

PILOT INTERNATIONAL Forms “Cheat Sheet”

Form Name	Where it's located	Who Gets It	When	Comments
Pilot Club Officer Form	PI Website Click on: Top Member Resources	PI Headquarters Incoming Governor Incoming Governor Elect Incoming District Secretary Incoming District Treasurer	May 1 Every year	On PI level, this form identifies a Pilot Club for the Annual Directory and communication purposes. On a District level, this form provides information to the incoming DAC and who District Governor communicates with
Annual Club Membership Form	PI Website Click on: Top Member Resources	PI Headquarters Incoming District Governor Incoming District Secretary Incoming District Treasurer	July 1 Every Year With Annual Dues Invoice	On PI level, this identifies current membership. On District level, this identifies anticipated district dues submission as well as current membership
Membership Information Form (New Member Form – Part 1)	PI Website Click on: Top Member Resources	PI Headquarters – original District Governor - copy District Secretary – copy District Treasurer - Copy	Within one week of new member installation	<i>Send this form with Notification of Change in Membership Form</i>
Notification of Change in Membership Information (New Member Form – Part 2)	PI Website Click on: Top Member Resources	PI Headquarters – original District Governor - copy District Secretary – copy District Treasurer - Copy	One week after new member is initiated For death, resignation change of address , as soon as information is known	Used when new member joins, or current member changes address, transfers membership, dies, or resigns Multiple selection check-boxes
Pilot International (PIFF) Founders Fund aka Contribution/Donation Form	PI Website Click on: Top Member Resources Called Make A Donation	PI Headquarters	Whenever donations are being sent to PI Headquarters, whether on Club level or Individual level	Anytime funds are being sent to PI Headquarters Use for Memoriam donation for deceased member, Safe Harbor donation, etc. Credit cards accepted

Pilot International Pick Me Up Grant Application	PI Website Click on: Top Member Resources Pick Me Up Grant Application	PI Headquarters Email to lia@pilothq.org or pickmeups@pilothq.org	Deadlines for each quarter March 15, June 15, Sept. 15, and Dec 15	Review instructions completely to avoid disqualification
Pilot International Founders Fund (PIFF) Matching Grant Application	PI Website Click on: Top Member Resources PIFF Matching Grant Application (Usually identified near the top by year)	Completed application goes to DISTRICT PIFF Representative first, then is forwarded to PI	Various deadlines identified on application form	Review instructions carefully to avoid disqualification Call District PIFF Representative first with questions.
Pilot International Pathway to Service aka Heritage Brick Order Form	PI Website Click on: Top Member Resources Called Heritage Brick Order Form	PI Headquarters	Deadlines for each quarter March 15, June 15, Sept. 15, and Dec 15	
Pilot International Awards Forms	PI Website Click on: Top Member Resources Called Heritage Brick Order Form	PI Headquarters	May 15th each year	Review award periods identified on form This link also contains the template for the Club Ambassador and Pilot of the Year Certificates
IRS N-990		IRS	Nov 15th each year	Outgoing and incoming Club Treasurer should review club details including club password well in advance of submission

PI Website: www.pilotinternational.org

PIHQ Mailing Address:

120 Preston Court
Macon, GA 31210