 - Grace Flight Frequently Asked Questions

Frequently Asked Questions – Thank you for your interest in Grace Flight. It tells us that you, like us, are interested in helping your fellow citizens by utilizing your flying skill. The satisfaction that comes from a mission completed flying an adult with cancer; for example, who is seeking a cure through an experimental drug or a three-year-old tike whose deformed nose requires surgery about every three months, is the kind of satisfaction that we can't describe. You will know it once you have flown a Grace Flight mission.

Who we are – We are a non-profit, 501 (c) charitable organization of volunteer pilots who donate their time, flying skills, airplanes, and also the cost of operating their airplanes to provide air transportation, without charge, for people in need.

Experience – Grace Flight has flown many missions, transporting patients, blood, and medical cargo. There is never a charge to the patient or the agency we serve. Always, Grace Flight's primary purpose is to provide free air transportation for the public's benefit.

Financial Support – Grace Flight is financially supported primarily by our pilots who fly the missions (by donating the use of their airplanes and operating expenses) and by contributions from individuals, service clubs, social and religious groups and corporations. We receive no financial aid from any government entity.

Our Pilots – Each pilot certifies to adhere to FAA regulations and provide insurance coverage. Because we want all missions to be completed safely, our pilots are in complete charge of the missions they fly. With respect to the capability of the airplanes they fly and weather conditions, they make their own "go/no-go" decisions.

Who Coordinates Missions and How? – Grace Flight has Mission Coordinators who coordinate by email, phone or fax. On the average, it takes about 24 phone calls to set up a single mission. Locating an available pilot can be quite time consuming. Besides the pilot and patient, there are a number of other people that are often involved and that need to be contacted for various reasons. These include the referring physician, the patient's caseworker, etc.

Is A Copilot Required? – Grace Flight expects pilots to operate in accordance with FAA regulations. Therefore, copilots are required only when FAA regulations require a second-in-command. However, none of the aircraft usually flown by Grace Flight pilots require a second-in-command. If you are more comfortable having a copilot aboard, it's your choice..

What About Ground Transportation For Patients? – Grace Flight's obligation is to provide air transportation from airport to airport. It's the patient responsibility to make arrangements for ground transportation. However, Grace Flight provides ground transportation options for Dallas, TX and Houston, TX. Often the hotel/motel in which the patient is staying has a shuttle to take the patient to and from the airport.

Do Patients Ever Require Assistance? – Grace Flight does not normally accept passengers who need assistance. However, when we do, we insist that the patient have an attendant. If the patient is a child, you can expect that the mother, father, or other companion will accompany the child. Pilots are always informed about such situations when they are asked to accept a mission.

Do I Have To Own An Airplane? – "No." It is immaterial to Grace Flight whether you rent or own an airplane. Either way, however, it is expected that you have reasonably ready access to an airplane and are properly insured so that when the Coordinator calls you about a mission, the arrangements can be confirmed quickly.

What About Liability? – Passengers are required to sign a liability release form before boarding the flight. In the case of minors, a guardian is required to execute a release form on behalf of the minor. In Texas, the "Good Samaritan" law provides that those assisting others for no financial consideration are relatively exempt from liability, as long as they act in a responsible manner.

Can I Decline A Mission? – Certainly. Grace Flight cannot and will not pressure pilots to fly a mission that they don't want to accept, nor should pilots accept any mission that they feel uncomfortable with for whatever reason. It is the objective of this organization to accommodate as many people that need our services as possible within the scope of Grace Flight charter and standards. Safety is our number one consideration. Upon accepting any mission from Grace Flight you, the pilot, are in charge of completion of the mission and can cancel the mission for any reason.

How Are Pilots Selected For Missions? – Basically, no one is selected for a mission. Missions are undertaken by pilots who have volunteered for that mission.

How Often Will I Be Called To Fly A Mission? – All pilots are volunteers. You can fly as many or as few as you want. Ideally, we would like every Grace Flight pilot to fly at least a few missions a year.

What Are The Pilot Requirements? – Grace Flight requires you to have a minimum of 250 hours. You must have a valid medical certificate, be current, and be proficient in whatever airplane you fly. You are also required to affirm that you will maintain personal liability insurance and comply with all applicable FARs. A copy of your insurance cover sheet or proof of insurance certificate is required to be on file with our office.

Does Grace Flight Insure Passengers And Airplanes While Flying A Mission? – It is quite unnecessary for Grace Flight to provide insurance for missions flown by its member pilots. Since there is nothing special about voluntarily flying an ambulatory person from one airport to another, a pilot's normal insurance arrangement should be satisfactory. We urge you, however, to discuss Grace Flight flights with your insurance representative.

Who Manages Grace Flight? – Grace Flight is staffed by a paid Executive Director, two mission coordinators, and other support staff. The Executive Director reports to a volunteer Executive Board of Directors, which is elected by the members of Grace Flight. In addition, a Board of Governors provides involvement opportunities for anyone interested in the mission of Grace Flight. Volunteer Wing Leaders, in local areas, provide information to local pilots and patients, and coordinate activities within the wings.

Can I Deduct The Cost Of A Mission From My Income Tax? – Grace Flight is a charitable organization under the Federal Income Tax Code. Thus, contributions to Grace Flight can be deducted to the full extent allowed by the law. Pilots may deduct the direct (out-of-pocket) expenses of a mission. This includes aircraft-related expenses as well as personal car mileage to and from the airport for missions. Should weather conditions force a mission pilot to remain overnight, the cost of lodging and meals are deductible as well. It's important that pilots maintain accurate records, receipts, etc., to substantiate deductions. However, for complete information, pilots should consult their personal tax advisors.

For More Information: Contact the Grace Flight Office

Phone: 972-755-0433

Email: pilots@graceflight.org

Appendix A

Grace Flight Forms

We have included examples of several forms, which you will be using as you fly missions for Grace Flight. You will also find copies of Release Forms for patients, passengers, and guardians. *Make photocopies* of these as needed for your missions.

We have also included samples of Pilot Mission Forms. These examples show you what to expect when you are assigned a Grace Flight mission. The actual form will be sent to you by Fax or mail as soon as possible after you accept the mission. Note that it contains a great deal of essential information about the patient and the mission. This is the form discussed in several places in this Manual. Use it as the basis for planning your flight.

English-language forms are normally used for missions. If Spanish language forms are required for a mission, they may be downloaded from the “Documents” section of the Grace Flight web site.

A Flight Plan form is included showing how to file a ‘Grace Flight’ flight plan when carrying a patient or other time critical cargo.



(TO BE MAILED PRIOR TO FLIGHT)

GRACE FLIGHT OF AMERICA
AIR TRANSPORT WAIVER OF LIABILITY

1. Grace Flight of America, a non-commercial, non-profit volunteer public service organization, and its volunteer pilot(s) including

hereby agree to provide the following passenger(s)

with air transportation (and if necessary, ground transportation), free of charge, for the passengers convenience in obtaining, assisting with or returning from medical treatment or diagnosis, or for other compelling human needs as are determined suitable for Grace Flight of America missions.

2. It is understood that Grace Flight of America pilots are volunteering their services and aircraft (and if necessary, ground transportation), and are not financially reimbursed for their services, or the expenses of their agreeing to perform that Grace Flight of America Missions. As such, that Grace Flight of America, and those persons acting on its behalf, including mission coordinators, referring agencies, board members, pilots, and all others associated with that Grace Flight of America, are relying upon the signing of this Waiver in return for their providing charitable services.

3. **Adults:** In consideration for receiving this air transportation free of charge, I agree to **HOLD HARMLESS** Grace Flight of America, its volunteer pilot(s), and those persons acting on its behalf, including missions coordinators, referring agencies, board members, pilots, and all others associated with that Grace Flight of America who have assisted in arranging that Grace Flight of America transportation, **(from any and all liability, including, but not limited to, liability for negligence)** for any personal injury or property damage I might suffer, and for any wrongful death action which my heirs and/or my Estate might bring arising from my being a passenger on an aircraft or ground transportation provided by that Grace Flight of America, and operated by pilots or others acting on behalf of that Grace Flight of America. **THIS MEANS THAT NEITHER I, NOR MY HEIRS OR ESTATE, MAY PURSUE ANY CLAIM FOR DAMAGES ARISING OUT OF GRACE FLIGHT OF AMERICA VOLUNTEER TRANSPORTATION.**

Minors or Legally Incompetent Individuals: In consideration for receiving this transportation free of charge, and on behalf of the minor/legally incompetent individuals who are to be transported, I agree to **HOLD HARMLESS** Grace Flight of America, its volunteer pilot(s), and those persons acting on its behalf, including mission coordinators, referring agencies, board members, pilots, and all others associated with that Grace Flight of America, from any and all liability, including, but not limited to, liability from negligence for any personal injury or property damage I/we, or the minor/legally incompetent passenger might suffer, and for any wrongful death action which their heirs and/or Estate might bring arising from said minor/legally incompetent individual being a passenger on a flight or ground transportation arranged by Grace Flight of America. **THIS MEANS THAT ON BEHALF OF THE MINOR/LEGALLY INCOMPETENT INDIVIDUAL I AM AGREEING THAT NEITHER THE MINOR/LEGALLY INCOMPETENT INDIVIDUAL, NOR HIS/HER HEIRS OR ESTATE, MAY PURSUE AGAINST THOSE PERSONS OR ENTITIES AS DESCRIBED HEREIN ANY CLAIM FOR DAMAGES ARISING OUT OF GRACE FLIGHT OF AMERICA VOLUNTEER TRANSPORTATION.**

