

Pilot International Founders Fund Resource Manual



2018-2018 Pilot Year

Pilot International Founders Fund Calendar

August

-Grant information emailed to clubs

September

-Founder's Month

-A PI Founder's Fund program should be provided at club meeting

-September 30th- Postmark deadline for Ambassador Nominations and contributions

-Certificate was mailed in the August club mailing

October

-Membership Month

-October 15th- Postmark deadline for Grant Applications to be received by PI Headquarters

-Incomplete applications will NOT be forwarded to Grant Committee Members for evaluation.

December

-The PI Annual Report is published in the Winter Log

January

-Ambassadors are published in the Spring Pilot Log

-January 31st- Checks for approved grant applications mailed to applicants

-Tax Letters for Year Contributions mailed to Donors

February

-February 1st- Postmark deadline for Pacesetter, Grants and Scholarships Fund contributions (to be recognized at **District Conventions**)

March

-BrainMinders™ Month and Membership Month

- Observe Brain Awareness Week March (Second week of March)

-March 15th- Postmark deadline for Scholarship Applications to be sent to PI Headquarters

June

-June 1st- Postmark deadline for contributions to the Goal for Grants and Scholarships Fund (to be recognized at **International Convention**)

-June 30th- Scholarship notifications mailed from PI to clubs

PIFF Representative Responsibilities

Communicate with your Club:

- Provide a short paragraph to be included in each club newsletter.
- Include upcoming events, important deadlines, and news.
- Provide information a month or more in advance.
- Attend workshops at Fall Council and District Convention.
- Set goals and expectations for clubs in your district and promote them
- Schedule one project (fundraiser) to benefit Pilot International each year.

Communicate with Headquarters:

- Share club success stories with Pilot International Headquarters. Send in photos and reports about their activities.
- Please relay information to Headquarters about projects that clubs like or dislike. Let Headquarters know which projects are successful and which are not.

Provide up to date Materials for Club/District:

- Please ask for and use CURRENT donation and application forms.
- Encourage club/district members to submit a donation form with ALL donations.

Suggestions for Monthly Bulletins

July

- Introduce yourself and offer to act as a resource for information about Pilot International Founders Fund.
- September is Founder's Month, begin planning a program about Pilot International's Founders Fund.
- Send Monthly Reminder to membership regarding the PIFF Matching Grant application deadline of October 15th.
- Select a Pilot International Ambassador from your members at the August meeting and honor them in September. A minimum \$25 contribution to Pilot International must be postmarked by Sept. 30 for inclusion of the club's Ambassador in the Pilot Log. Ambassador forms and certificate will be in the August/September Pilot International club mailing.

-Encourage clubs to budget or hold a special fundraiser for the \$250 Goal for Grants and Scholarships.

-Help members set giving goals for 250 Membership, President Circle, and Lifetime-giving.

-Reach out to local Anchor clubs to forge partnership for future community events and fundraisers.

August

-September is Founder's Month, continue planning a program about the Pilot International Founders Fund.

-Remind membership about the Matching Grant Deadline-October 15

September

-Founder's Month! Put your Founders Day plan into action. Set up a display of PI information and make plans with your club to participate in a community service project for the year.

-Mail in the club's Ambassador donation and honor the club's Ambassador at the monthly meeting

-Start planning a fundraiser for Spring

-Remind membership about the Matching Grant Deadline-October 15

October

-October 15th- Postmark deadline for Grant applications to be mailed/emailed to Pilot International Headquarters. Final notification will be at the end of January.

-Encourage end of year giving

November

-Start planning for a spring Pilot International project.

-Start planning Brain Awareness Week events (second full week in March.)

-Start planning scholarship workshops in your community (local colleges and high schools)

-Begin identifying and interviewing prospective scholarship applicants.

-Encourage end of year giving

December

- Remind clubs that scholarships should be postmarked by March 15th to Pilot International.
- Mail Pacesetters, Goal for Grants and Scholarships, and/or general contributions to Pilot International. Make sure the intended fund is marked clearly. If combining contributions in one check, please break down how much each fund should receive.
- Continue planning for Brain Awareness Week (second full week in March.)
- Look for the PI Annual Report in the winter edition of the Pilot Log.

January

- Mail in club Pacesetter, 250 Club Member Contributions-Postmark deadline is February 1st for recognition at District convention.
- Encourage individual members to make their 250 contributions for District recognition.
- Hold scholarship workshops in your community to continue sharing P.I scholarships opportunities with students in your community.
- Scholarship postmark deadline is March 15th to Pilot International.
- Plan Brain Awareness Week (second full week in March.)

