



PILOT INTERNATIONAL OFFICIAL CLUB VISIT CHECKLIST

BEFORE THE OFFICIAL VISIT: Communicate with the Club President. Introduce yourself via phone call or email, talk with them about exciting things going on in their Club and ask about areas of concern. **OFFER** to provide something specific to the Club; i.e. list of fundraising or project ideas, workshop, program on a specific topic, etc.

- Get the Club assignments from the District Governor.
- Contact Club President for your visit date.
- Ask Club for Club budget, member roster and any other materials that will help to know the Club.
- Ask for the Club's visit date agenda. Make sure **YOU** are on the agenda.

Prepare your background information about the Club:

- | | |
|---|--|
| <input type="checkbox"/> Club Charter Date | <input type="checkbox"/> Club accomplishments for your recognition |
| <input type="checkbox"/> Club Plans of Work | <input type="checkbox"/> Club website |
| <input type="checkbox"/> 50/25 year members | <input type="checkbox"/> Club Facebook |
| <input type="checkbox"/> Club Projects | <input type="checkbox"/> Awards |
| <input type="checkbox"/> Club Fundraisers | |

Prepare visit materials:

- Always take an Invocation and New Member Initiation Service
- Your Pilot District/International Message to the Club
- Workshop, Regional, Fall Council, District Convention and PI Convention invitations with locations, dates and times.
- Your Officer business cards and Name Tag
- Your SMILE
- Your Inspiration for all the future possibilities

“Leadership is the art of giving people a platform for spreading ideas that work.”

- Seth Godin