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Getting  
Started

# Getting Started



**T**his manual is primarily a guide for you and your leadership team. Read through the index and familiarize yourself with the sections and how information is divided. Consider the following suggestions:

- Put the manual into a 3 ring binder so you can remove and copy pages more easily. First, review the material in “Getting Started” and “Appointments and Guidelines.”
- Read carefully the material relevant to appointments before making your selections. Make sure you and your appointees understand what you are asking of them. Let them know you are behind them.
- **Copy and give out pages of this manual** that are relevant to their responsibilities to ALL members of the leadership team. Remember, your officers and appointees will not be receiving this FROM anyone but YOU.
- Be ready to handle mail for the district quickly by preparing three file folders – Requires Action, To Be Distributed, and File.
- Add a list of clubs in the district, bylaws, your district resources (such as ideas and resource clubs found during club visits) and your Pilot Sales Catalog to this notebook. The new bylaws will be mailed to district officers in August. Information is not available to complete these bylaws until after the international convention. A listing of Pilot clubs with contact information should be provided to Pilot Headquarters to be posted on the PI website.

Manual Sections  
are available for  
FREE download  
from our website.  
[www.pilotinternational.org](http://www.pilotinternational.org)

*These  
margins  
are made  
for notes!*



Accomplish  
Common Goals  
in your District  
Meetings by:

## Accomplish Common Goals in your District Meetings by:

- ✓ **Planning meetings that address the challenges clubs face.**  
Involve the entire District Team in planning district meetings.  
Be innovative and creative!
- ✓ **Combining efforts and making good use of time** when you are with club leaders. Be aware that your time is limited and come to meetings prepared!
- ✓ **Showcasing successful clubs** that provide: quality leadership training, outstanding program meetings, flexibility in their club operations, unique and interesting BrainMinder presentations, varied projects and successful focus projects, etc.
- ✓ **Membership Team. Encourage attendance at the Membership Workshops at the Louisville Convention. Refer to the Membership Development booklet for ideas on ways to share Pilot membership.**
- ✓ **Showcase club leaders and individuals** successful in retaining members and recruiting members.
- ✓ **Demonstrating how Pilots mentoring Anchors** can mean greater visibility.
- ✓ **Encouraging clubs to use Pilot resources.**  

The Pilot Log	The Club Manual
The Foundation	New Members
Anchor Club Members	Anchor Advisors & Parents
Senior Members	Fund Raising Affiliates
Public Relations Contacts	District Officers
International Officers	Pilot Headquarters

PI Website: [www.pilotheadquarters.org](http://www.pilotheadquarters.org)
- ✓ **Helping Anchors and their leaders gain a greater understanding of the Foundation.** Your PIF Representative and the Anchor Coordinator could show sponsoring Pilot Clubs and Anchors how to apply for a grant. Have them present a joint project idea.



# The Governor's Bulletin

Month/Month. Year

Volume #, Issue #

## Purpose

The Governor's Bulletin is one of the most important communication tools of the organization! It not only provides the members in the district with up-to-date information, it also serves as an excellent source of ideas. Issue this publication on a bi-monthly basis. Additional issues are optional.

## Publishing



Desktop Publishing has made the production of newsletters easier than ever before. Programs such as PageMaker, Word Perfect, Microsoft Publisher and Microsoft Word include excellent facilities for publishing a newsletter. *The goal is to publish a bulletin that members will read and enjoy.* Spend some time planning and developing a good design for the bulletin, and then use that as a template for following issues. In every issue, play around with different fonts and type sizes. If you can, use graphics to emphasize what you are writing about.

