



Anchor Manual
for
Pilot Clubs

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Anchor Past, Present and Future

Pilot Clubs have maintained an active program of "**Friendship and Service**" in their respective communities since the founding of Pilot International. Since it was chartered October, 1921, Pilot Clubs have undertaken a great deal of service projects involving young people and their needs. For instance: working with underprivileged children; provisions for health examinations; and setting up recreational centers to name a few. In projects such as these, Pilots have been aware of the value of hands on service and its meaning to the individual who receives this service.

The late PI President Ruby Newhall first talked of the idea of a service club for young people. As a result of her interest, the Pilot Club of Gainesville, FL organized one of the first youth clubs. Clubs were successfully organized in Florida, Georgia, North Carolina, Tennessee and Virginia. The clubs were modeled closely after their sponsoring Pilot Club. Some of the club early names included Pilot-Teen Club, Piloteers, Wheel-ettes and Anchor Club. Anchor Club was the original name of the Morganton, NC youth club.



The Executive Committee of Pilot International appointed a committee to develop a plan for the organization of an international project of sponsoring service clubs for young people. This committee included a representative from each Pilot Club that was sponsoring a youth club at that time. At the 1952 convention, Pilot International took a big step forward by adopting, as an international project, the program of sponsoring Anchor Clubs for teenage girls in high schools. After the close of the 2005 PI Convention a new membership classification became available for past Anchor Club members. Provisional Membership is a six year membership sponsored by PI and enables the member to attend Pilot Club meetings at home or while away at college, at no cost to them.

Anchor is now over fifty years old and is made up of over 10,000 male and female students in nearly 300 clubs. Anchor Clubs are found throughout the United States, Bahamas, and Japan. Anchor Clubs take many forms - some are affiliated with schools (middle schools, high schools, colleges); some are community based. Some are all female; some are coed. Some are large; some are small (minimum of 15 members to

charter). But regardless of affiliation, size, composition or types of service project, one thing is true of all Anchors; **they exist to provide volunteer service to those in need and they want to make a difference.**

Like their Pilot Club counterparts, many Anchor Club service projects include increasing the awareness of, and helping those affected by, **brain-related disorders** such as traumatic brain injuries, fetal alcohol syndrome, mental illness, Alzheimer's disease, neuromuscular diseases, developmental disabilities, and others.

The objectives of Anchor Clubs are:

- ☺ To give Anchors leadership opportunities.
- ☺ To provide Anchors experience in working together to meet the needs of their school and/or community.
- ☺ To advance the goals of Pilot International and it's service focus of brain-related disorders.
- ☺ To prepare Anchors for future Pilot membership.

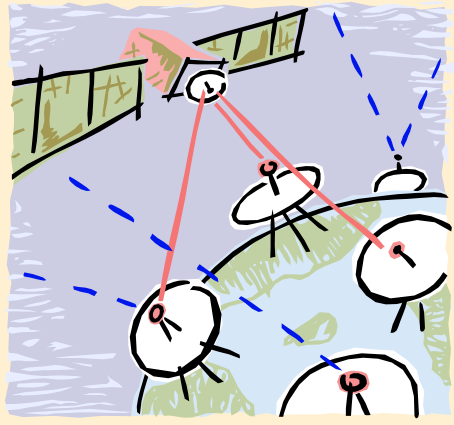
Sponsoring Pilot Clubs should ALWAYS remember the **objectives** of an Anchor Club. The Anchor Club objectives can be accomplished when Anchors and Pilots serve others side-by-side.

How do Anchor Clubs fit into the picture of Pilot's future? Anchor Clubs that experience the friendship and service of Pilot can insure a strong future for their communities and Pilot International. Pilot members who work with Anchors can influence tremendously the future direction of Pilot International. Who knows, you may be working with an Anchor who someday may become a PI President? Sponsoring Pilots should always remember the **objectives** of an Anchor Club. The Anchor Club objectives can be accomplished when Anchors and Pilots serve others side-by-side.



These guidelines can be used to **strengthen your Anchor Program.** Please let Pilot International know if you need more information or have any questions. The Anchor Program provides great opportunities for Anchor members but only through their sponsoring Pilot Club can they fully take advantage of them. The next few pages are basic information for you to use as a resource.

Establish Good Communication with your Anchors from the start!



You may have access to the latest "technology" on the market, but communicating is more than sending and receiving messages. It requires mutual understanding. You must check out the importance of "**shared meaning**." Keep in mind that "meaning" is defined by people, not words.

Do you know someone who always seems to say the right thing at the right time? This person is a good communicator and is sensitive to people and situations.

Before you speak or write to an Anchor member, club or adviser, ask yourself if your words will improve a relationship or clarify a situation. Communication consists of getting and giving information.

Listen to your Anchors. Before you send an answer, be sure you understand their request. If you need assistance or clarification of Anchor information, please contact your District/PI Anchor Coordinator or the Anchor Program Manager at Pilot Headquarters.

Improving our communication skills is an ongoing task that requires practice and thinking before we speak or write.

While modern technology can help us communicate, it is not designed to make us more sensitive or better listeners. Effective communication is shared meaning, a trait we all must learn to recognize and check out.

PROCEDURES FOR THE ORGANIZATION OF AN ANCHOR CLUB

Guidelines of a Sponsoring Pilot Club

1. The Pilot Club should be familiar with the Anchor program and have the commitment of membership to devote necessary club resources to this program.
2. A Pilot Club may sponsor an Anchor Club in an adjacent community with the consent of the Pilot Club (if one exists in the adjacent community), in a high school, in a youth center, in a church, etc.
3. The Anchor Division is responsible for the Anchor Club program and should consist of members who ***enjoy working with young people***.
4. Before organization process begins, do the following:
 - a. Pilot Club Anchor Division should carefully study this manual and the **Handbook for Anchor Clubs**. It is necessary at this point to determine where the club will organize the Anchor Club. If the Pilot Club organizes an Anchor Club outside a school, a Pilot would have the responsibilities of a faculty advisor.
 - b. The Anchor Coordinator presents the recommendation for organization of an Anchor Club to the Club's Executive Board, giving full information regarding the club's responsibilities and obligations.
 - c. Upon approval, the Executive Board presents the recommendation to the club membership for its approval.
 - d. Following approval by the membership, the Pilot Club writes a letter to Pilot Headquarters notifying them of their interest in organizing an Anchor Club with a copy to the District Governor.
5. The Anchor division should, at this point, implement the steps of organizing an Anchor Club (shown on the next few pages). Helpful information, regarding introducing the Anchor program to school or center officials, is included.

Steps to Organize an Anchor Club at School or Center

1. Meeting with school or community center officials to acquaint them with the Anchor program:
 - a. Schedule the interview and make sure the time selected is convenient for them.
 - b. Be on time. If for some reason you cannot attend or will be late, immediately call the person you planned to meet.
 - c. Make a good first impression. People make judgments based on how people look and act. Be professional in your manner and dress.
 - d. Define tasks. If you are going as a group, clarify what each person will address and make sure everyone has an active role.