February

- Encourage clubs who have not already done so to mail in their Pacesetter and 250 Club.
- March 15 Postmark deadline for scholarship applications to be mailed to PI Headquarters.
- Plan Brain Awareness Week events for second full week of March.

March

- BRAIN AWARENESS WEEK (second full week of March)
- Scholarship applications must be postmarked to Headquarters by March 15. Final notification will be at the end of June.
- Encourage attendance and participation at District Convention.

April & May

- Encourage attendance at International Convention.

-Encourage incoming Club Elected Board and incoming Club Division Coordinators to support Pilot International in their new plan of work.

June

-International Convention next month!

-Encourage treasurers to confirm that all funds for Pilot International have been sent to Headquarters (250, Pacesetter, etc).

Every Month

-Be enthusiastic!

-Include information on the Goal for Grants and Scholarships. Rally your district to become a “250 District.”

-Remind clubs to contact you or Pilot International if they ever need help, ideas, or advice.

-Remind clubs that a gift to Pilot International is a wonderful way to honor or remember someone.

-Remind clubs and individuals to provide complete information on contributions.

Annual Recognitions		
Category	Contribution	Recognition
\$250 Member	\$250	Certificate at District Convention, Ribbon at PI Convention
\$250 Club	\$250	Certificate at District Convention, Ribbon at PI Convention
\$250 District	\$250 x # of clubs	Ribbon at PI Convention
President's Circle	\$1,000+	Certificate and Gift provided at International Convention by Pilot President

Fundraising Guidelines

Purpose: Many clubs and districts hold silent auctions/events to raise funds for Pilot International. These are wonderful events and are great for raising funds for Pilot International. To allow your donors to receive the full benefits of donating, please follow the guidelines listed below.

Guidelines:

- All checks must be made payable to Pilot International.
- Gifts are tax-deductible ONLY if the proceeds of the event will be given to Pilot International.
- IRS regulations state that only the amount paid OVER the fair market value of the item or over the actual cost of the event is deductible for the winning bidder or attendee.

Examples:

- The fair market value (set by donor of item) of a silent auction item is \$25. The winning bidder pays \$40. The tax-deductible amount is \$15.
- The fair market value is \$100. The winning bidder pays \$65. The tax-deductible amount is \$0.
- The cost of ticket to attend a special event is \$100. The expense is \$50 per person for food and beverage, rent, etc. The tax-deductible amount is \$50.
- The donor of a silent auction item is responsible for setting the fair market value. They must substantiate that amount if audited by the IRS.

Fundraising Receipts:

- There are two kinds of receipts: one for CASH (cash, check, etc.) and one for IN-KIND (gift of an item.) You must use the correct receipt to document the gift.
- At the conclusion of the event, a complete list of donors must be forwarded to Pilot International that details whether the funds are for the district, club, or a specific donor. A list of all donors must be provided to ensure each individual is given credit for their contribution.

NOTE: These guidelines are for those clubs that are not 501(c)(3) club

Contribution Opportunities

Pilot Clubs ONLY:

Ambassador

Date Due: September 30

Amount: \$25.00 minimum

Recognition: The club nominates one or more members per guidelines and presents PI Ambassador certificate, usually during September, Founder's month. The Ambassador's name by club and district is printed in the Jan/Feb issue of THE PILOT LOG if the deadline is met.

Pacesetter

Date Due: February 1

Amount: \$10.00 per active, dues-paying member

Recognition: Certificates are presented at District Convention to those clubs who chose to support Pilot International with a Pacesetter contribution by the deadline. The certificates for any late Pacesetter contributions are mailed directly to the club president. Each Pacesetter club is listed in the PI Annual Report.

250 Club

Date Due: February 1

Amount: \$250 per club

Recognition: Certificates are presented at District Convention to those clubs who chose to support Pilot International with a \$250 contribution by the deadline. The certificates for any late 250 Contributions are mailed directly to the club president. Each club is listed in the PI Annual Report.

BrainMinders Fund

For: To support the expansion of current programs and the development of new ones.

Brain-Related Disorders/Research Fund

For: Scientific research grants for Alzheimer's and other brain-related disorders. Funds raised by a *Pilot Walk for Alzheimer's and Other Brain-Related Disorders* will be deposited into this fund.

Pilot International Endowment Fund

For: To raise money for an endowed fund where the interest gained will be used for programs and services of PI.

Pilot International Annual Fund

For: To support and operate Pilot International

Honorariums

ANY gift can be made to **ANY FUND** in honor of any person or organization.