THE UNDERSIGNED HEREBY AFFIRMS LEGAL GUARDIANSHIP AND/OR RESPONSIBILITY OVER THE MINOR/LEGALLY INCOMPETENT PASSENGER(S) BEING TRANSPORTED BY GRACE FLIGHT OF AMERICA, AND AGREES TO **INDEMNIFY, SAVE, DEFEND, AND HOLD HARMLESS GRACE FLIGHT OF AMERICA, ITS VOLUNTEER PILOT(S), AND THOSE PERSONS ACTING ON ITS BEHALF, INCLUDING MISSION COORDINATORS, REFERRING AGENCIES, BOARD MEMBERS, PILOTS, AND ALL OTHERS ASSOCIATED WITH GRACE FLIGHT OF AMERICA, REGARDING ANY CLAIM FOR INJURIES, DEATH, OR DAMAGES WHICH SAID MINOR/LEGALLY INCOMPETENT INDIVIDUAL MAY BRING, OR WHICH MAY BE BROUGHT ON THEIR BEHALF(S), AS A RESULT OF BEING TRANSPORTED ON A GRACE FLIGHT OF AMERICA AIRCRAFT OR GROUND TRANSPORTATION.**

I hereby consent to the minor/legally incompetent passenger mentioned herein being transported on that Grace Flight of America arranged transportation.

4. I understand it's my sole and exclusive responsibility to purchase any flight or accident insurance should I desire to be insured on this flight.

5. In the event any portion of this contract is held invalid, the remaining portions shall remain in full force and effect.

NOTE: THIS RELEASE MAY BE USED, AND IS DEEMED VALID, AS TO ALL GRACE FLIGHT OF AMERICA GRACE FLIGHT OF AMERICA MISSIONS ON WHICH THE UNDERSIGNED, OR THE MINOR(S)/MENTALLY INCOMPETENT(S) ON WHOSE BEHALF THIS RELEASE IS BEING SIGNED, ARE PASSENGERS.

6. As evidenced by my signature below, I have read this agreement in its entirety and agree to its terms.

(NOTE: To be signed by each adult passenger, or if a minor/legally incompetent, by both parents, or if only one parent is available, that parent, or that person with sole legal custody, or the legal guardian/conservator of the minor/legally incompetent passenger)

Signature: _____ Date: _____ Signature: _____ Date: _____

TO BE SIGNED BY GRACE FLIGHT OF AMERICA MISSION FLIGHT ASSISTANTS

I have read and understand all of the above. As a Mission Flight Assistant I agree to **hold harmless** Grace Flight of America, its volunteer pilot(s), and those persons acting on its behalf, including mission coordinators, referring agencies, board members, pilots, and all others associated with Grace Flight of America, from any and all liability including, but not limited to, liability for negligence for any personal injury or property damage I might suffer, and for any wrongful death action which my heirs and my Estate might bring arising from my being a mission flight assistant on a flight arranged by Grace Flight of America. **This means that neither I, nor my heirs or Estate, may pursue against those persons or entities as described herein any claim for damages arising out of Grace Flight of America volunteer transportation.**

Signature: _____ Date: _____

PHOTO RELEASE

I understand that in order to continue providing its free community service, Grace Flight of America relies upon contributors, which are in part solicited through publicity. In order to contribute to its efforts, I grant Grace Flight of America permission to take and use my photograph for promotional, public relations and related uses.

Passenger #1 (initial) _____ Passenger #2 (initial) _____

Send by US Mail or fax prior to flight to:
Grace Flight of America
2550 Midway Road, Ste 220 • Carrollton, TX 75006
(972) 755-0433 office (972) 858-5492 fax

Grace Flight

Office: (972) 755-0433 Fax: (972) 858-5492

Mission #: 18331

Mission Itinerary

Date: 07/09/2007

Primary Coordinator:

MISSION DATE: 12/20/2009

Appointment Date/Time: 12/21/2009 10AM

PATIENT INFO

Name: Maria Castillo

City/St/Co: Addison, TX 75001

Address: 4310 Amelia Earhart Drive

Prim. Phone: Eve: (972) 458-0700

Other: Cell: (972) 458-0700

Age: 27

Weight: 110

Illness: Breast Cancer

Lodging: Cell phone (972) 458-0700

Destination: MD Anderson

Phone: (713) 792-6195

Physician: Kirby Smith

Phone: (901) 763-0446

Fax: (901) 763-2145

Treat. Physician: M. Cristofanilla

Phone: Phone: (713) 792-2121

Social Wkr: M Angie Fonseca

Phone: Day: (972) 755-0433

Fax: (972) 858-5492

Leg 1: Grace Flight of America -- (972) 755-0433

FROM: OLV (Central Time)