- e. Be sure to stress your club's commitment to the organization of this Anchor Club.
2. While at the interview:
 - a. Introduce yourself (or the group if you are not alone).
 - b. Be prepared. Bring with you Anchor and Pilot brochures and possibly a scrapbook from a neighboring Anchor Club. Make sure you can explain the objectives of the Anchor program and how an Anchor Club can enhance the school or center. Explain how your Pilot Club will support and assist the club and will fully cooperate with the school or center.

A school or community center service program can help young people make connections between what they are learning from books and what they will need to know to function as productive members of a healthy community. Youth involved in service will:

 - ✓ gain a sense of community;
 - ✓ gain a sense of responsibility and self-worth;
 - ✓ gain important skills such as decision-making, problem solving, and planning
 - ✓ gain exposure to a variety of positive role models and career possibilities;
 - ✓ increase their sense of control over their environments;
 - ✓ interact with people of other backgrounds, spurring their own personal growth.
 - c. Have your questions prepared ahead of time. A written list of questions will help the interview go more smoothly. Make sure your questions cover all the information that you need.
 - d. Write down information received during interview. Don't count on your memory!
 - e. Be sure to thank the person being interviewed.
 - f. Follow up your visit. Be sure to get any additional information that is available. Be sure to send any promised information promptly.
 - g. Send a thank you note.
 3. After an agreement has been made with the school or community center, an Anchor Advisor should be appointed. If in a school setting, school policy would determine how this is done. Outside a school setting, a Pilot member would become the Anchor Advisor and would be responsible for the Anchor Adviser's duties. ***This appointment will be one of the most important decisions that will be made.***
 4. The sponsoring Pilot Club and Anchor Advisor should set the criteria for Anchor membership and this should be in accordance with school/center policy and the Anchor Club Bylaws. Anchor Bylaws are found in the Appendix Section of this manual.
 5. Invite potential members to attend a meeting with school or center officials and Pilot Club representatives. Present the Anchor Club benefits and challenges.
 6. Hold additional meetings as necessary. Explain to them that they have been selected as potential leaders. Reproduce and distribute Anchor bylaws for discussion.

7. Stress that the Anchor Club is **their** organization and it is **their** responsibility to develop it into an active service club. Elect club officers whose duties are found in the Anchor Club Bylaws.
8. A letter may be sent to parents, explaining the objectives of the Anchor Club to insure their support. This is a wonderful opportunity to promote Pilot as well as Anchor. (Sample letter found in the appendix of this manual.)
9. The last organizational meeting should be held to complete the following:
 - ✓ Adopt Club Standing Rules including meeting time & place, with prior approval by the school or center officials. (Rules should not be in conflict with International or District Bylaws.)
 - ✓ Adopt an activities schedule. (See sample in Handbook for Anchor Clubs)
 - ✓ Adopt a budget. (See sample in Handbook for Anchor Clubs)
10. The Anchor Coordinator should work with the Anchor Advisor to finalize the organization of the Anchor Club by forwarding the following forms to Pilot Headquarters:
 - ❖ Name of club and Club Officer's Form (in appendix of this manual)
 - ❖ Annual Treasurer Form (in appendix of this manual) with \$10.00 per member dues attached
 - ❖ Anchor Charter fee of \$10.00 (paid by the Pilot Club)

Charter Presentation

After the charter and Anchor materials are received from Pilot Headquarters, a Charter presentation should be held. This should be a special occasion and very upbeat. The purpose of this event is to present the Charter, install officers and motivate the members to give their best to Anchor by serving others. It should be planned by the Anchor and Pilot members and can include a party, dinner, or ceremony. (Scripts are included in the "Handbook for Anchor Clubs". You may adapt another theme if you wish.)

Suggestions for the Charter program:

- ⊗ Welcome to visitors by President of the sponsoring Pilot Club.
- ⊗ Special music.
- ⊗ Charter presentation by the District Governor, or other designated Pilot representative. This should be prefaced by brief message about the Pilot and Anchor relationship and how the Anchor club can benefit its community and members.
- ⊗ Each Anchor member should come forward and sign the charter.
- ⊗ Acceptance of the charter by the Anchor Club President should include a brief acceptance speech.

- ✿ The program should be upbeat and should not be too long.

The Anchor Club is now ready to engage in an active program of service for the community. The sponsoring Pilot Club should provide guidance and available resources to the Anchor Club. Anchors should know that the Pilot Club, parents, and community members are interested in them and the Anchor Club program.

HOW AN ANCHOR CLUB WORKS

Anchor Club Advisor

The advisor is selected or chosen according to school or community center policy. In many cases, it is a Pilot member affiliated with the school or center. The advisor should be enthusiastic and genuinely interested in the Anchors and the club. The Anchor Advisor will be required to wear many hats, such as: a goal-oriented hat, a communications hat, a hat of organization, a problem-solving hat, etc. This person is ***an important ingredient*** in the make-up of a successful Anchor Club. (If the Anchor Club is outside a school or center setting, the Pilot Anchor Coordinator would assume this role. Therefore there should be enough Anchor division members to insure a successful Anchor Club.)

Opportunities for the Advisor

1. Help each Anchor develop individual potential.
2. Serve the community and to gain deep personal satisfaction from the club's accomplishments.
3. Guide the Anchor Club through worthwhile community and/or school projects.

Advisor's Responsibilities

1. Serve as an advisor, not a dictator.
2. Be present or to have an adult of delegated authority present **at ALL Anchor activities.**
3. Be a liaison between the Anchor Club and the sponsoring Pilot Club.
4. Assist the Secretary and Treasurer in record keeping. The Treasurer's Report is sent to Pilot Headquarters **on or before November 1** with an appropriate check for International dues.
5. Plan, with the Executive Board, a yearly budget and assist in operating the club within the budget.
6. Go over the meeting agenda with the club president prior to meetings and see that parliamentary procedure is followed in board and business meetings.
7. Assist the club in planning a calendar of activities early in the year to ensure that:
 - ❖ Activities are coordinated with the school, community, and sponsoring Pilot Club.

- ❖ Anchor activities adhere to safety policies and are approved by the designated school or community center, Pilot Club, etc.
 - ❖ Activities are worthwhile. Such as joint Anchor/Pilot programs, projects involving the focus, leadership, safety, etc. Encourage Anchors to **BE CREATIVE**.
 - ❖ Plans by committee chairs for activities are cleared with you before putting them into action.
8. Assist members in putting together a club roster/yearbook. The following are suggestions only for a club roster/yearbook.
- a. Nameplate - name, colors, motto, charter date, name of sponsoring Pilot Club
 - b. List of Anchor officers, standing committee chairs and adviser
 - c. Anchor Creed
 - d. Club calendar and budget
 - e. Directory of all members - name, addresses, telephone numbers, etc.
 - f. Standing rules
9. Help coordinate a satisfactory member distribution, by grade, so that at the end of the year, when students graduate, there will be a sufficient number of remaining members left to carry on Anchor projects and to resume club activities for the next club year. The office of President Elect should be a training period for the presidency so that he/she will assume the presidency next club year.

Administration of an Anchor Club

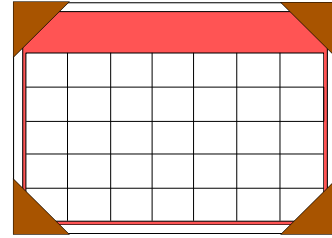
- The **duties of Anchor Club officers** are contained in the bylaws.
- **Campaigning for club office** is permitted unless prohibited by school policy.
- The **installation of Anchor officers** could include the service goals and objectives of the Anchor Club or District.