Recognition: A notice is sent to the honoree noting that a donation has been made in their honor (\$25 minimum.).

Note: Include a name and address of family member/designee to receive the card. Acknowledgement cards are not sent unless the name and address are included with the gift.

Memorials

ANY gift can be made to **ANY FUND** in memory of any person or organization.

Recognition: A memorial card will be sent to the family or other designee (\$25 minimum.) All memorials will be listed in The Pilot Log.

Note: Include a name and address of family member/designee to receive the card. Acknowledgement cards are not sent unless the name and address are included with the gift.

Individual/Club Opportunities

250 Member

Date Due: February 1

Amount: \$250 donated by an individual member

Recognition: Certificates are presented at District Convention to those individuals who chose to support Pilot International with a \$250 contribution by the deadline. The certificates for any late 250 Contributions are mailed directly to the recipient.

President Circle

Date Due: May 1

Amount: \$1000

Recognition: A certificate and a gift are present to the individual donor at International Convention. Any donor unable to attend International Convention will still be acknowledge and have their gift mailed to them at the close of convention.

*Pilot International is a 501(c)(3) organization.
All donations by individuals, companies, and corporations are tax-deductible.
Visit www.pilotinternational.org to make an online contribution.*

Lifetime Giving

Lifetime Donor Giving Levels

- Recognition of Clubs, Members, and now District

- All new donors sign the Charter Book for their giving level at International

<u>Donor Level</u>	<u>Donation Range</u>
Emerald Club	\$5,000- \$9,999
Honor Wall	\$10,000- \$19,999
Legacy Wall	\$20,000- \$29,999
Founders Circle	\$30,000- \$49,999
Dream Builders	\$50,000- \$74,999
Vision Seekers	\$75,000- \$99,000
Golden Legacy	\$100,000 or more

PIFF Grants

Emergency Response Program Grant

Amount Awarded: Varies, but does not exceed US \$5,000

Eligibility: Active Pilot Clubs or Districts

Application Deadline: October 15th

Pilot Clubs, Anchor Clubs or Districts desiring to establish or expand personal emergency response services in their community may apply for a Founders Fund grant. Emergency Response programs must be for the purpose of helping people with disabilities. The Founders Fund defines a person with a disability as “any person who has a recorded physical, mental or sensory impairment that substantially limits a major life activity. Major life activities include caring for one self, performing manual tasks, walking, hearing, speaking, breathing, learning and working.” For the purpose of Emergency Response grants, frailty due to age and/or health impairments constitutes a disabling condition.

PIFF Matching Grant

Amount Awarded: Varies, but does not exceed US \$5,000

Eligibility: Active Pilot Clubs or Districts

Application Deadline: October 15th

All Pilot Clubs/Districts that contribute regularly to the operations of the Pilot International Founders Fund are eligible to receive PIFF matching grant funds. Matching grants are an effective means of funding small projects, especially those with active community support. In accordance with our mission the Executive Committee of Pilot International has approved the promotion and encouragement of (A) Youth Development & Leadership, especially through our Anchor clubs, (B) Brain Safety & Fitness, and (C) Caring for Families in Times of need. In order to receive matching funds, grant proposals must fulfill one or more of the ABC’s of Pilot.

Safe Harbor Relief Grant

Amount Awarded: Varies, but does not exceed US \$500

Eligibility: Active Pilot Clubs or Districts

Application Deadline: No deadline

Pilot International has created the Safe Harbor Grant to assist Pilots who have been adversely affected by a disaster. With determination and compassion, we stand ready to help our communities and the world at large face obstacles, overcome challenges and weather the storms. In the event of a disaster within a district, it is the responsibility of the District Governor to notify Pilot International Headquarters of the affected clubs. Headquarters will communicate the information to the International Administrative Council, Past International Presidents and Pilot Clubs. Clubs and Districts may request additional information from the reporting Governor or Presidents of Pilot clubs impacted by the disaster.

All grant applications are available online <https://www.pilotinternational.org/grants-and-scholarships/>

PIFF Scholarships

The Pilot International Founders Fund supports five Scholarship Programs to benefit graduate and undergraduate students studying for a career in one of Pilot's chosen areas of service focus – Preparing Youth for Service, Encouraging Brain Safety & Health; Supporting Those who Care for Others. We also offer three additional scholarships for students involved in Anchor Club

Pilot International Scholarship

Amount Awarded: Varies, but does not exceed US \$1,500

Eligibility: Undergraduate Students

Application Deadline: March 15

This scholarship was established in 1988 to provide financial assistance to undergraduate students preparing for a career working with youth leadership and development, helping people with brain safety or fitness, or caring for families during times of need. Scholarships are based on financial need, academic success, and application contents. Scholarships are awarded for one academic year. A student may reapply and be granted the Pilot International Scholarship for no more than 3 additional years. Applicants must be full time students and if awarded a scholarship must remain a full-time student for the duration of the scholarship. Download the application for the PI Scholarship to see complete submission requirements. The application can be mailed, emailed, faxed, or submitted via the form at the bottom of this page.

