

FORMS SECTION

PILOT INTERNATIONAL CLUB MANUAL

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Contribution Form

Contribution Amount \$_____ is for the:

☐ **Goal for Grants and Scholarship Fund**

Credit to be given to (choose one):

☐ Individual _____

☐ Club: _____

☐ District: _____

☐ **Ambassador Fund (Clubs Only)**

☐ **Pacesetter (Clubs Only)**
(\$10 per active member)

☐ **Brain Related / Alzheimer's Research**

☐ **BrainMinders**

☐ **PI Endowment**

☐ **Heritage Garden**

☐ **Safe Harbor Fund**
(Disaster Assistance for Pilots)

☐ **Dreams Ahead Fund -Anchor**

☐ **100TH Anniversary Fund**

☐ **General Fund**
(To be used where most needed)

Credit for gift goes to: ☐ **Donor** ☐ **Other** _____

Contribution is given:

☐ In memory of: _____

☐ In honor of: _____

☐ Ambassador: _____

Please send card to: _____

A gift of \$25 or more per card is required for an acknowledgement card to be sent to designee

Donor's name/DOB: _____ Address _____

Daytime Phone _____ Email _____

Enclosed is ☐ Check # _____ or please charge my credit card. ☐ MC ☐ VISA ☐ AMEX

_____ Expiration Date _____

Signature _____ Cardholder's name _____



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 PAYMENT 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

PILOT CLUB OFFICERS

CLUB YEAR _____

Complete this form and send to PI Headquarters by May 1. Each club is required to submit this form on or before the May 1 due date to insure more effective and efficient communication with PI Headquarters. A copy should be sent to the incoming District Governor.

PILOT CLUB OF _____ **DISTRICT** _____
(City and State/Province/Prefecture)

Business Meeting: _____
(Day, i.e. 1st Thurs., and time) (Place)

Program Meeting: _____
(Day, i.e. 1st Thurs. and time) (Place)

Club's Web Site _____ Club's E-mail _____
(This address will be listed on the PI Web site with club name. You may use Club or President's e-mail address, or the address of any member responsible for checking messages.)

Club's Facebook name: _____

PRESIDENT:

(Given Name) (Last Name) (E-Mail Address)

(Mailing Address - Include City, State, Postal Code)

Telephone: (____) _____ (____) _____ (____) _____
(Residence) (Business) (Cell)

PRESIDENT ELECT:

(Given Name) (Last Name) (E-Mail Address)

(Mailing Address - Include City, State, Postal Code)

Telephone: (____) _____ (____) _____ (____) _____
(Residence) (Business) (Cell)

VICE PRESIDENT:

(Given Name) (Last Name) (E-Mail Address)

(Mailing Address - Include City, State, Postal Code)

Telephone: (____) _____ (____) _____ (____) _____
(Residence) (Business) (Cell)

TREASURER:

(Given Name) (Last Name) (E-Mail Address)

(Mailing Address - Include City, State, Postal Code)

Telephone: (____) _____ (____) _____ (____) _____
(Residence) (Business) (Cell)

RECORDING SECRETARY:

(Given Name) (Last Name) (E-Mail Address)

(Mailing Address - Include City, State, Postal Code)

Telephone: (____) (____) (____)
(Residence) (Business) (Cell)

CORRESPONDING SECRETARY:

(Given Name) (Last Name) (E-Mail Address)

(Mailing Address - Include City, State, Postal Code)

Telephone: (____) (____) (____)
(Residence) (Business) (Cell)

DIRECTOR/IMMEDIATE PAST PRESIDENT:

(Given Name) (Last Name) (E-Mail Address)

(Mailing Address - Include City, State, Postal Code)

Telephone: (____) (____) (____)
(Residence) (Business) (Cell)

ONE-YEAR DIRECTOR:

(Given Name) (Last Name) (E-Mail Address)

(Mailing Address - Include City, State, Postal Code)

Telephone: (____) (____) (____)
(Residence) (Business) (Cell)

TWO-YEAR DIRECTOR:

(Given Name) (Last Name) (E-Mail Address)

(Mailing Address - Include City, State, Postal Code)

Telephone: (____) (____) (____)
(Residence) (Business) (Cell)

PI REPRESENTATIVE:

(Given Name) (Last Name) (E-Mail Address)

(Mailing Address - Include City, State, Postal Code)

Telephone: (____) (____) (____)
(Residence) (Business) (Cell)

ANCHOR COORDINATOR:

(Given Name) (Last Name) (E-Mail Address)

(Mailing Address - Include City, State, Postal Code)

Telephone: (____) (____) (____)
(Residence) (Business) (Cell)

MEMBERSHIP CHAIR:

(Given Name) (Last Name) (E-Mail Address)

