

Volunteer Pilot Mission Checklist

From sign-up to mission report — the ten days around a charity flight, in the order things actually happen.

MISSION #	FLIGHT DATE	TAIL #	ROUTE	PASSENGER
1	Ten Days Prior to Flight			T-10
☐ Sign up for the flight on the SkyHope website				
☐ Locate and download the mission itinerary PDF				
☐ Import the itinerary into Kneeboard Pro Passenger Manifest → Import → drop in the SkyHope PDF. Check names, weights, and times against the source before you move on.				
☐ Export to PlaneWX using the LINK function				
☐ Start watching the flight weather score Check it daily from here on, and begin cross-checking it against AviationWeather.gov and your favorite weather tools. A trend tells you more than any single day's number.				
☐ Reserve the aircraft and confirm no maintenance is scheduled ADDED				
☐ Check your currency for the legs you're flying ADDED Medical, flight review, IFR currency, night landings — whatever the mission profile needs.				
☐ Run a rough weight & balance with passenger count, bags, and full fuel ADDED Better to find the problem now, while you can still ask for a different aircraft.				
2	Two Days Before Flight			T-2
Say the hard part out loud. Tell the passenger up front that the flight may cancel for weather, and that a cancelled flight is a normal outcome — not a failure. Passengers who hear this at T-2 handle a scrub far better than passengers who hear it at 6 a.m.				
☐ Import passenger contact data into Contacts				
☐ Note whether this is a first-time or returning passenger First-timers need the long version of every briefing. Returning passengers usually just want the plan.				
☐ Walk the First Contact Briefing checklist with the passenger				
☐ Ask about mobility, oxygen, service animals, and luggage ADDED This is what decides whether you need the portable steps and how much bag space is left.				
☐ Confirm ground transportation on both ends ADDED				
☐ Create the ForeFlight flights				
☐ Create ForeFlight chart binders Approach plates, airport diagrams, and taxi charts for both ends and your alternate — one tap away in the cockpit.				

- ☐ File your **IFR** flight plans
- ☐ Keep monitoring the **PlaneWX** score, cross-checking against AviationWeather.gov and your other weather tools
- ☐ Apply your personal minimums and tell the passenger when you'll make the call **ADDED**
"I'll decide by 6 a.m. and text you either way" removes the pressure to press on.
- ☐ If you need to cancel the flight, call the **SkyHope coordinator** ASAP **ADDED**

3 Day of Flight

T-0

- ☐ Final weather check and **go / no-go call** **ADDED**
- ☐ Complete the **PAVE Risk Assessment**
app.planewx.ai/help/pave-assessment
- ☐ Text the passenger your decision at the time you promised **ADDED**
- ☐ Call the **departure FBO** — pull the plane from the hangar, place the fuel order
- ☐ Call the **destination FBO** — confirm they expect your passenger and have your tail number
- ☐ Print your **Kneeboard Pro** sheets for the kneeboard
- ☐ Work the **packing list** below — headsets, batteries, portable steps, blankets
- ☐ Confirm the passenger's arrival time and brief them on ramp access **ADDED**
Which door, which desk, who to ask for, and how early to show up.
- ☐ Refile or amend the IFR flight plan if times moved **ADDED**
- ☐ Passenger safety briefing before start **ADDED**
Seatbelts, doors and exits, headsets and intercom, sterile cockpit on climb and approach, sick bags, "tell me if anything feels wrong."
- ☐ Don't forget the **cockpit selfie :-)**
- ☐ Text the selfie to the passenger and wish them well
- ☐ **Don't forget to close your IFR flight plan** **ADDED**

4 After the Flight

T+1

- ☐ Create the **logbook entries** and add a picture
- ☐ File any **receipts** for flight expenses
- ☐ Complete the **SkyHope mission report**
Do it the same day. It's also your best record at tax time — charitable-flight expenses are far easier to substantiate when the report and the receipts match.
- ☐ Record Hobbs and tach; write up any squawks **ADDED**
- ☐ Thank the FBOs that waived fees or discounted fuel **ADDED**
Costs you two minutes and buys the next volunteer pilot the same welcome.
- ☐ Save the Kneeboard Pro trip link with your mission records **ADDED**
- ☐ **Log lessons learned**
One line is enough. What surprised you, what you'd pack differently, what you'd say differently to the passenger.

COCKPIT

- ☐ Kneeboard + printed Kneeboard Pro sheets
- ☐ Pens and a backup pen
- ☐ iPad, charging cable, battery pack
- ☐ Headsets — one per seat, plus a spare
- ☐ Fresh batteries and spares
- ☐ Handheld radio **ADDED**
- ☐ Flashlight or headlamp **ADDED**
- ☐ Sunglasses **ADDED**

PASSENGER COMFORT

- ☐ Portable boarding steps
- ☐ Blankets and a pillow
- ☐ Water and simple snacks **ADDED**
- ☐ airsickness bags **ADDED**
- ☐ Phone charger the passenger can use **ADDED**
- ☐ Kid-size headset or ear protection **ADDED**
- ☐ Wipes, paper towels, trash bag **ADDED**

AIRCRAFT

- ☐ Tie-downs and chocks **ADDED**
- ☐ Pitot cover and control lock **ADDED**
- ☐ Fuel tester and funnel **ADDED**
- ☐ Oil, one quart **ADDED**
- ☐ Towbar **ADDED**

DOCUMENTS & MONEY

- ☐ Pilot certificate, medical, photo ID **ADDED**
- ☐ Aircraft documents and insurance card **ADDED**
- ☐ Volunteer-organization ID or letter **ADDED**
- ☐ Card and some cash for fuel and fees **ADDED**
- ☐ Envelope or folder for receipts **ADDED**