

401 Establishment and Operation of Anchor Clubs

The establishment and operation of Anchor Clubs shall be governed by procedures detailed in the following Pilot International publications:

Anchor Club Manual for Pilot Clubs
Handbook for Anchor Clubs
Anchor District Meeting Manual
Anchor Bylaws

The Headquarters staff will be responsible for maintaining the above electronic publications in compliance with the current policies, programs, and philosophies of Pilot International.

402 Reimbursement to a Pilot Club or Sponsoring Pilot Member from Pilot International for Expenses for the Formation of a New Anchor Club.

Expenses for the formation of a new Anchor Club 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 members of the new club up to a maximum of \$150.00. Eligible expenses include those costs incurred for organizing the club; not 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. **(Effective July 1, 2011)**

403 Anchor/Youth Awards Programs

Pilot International will maintain an Awards Program designed to recognize Anchor Clubs for outstanding achievement. The basic program will be adopted by the Executive Committee of Pilot International.

The Club and District Manuals will include information regarding the current awards available to Anchor Clubs. In September, Anchor Club Presidents, District Governors, Sponsoring Pilot Club Presidents, and Executive Committee will receive electronic information on Awards available.

404 Collection of Anchor Club Dues

- 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.

****The Task Force also recommends all transmittal be done electronically with a high level of importance and a send/read receipt requested.***

405 Establishing an Anchor District

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.

406 Anchor Leadership Grants

Anchor Districts may submit requests to Pilot International annually for Leadership and Service grants up to \$500 as permitted by PI budget. This grant may be used for leadership programs at Anchor District conventions, attendance to Freedoms Foundation or other similar leadership or service programs.

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.

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

408 Anchor PI Coordinators at International Convention

The current and in-coming International Anchor Coordinators may not be required to make presentations at the international convention. The (2) International Anchor Coordinators will be offered a discounted registration fee if they wish to attend the PI/PIF Convention and assist with the implementation of scheduled Anchor activities under the direction of the Pilot International Anchor Liaison.