ANCHOR CALENDAR OF ACTIVITIES

PLANNING PERIOD

June - August:

Meet with your Anchor Club and make early plans to enter awards program for **Outstanding Anchor Club of the Year**. Consider applying for a Foundation grant to start or expand a service project involving the focus of **Brain-Related Disorders**. Have a joint fund raiser to show your support in your Anchor Club.



ACTIVE PERIOD

September:

Pilot/Anchor Foundation month. Anchor Business meeting should include approval of budget and plans for club activities. Verify with the advisor that the club received the Anchor Club Mailing by the 4th week in this month. **Pilot Club Anchor Coordinator should get copies of all Anchor Materials from the Club Manual.** [Under Getting Started and Awards tabs.]

October:

National Head Injury Awareness Month. Invite Anchors, adviser and parents to the club's Founder Day's program. Anchors should pay dues now in order for the check to reach Pilot International Headquarters **by November 1** (& **Anchor District Dues** if applicable).

November:

Anchor dues should be received at Pilot Headquarters by **November 1**. Send information to Headquarters about your successful service projects. Flagship mailed to clubs from Pilot Headquarters.

December:

Great time for a joint Pilot/Anchor service project.

January:

Special fund raiser held for Anchor representatives to attend District Anchor/Pilot meetings. Encourage Anchor Club to enter awards competition. Pilots and Anchors can now nominate Anchor Advisers for **Advisor of the Year** and Anchors can nominate Anchor District Officers.



Note: In organized Anchor Districts, Anchor club officers for the ensuing year are elected prior to the Anchor District Convention.

February:

Evaluate present club activities.

March:

Report to membership the status of award entries. Submit club or individual Anchor success story to PI Headquarters.

April:

COED Anchor Clubs should submit **current year award entries for Outstanding Club of the Year** directly to PI Headquarters with *postmark deadline of April 15*. Annual Anchor Club reports to Pilot Club. Incoming president appoints committees for next school year. Pilots provide leadership training seminar. Review duties of the club and/or district officers.

May:

Mental Health Awareness Month. Honor Seniors for their service. Invite them to be Provisional Members! A free six year Pilot Membership sponsored by International (form can be found in the appendix). Current officers make year-end reports. Installation of officers.

YEAR ROUND

Evaluate all club activities and improve club operations by:

- Looking at the time and energy of members versus results achieved;
- Reading the Flagship and submitting success stories for publication;
- Making necessary changes to maximize members' time, energy, and talent.

Work side by side with your sponsoring Pilot Club to:

- Increase resources and service for large projects;
- Strengthen your club's entry in Outstanding Anchor Club of the Year;
- Implement a major focus project through a PI Foundation grant;
- Increase the visibility of both clubs.

AWARDS

Program for Anchor Clubs! Make plans to enter.....

The purpose of the awards program is to motivate clubs, members and advisers to be the best they can be. Anchor Clubs receive the current awards information and forms in a September club mailing each year. The sponsoring Pilot Club will have a copy of this material in their current club manual. The current awards program consists of:

Advisor of the Year -The nomination needs to consist of: three nomination letters from students, pilots, or individuals that have direct contact with the Anchor Advisor from that Anchor Club. The nomination letters should include specific reasons or proof **why** the Advisor stands out among many others. Also photographs of your Anchor Advisor with club members; or at your service projects supporting the reasons listed in the nomination letters. The key is to show your Advisor in action & demonstrate why they should be Advisor of the Year. The nomination itself should be bound in some type of holder whether it is a three prong binder or a simple folder. The nomination should demonstrate creativity and originality!

If a club needs information, forms, or assistance regarding entries in the awards program, contact the Anchor Department at Pilot Headquarters. The Anchor Department at Pilot Headquarters can be reached by phone at 478-477-1208; fax 478-477-6978; e-mail bonnie@pilothonline.org. or mail to 102 Preston Court, Macon, Georgia 31210.

Survey to Determine the Needs of My Community and School

Profile of respondent (person being surveyed)	Age Range
<input type="checkbox"/> School personnel	<input type="checkbox"/> 15-20 <input type="checkbox"/> Male
<input type="checkbox"/> Student (Circle Grade: 7,8,9,10,11,12)	<input type="checkbox"/> 21-35 <input type="checkbox"/> Female
<input type="checkbox"/> Community member	<input type="checkbox"/> 36-50
<input type="checkbox"/> Other _____	<input type="checkbox"/> Over 50

1. Please place a check mark next to the items that are your concerns.
2. Circle the 3 specific items you believe are most important.
3. What do you think Anchors can do to help (especially for the top three)?

Please write your suggestions in the space to the right of the items.

SUGGESTIONS

EDUCATION

- High student dropout rate
- Administration receptive to student ideas
- Needs addressed for strong Special Education program*
- General students need greater understanding of special education students*
- Other:

SAFETY

- Teenage pregnancies
- Substance abuse (drugs, alcohol)*
- Emotional problems*
- Safety awareness needed for Halloween, roller blading, drinking and driving*
- Other

LAW ENFORCEMENT

- Gang activity
- Vandalism/graffiti
- Community with high number of kids at risk
- Other

SOCIAL SERVICE

- Lack of services for seniors (which might included seniors with Brain-Related Disorders*)
- Lack of opportunities for young people to interact with seniors
- Conflict between ethnic groups
- Lack of recreation programs or adequate facilities

**These projects, involving the focus of Brain-Related Disorders, can qualify Anchors to receive a Foundation grant. Grants can provide partial funding of these types of projects.*

PILOT AND ANCHOR RELATIONSHIP

The Rewards of the Sponsoring Pilot Club:

1. Insuring the future of an individual Pilot Club and a healthier international organization with former Anchors joining Pilot.
2. Increased visibility in local community as Anchors become active in service.
3. Increased opportunities to assist young people in experiencing the friendship and service; the developing leadership and public relations skills; and gaining information about the Pilot International Foundation and the service focus of **Brain-Related Disorders**.
4. Additional hands for joint activities including hands-on service and fund-raising projects.
5. Seeing young people reach their potential through service.
6. Ensuring Pilots future by encouraging Anchors to become Pilots one day!

The Responsibilities of the Sponsoring Pilot Club:

1. Understand the objectives of an Anchor Club. Remember you are working with the future members of Pilot International.
2. Make sure the most informed and enthusiastic Pilots members are on the club's Anchor Division.
3. Maintain a spirit of friendship between Pilot and Anchor members and make sure they understand their relationship with the Pilot organization. Have joint outings, programs and projects.
4. Have open communications, regular contact and support, and joint activities involving Anchor members. (See page 3)
5. Invite Anchor Club members to attend Pilot meetings during the year (including the Official Visit meeting). Encourage Pilot members to attend Anchor Club meetings. Check with the adviser to assist with refreshments, and sharing information about upcoming events.
6. Pilots should be ready, willing and able to offer counsel, if asked. They should not, however, monopolize the Anchor meeting, try to dictate to the members, or usurp the authority of the adviser.
7. Honor graduating Anchor Club members with a special activity before their graduation. At this event, invite them to become a Provisional Member for the next six years.
8. Know about activities: projects undertaken, election of officers, times and places of meetings and etc.

