



District Calendars and Checklists July 2011 - June 2012

Please make copies* and give all pages relevant to your District Team Members. To make these calendar pages helpful to you, as the year progresses, add your own information and items to these calendar pages plus any information gathered on Club visits.

This will be a valuable resource from you to the next incoming officer. We wish you a memorable year.

*These pages are available for FREE download from the PI web site in the Resource Section.

www.pilotinternational.org

Review the entire Calendar Section before planning your year's agenda.

JULY 2011

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

CHECKLIST:

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

- International dues paid to PI Headquarters by July 1 deadline.
- Club Approved Division Plans, Programs, Budget** sent to District Governor and a copy to PI Headquarters, postmark deadline August 15.
- Club **Visit** dates announced to clubs.
- Outstanding Club Balances** paid to PI Headquarters by 2010-2011 Treasurer no later than July 1.
- Council of Leaders July 11-13, 2011 - **PI/PIF International Conference** July 13 – 16, Dallas, TX
- 2010-2011 **Treasurer** delivers books to the audit committee by July 31.
2010-2011 Secretary and Treasurer deliver official material to succeeding officers.
- District Awards Jury** – Name and address of chair to receive award entries published in 1st Governor’s Bulletin following international convention.
- PI Conference Business** including Bylaw actions reported in 1st Governor’s Bulletin following PI/PIF Conference.

August 2011

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

CHECKLIST:

- Division Activity Plans, Programs and Budget** sent to Governor and DCR by August 15. These plans, like club budget, are flexible guidelines which the club may change.
- Postmark deadline of August 15 for **2010-2011 Pilot Excellence Program (PEP)** report to PI Headquarters. Copy to Governor, DAC and Official Visitor.
- First **club mailing** by Constant Contact sent to the **Club President** will include revised Bylaws. It will also include Foundation information to be given to the **Club PIF representative**.
- Remind clubs that September is **Foundation Month**. **Pilot International Foundation Sweetheart** selected.

September 2011

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<i>September is Foundation Month</i>				1	2	3
4	5 PI/PIF Headquarters 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 Deadline for PIF Sweetheart contributions to reach Headquarters	

CHECKLIST: *September is Foundation Month.*

- Through information and promotional messages in Governor's Bulletins, the District Team motivates clubs to attend District Fall Council/Workshop.
- Anchor Club mailing, which includes Anchor Awards program, treasurer's form and dues invoice, is sent to each Anchor Club with a copy to their sponsoring Pilot Club.
- PIF Sweetheart Contribution Form completed and sent to PIF Headquarters by September 30.
- Pilot International Foundation Program and Foundation Sweetheart recognized.
- Note October Grant application deadlines.

October 2011

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<i>October is Membership Month</i>					Deadline for Grant Application to 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 Founders Day for Pilot International	19	20	21	22 Make a Difference Day
23 /	24 /	25	26	27	28	29
	30	31				

CHECKLIST:

- Founders Day October 18
- Membership Month - club will be furnished sample program for Share Pilot Meeting.
- Anchor Club Annual Treasurer's Report should reach PI Headquarters on or before Nov. 1. Dues are \$10 per member.
- 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 club business meeting.
- IRS Forms filed - U.S. Clubs required to file; deadline Nov. 15. [I.e. Financial Responsibilities]
- Make a Difference Day - October 22 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. for details.
- Outstanding club/district Catalog Sales balances must be paid to Catalog Sales Department by the 2011-2012 club treasurer.
- District Anchor Coordinator issues Fall bulletin during early months of the club year to Anchor Clubs with a copy to PI Headquarters.

November 2011

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2011-2012 Anchor International dues deadline		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15 Deadline for US Clubs & Districts to file IRS Forms	16	17	18	19
20	21	22	23	24 PI/PIF Headquarters Closed	25	26
27	28	29	30	Be sure to send club news to PI Headquarters for PILOT LOG (printed on a first come basis)		

CHECKLIST:

- By November 1 **District Nominating Committee** appointed. Notify clubs of the names & addresses of district nominating committee.
- Anchor Clubs dues deadline - November 1.
- Deadline for U.S. Clubs & Districts to file IRS Forms.
- December 1 - Deadline for Governor Elect to notify Headquarters of District Team appointments. Each appointee - sitting and incoming - should have copies of material from "Getting Started" and "Appointments and Guidelines" sections. **This is very important for the District Team members!** Governor Elect should also include date and location of 2011 Fall Council and 2012 District Convention.

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
	< ————— PI/PIF Headquarters Closed ————— >					

CHECKLIST:

- ♦♦ December 1 - Deadline for Governor Elect to notify Headquarters of District Team appointments, date and location of 2012 Fall Council and 2013 District Convention.
- PIF Annual Report published and mailed in December.
- Send District and Club success stories to PI Headquarters, 102 Preston Court, Macon, GA 31210-5768, e-mail success@pilothonq.org for the PI Resource File. Send an original skit or script, programs, projects or fund-raisers used at your district meeting. Include hand-outs or pictures when available. There is not a form for this. It is strictly voluntary.
- Encourage Pilot and/or Anchor Clubs to participate in “The Anchor Advisor of the Year” competition. Note deadline: January 15.
- PI/PIF Headquarters closed December 26 through December 30.

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 P/PIF Headquarters Closed	17 Postmark deadline for Anchor Advisor of the Year and Evaluation of Club Manual	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

CHECKLIST:

- Place order for consignment items for upcoming Pilot District Conventions/Workshops and Anchor Convention.
- PIF Club Contributions must be postmarked no later than February 1 for Pacesetter recognition at District Convention
- District Anchor Coordinator issues Winter bulletin to Anchor Clubs - **copy to PI Headquarters.** Include information regarding District Awards Jury Chair and district deadline.
- Pilot Headquarters sends letter to Anchor Clubs with unpaid international dues with a copy to the sponsoring Pilot Club/DAC. Governor and District Anchor Coordinator receive a list of District's Anchor Clubs with unpaid international dues.
- Encourage Pilot and/or Anchor Club to participate in "The Anchor Advisor of the Year" Competition.

February 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Postmark deadline for Pacesetter, 250/Goal contributions	2	3	4
5	6	7	8	9	10	11
12	13	14	15 Postmark deadline for Scholarship Apps to District PIF Reps.	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

CHECKLIST:

- PIF club contributions must be postmarked no later than February 1 for Pacesetter recognition at District Convention.
- Outstanding Anchor Club of the Year entries to District Competition. **Deadline and judging set by Pilot District Governor** (no later than March 15). **Important** that each Anchor Club be notified of deadline and where to send entry.
- Pilot Headquarters and PI Treasurer send letter to Governor and District Anchor Coordinator listing District's Anchor Clubs with unpaid international Anchor dues.
Nominations for PI Officers at club business meeting. Nominees must submit completed qualification form by May 4th postmark deadline. Form will be sent to nominee from PI Headquarters.
- Encourage participation in Brain Awareness Week in March. See www.dana.org for more information.

March 2012

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

CHECKLIST:

- Three weeks prior to District Convention, Governor Elect sends agendas for required meetings to the ECR.
- Nominating Committee Chair** sends list of all District nominees to clubs.
- Through information and promotional messages in the Governor's Bulletin, the **District Team motivates clubs to attend District Convention.**
- Outstanding Anchor Club of the Year entries to District Awards Jury.** Deadline set by Pilot District Governor (no later than March 15). **It is extremely important to notify** each Anchor Club of deadline and name and address of Awards Jury Chair.
- District Anchor Coordinator** issues one Spring bulletin to the Anchor Clubs with a **COPY** to Pilot Headquarters. Communication is vital for a successful Anchor program.
- COED Anchor Clubs** send Outstanding Anchor Club of the Year entries directly to PI Headquarters.
- Clubs report Membership figures** to Governor for recognition at District Convention
- BrainMinders Month and Brain Awareness Week - go to www.pilotinternational.org/ BrainMinders to download PSAs and current information and www.dana.org/ good stuff
- Nominations for PI Officers** at club business meeting.

April 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6 PI Headquarters Closed	7
8	9	10	11	12	13	14
15	16	17	18	19	20 Deadline for Dist. winners & COED entries for Outstanding Anchor Club to PI Headquarters	21
22	23	24	25	26	27	28
29	30					Send 2012- 2013 Club Officers list to PI Hdqtrs.

CHECKLIST:

- Postmark deadline of April 15 for **District Awards Jury Chair** to send District winning entry for the **Outstanding Anchor Club of the Year** to PI Headquarters - to ensure the opportunity to have your district Anchor representative attend PI Convention. **Follow-up** to see that this is done.
- 2012-2013 Club Officers Form** sent to PI Headquarters, postmarked no later than May 1. Copy to District Governor.
- PI/PIF Conference** promoted; attendance encouraged - July 18 - 22, Las Vegas, NV
- Postmark deadline of April 15 - **COED Anchor Clubs** entering **Outstanding Anchor Club of the Year** competition should send their entries to PI Headquarters. To ensure the opportunity to have a COED Anchor representative attend PI Convention, the COED Governor should encourage all sponsoring COED Pilot Clubs to assist their Anchor Clubs participation.
- Proposed Bylaw Amendments** mailed to PI Secretary and Executive Director postmarked no later than May 18
- Clubs report Membership figures** to Governor for recognition at District Convention.
- Nominations for PI Officers** at club business meeting. Nominees must submit completed qualification form by May 10 postmark deadline. Form will be sent to nominee from PI Headquarters.

May 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Club Officer Forms Due - May 1	2	3	4	5
6	7	8	9	10 Postmart Deadline for PI nominee forms	11	12
13	14	15	16	17	18 Postmark Deadline for Proposed Bylaw Amendments	19
20	21	22	23	24	25	26
27	28	29	30 Deadline for Club and Dist. Recognition	31		

CHECKLIST: *May is National Mental Health Awareness month.*

- Headquarters sends copy of **nomination forms** for **international officers** to clubs and the Board of Directors.
- PI/PIF Conference Registrations** to PI Headquarters. Postmark by June 1 for discounted registration fee.
- Club will receive invoice for 2012-2013 International dues. Payable by July 1.

June 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Postmark deadline for discount registration.	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 Conference to PI Headquarters for Las Vegas - July 18-22, postmarked by June 1 to receive discounted registration rate.
- Pilot Club Officers installed prior to July 1.
- Governor notifies Anchor Liaison at Pilot Headquarters all information concerning Anchor representative(s) attending PI Convention no later than June 1.
- PI Annual Dues sent to PI Headquarters no later than July 1 - invoices for dues were sent to each club in May.
- Within 60 days following District Convention approved Minutes distributed.

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NOTES: