



2021 Renewal Checklist

Please have the following info on hand prior to starting your chapter renewal.

- Chapter Number
- Chapter Airport Location (ICAO) code
- Chapter Meeting Address
- Meeting Date
- Meeting Time
- Meeting Location
- 5-Digit Zip Code
- Chapter Email Address
- Chapter Website Address
- Chapter Contact Phone Number
- Number of Chapter Members
- Chapter Leader Contact Info: Last Name, EAA Member Number, Email, Phone Number
 - President (include mailing address)
 - Vice President
 - Secretary
 - Treasurer
 - Newsletter Editor
 - Web Editor
 - Young Eagles Coordinator
 - Eagle Flight Leader
 - IMC Coordinator & VMC Coordinator
 - IMC/VMC Meeting Times and Locations
 - Technical Counselor
 - Flight Advisor



Chapter Clubhouse or Hangar Square Footage

Chapter Online Renewal - Tool Tips and Tricks:

1. Moving around: The Online Renewal Tool is a completely interactive form that operates within a single webpage. To move around, click on any of the tabs on the left side of the form, or use the "continue" button.
2. When a section is complete its tab will turn green. If a tab is not green, scan the section for missing info.
3. Do not use your browser's "back arrow." That will only take you back to a previous webpage and you will have to go into the Online Renewal Tool and login again.
4. Printing the contents of a tab or the whole renewal: You can print a tab by selecting the "print friendly" buttons. That takes you to another view; you can print there by using your browser's print function. But you don't have to; after your renewal is complete and submitted we will automatically email you a renewal summary and also a payment summary. You can save them and print them easily.
5. Don't worry about saving: All your renewal data is automatically saved when you move from tab to tab or click on the "continue" button. If you need to stop and come back later to complete the renewal, your new data will have been saved.
6. Officer Membership Lookup: Use this link to access an app that allows you to check your officer's membership expiration date prior to starting your renewal. You will need the correct spelling of their last name and their EAA member number from their EAA membership card:
<https://www.eaa.org/apps/chapters/chapterpersonlookup.aspx>
7. Once you have completed the renewal, don't forget to click "Submit." You will know your renewal has gone through when you receive two emails. One is a summary of all the information you entered on the renewal tool. Please look this information over carefully and make sure it is all correct as this is what is used for your chapter website as well as the find-a-chapter function on the EAA website. If any changes need to be made, please call or email them in right away. The second email will be a receipt if you paid by credit card or a voucher if you selected the pay by check option. The voucher tells you who to make the check out to and where to send it.



8. Questions? Please don't hesitate to call us at 800-564-6322 and ask for the Chapters department or email us at chapters@eaa.org
9. If you have any insurance questions please contact Karen Kryzaniak of EAA's Risk Management Department at 920-426-4822 or via email at kkryzaniak@eaa.org.