



## NOTIFICATION OF INTENT TO ORGANIZE A NEW PILOT CLUB

(Complete this form and send to Pilot International Headquarters)

Name of individual: \_\_\_\_\_ OR Pilot Club: \_\_\_\_\_

planning to organize a Pilot Club in \_\_\_\_\_.

Target date for charter of the new club: \_\_\_\_\_.

Only the club or person(s) responsible for organizing a new club will be reimbursed for expenses related to the formation or charter of the club. All organizing expenses MUST be submitted to PI Headquarters, with receipts, within thirty (30) days after the charter presentation. **Reimbursement shall not exceed 50% of the new member dues paid to Pilot International.**

New members of the club will receive: a complimentary New Membership Guide mailed directly to each new member from Headquarters; Charter member pin; and complimentary registration fee for the club delegate at first Pilot International Convention after charter date.

New member/club resources may be found on the Pilot International website.

Signature of person completing this form: \_\_\_\_\_

Pilot Club of: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

State/Province/Prefecture/Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Email: \_\_\_\_\_ Date: \_\_\_\_\_

cc: District Governor

**Revised 9/2019**



### CHECKLIST (ATTACH TO)

## NOTIFICATION OF INTENT TO ORGANIZE A NEW PILOT CLUB

DATE: \_\_\_\_\_

- \_\_\_\_\_ 1. PAPERWORK REQUIREMENT FOR PERMISSION TO ORGANIZE THE CLUB WILL NEED TO BE APPROVED PRIOR TO COMMITMENT TO ANY GROUP REGARDING CHARTERING.
- \_\_\_\_\_ 2. NONPROFIT STATUS REQUIREMENT NEEDS TO BE DETERMINED AS EACH COUNTRY HAS DIFFERENT REQUIREMENTS FOR AN NGO AND CAN TAKE A LONG TIME.
- \_\_\_\_\_ 3. DETERMINE FINANCIAL OBLIGATION REGARDING ALL DUES, PI CONVENTION, DISTRICT MEETINGS AND TIME FRAME FOR EACH.
- \_\_\_\_\_ 4. MINIMUM MEMBERSHIP REQUIREMENT AND DISCUSS FEASIBILITY OF OBTAINING INTERESTED MEMBERS.
- \_\_\_\_\_ 5. REVIEW ORGANIZATION STRUCTURE AND RESPONSIBILITIES OF OFFICERS AND COORDINATORS, DUES PAMENT DATES, BANK ACCOUNT REQUIREMENTS, ETC.
- \_\_\_\_\_ 6. SET UP A REGULAR COMMUNICATION SCHEDULE FOR PROGRESS REPORTS.
- \_\_\_\_\_ 7. NOTIFY THE DISTRICT WHO WILL NEED TO SUPPORT THE ORGANIZATION OF THE NEW CLUB.

Revised 9/2019