Airport Name: Olive Branch

City/St: Olive Branch, MS

-->**ETD:** 2 leg relay

FBO: ()

FBO Phone:

TO: DTN (Central Time)

Airport Name: Shreveport Downtown

City/St: Shreveport, LA

-->**ETA:** N/A

Pilot: Ken Rusnak

Phone: Mobile: (972) 755-0433 Email: pilot@graceflight.org

-->**Aircraft:** Beechcraft 58 series

N Number: N0000

Seats: 6 Ice: **Unknown**

Baggage: 50

Description:

Total Mission Leg Weight (incl. baggage): 190

Companion name: Sophia Castillo

Relationship: Daughter

Age/Weight: 3/30

Leg 2: Grace Flight of America -- (972) 755-0433

FROM: DTN (Central Time)

Airport Name: Shreveport Downtown

City/St: Shreveport, LA

-->**ETD:** 2 leg relay

FBO: ()

FBO Phone:

TO: DWH (Central Time)

Airport Name: David Wayne Hooks Memorial

City/St: Houston, TX

-->**ETA:** N/A

Pilot: Ken Rusnak

Phone: Mobile: (972) 755-0433 Email: pilot@graceflight.org

-->**Aircraft:** Beechcraft 58 series

N Number: N0000

Seats: 6 Ice: **Unknown**

Baggage: 50

Description:

Total Mission Leg Weight (incl. baggage): 190

Companion name: Sophia Castillo

Relationship: Daughter

Age/Weight: 3/30

COMMENTS AND OTHER INFORMATION

Pub. Cons.: The patient is 5ft. 4in. tall.

Ground Xport: The patient is responsible for arranging his/her own transportation. Ground Crew Coordinator: Pat Hawkins: 713-367-367-3944.

FLIGHT PLAN

1. Type	2. Aircraft Identification	3. Aircraft Type/ Special Equipment	4. True Airspeed	5. Departure Point	6. Departure Time		7. Cruising Altitude	
					Proposed	Actual		
<input checked="" type="checkbox"/> VFR	GRC 10TM	PA-28R / A	120 knots	TKI	1800		5000	
<input checked="" type="checkbox"/> IFR								
<input type="checkbox"/> DVFR								
8. Route of Flight TKI —————> PRX								
9. Destination (Name of airport and city) COX, Paris, TX			10. Estimated time Enroute		11. Remarks "Grace Flight"			
			Hours 1	Minutes 00				
12. Fuel on Board		13. Alternate Airport	14. Pilot's Name, Address, Telephone #, & Aircraft Home Base Fred Boggs, (972) 506-8888, TKI				15. Number Aboard 2	
Hours 4	Minutes 00							
16. Color of Aircraft White			17. Destination Contact / Telephone (optional)					
CLOSE VFR FLIGHT PLAN WITH _____ FSS ON ARRIVAL								

Aircraft Equipment Suffixes

No DME

X – No transponder
 T – Transponder w/ no Mode C
 U – Transponder w/ Mode

DME

D – No Transponder
 B – Transponder w/ Mode C
 A – Transponder w/ Mode C

AREA NAVIGATION (RNAV)

Y – LORAN, VOR/DME, or INS w/ no Transponder
 C – LORAN, VOR/DME, or INS Transponder w/ no Mode C
 I – LORAN, VOR/DME, or INS Transponder w/ Mode C

NOTES: TO FILE

FIELD 2 – Use the prefix 'GRC' and the last 3 or 4 identifiers of your aircraft tail number; example: N8910TM is GRC10TM, N12345 is GRC345

FIELD 11 – Enter "Grace Flight"

When talking: To ATC use call sign "Grace Flight" and your last 3 or 4 identifiers (E.g.: In the example "Grace Flight 10TM" or "Grace Flight 345")

ADVANCED RNAV w/ TRANSPONDER AND MODE C

(If an aircraft is unable to operate with a transponder and/or Mode C, it will revert to the appropriate code listed to the left under Area Navigation.)

G – Global Positioning System (GPS)/global Navigation Satellite System (GNSS) equipped aircraft with en route, terminal, and GPS approach capability.
R – Required Navigational Performance. (Denotes capability to operate in RNP designated airspace and routes.)
W – Reduced Vertical Separation Minima (RVSM).