

## Checklist for Each Month

- Agendas for Meetings.** Distribute copies of all agendas to Executive Board members. Sample agendas can be found under Meeting Tips tab.
  
- Verify “**Notification of Change in Membership Information**” form is sent by the Recording Secretary as soon as possible when a change in membership occurs. *Verify that a check was sent for new members.*
  
- Make sure that Club Secretary has provided **Minutes of Executive Board, Business and Program Meetings.** Clubs may publish and distribute minutes in the club newsletter in lieu of reading them at meetings.
  
- Manual Pages, Correspondence and Mailings** from Pilot International and the District should be given to the appropriate person(s). If Club Mailing is sent by email, be sure to verify that email is received by other officers.  
  
*It is **IMPORTANT** for Club officers and members of the club to receive necessary forms, bulletins and information in a timely manner. Encourage all members to sign up for Constant Contact.*
  
- Correspondence to be read at meetings** given to Corresponding Secretary prior to meetings. Highlight portions to be read.
  
- Evaluate club goals and review PEP report from last year along with **this year’s form.** Ask leadership team and club membership for assistance to accomplish club goals and report back to the membership.
  
- When you schedule BrainMinder™ programs with the schools allow two weeks for shipment of books. There are occasions when the books must be backordered due to a heavy demand.

*Review the entire Calendar Section before beginning to plan your year’s agenda.*

# JULY 2011

| SUNDAY   | MONDAY | TUESDAY  | WEDNESDAY | THURSDAY  | FRIDAY | SATURDAY |
|--|--------|--|-----------|---|--------|----------|
| Send Club News to PI Headquarters for<br>(printed on first come basis) |        |  | PILOT LOG | 2011-2012<br>Int'l dues must<br>be paid by the<br>1st | 1      | 2        |
| 3  | 4      | 5  | 6         | 7   | 8      | 9        |
| 10   | 11     | 12   | 13        | 14  | 15     | 16       |
|  |        | <i>July 13 - 16<br/>PI/PIF International Conference<br/>Dallas, TX</i> |           |   |        |          |
| 17   | 18     | 19   | 20        | 21  | 22     | 23       |
| 24   | 25     | 26   | 27        | 28  | 29     | 30       |
| 31   |        |  |           |   |        |          |

**CHECKLIST:**

**FISCAL YEAR** begins July 1 – **TERM BEGINS** for 2011-2012 Club officers.

- International dues paid to PI Headquarters by July 1 deadline.
- Division Activity Plans, Programs, Budget** presented at business meeting for membership approval. Division plans, like club budget, are flexible guidelines which the club may change.
- Club Approved Division Plans, Programs, Budget** sent to District Governor postmark deadline August 15.
- Outstanding Club Balances** paid to PI Headquarters by 2010-2011 Treasurer no later than July 1.
- PI/PIF International Conference** July 13 - 16, Dallas, TX
- Club Yearbook** (optional) is responsibility of President Elect. Goal for completion July 31.
- 2010-2011 **Treasurer** delivers books to the audit committee by July 31.

# August 2011

| SUNDAY | MONDAY   | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY  |
|--------|--|---------|-----------|----------|--------|---|
|        | 1  | 2       | 3         | 4        | 5      | 6   |
| 7      | 8  | 9       | 10        | 11       | 12     | 13  |
| 14     | 15<br>Postmark<br>deadline for <b>10--11</b><br>PEP Report to PI<br>Hdqtrs.<br>to Governor & DCR | 16      | 17        | 18       | 19     | 20  |
| 21     | 22   | 23      | 24        | 25       | 26     | 27  |
| 28     | 29   | 30      | 31        |          |        | <i>Has the<br/>club PIF<br/>Sweetheart been<br/>selected?</i> |