Pilot Club Anchor Division & Anchor Coordinator's Duties:

Completion of the organization and the charter presentation does not terminate Pilot responsibility. The Anchor Club does, for the most part, handle all the details of its business; but it must not be left without guidance. To instill in Anchors the desire to become Pilots, *they must experience the friendship and service of Pilot.*

1. Be familiar with this Manual and the Handbook for Anchor Clubs and Anchor information found in the current Club Manual.
2. Secure from parents or legal guardians of Anchor members a statement releasing the Pilot Club from all liability for damages and/or injuries that may be sustained by a member, resulting from participation in Anchor Club meetings or activities.
3. Promote joint Pilot/Anchor service projects.
4. Encourage Anchors to participate in the Anchor Awards program.
5. Conduct Anchor Club officers and member training. See Anchor Bylaws for Officer Duties.
6. Be ready to assist in planning Anchor program meetings on topics such as: Brain-Related Disorders, parliamentary procedure, safety issues, career opportunities, leadership development, and others.
7. Follow up to make sure that Anchor dues are paid *on or before November 1.*
8. Send letters of appreciation to the Anchor Club, adviser, members, graduating seniors.
9. Furnish Pilot Headquarters the Anchor Club Officers form and Provisional Membership form (found in the appendix).
10. Invite the advisor to the Founders Day program meeting and other special program meetings. Keep the lines of communication open.
11. With the advisor, assist Anchors in preparing the club's activities and events when asked.
12. Arrange one Pilot Club program annually for the Anchor Club members and celebrate their service.
13. Check all materials used by Anchors and the adviser to determine if they are current. Updated materials may be obtained from Pilot Headquarters Catalog, 1-800-824-2872.
14. Encourage Anchors and Pilots to attend joint, regional or international Anchor Club meetings and conventions. This is a great opportunity for Anchors to meet, share ideas and receive leadership training.

407 Authorized Anchor Representatives at PI/PIF International Convention

Each Pilot District is entitled **to one authorized** Anchor representative at the annual convention.

Pilot DAC/DEC may select one Anchor representative with their own set criteria. Suggested example: they may select the incoming Anchor District President **OR** the incoming President of the Outstanding Anchor Club of the Year. In Pilot Districts without an organized Anchor District, the representative could be the incoming President of the Outstanding Anchor Club of the year or this opportunity is offered to the next officer in line. This is an investment in the Anchor Program, and is meant to strengthen its clubs and districts.

For the Representative, Pilot International Pays:

- Registration fee
- Transportation (Not exceeding \$250)

Procedures:

- The Governor will notify the Anchor Liaison at Pilot Headquarters who the Anchor representative will be. All information regarding Anchor representatives **must be received no later than May 15th** in order to receive the financial benefits described above. Any request after May 15th will not be considered due to budgetary deadlines.
- The District Anchor Coordinator or sponsoring representative sees that the registration form is completed and electronically submitted to PI Headquarters. A convention acknowledgement packet will be mailed from Pilot Headquarters.
- The compensated Anchor representatives must attend and participate in all Anchor meetings by signing in at each session to receive reimbursement for travel.

Effective for the 2012 International Conference.

*** See Policy 300 series for additional information regarding reimbursement of travel expenses.**

Travel Expenses

If transportation is via automobile, the current IRS mileage rate shall not exceed most economical plane fare.

Receipted meals expenses up to the set limit will be reimbursed according to policy. Pilot International will not reimburse for alcoholic beverages.

Should the person elect to drive rather than fly, the Pilot/Anchor shall be reimbursed for mileage plus meals and lodging in route; except that should the total of said mileage, meals and lodging exceed the cost of the most economical plane fare, the person shall be reimbursed no more than the cost of coach airfare, plus an additional twenty-five percent (25%) of the cost of airfare. **(125% of coach airfare maximum).**

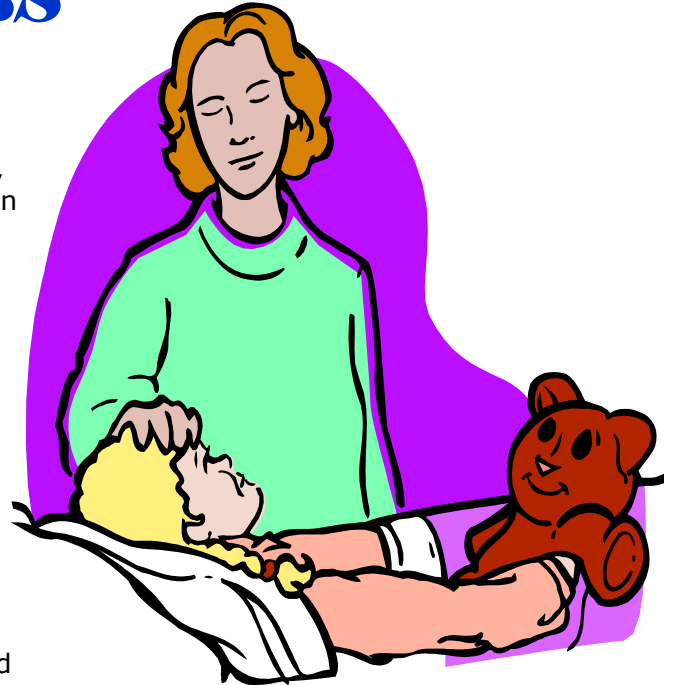
Receipted expenses will be reimbursed when received at Pilot International Headquarters within 30 days of occurrence.

ANCHOR DUES POLICY

- September 1** Headquarters sends international electronic dues invoice in Anchor club mailing copying Pilot Club President, District Governor, District Treasurer, and Executive Committee Representative assigned to that District.
- November 1** Deadline for payment of Anchor Club dues to Pilot International. (International Clubs per agreement with Headquarters)
- January 1** Headquarters Anchor Liaison notifies Anchor Clubs that dues have not been paid (if applicable) with a copy to the sponsoring Pilot Club, District Governor, District Treasurer, and Executive Committee Representative assigned to that District.
- Sample electronic copy sent to Governor, the District Anchor Coordinator, and assigned Executive Committee Representative with a list of their clubs receiving this letter. The sponsoring Pilot Club follows up with the Anchor Club.
- February 15** Co-signed letter from Headquarters Anchor Liaison and Pilot International Treasurer is sent to the Pilot District Governor, and the District Anchor Coordinator to follow up with the Anchor Club. (Electronically copying the assigned ECR and District Treasurer)
- March 15** Headquarters Anchor Liaison sends notification via certified mail to the Anchor Club and sponsoring Pilot Club that the Anchor Club may lose its Charter for non-payment of dues if dues are not paid during the current school year. Sample electronic copies are sent to the Pilot District Governor, District Treasurer, assigned ECR and District Anchor Coordinator, with a list of the Anchor Clubs in their District receiving this letter.
- May 15** Headquarters Anchor Liaison sends letter by certified mail to the Anchor Club stating that the Charter must be returned because dues for the current school year have not been paid. Copies of this letter are sent electronically to the sponsoring Pilot Club, school administrator, Pilot District Governor, District Anchor Coordinator, District Treasurer, assigned ECR and Pilot International Coordinator by first class mail.

