



Hub Mentoring

Allison Quinlan, National Program Director

2005 - 2025



Today's Agenda

- Mentorship
- Hub Support +
- Regulation Manual
- Next Steps
- Questions

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Requirements to be a Hub Mentor

- Requirements to be a hub mentor
 - 2 years working with an Honor Flight hub
 - Good standing with your current hub
 - Annual attendance at the Honor Flight Summit
 - Training will be provided annually at the Summit
 - Knowledge of the Regulation Manual
 - Availability to meet with hub leadership and answer questions
 - Monthly meetings with Allison Quinlan to review hub progress or issues

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What Hubs Have Mentors Assigned

- What hubs have mentors assigned?
 - New Hubs
 - Hubs undergoing leadership changes
 - Hubs experiencing issues (fundraising, trip planning, etc.)
 - Hubs that have requested a mentor

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New Hub Paperwork

- New Hubs
 - Mentors are assigned to a new Hub after they have received their EIN and have applied for their 501(c)(3)
 - The new Hub should be working on creating an email for the Hub and a website or Facebook page
 - Hubs have already received Packet 1: First Steps & Packet 2: New Hub Documents - Legal including
 - Sample Articles of Incorporation
 - Sample Bylaws
 - Sample Conflict of Interest Policy
 - Mentorship is completed shortly after their inaugural flight
 - Hubs then work directly with HFN for any assistance



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Mentor Paperwork

- Once a mentor is assigned, Packet 3: Hub Mentor is sent to the Hub and the mentor and includes
 - New Hub Introduction Letter
 - New Hub Community Announcement
 - New Hub Honor Flight Network Presentation (PowerPoint)
 - Hub Direct Deposit Authorization
 - New Hub Logo Approval
 - Hub Community Event Proposal Form
 - Community Contact List

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Mentor Responsibilities

- Mentor Responsibilities
 - Assist with introducing the Hub to the community
 - Press releases, letters to Veteran Organizations, etc.
 - Creating a Website and/or Facebook page
 - Fundraising
 - Veteran and Guardian application process
 - What information to collect, where the information will be stored, etc.
 - Planning the inaugural flight
 - Selecting a date, Commercial vs. Charter Flights, hotels, buses, itinerary, etc.
 - Process to assign veterans and Guardians to the inaugural flight
 - Who is making the calls, what information is being sent afterwards, etc.



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Hub Support +

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Formation Cost Reimbursement

- Formation Cost Reimbursement
 - HFN will reimburse new Hubs up to \$3,000 for the costs associated with duly forming the Hub
 - Such formation costs shall include filing fees with the State (incorporation), filing fees with the IRS (IRS Form 1023), and professional service fees associated with the drafting and filing of the required State and Federal documents
 - Requests for reimbursement must be submitted to the HFN office in a timely manner and accompanied by appropriate documentation of the cost incurred (receipt, invoice, etc.)



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Formation Cost Reimbursement

- Formation Cost Reimbursement
 - If requested by the new Hub, HFN will consider advancing funds for CPA/legal fees for purposes of preparation of the necessary formation documents
 - Any advance funding will be sent directly to the CPA or law firm handling the new Hub formation, not to the Hub or its Hub leadership

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Inaugural Trip Grant Program

- Grant Amount
 - Duly formed new Hubs will be eligible for a one-time, Inaugural Trip Grant in a set amount based on trip type and duration, as follows:
 - Bus Trip: \$5,000
 - Single Day Flight: \$10,000
 - Multi-Day Flight: \$15,000

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Inaugural Trip Grant Program

- Grant Timing and Requirements
 - Inaugural Trip Grant funds will be distributed no longer than 6 months prior to the date scheduled (and entered into the Hub Portal Trip Scheduler) for the Hub's inaugural trip
 - All new Hubs must have received confirmation of their 501(c)(3) status from the IRS prior to the distribution of grant funds
 - All new Hubs will be required to sign a grant agreement which shall state, in part, that the Hub must complete a trip within 12 months of receipt of the grant funds or such funds will be required to be returned in full to HFN

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Inaugural Trip Grant Program

- Grant Timing and Requirements
 - Eligibility for an Inaugural Hub Grant will require that the new Hub actively engage with their HFN assigned mentor at least 4 times prior to the inaugural flight
 - All new Hubs receiving a Hub Support Grant must send at least 1 representative to the next scheduled Honor Flight Summit
 - If a new Hub cannot afford the cost of transportation or accommodations for attendance at the Summit, the Hub may request a voucher and/or financial assistance for accommodations from HFN

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Expense Refunds for Inaugural Flights

- Mentor incurred expenses to attend the inaugural trip
 - HFN will reimburse new Hubs up to \$1,500 for the costs associated with their mentor traveling to attend their inaugural flight
 - Expenses may include their flight, hotel, rental car, meals, etc.
 - Reimbursement should be requested through Allison Quinlan within two weeks of the inaugural flight
 - Receipts will be required
- Mentors should be cognizant of how much money they are spending when booking these trips

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Expense Refunds for Inaugural Flights

- Mentor incurred expenses to attend the inaugural trip
 - The new Hub will use their inaugural grant to cover the mentor's expenses
 - Expenses may include their flight, hotel, rental car, meals, etc.
 - Mentors should be cognizant of how much money they are spending when booking these trips

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Regulation Manual

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Regulation Manual

- Located in the Portal Hub under 2024 Hub Reg Manual
 - Veteran Eligibility & Priority – page 5
 - Guardian Policies – page 6
 - REAL ID – page 11
 - Hub Governance Policies & Procedures – page 15

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Veteran Eligibility & Priority

- Veteran Eligibility
 - Any veteran who served in the U.S. military (including Reserves and National Guard) between the start of WWII (1941) and the conclusion of the Vietnam War (1975) is eligible for an Honor Flight trip
 - Combat service or foreign deployment is not required
 - Veterans who served post-Vietnam may serve as Guardians, but are not considered eligible for an Honor Flight trip as an honored veteran at this time
 - Prior non-Honor Flight travel to D.C. does not disqualify a veteran from his or her Honor Flight trip

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Veteran Eligibility & Priority

- Requiring a DD-214
 - HFN strongly discourages Hubs from requiring a DD-214
 - If you do request it, we suggest you meet with an attorney to ensure that you are taking all of the necessary steps to safeguard this private, personal information
- Background Checks
 - The determination as to whether or not to run background checks on veterans and Guardians is up to each individual Hub
 - If your Hub chooses to run background checks, you are strongly encouraged to adopt appropriate policies to govern the Hub's course of action when the background check returns a result that might impact whether any particular individual will travel with your Hub



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Veteran Eligibility & Priority

- Veteran Priority
 - WWII veterans
 - Veterans served between WWII and the Korean War
 - Korean War veterans
 - Veterans served between Korean War and Vietnam War
 - Vietnam War veterans
- Veterans should then be categorized by date the application was received by the Hub

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Veteran Eligibility & Priority

- Veteran Priority
 - Terminally ill veterans may be given the same priority as WWII veterans and can have served in the military at ANY time
 - A terminally ill veteran has received a medical prognosis that anticipates the veteran has 12 months or less to live due to disease or other illness
 - It is suggested that the Hub ask the veteran to provide medical documentation of the terminal nature of the illness
 - Terminally ill veterans can be transferred to the TLC Program

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National Honor Flight Programs

- TLC Program (Their Last Chance)
 - Hubs not wishing to take a terminally ill veteran, or for a terminally ill veteran who needs to go to D.C. sooner than the Hub is able, can be referred to the TLC Program
 - Veterans will be scheduled on a Lone Eagle Honor Flight trip, or special arrangements may be made outside of flight season

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National Honor Flight Programs

- Lone Eagle Honor Flight
 - The Hub for veterans who live in an area where there is no Hub coverage
 - Or the veteran is covered by a Hub, but lives over 120 miles from where the Hub departs from
 - Lone Eagle Honor Flight will NOT take veterans from a Hub waiting list during any time the Hub is holding itself out to the public as an active Hub
 - No matter the length of the waitlist of their home Hub
 - Applications for those veterans who incorrectly apply with Lone Eagle Honor Flight instead of their home Hub will be transferred to the home Hub



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Guardian Policies

- Veteran to Guardian Ratio
 - The veteran to Guardian ratio should never be less than 1 Guardian for every 3 ambulatory veterans
 - The ratio should be 1 Guardian to 1 veteran for any veteran in a wheelchair or who is believed to need a wheelchair at any time during the visit to D.C.
- Mandatory Guardian Training
 - Every Hub must conduct mandatory Guardian training prior to every flying season (or every flight), and it must cover
 - Ground and air safety, accepting money from the public during trips, and duties and responsibilities of Guardians
 - All Guardians traveling with any Hub in a flying season must have completed Guardian training



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REAL ID

- REAL ID is required beginning May 7, 2025
 - Applies to commercial and chartered flights
 - Not all state issued drivers licenses are REAL ID compliant
 - Must have one of the following markings on the upper top portion of the card



- Other acceptable forms of ID can be found on the TSA website

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Hub Governance Policies & Procedures

- Hub Territories
 - Upon admission to the HFN, each Hub is granted a certain territory
 - Hubs should not actively recruit veterans or engage in fundraising activities outside of the territory that was assigned
 - A veteran may apply and travel with any Hub he or she wishes to travel with
 - If someone wishes to make a donation or host a fundraiser for a certain Hub, even if it is another Hub's territory, they are free to do so



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Hub Governance Policies & Procedures

- Hub Information on File at HFN HQ
 - All Hubs are required to provide, and keep current, contact information for a primary and secondary contact for the Hub, including name, mailing address, phone number, and email address
- End of Year Reports
 - Each Hub is required to complete and submit an End of Year report annually after the travel season
 - Failure to submit the report will disqualify the Hub from receiving national support from HFN HQ

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Hub Governance Policies & Procedures

- Hub Websites & Facebook
 - All Hubs must have a website or active Facebook page that provides information about the Hub and clear information as to how
 - A veteran can apply for a trip with a Hub
 - A person or business can donate funds directly to the Hub
 - On at least the primary page of a Hub's website, the official HFN Logo shall be displayed, along with notice that your Hub is an Official Hub of the Honor Flight Network



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Next Steps

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Next Steps

- Contact Allison Quinlan (aquinlan@honorflight.org)
 - If you are interested in becoming a hub mentor
 - If your Hub wants to request a mentor
- Monthly mentor meetings will be scheduled beginning in March
 - Aaron Van Beek
 - Brian Ziegler
 - Denise Rouleau
 - Randy Kimpton
 - Patty Vincent
 - Rosalie McGaugh



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Questions

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