## CHECKLIST:

- PI Convention Report** - presented by delegate at business meeting.
- Club mailing** will be emailed to the Club President by Constant Contact. It will include Bylaws and Foundation information to be given to the Club PIF representative.
- Club Yearbook** sent to District Governor, District Council Representative (DCR) and others requested by Governor
- 2010-2011 Pilot Excellence Program (PEP) Report** sent to PI Headquarters with copy to District Governor and DCR, *postmark deadline August 15*
- Pilot International Foundation Sweetheart selected.** September is Foundation month.
- Bank of America (Affinity Credit Card Program)** Encourage your members to apply for this **no annual fee** credit card today. PI will receive royalties for each card issued, renewed and each time it is used. **Red Circle Calendars** and **Schermer Pecans** are also great Pilot proven fundraisers. Visit [www.pilotinternational.org](http://www.pilotinternational.org) for more information.

# September 2011

| SUNDAY                               | MONDAY                                | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY   | SATURDAY |
|--------------------------------------|---------------------------------------|---------|-----------|----------|--|----------|
| <i>September is Foundation Month</i> |                                       |         |           |          |  |          |
|                                      |                                       |         |           | 1        | 2  | 3        |
| 4                                    | 5<br>PI/PIF<br>Headquarters<br>Closed | 6       | 7         | 8        | 9  | 10       |
| 11                                   | 12                                    | 13      | 14        | 15       | 16   | 17       |
| 18                                   | 19                                    | 20      | 21        | 22       | 23   | 24       |
| 25                                   | 26                                    | 27      | 28        | 29       | 30<br>Postmark<br>Deadline<br>for PIF<br>Sweetheart<br>contributions<br>to reach<br>Headquarters |          |

**CHECKLIST:**

- Plans in place for Pilot Walk - 1st Saturday in October
- District Fall Council/Workshop, encourage attendance.
- Anchor Club mailing, which includes Anchor Awards program, treasurer's form and dues invoice, is sent by Constant Contact to each Anchor Club with a copy to their sponsoring Pilot Club. Check with your Anchor Club after September 30 to make sure they received their mailing from PI Headquarters.
- PIF Sweetheart Contribution Form completed and sent to PIF Headquarters by September 30.
- Pilot International Foundation Program and Foundation Sweetheart recognized
- Founders Day, October 18.
- October - Membership Month

# October 2011

| SUNDAY | MONDAY | TUESDAY                                    | WEDNESDAY | THURSDAY | FRIDAY   | SATURDAY  |
|--------|--------|--|-----------|----------|--|---|
|        |        |  |           |          | Deadline for Grant application to Dist. PIF Rep. | 1 PI Brain Power Walk                           |
| 2      | 3      | 4  | 5         | 6        | 7  | 8   |
| 9      | 10     | 11   | 12        | 13       | 14   | 15 Deadline for Grant application to PIF Hqtrs. |
| 16     | 17     | 18<br>Founders Day for Pilot International | 19        | 20       | 21   | 22<br>Make a Difference Day                     |
| 23     | 24     | 25   | 26        | 27       | 28   | 29  |
| 30     | 31     | <i>October is Membership Month</i>         |           |          |  |   |

**CHECKLIST:**

- Pilot Walk - 1st Sat in October
- Founders Day October 18
- Membership Month
- Anchor Club Annual Treasurer's Report should reach PI Headquarters on or before Nov. 1.
- Anchor Clubs order their updated Handbooks and pins for this club year.
- Sponsoring Pilot Clubs order their updated Anchor Manual for Pilot Clubs for this club year.
- District Fall Council/Workshop report given at business meeting.
- IRS Forms filed - U.S. Clubs required to file; deadline Nov. 15.
- Make a Difference Day - October 23 - Co-sponsored by more than 400 newspapers that carry USA WEEKEND and The Points of Light Foundation. Awards totaling \$120,000 donated by USA WEEKEND and Paul Newman of Newman's Own, Inc., honor outstanding community service. See [www.makeadifferenceday.com](http://www.makeadifferenceday.com). for details.