FOCUS PROJECTS FOR ANCHOR CLUBS

The purpose of Pilot International's service focus, **BRAIN-RELATED DISORDERS**, is to promote an awareness of brain-related disorders and to improve the lives of those affected--through education, voluntarism, financial support and research. Anchor Clubs and Districts should become involved in projects relating to brain disorders which meet the needs of local schools and communities. Doing so will help forge a stronger identity and strengthen the bond between Pilot and Anchor.



Brain-related disorders can be divided into six general categories:

Traumatic brain injuries/referred to as TBIs (head injuries from car, cycle or other accidents,...); developmental disabilities (learning disabilities, mental retardation,...); chemical dependency (alcohol & drug-related illness,...); Diseases which cause dementia (Alzheimer's disease, Parkinson's disease, Huntington's disease...); Mental & emotional disorders (depression, schizophrenia,...); other brain disorders (brain tumors, neuromuscular diseases, strokes,...)

Suggestions for Anchor Projects

- * Support the family of an individual or peer with a head injury from an auto/cycle accident.
- * Hold an awareness seminar on chemical dependency. Use a youth guest speaker.
- * Volunteer to help at Memory Walk or Pilot Walk for Alzheimers.
- * Provide infant gowns or blankets to hospitals for babies born with Fetal Alcohol Syndrome.
- * Conduct a helmet safety seminar for grade school kids.
- * Work with your sponsoring Pilot Club to participate in our BrainMinders program and do presentations to younger children in your community.
- * Help your school's Special Education Department - tutor, big brother/sister, secret pal.
- * Produce a skit or play about the effects of drug abuse for a community center and school.
- * Survey students about their thoughts on teenage depression/suicide, and publish in your school's newspaper.

- * Provide scheduled respite care periods to families with brain-related disorders patients who cannot be left alone.
- * Invite a celebrity guest speaker who has been affected personally by brain-related disorders to speak at your school. (You never know who might agree until you ask!)
- * Hold an "Awareness Week" about one specific brain-related disorder. Place posters around your school, interview students on the radio, call the newspapers.
- * Come up with several ways to support the family of a teen who has committed suicide. Make sure the support continues in various ways for at least a full year.
- * Volunteer as a counselor at weekend camp for children with brain-related disorders (head injuries, emotional disorders, ...) Keep a diary of your experiences and submit an article to the Flagship.
- * Contact local brain-related disorders agencies and offer your services for a 3 month period.
- * Set up an "Anchors Impact Brain-Related Disorders" booth at a health fair.
- * Conduct a school-wide survey asking students about their thoughts on alcohol; ask questions like: "Have you ever been approached to buy drugs?" & "How much do you drink on weekends?" etc... Keep surveys anonymous. Share results through student council.
- * Hold a poster contest. Students can choose one of the six categories (on previous page) to illustrate with the winning poster being the most unique and educational.

If your District's Anchor Clubs would like to begin or expand a focus project, consider applying to the Foundation for a grant. Talk with your sponsoring Pilot Club for more information!



Pilot International/Anchor Photo Release Form

**Pilot International, Inc.
102 Preston Court
Macon, GA. 31210**

Event: _____

Location: _____

I hereby grant Pilot International, Inc., its agents, employees, successors and assigns the right to use the likeness of me and my property in photographs in any and all of its publications or websites. I grant this right without expectation of payment or any other consideration.

I understand and agree that these photographs will be the copyrighted content of Pilot International, Inc., but nonetheless hereby irrevocably authorize Pilot International, Inc. to edit, alter, copy, exhibit, publish or distribute this photo in connection with Pilot International Inc.'s purposes or any other lawful purpose. Additionally, I waive any right to royalties or other compensation arising from or related to the use of the photographs.

I hereby hold harmless and release Pilot International, Inc. from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this authorization.

I have read and understand this release and assent to its terms.

Signature _____

Printed name _____

Organization Name (if applicable) _____

Address _____

Date _____

Signature of parent/guardian _____
(if under age 18)

***International Headquarters – 102 Preston Court, Macon, GA 31210
(478) 477-1208 ext. 307, fax (478) 447-6978, www.pilotinternational.org***



Pilot International, Inc. Anchor Program Parental Waiver and Release of Liability

I, the parent or legal guardian of _____, give my consent for my child to participate in the Pilot International, Inc. Anchor Program.

I understand there is a risk of damage and injury that arises while participating in an Anchor Club. These risks include risks associated with weather conditions, travel, building conditions, equipment, and the activities of volunteers and other participants. I understand that some Anchor Club activities take place in a school, whereas other activities take place off school grounds.

On behalf of my child and myself, I accept all risks of damages or injury suffered by my child. This covers actual participation in any Anchor Program event, travel to and from that event, interactions with other participants, members of the public, and Anchor Program volunteers. I specifically consent to one-on-one interaction with adult volunteers, including transportation to and from Anchor Program events.

I forever waive, release, discharge and agree not to sue Pilot International, Inc., the Pilot International chapter and Anchor Club in which my child is participating, and the members of its staff for any claims, damages, costs including attorneys fees, or causes of actions which I or my child may now or in the future have against Pilot International, Inc., the Pilot International chapter and Anchor Club in which my child is participating, and members of its staff.

I have read and understand this Parental Waiver and Release of Liability and agree to its terms.

Parent /Guardian signature _____

Parent/Guardian printed name _____

Address _____

Date _____

Child's name _____

Dues year _____

*International Headquarters, 102 Preston Court, Macon, GA 31210
(478) 477-1208 ext. 307, fax (478) 447-6978, www.pilotinternational.org*

APPENDIX

Sample letter to Parents

Dear Parents:

A new volunteer service club for young people is being organized at _____ sponsored by the Pilot Club of _____.

The purpose of this club is to develop leadership and, by so doing, to be of service to the school and the community. The charter members of the "ANCHOR CLUB" were chosen because of their scholastic standing and leadership ability. We are pleased to tell you that Your son/daughter is among those chosen for membership. Your permission for (name) to become a member of the "Anchor Club of _____ School or Town" will be appreciated.

Sincerely,

Anchor Coordinator
Pilot Club of

(enclosed "Sharing Your Heart for the Fun of it..." Brochure)





ANNUAL ANCHOR CLUB TREASURER'S REPORT

Anchor Club of: _____ Date: _____
School or Anchor Club: _____

(mailing address/ zip code)

Faculty/Pilot Advisor: _____ **Email:** _____

Phones: _____ Fax: _____

Sponsoring Pilot Club: _____

of Males _____ # of Females _____ # of Seniors _____

Note: Send original and check payable to: **Pilot International Headquarters, 102 Preston Court, Macon, GA 31210 on or before November 1.** Send a copy to your District Anchor Coordinator and keep a copy for the Anchor Club file.

ATTENTION: Anchor Club Advisor – be sure to send your email address to PI Headquarters so that you receive Constant Contact Notices, Flagship, Mailings, etc.