Becky Burrows Memorial Scholarship

Amount Awarded: Varies, but does not exceed US \$1,000

Eligibility: Graduate & Undergraduate Students

Application Deadline: March 15

This scholarship is intended for graduate or undergraduate students who are re-entering the job market, beginning “second careers,” or seeking to improve their professional skills for their current occupation by continuing their education in that field. Students must pursue courses of study that further Pilot International’s mission to transform communities through education and service in the area of Preparing Youth for Service, Encouraging Brain Safety & Health; Supporting those who care for others.

Marie Newton Sepia Memorial Scholarship

Amount Awarded: Varies, but does not exceed US \$1,000

Eligibility: Master’s & Doctoral Students

Application Deadline: March 15

The Marie Newton Sepia Memorial Scholarship is for students studying at the master’s or doctorate level who are preparing for or currently working in a career related to Preparing Youth for Service, Encouraging Brain Safety & Health; Supporting Those who Care for Others. It is intended that this fund will further Pilot International’s mission by assisting worthy, capable individuals to pursue careers in which they will teach, encourage and rehabilitate children with disabilities.

Ruby Newhall Memorial Scholarship (International Students Only)

Amount Awarded: Varies, but does not exceed US \$1,500

Eligibility: Master's & Doctoral Students

Application Deadline: March 15

Ruby Newhall Memorial Scholarship (International Students Only) was established in October 1949. Ruby Newhall was from Gainesville, Florida and was president of Pilot International. Her contacts with international students at the University of Florida strengthened her belief that these students could contribute significantly to improving international relations. An applicant for the Ruby Newhall Memorial Scholarship must be from a foreign country, pursuing a degree in the United States or Canada. The field of study must be of a nature that it improves the quality of life for the community in their home country. Scholarship funds, not to exceed \$1,500, are disbursed for one full academic year and must be used for tuition and related educational expenses considered necessary by the Executive Committee. Assistance may only be extended to students who are studying through the doctorate level.

Bob King Memorial Scholarship

Amount Awarded: Varies, but does not exceed US \$1,500

Eligibility: Graduating High School Seniors & Undergraduates

Application Deadline: March 15

Bob King Memorial Scholarship was established in 2015 to provide financial assistance to graduating high school seniors and/or undergraduate students preparing for a career that furthers Pilot International's mission. Scholarships are based on community service, financial need, academic success, and application contents. Scholarships are awarded for one academic year. A student may re-apply and be granted the Bob King Memorial Scholarship for no more than 3 additional years. Award amounts may vary, but will not exceed \$1,500 per year for full time students and \$750.00 for part time students. Two individual scholarships will be awarded each year.

KC International Scholarship (International Students Only)

Amount Awarded: Varies, but does not exceed US \$2,500

Eligibility: Graduating High School Seniors & Undergraduates (non-U.S. students only)

Application Deadline: 4 months prior to enrollment

The KC International Scholarship was established by an anonymous donor in 2017. The applicant must have a record of active participation in volunteer service and show outstanding leadership ability. The applicant should reflect on their cumulative community service, leadership ability, and career choice when completing the application.

KC Anchor Scholarship

Amount Awarded: Varies, but does not exceed US \$2,500

Eligibility: Graduating High School Seniors & Undergraduates

Application Deadline: March 15

The KC Anchor Scholarship was established in 2017 by an anonymous donor to provide financial assistance to graduating high school seniors who have actively participated in volunteer service through an Anchor Club and shown outstanding leadership ability. The Anchor should reflect on their cumulative Anchor experience when completing the application.

Anchor Achievement Scholarship

Amount Awarded: Varies, but does not exceed US \$1,000

Eligibility: Graduating High School Seniors (Active Anchor Club participants)

Application Deadline: March 15

Anchor Achievement Scholarship (Anchors Only) was established in 2015 to provide financial assistance to graduating high school seniors who have actively participated in volunteer service through Anchor Club and shown outstanding leadership ability. The Anchor should reflect on their cumulative Anchor experience when completing the application.