# November 2011

| SUNDAY | MONDAY | TUESDAY   | WEDNESDAY | THURSDAY   | FRIDAY | SATURDAY |
|--------|--------|---|-----------|--|--------|----------|
|        |        | Anchor<br>1 International<br>dues paid<br>by the 1st                  | 2         | 3  | 4      | 5        |
| 6      | 7      | 8   | 9         | 10   | 11     | 12       |
| 13     | 14     | 15<br>Deadline<br>for US<br>Clubs &<br>Districts to file<br>IRS Forms | 16        | 17   | 18     | 19       |
| 20     | 21     | 22  | 23        | 24<br>PI/PIF Headquarters Closed   | 25     | 26       |
| 27     | 28     | 29  | 30        | Be sure to send club news to PI<br>Headquarters for PILOT LOG<br>(printed on a first come basis) |        |          |

**CHECKLIST:**

- Deadline for Anchor Clubs to pay dues to Pilot International - November 1.
- Nominate Candidates for District Offices at business meeting (recommend vote by ballot).  
District Governor notifies clubs of names and addresses of district nominating committee.
- IRS Forms, deadline for U.S. clubs/districts to file - Nov. 15.
- Pilot Excellence Program (PEP) committee should review last year's and this year's form to determine how the club is doing on club goals.
- Make sure membership forms for new members have been sent to PI Headquarters.
- Share your successful Share Pilot Meeting results with PI Headquarters.

# December 2011

| SUNDAY | MONDAY   | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--|---------|-----------|----------|--------|----------|
|        |  |         |           | 1        | 2      | 3        |
| 4      | 5  | 6       | 7         | 8        | 9      | 10       |
| 11     | 12   | 13      | 14        | 15       | 16     | 17       |
| 18     | 19   | 20      | 21        | 22       | 23     | 24       |
| 25     | 26   | 27      | 28        | 29       | 30     | 31       |
|        | <br>← PI/PIF Headquarters Closed → |         |           |          |        |          |
|        |  |         |           |          |        |          |

## CHECKLIST:

- Nominate District Officers at business meeting.
- Send Club Success Story for the PI Club Resource file to PI Headquarters, 102 Preston Court, Macon, GA 31210-5768 or e-mail [def@pilothonq.org](mailto:def@pilothonq.org). There is not a form for this. It is strictly voluntary. Send any original skit or script for special meetings or programs, successful projects, membership recruitment or fund-raisers. Include pictures when possible.
- Encourage Pilot and Anchor Club to participate in "The Anchor Advisor of the Year" Competition. Please note deadline in January.
- Invite prospective members to December meetings/activities.

# January 2012

| SUNDAY | MONDAY                        | TUESDAY  | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|-------------------------------|--|-----------|----------|--------|----------|
| 1      | 2                             | 3  | 4         | 5        | 6      | 7        |
| 8      | 9                             | 10   | 11        | 12       | 13     | 14       |
| 15     | 16 PI/PIF Headquarters Closed | 17 <b>Postmark deadline for Anchor Advisor of the Year</b> | 18        | 19       | 20     | 21       |
| 22     | 23                            | 24   | 25        | 26       | 27     | 28       |
| 29     | 30                            | 31   |           |          |        |          |

**CHECKLIST:**

- Nominate District Officers** at business meeting.
- Nominate Candidates for PI Offices** at business meeting. Letter of nomination written to nominee with a copy to PI Headquarters. (Form will be sent to nominee from PI Headquarters.)
- PIF Contributions** must be postmarked no later than February 1 for Pacesetter, 250 club & 250 member recognition at District Convention.
- "The Anchor Advisor of the Year" Competition, postmark deadline January 17. [Anchor]
- PIF Sweethearts** published in Spring issue of the PILOT LOG.