High School or College

Grades 1-8

Enclosed is \$ _____ for _____ members (***\$10 per member for International dues.***
(\$5 per member is only for Grades 1-8))

MEMBERS

- | | |
|-----------|-----------|
| 1. _____ | 16. _____ |
| 2. _____ | 17. _____ |
| 3. _____ | 18. _____ |
| 4. _____ | 19. _____ |
| 5. _____ | 20. _____ |
| 6. _____ | 21. _____ |
| 7. _____ | 22. _____ |
| 8. _____ | 23. _____ |
| 9. _____ | 24. _____ |
| 10. _____ | 25. _____ |
| 11. _____ | 26. _____ |
| 12. _____ | 27. _____ |
| 13. _____ | 28. _____ |
| 14. _____ | 29. _____ |
| 15. _____ | 30. _____ |

Signed: _____

President

Signed: _____

Treasurer



_____ OFFICERS
(date of club year)

Anchor Club of _____
(Full Anchor Club name—mailing address)

Sponsored by Pilot Club of _____
(City and State/Province/District)

Complete this list and make three copies within 30 days following the election of officers.
Send original to: Pilot Headquarters, 102 Preston Court, Macon, GA 31210; FAX 478-4776978.

Send one to your District Anchor Coordinator, keep one copy for the Pilot Club file and one for the Anchor Club file.

Please include an e-mail address whenever possible so PI Headquarters can send club monthly news.

PRESIDENT: _____
(Name) _____
(Mailing Address) _____
Telephone () _____ Email Address: _____

PRESIDENT-ELECT: (Name) _____ Email: _____
(Mailing Address) _____

SECRETARY: (Name) _____ Email: _____
(Mailing Address) _____

TREASURER: (Name) _____ Email: _____
(Mailing Address) _____

FACULTY OR PILOT ADVISOR:
(Name) _____
(Home Address) _____
Telephone () _____ Email Address: _____

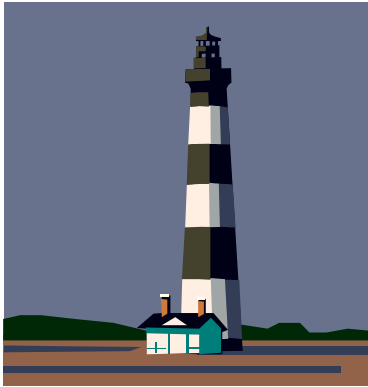
PILOT CLUB ANCHOR COORDINATOR:
(Name) _____
(Mailing Address) _____
Telephone () _____ FAX _____ Email Address _____

Name of individual completing this list: _____
Title: _____
Address: _____



ANCHOR CLUB CREED

Realizing that in unity there is strength, we, as members of the Anchor Club, are resolved:



To work together in friendship and loyalty; to render service in our home, school and community, knowing this course will take us over a sea of happiness; to steer our ship of life by the bright stars of Hope and Faith; to follow words of guidance from parents, teachers and Pilot friends, for these, as gleams from the Lighthouse of Truth, are words of wisdom; to set full sail through channels of achievement which lead us to the port of success; and

When our ship of life is tossed by the tempests of misunderstandings and the angry winds of injustice, we will cast our Anchors of courage, wisdom and trust to hold us fast.

Sue McCreary, Past President
Pilot Club of Tallahassee, Florida



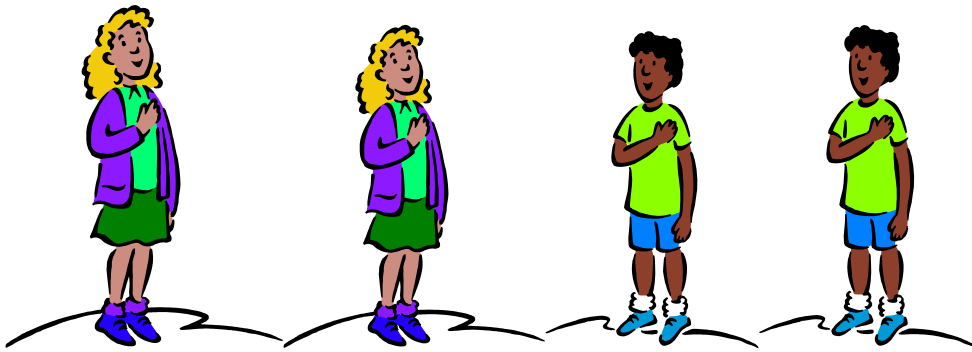
The Anchor Club Creed, suitable for framing, may be obtained from Pilot Headquarters. Catalog Sales 1-800-824-2872. Refer to Anchor Club items in the Pilot International Supply Catalog.

ANCHOR MEMBERSHIP PLEDGE

In appreciation of the honor and benefits to be derived by me from membership in the Anchor Club of _____.

I pledge on my honor to uphold the ideals and objectives of the Anchor Club; to work toward improving myself, my home, my school, and my community. I shall strive to respect the rights of others and to practice thoughtfulness of and helpfulness to others. I promise to serve my nation and God, and to prepare for useful citizenship.

(signed)



SONG FOR ANCHOR CLUBS

(Tune of "Anchors Away")

We are the Anchor Club
Serving our school,
Watchful of any need
For service is our guiding rule.

We lend a helping hand;
We take the lead
In worthy service work
And share our friendship in our ev'ry deed.



Revised 8/15/2007

ANCHOR CLUB BYLAWS

ARTICLE I

Name

The name of an Anchor Club will be that under which it was chartered. The name should reflect the name of the school or community in which the club is organized.

ARTICLE II

Sponsorship and Organization

- Section 1. It shall be sponsored or co-sponsored by a District, Pilot Club(s) or a Pilot member in accordance with the policies established by the Executive Committee of Pilot International and the bylaws governing Anchor Clubs.
- Section 2. An Anchor Club can be organized in a school with a faculty adviser working with the Anchor Division Coordinator of the sponsoring Pilot Club; or it can be organized outside a school with the Anchor Coordinator, or a Pilot adviser assuming the duties of a faculty adviser.

ARTICLE III

Charter

- Section 1. A minimum of fifteen (15) members shall be required for a new Anchor Club.
- Section 2. The charter for an Anchor Club shall be issued by Pilot International. The charter shall be presented to the Anchor Club by the sponsoring Pilot Club.
- Section 3. The Executive Committee shall set the amount of the charter fee to be paid to Pilot International by the sponsoring Pilot Club(s).

ARTICLE IV

Districts

Any Pilot DAC/DEC may vote to become an Anchor District without limitation of total members or Anchor Clubs.

A proposed Anchor District must be voted on by the DAC. The new Anchor District will be included in the Pilot District Standing Rules and this will ensure the support of the Pilot District, the District leaders, and sponsoring Pilot Clubs.

A proposed Anchor District budget must be approved by the Pilot DAC/DEC. The services provided to the Anchor Clubs must be balanced with the cost of Anchor District dues. Audits are required at the end of each year.

Proposed Anchor District Standing Rules must be developed and adopted by the Anchor membership and ratified by the DAC/DEC.

ARTICLE V

Objectives

The Anchor Club objectives are:

- a. To give Anchors leadership opportunities.
- b. To provide Anchors experience in working together to meet the needs of their school and/or community.
- c. To advance the goals of Pilot International and its' Brain-related Disorders service focus.
- d. To prepare Anchors for possible Pilot membership.

ARTICLE VI

Membership

- Section 1. Student membership selection and criteria shall be set by the sponsoring Pilot Club, in accordance with school or other applicable policies.
- Section 2. Members should demonstrate a willingness to serve those in need, leadership ability, and good character.
- Section 3. A member should attend meetings regularly. The Anchor Club's standing rules (see addendum after Article XV) may include attendance requirements.
- Section 4. With the approval of the club adviser, the Executive Board may terminate membership for nonpayment of financial obligations.
- Section 5. Provisional Membership- Provisional Membership may be granted to an Anchor member upon graduation and/or to a Pilot Scholarship recipient. This status may be in effect for up to six years as long as the former Anchor is a student, and as long as the Scholarship recipient is a student and receives financial support from Pilot. A Provisional Member will not be required to pay international, district or club dues. A Provisional Member cannot hold appointed or elected office, or have voting privileges, and will have no attendance requirements.
- Section 6. Anchor-at-Large Membership- This type of membership may be granted for elementary, middle, or high school students who live in a city where there is not a Pilot Club or the Pilot Club is unable to sponsor an Anchor Club. An Anchor-at-Large will pay International and District Anchor dues. Only a Pilot Member may propose a youth for the Anchor-at-Large position and the sponsoring Pilot is responsible for mentoring and maintaining contact with that Anchor.

ARTICLE VII

Officer Qualifications, Terms of Office, Election & Installation

- Section 1. Club Officers will be President, President Elect, Secretary, Treasurer, and 3 Directors. The President Elect must have been a member a full year before serving as President.
- Section 2. Anchor Clubs not in an organized District will hold election for club officers prior to the end of the club year. The installation should be at a program meeting. If the club is school connected, school policies will govern time of election and installation. The election of officers will be held prior to the District Anchor Convention with installation at the end of the club year.
- Section 3. All officers, except the President, are eligible for re-election.

ARTICLE VIII

Duties of Anchor Club Officers

Section 1. Duties of incoming President (election to installation period):

- Appoint committee chairmen and committees. (The President Elect serves on each committee.)
- Prepare a file for all official records and correspondence of the President. Maintain files pertinent to the office.
- Consider new/existing brain-related disorders projects as well as other service projects that meet the needs of the community, to be carried out during the next club year.
- Hold a meeting of the incoming Executive Board to study the club's service and activity program. Ask for suggestions and support from the sponsoring Pilot Club and advisers.
- Encourage club to participate in projects and/or fund raisers with sponsoring Pilot Club.
- Hold club meetings during the summer, if possible.

Section 2. Duties of **President** (first half of the school year):

- Schedule a club meeting immediately after the club year begins.
- Schedule business and/or program meeting(s) each month.
- Assign every member a responsibility on a standing or special committee.
- Request a brief report from committee chairman once month.
- Encourage an active, well-rounded program of club meetings, social and fundraising activities and service projects.

Section 3. Duties of **President** (second half of the school year):

- Schedule the election of officers.
- Direct active program of club activities.
- Provide advice and assistance to new officers after election.

Section 4. Duties of the **President Elect**:

The office of President Elect is a training ground of the presidency. The President Elect (who serves as chairman of the program committee) is responsible for coordinating activities. The President Elect should:

- Assist the President, faculty or Pilot adviser and committee chairmen.
- Serve in the absence of the President.
- Study the duties of the President, Executive Board, and committees.

- Be familiar with parliamentary procedure, Anchor Bylaws, school regulations for activities, and Pilot policies regarding Anchor/Pilot relationship.
- Attend all committee meetings and coordinate their activities, communicating plans to the President and faculty adviser. (The President is an ex officio member of all committees and should be consulted about committee meetings and plans.)
- Develop a club Calendar of Events. Coordinate the meetings, fund raisers, service activities, and programs with school/Pilot calendar.
- Contact the sponsoring Pilot Club to plan a Pilot information meeting, or a meeting concerning the focus of brain-related disorders.
- Work with a special committee to publish a club roster.
- Conduct program planning meeting(s) to develop informative and interesting program meetings. (Consider community agency representatives in brain-related disorders field for speakers and seminars.)
- Consider getting in touch with local agencies in the brain-related disorders field to assess greatest needs in community. Use this information to plan next year's service projects.

Section 5. Duties of the **secretary**:

- Keep the following club records up-to-date and in good order:
 - Anchor Club Bylaws
 - Monthly committee reports
 - Club Certificate of Organization/Charter
 - Club roster
 - List of committees, chairman and members
 - Club scrapbook

It is the secretary's responsibility to:

- Prepare an agenda for each meeting after consultation with the President.
- Record the minutes of each meeting. (Be sure to include the Treasurer's Report and motions voted on by the membership and results.)
- Handle correspondence.
- Collect reports from committee chairmen.
- Write prompt thank-you notes to speakers, performers, or others who give time, talents, or equipment.

Section 6. Duties of the **Treasurer**:

- Receive from the past Treasurer files and records pertaining to the office.
- Collect dues from members and keep records of these.
- Pay to Pilot Headquarters \$10 per member **on or before November 1.**

- **Pay District dues as designated in the Anchor District** Standing Rules, if in an organized Anchor District.
- Pay promptly, on order of the Executive Board, club obligations.
- Write checks and have them countersigned by the President. (**Note:** The school may require a different method of accounting.)
- Attend meetings of the Executive Board and give financial reports.
- Collect money from fund raising or special activities and keep an accurate account of the income and expenses of each club activity.
- Seek the advice of the faculty or Pilot adviser on financial matters.
- Prepare a budget each year, with the assistance of the Executive Board and faculty or Pilot adviser. (This should include expected sources of income and anticipated expenditures.)
- Keep the books up-to-date and available for club officers, sponsoring Pilot Club, faculty or Pilot adviser to review.
- Check to make sure each committee operates within its budget.

Section 7. Duties of the **Directors:**

- Be familiar with the duties of all club officers.
- Assist new officers in becoming acquainted with their duties.
- Attend Executive Board meetings.
- Encourage club meeting attendance.
- Serve on any committee assigned by the President.

ARTICLE IX

Executive Board

Section 1. The Executive Board (club officers) will meet monthly or quarterly. All officers should attend each board meeting. A summary of board actions will be reported to the club.

Section 2. The Executive Board will:

- a. conduct routine business of the club including approving the club budget;
- b. approve appointments of committees and determine their duties;
- c. approve activities and service projects including brain-related disorders projects;
- d. assist in preparing entry(s) for the awards program available to the club;

- e. Fill vacancies in club offices as needed.

All action by the club and Executive Board will be subject to the approval of the faculty or Pilot adviser.

ARTICLE X

Meetings

- Section 1. The club shall hold at least one meeting each month (a business and/or program).
- Section 2. The faculty/Pilot adviser or a designated adult should be present at all meetings. Members of the sponsoring Pilot Club should attend regularly.
- Section 3. Joint and/or regional meeting and Anchor District Convention may be held only in accordance with approved policies.

ARTICLE XI

Committees

- Section 1. An Anchor Club shall have the following committees:
 - a. Projects Committee – responsible for activities related to service projects of the club.
 - b. Fund Raising Committee – responsible for activities that generate funds to finance club operation, projects and other club activities.
 - c. Program Committee – responsible for the programs for the club throughout the year. This committee is made up of the chairmen of the other committees.
 - d. Awards Committee – responsible for compiling and submitting the club entry for District and PI awards competition. (Outstanding Anchor Club of the Year)
- Section 2. Special Committees – Other committees may be established to support special activities of the club. These special committees and their respective duties shall be determined by the Executive Board of the club.

ARTICLE XII

Dues

- Section 1. The fiscal year of the Anchor Club shall begin July 1.
- Section 2. Each club shall pay to Pilot International 10 dollars (\$10) per member per year due November 1. Dues for new members for the current year shall be paid within sixty (60) days after their selection to membership.
- Section 3. Dues must be paid to Pilot International as stated in Section 2 in order to participate in awards programs.
- Section 4. Each Anchor Club shall determine its own club dues in the Club Standing Rules. (See addendum after Article XV.)

Section 5. In districts having approved Anchor district organization, each club shall pay dues according to the Anchor District Standing Rules.

ARTICLE XIII

Insignia, Motto, Colors

Section 1. The insignia, motto and colors of the Anchor Club shall be:

- a. The insignia shall be an Anchor with the Pilot Wheel centered. The words "Service" and "Friendship" are imprinted upon the Pilot Wheel. The Anchor and Pilot Wheel are encompassed by a circle.
- b. The motto shall be "Impressions for Life."
- c. The colors shall be blue and gold.

Section 2. Members can use and wear the Anchor insignia. The emblems of Anchor Club are registered trademarks of Pilot International. Any unauthorized use of these emblems is a violation of copyright law.

ARTICLE XIV

Termination of an Anchor Club

Section 1. Pilot International may revoke the charter of an Anchor Club for failure to function in accordance with the bylaws for Anchor Clubs and/or the policies established by Pilot International for Anchor Clubs.

Section 2. An Anchor Club shall automatically lose its charter upon the revocation or surrender of the charter of its sponsoring Pilot Club(s) unless the Anchor Club requests and receives sponsorship by the Pilot International District/COED organization or the Executive Committee of Pilot International.

Section 3. The Anchor Club may vote, by majority vote of its members to disband and surrender its charter.

Section 4. Upon revocation or surrender of charter, all rights and privileges relating to the name, insignia -- emblems -- and material shall be relinquished by the club and by its members, individually and collectively.

ARTICLE XV

Amendments

Section 1. These bylaws may be amended by a two-thirds (2/3) vote of the Executive Committee of Pilot International with the following requirements:

- a. the proposed amendment(s) shall have been proposed by an Anchor Club, an Anchor District, a Pilot Club, a District Administrative Council, the Anchor Division of Pilot International, or the Executive Committee of Pilot International.
- b. the proposed amendment(s) shall have been mailed to Pilot International Headquarters postmarked no later than February 1 or May 1.

Section 2. A proposed amendment(s) submitted by an Anchor Club must meet the following requirements:

- a. the proposed amendment(s) must be approved by two-thirds (2/3) vote of the members present at a regular meeting, provided at least one week's notice has been given to each member either in writing or by reading the proposed amendment at the prior regular meeting.
- b. the proposed amendments(s) must be submitted to the sponsoring Pilot Club for approval before submission to the Executive Committee of Pilot International.

ADDENDUM TO ANCHOR BYLAWS

CONCERNING

CLUB STANDING RULES

Standing rules are the special regulations governing the individual club. They specify time and place of meetings, amount of dues, etc. and are never in conflict with the bylaws of the organization of which the club is a member.

Bylaws for Elementary and Junior High School (grades 1-8) Anchor Clubs are available upon request.

To Start A New Anchor Club:

Send this form or a letter with this information to PI Headquarters.

----- of the Pilot Club
(Club Contact Person)
of ----- plans to organize an
Anchor Club in ----- Target date: -----

You will receive complimentary organizing materials including manuals and brochures as soon as we received this information. Let us know if you have any questions by contacting Pilot Headquarters: Phone 478-477-1208, e-mail bonnie@pilothonline.org, letter to PI Headquarters, Attention: Anchor Dept., 102 Preston Court, Macon, GA 31210 or FAX to 478-743-2173.

Expenses for the formation of new Anchor clubs will only be reimbursed to the club or person(s) responsible for organizing the new club. The total reimbursement will be limited to the annual dues generated for one year by the number of chartering club members of the new club, **up to a maximum of \$150**. Eligible expenses include those costs incurred for organizing the club and those related to the new club's set-up or operation expenses. All organizing expenses **MUST** be submitted to Headquarters within 30 days after the charter presentation to the new club.

Note: No reimbursement will be made without receipts.

Complimentary materials furnished to a new club will be:

Handbooks for Club Officers
Anchor Club Bylaws
New Member Certificates
New Members Cards
Anchor Club Decals

Signed & Dated: -----

(Name & Date)

(Pilot Club)

(Mailing address)

(State/Province/Prefecture)

(Daytime Phone)

(E-mail Address)

Effective 7/1/2011



Provisional Pilot International Membership Form

In recognition of your Anchor Club volunteer service in this community, you are cordially invited by the Pilot Club of _____ to become a Provisional member. This entitles you to a **six-year membership** sponsored by Pilot International.

By filling out the contact information on this form, you will receive a Provisional Pilot International Membership Card. This card is your open invitation to visit Pilot Clubs in your area and participate as a volunteer in Pilot Club community programs and projects. We hope you will enjoy the benefits and privileges of being a Pilot!

Yes! I would like to receive my sponsored six-year Pilot International Provisional Membership Card. I am interested in participating in a Provisional Membership program which would serve as a link to former Anchors, Pilot Clubs and provide periodic news and updates.

NAME _____
PHONE _____ CELL _____
EMAIL _____

Permanent Mailing Address: _____
_____ ZIP _____

Name/Address of school you will be attending: _____
_____ ZIP _____

Pilot International Headquarters
Attention: Bonnie Millirans
102 Preston Court
Macon, GA 31210
Ph: (478) 477-1208, ext 307
Fax: (478) 477-6978
Email: bonnie@pilothonline.org

Revised 4/26/2011

Pilot Light Can Help Anchors Excel Through Service

1. Encourage friendship in your Anchor Club by being their friend.
2. Everyone needs to be wanted. Help create those feelings in your Anchors.
3. Don't try to impress your Anchors. Let them impress you.
4. Be positive. Never say anything negative about your Anchor Club or its members.
5. Make Anchor members feel important. Give a compliment.
6. Acknowledge problems when they come up. Good leaders never walk by a mistake.
7. Be a good listener and always ask your Anchors for their opinions and ideas.
8. Help Anchor members help themselves. The greatest compliment someone can give you is to say, "I like myself more when I work with you."
9. If you're going to make fun of someone, make sure it's you.
10. Never expect a privilege as a leader. If you ask Anchor members to sell 10 tickets, you sell at least 10 tickets.
11. Encourage them to **support the leadership of others!**
12. Be honest with your Anchor members – be worthy of their trust.