*Remember, good design gets them to the pages, and good copy keeps them there.*

## Promote:

- 1) **Methods** used by successful clubs with steady growth and retention, highly visible projects and with good fund raisers.
- 2) **Project ideas**, contacts and resources.
- 3) **PI Projects** such as *BrainMinders*<sup>TM</sup>
- 4) **Joint projects involving Anchors and Pilots** (especially those involving brain-related disorders).
- 5) **Leadership Development and awards programs**

## Other Items to Include:

- ☞ Brief Governor's message
- ☐ **Deadline announcements for:**
  - 1) PEP
  - 2) Outstanding Anchor Club
  - 3) Anchor Advisor of the Year
  - 4) District
- ☞ **District Nominating Committee & deadline**
- ☐ **District Awards Jury** – include in both July and early spring issues.
- ☞ **Foundation news** from the PIF District Representative
- ☐ **Division information** from the District Division Coordinators
- ☞ **Pre-event promotions and official calls** to the PI/PIF Convention, District Convention, Fall Council, and workshops.
- ☐ **Charter presentations** for new Pilot and Anchor Clubs
- ☞ **Brief non-denominational inspirational message**, get-well wishes and expressions of sympathy.

## Distribution

Send a copy of each bulletin to Pilot Clubs in the district, district officers, district appointees, members of the Executive Committee of Pilot International, Past International Presidents, Pilot Headquarters, and District Governors. When possible copies of the bulletins should be emailed. (PI Headquarters copy should be emailed to [pihq@piloithq.org](mailto:pihq@piloithq.org))

# DISTRICT POLICIES AND PROCEDURES MANUAL

## DISTRICT POLICIES AND PROCEDURES MANUAL

Districts should compile a Policies and Procedures Manual tailored to meet the needs of their individual district. A quick look at the Policies and Procedures Manual would provide information needed as opposed to searching through previous minutes and budgets.

### Suggestions for Beginning:

- 1 ➡ Tap DAC/DEC member(s) who write and do research well.
- 2 ➡ Identify items which should be covered in the manuals. For example:
  - District Convention registration fees paid from the district budget
  - How any remaining funds after Fall Council may be used
  - Criteria for special district awards such as the Outstanding newsletter, etc.
  - Special responsibilities assigned to district officers with standardized instructions. (For example: growth, Anchor, leadership, development, etc.)
- 3 ➡ Use previous minutes and budgets to list procedures and policies to be covered.

The next two pages contain examples of policies and procedures you may consider incorporating. To keep the manual current, one officer, perhaps the Governor Elect, should make notes throughout the year and update the manual. Each member of the incoming DAC/DEC should receive a copy of the current Manual.

Send a copy of your *Policies and Procedures Manual* to PI Headquarters to serve as a resource to other districts.



# Suggested Procedure for the District's Policies and Procedures Manual

- I. Procedure for Assisting an Anchor Club When their Sponsoring Pilot Club Disbands
  - A. Before the Pilot Club Disbands:
    - 1) The Incoming District Governor appoints a District Anchor Coordinator and an Assistant Coordinator (Coordinator Elect) to work with the Coordinator to provide training and continuity to the Anchor program. The Governor and Anchor Coordinator should keep each other informed and work closely together.
    - 2) District Anchor Coordinators are encouraged to attend Pilot International Convention and attend Anchor workshops. The District Coordinator could also help Pilot Clubs chaperone the Anchors attending.
    - 3) If there is any indication of disbanding, the DAC/DEC should assist the officers of the disbanding Pilot Club find another Pilot Club in the area to assume sponsorship, if possible.
  - B. After the Pilot Club Disbands:
    - 1) Sponsoring Pilot Clubs should notify the District as soon as possible if they are thinking of disbanding.
    - 2) While it is desirable to secure a sponsoring Pilot Club geographically close to the Anchor Club, it is not a requirement.
    - 3) The disbanding Pilot Club leaders, the assigned District Council Representative, the Governor and the Anchor Coordinator and/or someone living close by appointed by the DAC/DEC should work together to find the best possible sponsor for THEIR Anchor Club. Distance, resources and emotions could be large factors in this step.
    - 4) The duty of the group mentioned in item #3 is not only to secure another sponsor and complete paper work, but also to facilitate the transition. An opportunity to talk to other Pilot Clubs that sponsor Anchor Clubs may help ease the fears of the new sponsor. The advantages of sponsoring an Anchor Club need to be highlighted.
    - 5) One person should be appointed to be the liaison to the club, preferably someone who lives close by (including a Member-at-Large from the disbanded Pilot Club). If a MAL, the District might want to offer to pay the District dues for the person as a "thank you."