# February 2012

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY   | THURSDAY | FRIDAY | SATURDAY |
|--------|--------|---------|---|----------|--------|----------|
|        |        |         | 1<br>Postmark<br>deadline for<br>Pacesetter,<br>250/<br>Goalcontributions | 2        | 3      | 4        |
| 5      | 6      | 7       | 8   | 9        | 10     | 11       |
| 12     | 13     | 14      | 15  | 16       | 17     | 18       |
| 19     | 20     | 21      | 22  | 23       | 24     | 25       |
| 26     | 27     | 28      | 29  |          |        |          |

## CHECKLIST:

- Anchor Project LifeSaver Scholarship due to Headquarters by March 1.**
- PIF Club Contributions** must be postmarked no later than February 1 for Pacesetter, 250/Goal recognition at District Convention.
- Nominate District Officers** at business meeting.
- Nominate Candidates for PI Offices** at business meeting. Letter of nomination written to nominee with a copy to PI Headquarters. (Form will be sent to nominee from PI Headquarters.)
- Outstanding Anchor Club** entries to District Awards Jury. Deadline set by Pilot District Governor (no later than March 15).
- District Convention** promoted; attendance encouraged.
- March is Membership Month.

# March 2012

| SUNDAY   | MONDAY  | TUESDAY | WEDNESDAY   | THURSDAY   | FRIDAY | SATURDAY |
|--|---|---------|---|--|--------|----------|
| <i>March is Brain Minder's<sup>SM</sup><br/>&amp; Membership Month</i> |   |         |   | 1<br><small>Deadline for clubs to mail all scholarship apps. to Dist. PIF Rep.</small>             | 2      | 3        |
| 4  | 5   | 6       | 7   | 8  | 9      | 10       |
| 11   | 12<br><small>Brain Awareness Week March 12-18</small> | 13      | 14<br><small>15th - Deadline - Outstanding Anchor Club entries in Dist. comp.</small> | 15<br><small>Postmark deadline for scholarship apps. sent to PIF Hqtrs.<br/>Talk Pilot Day</small> | 16     | 17       |
| 18   | 19  | 20      | 21  | 22   | 23     | 24       |
| 25   | 26  | 27      | 28  | 29   | 30     | 31       |

**CHECKLIST:**

- Name Delegates and Alternates to District Convention in accordance with Pilot Bylaws. (ART. XXI, Sec. 1.c.)
- District Convention promoted - registration deadline emphasized.
- Read report of District Nominating Committee to the club.
- Outstanding Anchor Club** entries to District Awards Jury Chair. Deadline set by Pilot District Governor (no later than March 15).
- COED Anchor Clubs** send Outstanding Anchor Club entries directly to PI Headquarters, Deadline April 15
- Nominate Candidates for PI Offices** at business meeting. Letter of nomination written to nominee with a copy to PI Headquarters.
- Club Nominating Committee** elected by ballot no later than March. (PI Bylaws ART. XI, Sec. 1)
- Registration sent for PI/PIF International Conference – **2012-2013 President is delegate.**
- Brain Awareness Week March 12-18 [Pilot International Foundation]
- Talk Pilot Day - Each member tell at least 5 people about Pilot

# April 2012

| SUNDAY | MONDAY  | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY                             | SATURDAY |
|--------|---|---------|-----------|----------|------------------------------------|----------|
| 1      | 2   | 3       | 4         | 5        | 6 PI/PIF<br>Headquarters<br>Closed | 7        |
| 8      | 9   | 10      | 11        | 12       | 13                                 | 14       |
| 15     | 16<br>Deadline for<br>Dist. winners<br>& COED entries<br>for Outstanding<br>Anchor Club to<br>PI Headquarters | 17      | 18        | 19       | 20                                 | 21       |
| 22     | 23  | 24      | 25        | 26       | 27                                 | 28       |
| 29     | 30<br>Send 2012-13<br>Officers list<br>to PI Hdqtrs.  |         |           |          |                                    |          |

## CHECKLIST:

- 2012-2013 **Club Officers** elected no later than April. (PI Bylaws, ART XI, Sec. 2)
- List of 2012-2013 Club Officers must** be sent to PI Headquarters, postmarked no later than May 1. Copy sent to District Governor
- PI/PIF International Conference promoted**; attendance encouraged.
- District winners and COED-sponsored Outstanding Anchor Club** entries to PI Headquarters, postmark deadline April 15.
- List of 2012-2013 Anchor Club Officers** sent to PI Headquarters. Form sent to Anchor and sponsoring Pilot Clubs in September Anchor mailing.
- Nominate Candidates for PI Offices** at business meeting. Letter of nomination written to nominee with a copy to PI Headquarters. (Form will be sent to nominee from PI Headquarters.)
- Proposed Bylaw Amendments** mailed to PI Secretary and Executive Director postmarked no later than May **18th**. [PI Bylaws, ART. XXXVII, Sec. 1, b]

# May 2012

| SUNDAY | MONDAY | TUESDAY  | WEDNESDAY | THURSDAY   | FRIDAY   | SATURDAY |
|--------|--------|--|-----------|--|--|----------|
|        |        | 1<br><i>Club Officer<br/>Forms Due -<br/>May 1</i> | 2         | 3  | 4  | 5        |
| 6      | 7      | 8  | 9         | 10<br>Postmark<br>deadline<br>for PI nom.<br>info. | 11   | 12       |
| 13     | 14     | 15   | 16        | 17   | 18<br><i>Postmark<br/>Deadline for<br/>proposed<br/>Bylaw<br/>Amendments</i> | 19       |
| 20     | 21     | 22   | 23        | 24   | 25   | 26       |
| 27     | 28     | 29   | 30        | 31   |  |          |

**CHECKLIST:**

*May is National Mental Health Awareness Month.*

- Club Officers forms postmarked by May 1 to PI Headquarters. Copy sent to District Governor [forms for Pilot clubs]
- Report of District Convention given by delegates at business meeting.
- PI/PIF International Conference Registrations sent to PI Headquarters. Postmark by June 1 for discounted registration fee.
- Installation of Club Officers prior to July 1.
- Club will receive invoice for 2012-2013 International dues. Must be paid by July 1.
- Proposed Bylaw Amendments mailed to PI Secretary and Executive Director postmarked no later than May 18th. [PI Bylaws, ART XXXVI, Sec. 1,b]
- PI Qualification form, completed by nominee, due to PI Headquarters postmarked no later than **May 10th.**

# June 2012

| SUNDAY   | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY   | SATURDAY |
|--|--------|---------|-----------|----------|--|----------|
| <i>Membership Recognition Program</i><br>June. 1, 2012 - May. 31, 2013 |        |         |           |          |  |          |
|  |        |         |           |          | 1<br>Postmark deadline<br>for discounted<br>registration fee . | 2        |
| 3  | 4      | 5       | 6         | 7        | 8  | 9        |
| 10   | 11     | 12      | 13        | 14       | 15   | 16       |
| 17   | 18     | 19      | 20        | 21       | 22   | 23       |
| 24   | 25     | 26      | 27        | 28       | 29   | 30       |

**CHECKLIST:**

- Registrations for PI/PIF International Conference** to PI Headquarters, postmarked by June 1 to receive discounted registration rate. (July 18-22, 2012 at Las Vegas, NV)
- Club Treasurer must pay** all current balances due PI by July 1.
- Annual International Dues must be** sent to PI Headquarters no later than July 1.
- Appoint Audit Committee.**
- Records and Materials of Officers** will be delivered to their successors immediately following the close of their term of office, unless otherwise specified in the PI Bylaws.
- Installation of Club officers prior** to July 1
- 2011-2012 Club Treasurer** delivers books to Audit Committee by July 31.
- Election of COED District Officers** will be held by mail prior to July 1.

## NOTES: