

## Contents

IMPORTANT DATES 2011-2012 .....	104
CLUB REPRESENTATIVE FOR THE FOUNDATION .....	105-106
FOUNDATION SWEETHEART GUIDELINES .....	107
SWEETHEART CONTRIBUTION FORM ...	108
CONTRIBUTION FORM .....	109
DEFINING THE FOUNDATION .....	110



**Important Dates**

*Important Dates 2011-2012*

August	Grant information emailed to clubs
September	Foundation Month
September 30	<b>Postmark deadline</b> for Sweetheart nominations and contributions
October	<b>Membership Month</b>
October 1	<b>Postmark deadline</b> for <b>Grants</b> mailed from clubs to <b>District PIF Representatives</b>
October 15	<b>Postmark deadline</b> for <b>Grant Applications</b> to be received by <b>Foundation Headquarters</b>
December	The PIF Annual Report is published
January	Sweethearts are published in the Spring Pilot Log
January 31	Checks for approved grant applications mailed to applicants
February 1	<b>Postmark deadline</b> for <b>Pacesetter, Grants and Scholarships Fund contributions</b> <i>(to be recognized at District Conventions)</i>
March	BrainMinders™ Month and Membership Month
March 1	<b>Postmark deadline</b> for clubs to mail all scholarship applications to <b>PIF District Representatives</b>
March 15	<b>Postmark deadline</b> for Scholarship Applications to be sent to <b>Foundation Headquarters</b>
March	Observe <b>Brain Awareness Week</b> March 12~18, 2012
June 1	<b>Postmark deadline</b> for <b>Grants and Scholarships Fund contributions</b> <i>(to be recognized at International Convention)</i>
June 30	Scholarship notifications mailed from Foundation to clubs

# Club Representative for the Foundation

## Club Representative for the Foundation

The Club President Elect will appoint a Pilot International Foundation Representative to serve as the Foundation liaison for the club. The appointed Pilot will serve for a one-year term and may be reappointed. If, for any reason, the representative cannot perform the duties of this position, a successor will be appointed immediately.

### **A Club PIF Representative should:**

- a. Have been an active Pilot member for at least one year (except in new Pilot Clubs).
- b. Be a knowledgeable Pilot with the ability to motivate and inspire other members to support the Foundation.
- c. Be understanding and sensitive to the needs of others, especially people with a brain-related disorder/disability.
- d. Be willing to give necessary time to promote programs and projects of the Foundation to the club and to report club activities that support the Foundation to the District Representative.

### **The Club PIF Representative will:**

1. Become familiar with the programs, policies and functions of the Foundation and share material and information with the membership of the club that is received from the District Representative and Foundation Staff at Headquarters.
2. Work with the Projects and Anchor Coordinators as a resource person.
3. Keep abreast of the needs and population of local citizens with brain-related disorders.
4. Correspond with local agencies and organizations that work with citizens who have brain-related disorders/disabilities.
5. Participate in region and district workshops/fall councils.
6. Take responsibility, with the assistance of the District Representative, for completion and submission of grant proposals. Check on grant application deadlines at PIF office 478-477-1208 ext. 311 or [pifinfo@pilothonq.org](mailto:pifinfo@pilothonq.org)
7. Guide the Scholarship Application process for the club.
8. Take responsibility for conducting at least one club program devoted to the projects and/or programs of the Foundation. September, Foundation month, is appropriate.



**Club  
Representative  
for the  
Foundation**

9. Take responsibility for stimulating awareness of the Foundation in the clubs by promoting the programs/projects below:
  - a. A brain-related disorder project in the Pilot Club's community.
  - b. The Foundation Donor Recognition Program.
  - c. The PIF Annual goal for the Grants & Scholarships Fund and the Pacesetter Program.
  - d. Special projects/fund-raisers such as; BrainMinders™, the Brain Matters, Stroke Initiative; Brain Awareness Week; Pilot Walk; etc.
10. Provide information to the District PIF Representative from successful local programs/projects that may be shared with other clubs and districts.
11. Maintain the Club Representative folder and a correspondence file that will be passed on to the successor.



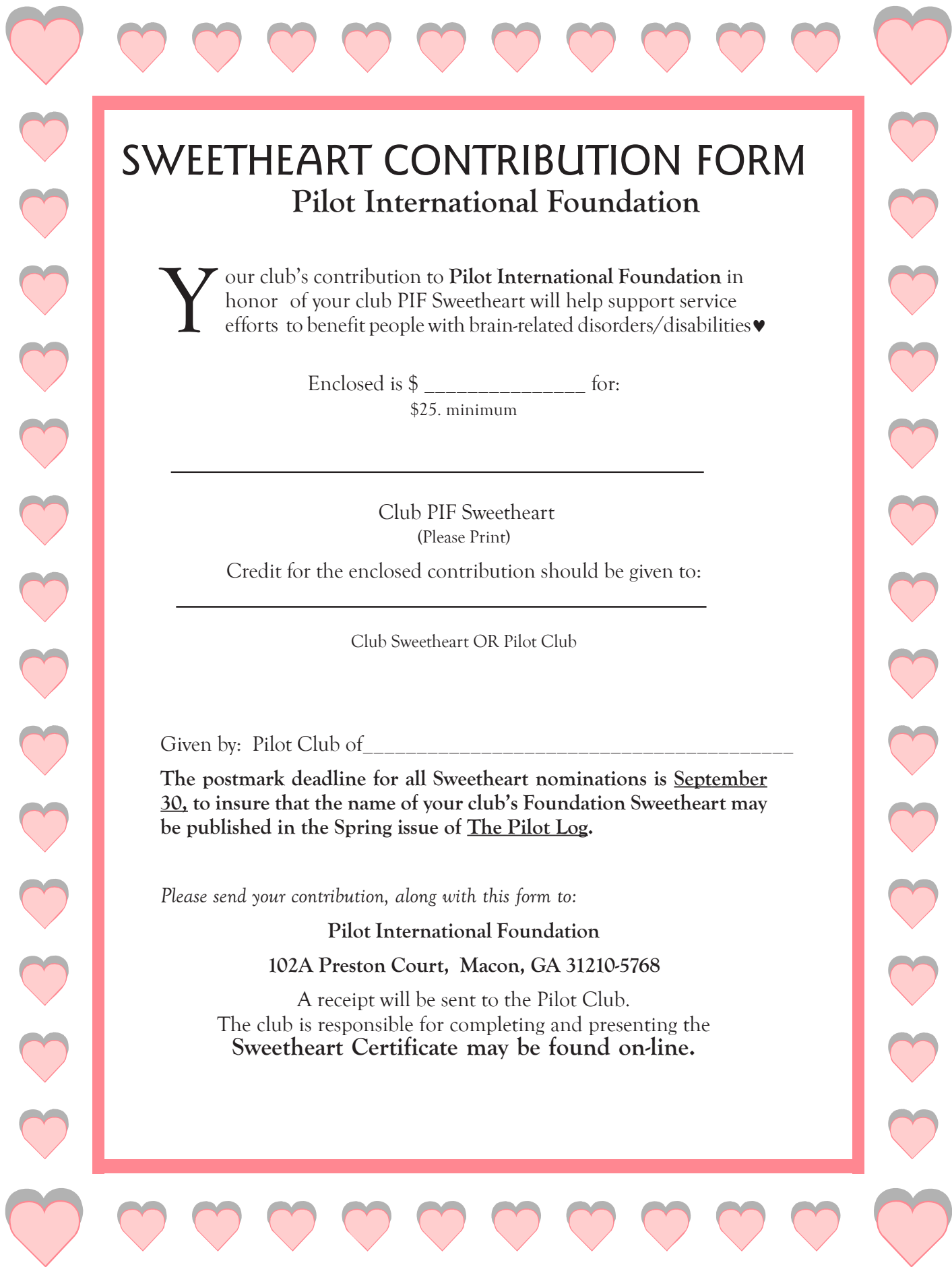
# Foundation Sweetheart Guidelines

To celebrate Foundation Month, clubs may honor one member by designating her/him as the *Pilot International Foundation Sweetheart*. This candidate should:

- ◆ Be active in an assigned role within the club.
- ◆ Promote and support the Foundation and its activities.
- ◆ Be active in a project that exemplifies the brain-related service focus of the Foundation.
- ◆ Be faithful in attending meetings and give generously of his/her time to assist with service projects and fund-raising activities.

Club members may nominate and vote on their choice for the award or a committee may be appointed by the club members to select the club's sweetheart.

The club sweetheart's name and a **minimum donation of \$25** should be sent to the Foundation postmarked by September 30 to ensure listing in the Spring issue of The Pilot Log. It is regretful that photos and bios cannot be printed due to the numerous Sweetheart honorees.



# SWEETHEART CONTRIBUTION FORM

## Pilot International Foundation

**Y**our club's contribution to Pilot International Foundation in honor of your club PIF Sweetheart will help support service efforts to benefit people with brain-related disorders/disabilities♥

Enclosed is \$ \_\_\_\_\_ for:  
\$25. minimum

\_\_\_\_\_  
Club PIF Sweetheart  
(Please Print)

Credit for the enclosed contribution should be given to:

\_\_\_\_\_  
Club Sweetheart OR Pilot Club

Given by: Pilot Club of \_\_\_\_\_

The postmark deadline for all Sweetheart nominations is September 30, to insure that the name of your club's Foundation Sweetheart may be published in the Spring issue of The Pilot Log.

*Please send your contribution, along with this form to:*

**Pilot International Foundation**  
102A Preston Court, Macon, GA 31210-5768

A receipt will be sent to the Pilot Club.  
The club is responsible for completing and presenting the  
**Sweetheart Certificate may be found on-line.**



## Defining the Foundation...

- **250 District, 250 Goal, Goal for Grants and Scholarships:**

1. The Grants and Scholarships Fund- is the SINGLE source of fundraising to fund PIF's matching grant program.
2. Each individual and club is asked to participate in the fundraising efforts of our grants and scholarships fund by donating \$250.
3. Each Pilot year, districts are assigned a fundraising goal for the grants and scholarships fund. This goal is figured by the number of clubs on record at headquarters as of September 1<sup>st</sup>. That number of clubs is multiplied by \$250 for the district goal. For example: 10 clubs X \$250= \$2,500 (your district goal.)
4. All individual, club, and district contributions help the district meet this goal.
5. Those individuals and clubs who send their donation by February 1<sup>st</sup> receive a certificate at district convention.
6. All \$250 individuals and clubs will receive a ribbon at international convention.
7. All Districts who reach their \$250 Goal will receive a ribbon at international convention.

- **Pacesetter Contributions**

1. All clubs are asked to contribute \$10 per ACTIVE member. This is a club's Pacesetter contribution.
2. Pacesetter contributions are used as a mechanism to raise funds for the Annual Fund. The annual fund is unrestricted and is used to operate the Foundation.
3. Those clubs who make their Pacesetter contribution by February 1<sup>st</sup> will receive a certificate at their district convention.
4. When a club has been a Pacesetter Club for 5 years, they receive a Crystal Club banner patch. The club receives a banner arc for every 5 subsequent years.