# POLICY REGARDING DISTRICT RECORDS

## POLICY REGARDING DISTRICT RECORDS

- ⇒ The following records are *permanent* and should be kept:
  - 1.) Minutes of District Conventions, including the Audit Report
  - 2.) Minutes of Fall Council
  - 3.) Minutes of District Administrative Council Meetings
  - 4.) Any Votes-by-Mail and records of votes cast
  
- ⇒ District Treasurer's files should be kept for seven (7) years. This includes bank statements, district/club treasurer's report, and any tax returns (990,990N and 990EZ) etc.
  
- ⇒ The Notification of Change in Membership Information Forms (filed by the Club Secretary) should be kept for two (2) years.
  
- ⇒ Any other records may be discarded at the discretion of the District Administrative Council.

**NOTE:** The outgoing officer shall pass the files on to the incoming officer and each current officer is the custodian of the district files for that office.

The files should be kept on a revolving basis and the current custodian is responsible for removing the records to be discarded during that term of office.



**DISTRICT  
STANDING  
RULES**

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## DISTRICT STANDING RULES

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The District Administrative Council will review the District Standing Rules to determine whether or not they conform to the current PI Bylaws and policies. The DAC may make recommendations for additions and/or amendments to the District Standing Rules for vote by delegates at the district convention.

Each year, prior to the district convention, the standing rules for the district are to be checked by the ECR. A copy of the standing rules, and any amendments thereto, will be sent to the district officers and to each club in the district. Districts may incorporate standing rules into the district convention minutes each year.

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# OFFICIAL CORRESPONDENCE

**OFFICIAL  
CORRESPONDENCE**

**O**fficial correspondence is defined as legal and financial correspondence relative to the operation of the district and its clubs. In official correspondence, include a Pilot's title, the club name and address. The address of the sender should also be included. Reference to "sample" letter means only one copy with recipients noted i.e., "Similar letter sent to all new members during the year."

In general, "Official Correspondence" should be sent to the following: Pilot Headquarters, Governor, Governor Elect, and to the District's assigned Executive Committee Representative. Exceptions to this policy are noted below.

## **LETTERS WRITTEN ON BEHALF OF ALL DISTRICT OFFICERS:**

**Send:** Copies of letters to clubs and individual Pilots concerning **outstanding/unusual awards and recognition** from non-Pilot sources to ECR and Pilot Headquarters.

Notification to Pilot Headquarters when there is a **change in Division or District Appointees and Club Presidents**. Staff will notify others needing information.

### **Do Not Send:**

#### **PI Headquarters a copy of letters:**

- welcoming new members;
- welcoming/congratulating NEW Pilot Clubs (upon chartering);
- congratulating clubs/individuals for special achievement.

## **GOVERNOR'S BULLETINS:**

Monthly or Bi-Monthly Governor's Bulletins should be sent to Pilot Clubs in the district, district officers and appointees, PI Executive Committee, Past International Presidents, PI Headquarters\*, and other District Governors (including COED Governor). Governors may choose to provide a copy of the Governor's Bulletin to members-at-large in the district. (Headquarters copy may be e-mailed to [pihq@pilothonq.org](mailto:pihq@pilothonq.org))

## **LETTERS REGARDING CONVENTIONS, FALL COUNCIL, OR WORKSHOPS:**

**Send:** Pilot Headquarters a copy of:

- Plans for division activities sent by the District Governor Elect after the District Team has defined needs, set goals and determined action steps;
- Name and address of Anchor representative(s) and their chaperon for the PI/PIF Convention to Pilot Headquarters no later than June 1.



**OFFICIAL  
CORRESPONDENCE**

**Do Not Send:**

**Pilot Headquarters sample copies of letters to:**

- the Governor's committee chairs and members;
- division appointees relative to convention participation;
- those participating in convention program and serving on committees (thanking them).

**OFFICIAL CLUB VISIT CORRESPONDENCE:**

**Send:**

- SAMPLE copies of all correspondence.

**The Governor:**

- Sends current Pilot Excellence Program (PEP) Reports, two most recent club visit reports and the membership status for the clubs they will visit to the Governor Elect and Lt. Governor(s).
- Sends ECR a copy of Club Visit Report as visits are made.

**GOVERNOR ELECT IN MAKING DISTRICT APPOINTMENTS:**

**Should Send:**

- Sample copy of letters and instructions to all appointees to Pilot Headquarters.
- List of ALL members of the District Team to Pilot Headquarters with a copy to the DAC/DEC no later than December 1st.



# PILOT AND ANCHOR RELATIONSHIP

## PILOT AND ANCHOR RELATIONSHIP

### The Rewards of the Sponsoring Pilot Club:

1. Seeing young people in your community reach their potential through service and leadership development.
2. Providing your community's young people opportunities to do hands on service as well as prevention and awareness programs.
3. Increasing opportunities for young people to learn information about the Pilot International Foundation and the service focus of **Brain-Related Disorders**.
4. Increasing visibility in local community as Anchors become active in service.
5. Insuring the future of an individual Pilot Club and a healthier international organization with former Anchors joining Pilot. Provisional Membership for past Anchor Club members was adopted in 2007. This free 6-year membership is available to senior Anchor Club members upon graduating. Sponsoring Pilot Clubs are encouraged to invite all graduating seniors to be a part of this membership that promotes closing the gap between when Anchors graduate and finish their college educations. By allowing our Anchors to participate in Pilot Club activities while at home or away at college you are ensuring future membership and growth in Pilot Clubs. Please see Provisional Membership form in the Forms section of this manual.

### The Responsibilities of the Sponsoring Pilot Club:

1. Understand the opportunities an Anchor Club can provide. Remember you are working with the future leaders of your community and Pilot International.
2. Assign and support Pilots members to your club's Anchor Division.
3. Maintain a spirit of friendship between Pilot and Anchor members to ensure that Anchors will understand their relationship with their sponsoring organization.
4. Have open communications, regular contact and joint activities involving Anchor members.
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.
6. Pilots need to be able to offer counsel, if asked. They should not, however, monopolize the Anchor meeting or usurp the authority of the advisor.
7. Honor graduating Anchor Club members with a special activity before their graduation. Order an Anchor item from Catalog Sales for your graduating Anchors. The most important gift you can give your Anchor graduate is to invite them to become a Provisional Member! Please see Provisional Membership form in the Forms section of this manual.
8. Know about activities: projects undertaken, election of officers, times and places of meetings and etc.



**PILOT AND  
ANCHOR  
RELATIONSHIP**

Pilot Club Anchor Division:

Chartering an Anchor Club does not terminate the sponsoring Pilot Club's responsibility. The Anchor Club does, for the most part, handle all the details of its business. But it should not be left without guidance. To instill the desire within Anchors to become Pilots, *they must experience the friendship and service of Pilot.*

Anchor Coordinator's Duties:

1. Be familiar with the Anchor Manual for Pilot Clubs, the Handbook for Anchor Clubs and Anchor information found in this 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 (see information in this section and in FORMS).
5. Assist the Anchor Club in planning and completing a current Foundation grant application. Contact PIF Headquarters for more information and current forms.
6. Conduct Anchor Club officers and member training.
7. Be ready to assist in planning Anchor program meetings on topics such as: Brain-Related Disorders, parliamentary procedure, safety issues, career opportunities, leadership development, etc.
8. Follow up to make sure that international Anchor dues are paid on or before November 1 and district dues, if applicable. The Anchor Officers and Treasurers Report can be downloaded from the PI website under the "Anchor", "Documents" tab. Please send these forms to Headquarters along with The Anchor Club's International dues.
9. Send letters of appreciation to Anchor Club, advisor, members, graduating seniors, etc.
10. Furnish Pilot Headquarters the Anchor Club Officers form, in FORMS section.
11. Invite the advisor to the Founders Day program meeting and other special program meetings. **Keep the lines of communication open.**
12. Offer to assist Anchors in preparing the club's "Schedule of Proposed Activities" and "Calendar of Events." (Handbook for Anchor Clubs from catalog sales)
13. Arrange at least one Pilot Club program annually for the Anchor Club members.
14. Keep all Anchor materials current. Updated materials may be obtained from Pilot Supply Catalog, 1-800-824-2872.
15. Encourage and assist Anchors and Pilots who plan 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.



# Sail On International

Piano

Sail on, In - ter na - tional with the Pi - lots at your  
Pi - lot In - ter na - tional keeps a course that's ev - er

wheel. The ship of state needs guide - ing on a true and stead - y  
true. We work and live for o - thers and we al - ways fol - low

keel. With your co - lours green and gold, ear - nest hearts are in your  
through. Let's be faith - ful to our creed, help some - one who is in

hold. Sail on safe to har - bor In - ter - na - tional.  
need. So be true to Pi - lot In - ter - na - tional.

Compliments of Viola E. Young - Florida Governor 1948 - 1949

March 2012

**TO:** ALL PILOT CLUBS IN THE UNITED STATES  
AND CANADA

**FROM:** PI Headquarters

**RE:** Comprehensive General Liability Insurance,  
Policy Number CAP5879434

Following is the "Certificate of Insurance" for all Pilot clubs (including any Anchor clubs your Pilot club sponsors) in the United States and Canada. This certificate is proof of your comprehensive general LIABILITY coverage. It should be kept with the files containing the club's permanent records. Any previous certificates should be discarded.

In an effort to help Pilot members better understand this liability coverage, we offer the following:

- (a) The policy was not purchased to cover injuries to members, even when on club business, but to cover the LEGAL LIABILITY of the Pilot club and any individual member(s) who may be named in a lawsuit. It does not replace an individual's health and/or accident insurance plans.
- (b) A claim should not be filed unless the claimant(s) feel the Pilot club and/or its member(s) are at fault and a suit for damages is being considered by a non-Pilot.

**In such cases – clubs should NOT volunteer to cover anything. Contact the insurance company FIRST, describing the incident and furnishing the name and address of ALL WITNESSES.**

Your liability insurance DOES provide protection for the club and its members against possible lawsuits resulting from injuries and/or property damage connected with approved Pilot activities.

Sometimes a special certificate is required by the property owner before an event can be held. Such a certificate can be requested from Tidwell & Hilburn Insurance but remember to ALLOW SUFFICIENT TIME for processing your request.

Please direct any questions you have to:

Tidwell & Hilburn Insurance  
P.O. Box 1796  
Macon, Georgia 31202  
478-743-9318

FAX 478-742-5688





## EXECUTIVE COMMITTEE REPRESENTATIVE

An Executive Committee Representative (ECR) is assigned to each district to enhance a district and its clubs through the ECR's experience and expertise. The ECR also acts as a liaison with Pilot International in obtaining the necessary materials and information that may be needed. The specific responsibility of each ECR is to be of assistance to you and to the entire DAC/DEC.

Following election of international officers, the incoming International President assigns an ECR to each district. Your ECR serves as the liaison between Pilot International and your district from time of appointment through the next international convention when a new ECR is appointed. Following the announcement of this assignment, the Governor should send a letter of welcome.

It is important to establish good communication from the beginning with your ECR. Determine right away how you will communicate and put your best foot forward. Use e-mail when available to communicate quickly; and use the fax and phone as needed.

Your credibility and promptness will create a climate of trust and openness. This is crucial to your relationship with your ECR. To provide you with the assistance you need to meet your district's challenges - ***your ECR must have information from you.*** Your ECR may know of a district/club that has had success in meeting the challenges your district and clubs are facing and may provide you ideas and contacts.

Communicate on a regular basis about your district's progress, concerns and activities. Include your ECR on your mailing list for bulletins, upcoming District Conventions and information sent by the Publicity Committee. Club visit reports should be sent immediately following each visit; also send a copy to Headquarters. Your ECR should receive copies of all official correspondence. See the bulletin regarding official correspondence in the Getting Started section.

Your ECR is a valuable resource designated to assist you and your club members. Investing time in this relationship, will strengthen your district convention, and help you be an effective leader throughout the year.



## ASSISTING THE ECR

Included in this section of the manual is a list of all materials which should be sent to your ECR no later than **three weeks prior to the District Convention**. The earlier the information is received, the better your ECR will be prepared. Often, an ECR is required to attend conventions on succeeding weekends, and if materials are not sent in a timely manner, preparation for a successful and productive visit may be jeopardized.

The **Governor Elect** is responsible for furnishing information to your ECR regarding meetings and presentations at the convention. It is vital that this material be sent well in advance of the visit. If information is available prior to the required date, forward it to your ECR.

Your ECR is there to provide information and assistance to district leaders and convention committees. Your ECR will participate in any part of the convention activities which benefits the District i.e., workshops, officer training, **Anchor leadership workshops**, new member orientations. A meeting should be scheduled with the ECR and District PIF Representative. The ECR's report is presented at the first business meeting held on Saturday. *It is recommended that any other lengthy reports be scheduled during another business session.*

Send details regarding publicity events so your ECR can be prepared and effectively **promote your District and Pilot International**. Headquarters will send the Governor biographical information and a photograph of your ECR for use by the convention's Publicity Chair **only upon request**.

A special hostess or "Assistant" is assigned to assist your ECR during the visit. This Pilot is recommended to the Governor by the Host Club President and the Convention Chair.

At the District Convention, your ECR will recognize the role the incoming Governor will soon play in Pilot International. The installation of the incoming Governor to the Board of Directors will officially take place at the pre-convention Board of Directors Meeting held at the PI/PIF Convention.

Before leaving the convention city, your ECR is required to notify Headquarters of the names of the officers elected at the district convention.

Pilot International pays for transportation to/from the District Convention. The District is responsible for the registration fee and hotel (if not complimented). The ECR is responsible for meals not covered in the registration fee.



# CHECKLIST FOR GOVERNOR TO USE IN ASSISTING THE EXECUTIVE COMMITTEE REPRESENTATIVE

## District Material Governor sends to ECR:

Annual Treasurer's Report for 2010-2011  
2011-2012 District Budget (Plus Convention Budget **line item** breakdown)  
Current District Standing Rules  
2011 District Convention Statement of Income and Expenses  
2011-2012 DAC/DEC Minutes, as they occur  
Governor's Bulletins  
District Publications (if any)  
Quarterly Treasurer's Reports  
Your Concerns for the Clubs in your district

## 2012 District Convention Material Governor sends to ECR (as soon as available):

All promotional/information bulletins  
Schedule of Convention Meetings and Activities and preliminary convention program  
Convention Business Agenda Items, including proposed amendments to the District Standing Rules, the 2012-2013 Proposed District Budget, etc.  
Governor's script for the convention business agenda  
Outline agenda for pre-convention DAC/DEC meeting  
Items ECR could assist with at district convention

## District Nominating Committee:

Send the District Nominating Committee Chair the name and address of the Executive Committee Representative. Also inform the Chair to send the ECR copies of all district nominations and bulletins issued by the Nominating Committee.

## Public Relations:

Send your ECR details regarding television, radio, or newspaper interviews so she can be properly prepared. The Pilot Headquarters Staff will send the Governor a photograph and biographical information about your ECR for your Convention Publicity Chair upon request. Biography and photo may also be found on PI web site.

## Arrival Time:



To provide ample time for the pre-convention meetings on Friday, the District Officers and ECR should arrive at the convention site on Thursday.

# District Representative For the Foundation

Every other year, the Governor Elect appoints a representative to serve as district liaison for the Pilot International Foundation. The appointed Pilot will serve for a minimum of two and a maximum of four years. It is important for the District Officers and the Foundation Representative to establish good communication and work together in order for the district and the Foundation to maximize the potential of this relationship. If for any reason the Representative cannot perform the duties of the position, the Governor will appoint a successor.

## **District PIF Representative Appointee should:**

1. Be an active Pilot member with three or more years of membership.
2. Be committed to Pilot at the club, district and international level in accordance with PI and PIF Bylaws.
3. Be knowledgeable and enthusiastic about Foundation activities and goals.
4. Be willing and able to devote the time necessary to Foundation training and duties.
5. Be able to attend District and Pilot International Conventions.
6. Not currently holding appointments/offices above the club level. If a nomination/appointment is received while serving as District PIF Representative, they must forfeit their PIF appointment.

## **The duties of the PIF District Representative are to:**

1. Issue a minimum of two bulletins per year to all clubs in their districts, and furnish copies of these bulletins to members of the District Administrative Council, Board of Trustees and Foundation Services Director. The District Governor should approve bulletins.
2. Become familiar with writing grant proposals, completing scholarship applications and assist clubs as requested. Review and recommend eligible grant and scholarship applications to Foundation Headquarters. Assist Pilot and Anchor clubs to correct deficiencies in applications between the time the applications are received (by you the District PIF Representative) and the annual deadlines.



3. Participate in region and district workshops/fall councils and in district conventions and when at Pilot International conventions, attend meetings and training for PIF representatives.
4. Encourage club presidents to reserve one program meeting annually to emphasize the Foundation and provide program materials or a presenter. September is Foundation Month.
5. Assist the Foundation in collecting important information on club and district projects. Share club success stories for possible use in official publications.
6. Be responsible for presenting Foundation awards at district conventions.
7. Lead the district in fund-raising efforts for the Foundation at district conventions.
8. Support Foundation awareness and fund-raising projects at international convention.
9. Maintain accurate records and provide them to successor with all pertinent correspondence at the end of the appointment.



## 2011-2012 DISTRICT AWARDS JURY EVALUATION

### OUTSTANDING ANCHOR CLUB OF THE YEAR

DISTRICT

DATE

1st place

2nd place

3rd place

*List other entries received below in order to determine the district's level of participation.*

Other entries received were:

*Mail form as soon as completed to Pilot Headquarters.*

First place winner should be forwarded to Pilot Headquarters for International Competition, postmark deadline April 15, 2011.

Chair, District Awards Jury

District Governor

(      )

Area Code      Daytime Phone

E-mail Address

Mailing Address

c: Governor Elect

04/11

## INFORMATION FOR THE DISTRICT CHAPLAIN

### NOTE TO CLUB RECORDING SECRETARIES:

This form should be completed and forwarded to the District Chaplain.  
(Form may be reproduced as needed.)

Name of deceased: \_\_\_\_\_ Pilot or family member: \_\_\_\_\_

If family member, what is relationship to Pilot member: \_\_\_\_\_

Pilot Club of: \_\_\_\_\_

If Pilot member, name of closest relative: \_\_\_\_\_

Address of Closest Relative: \_\_\_\_\_

\_\_\_\_\_

Offices held by deceased Pilot: \_\_\_\_\_

\_\_\_\_\_

Name of deceased Anchor member: \_\_\_\_\_

Anchor Club name: \_\_\_\_\_

**Letter of sympathy to be sent to:** \_\_\_\_\_

\_\_\_\_\_

**To enable the District Chaplain to send a personalized letter of sympathy to the closest relative of a Pilot or Anchor, or in the event of the death of a Pilot's spouse or family member, the above information should be promptly furnished to the Chaplain (name and address below).**

District Chaplain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_