(Mailing Address - Include City, State, Postal Code)

Telephone: (____) (____) (____)
(Residence) (Business) (Cell)

FUND RAISING CHAIR:

(Given Name) (Last Name) (E-Mail Address)

(Mailing Address - Include City, State, Postal Code)

Telephone: (____) (____) (____)
(Residence) (Business) (Cell)

PROJECTS CHAIR:

(Given Name) (Last Name) (E-Mail Address)

(Mailing Address - Include City, State, Postal Code)

Telephone: (____) (____) (____)
(Residence) (Business) (Cell)

LEADERSHIP DEVELOPMENT CHAIR:

(Given Name) (Last Name) (E-Mail Address)

(Mailing Address - Include City, State, Postal Code)

Telephone: (____) (____) (____)
(Residence) (Business) (Cell)



MEMBERSHIP INFORMATION FORM

Welcome to Pilot International. You have joined a global service organization that has provided friendship and service to members in communities like yours since 1921.

(Please type or print)

Membership type

Dues Paying:

- ☐ Pilot
☐ Pilot International
☐ Anchor
☐ Compass

Waived Dues:

- ☐ Pilot Waived
☐ Pilot International Waived
☐ Honorary/Emeritus
☐ Pilot Student

Pilot Club of _____ District _____

Name _____
First Middle Last Suffix, - Jr., Sr. etc.
Country _____

Mailing address _____

City, State, Province/ Zip _____ (If mailing address is a PO Box, list street, city, state & zip for UPS delivery.)

Contact/Cell Phone () _____ E-mail Address _____

Date joining the club: _____ Sponsored by: _____
Who invited you to join Pilot? Club

Signature _____ Date: _____

Club Secretary: Please make a copy for club file and submit this form along with a completed Notification of Change in Membership Information Form and appropriate funds to the District Treasurer and Pilot International Headquarters, 102 Preston Court, Macon, GA 31210. Send a copy of the Notification of Change form to the District Governor and District Secretary.

In order to create a more efficient membership database and record keeping system, the following categories should be used when determining membership types.

Dues Paying:

Pilot : Active club members.
Pilot International: Active members with no home club affiliation.

Waived Dues:

Pilot Waived: Fifty year members and deployed military members.
Pilot International Waived: Fifty year members with no home club and deployed military members.
Honorary/Emeritus: Members who have earned Emeritus status and Honorary Pilots.
Pilot Student: College students, former Anchors, scholarship recipients that wish to attend a Pilot Club. NOTE: Upon graduation, ALL Anchors attending college are encouraged to apply to become a Pilot student.

	July-September	October-December	January-March	April-June
Dues	60.00	45.00	30.00	15.00
Club Insurance	6.00	6.00	6.00	6.00
TOTAL DUES	\$66.00	\$51.00	\$36.00	\$21.00



NOTIFICATION OF CHANGE IN MEMBERSHIP INFORMATION

Pilot Club of _____ District _____ Date _____

INSTRUCTIONS: Complete this form for changes (additions, deletions, change of name, address or membership status). Mail **original with appropriate funds to Membership Records Dept.**, Pilot International, 102 Preston Court, Macon, GA 31210-5768. Send a copy with the appropriate funds to the District Treasurer and a copy to the District Governor and District Secretary.

IMPORTANT: ***This form is due to PI Headquarters one (1) week after new member is initiated.*** Form may be found on the PI website and may be completed on line and printed for mailing.

In order to create a more efficient membership database and record keeping system, the following categories should be used when determining membership types.

Dues Paying:

Pilot : Active club members.
Pilot International: Active members with no home club affiliation.

Waived Dues:

Pilot Waived: Fifty year members and deployed military members.
Pilot International Waived: Fifty year members with no home club and deployed military members.
Honorary/Emeritus: Members who have earned Emeritus status and Honorary Pilots.
Pilot Student: College students, former Anchors, scholarship recipients that wish to attend Pilot club meetings.
NOTE: Upon graduation, ALL Anchors attending college are encouraged to apply to become Pilot students.

	July-September	October-December	January-March	April-June
Dues	60.00	45.00	30.00	15.00
Club Insurance	6.00	6.00	6.00	6.00
TOTAL DUES	\$66.00	\$61.00	\$36.00	\$21.00

CHANGES SINCE PREVIOUS NOTIFICATION:

- A. Addition of New Member(s).** Membership information for each new, transferred or reinstated member with a check for dues, initiation and liability insurance **must be** included with this report. ***If a transfer member - list name of previous club.***

MEMBER	Date Membership Began	Amount Insurance	Dues	Total
Name				
Name				
Name				
Name				
Name				

B. Change(s) in member's name, address, phone or membership status. (Please print clearly)

Change From

Change To

Name: Address: City/State/Zip: Contact/Cell Phone: Email: Membership Status:		
Name: Address: City/State/Zip: Contact/Cell Phone: Email: Membership Status:		

C. Deletions. List member(s) who have been removed from the club membership roll. Please check the applicable box.

NOTE: If member transferred to another Pilot Club, state the name of the club, city and state.

<u>Name and Address</u>	<u>Reason</u>	<u>Date</u>
	Moved <input type="checkbox"/>	
	Deceased <input type="checkbox"/>	
	Health <input type="checkbox"/>	
	Resigned from club <input type="checkbox"/>	
	Transferred <input type="checkbox"/>	
	No Interest <input type="checkbox"/>	
	Non-Payment <input type="checkbox"/>	
	Not Enough Time <input type="checkbox"/>	
	Other <input type="checkbox"/>	

Signature of Club Recording Secretary

Revised 07/2022



PILOT INTERNATIONAL BYLAWS AMENDMENT SUBMISSION FORM

Name of Club/District/or EC

Signature of Secretary

Date Approved by Club/District/ EC: _____

Eligibility of Proposed Amendment: Bylaws must be submitted to the Secretary AND Executive Director of Pilot International postmarked no later than 60 days prior to the opening of the International Convention. Proposed Bylaws amendments are reviewed by the Bylaws Submission Committee composed of the immediate Past President and the PI Parliamentarian. The PI attorney will review submissions for compliance with the Georgia Non-Profit Code. If the proposed amendment does not conform to the eligibility requirements or does not fit the definition of a proposed bylaw, it will not be considered eligible for convention business.

Present Reading of Bylaw: (Include Bylaw Number, Title and Section, if applicable)

Proposed Reading of Bylaw:

Rationale:

Budgetary Implications: (Please explain how this may affect the finances of clubs, districts and international applicable.)

Effective Date: If adopted at the close of PI Convention unless otherwise stated in the proposed amendment.



PROSPECTIVE MEMBER FORM

NAME: _____

Address: _____

City: _____ State: _____ Zip code: _____

Telephone numbers: _____
(Cell) (Residence)

Name of Firm: _____

Business address: _____

City: _____ State: _____ Zip code: _____

Position or Profession: _____

Other Information: _____

Recommended by: _____
(Member)

Note: This form is to be used internally by the clubs. Does not need to be submitted to HQ.

Pilot International
102 Preston Court
Macon, GA 31210

Revised 10/2017



INFORMATION FOR THE DISTRICT INSPIRATIONAL LEADER

NOTE TO CLUB RECORDING SECRETARIES:

*This form should be completed and forwarded to their District Inspirational Leader.
(Form may be reproduced as needed).*

Name of deceased: _____

Pilot or family member: _____

If family member, what is relationship to Pilot member:

Pilot Club of:

If Pilot member, name of closest relative:

Address of closest relative:

Offices held by deceased

Pilot: _____

Name of deceased Anchor member:

Anchor Club name:

Letter of sympathy to be sent to:

To enable the District Inspirational Leader to send a personalized letter of sympathy to the closest relative of a Pilot or Anchor, or in the event of the death of a Pilot's spouse or family member, the above information should be promptly furnished to the District Inspirational Leader (name and address below).

District Inspirational Leader:



PROSPECTIVE MEMBER FORM

NAME: _____

Address: _____

City: _____ State: _____ Zip code: _____

Telephone numbers: _____
(Cell) (Residence)

Name of Firm: _____

Business address: _____

City: _____ State: _____ Zip code: _____

Position or Profession: _____

Other Information: _____

Recommended by: _____
(Member)

Note: This form is to be used internally by the clubs. Does not need to be submitted to HQ.

Pilot International
102 Preston Court
Macon, GA 31210

Revised 10/2017



SEND HEADQUARTERS YOUR CLUB NEWS!

Please fill out and submit this form to notify PI Headquarters of any publicity your Pilot and/or Anchor Club has received in the media—TV, radio, or print. Detail outlines in the form can also be submitted electronically to the Director of Communications at PI Headquarters.

Club name: _____

City: _____ State: _____

Your name: _____

Your Address: _____

Cell phone: _____ Residence phone: _____

Email: _____

Media type: _____ Date published: _____

Subject: _____

Details: _____

Thanks for keeping us informed! Please send, fax or email your completed form to:

Pilot International Headquarters

Attn: Communications Dept.

102 Preston Court

Macon, GA 31210

Fax: (478) 477-6978

Revised 10/2017



PILOT, COMPASS & ANCHOR INTERNATIONAL PHOTO/VIDEO RELEASE FORM

I hereby grant Pilot International, Inc., its agents, districts, employees, successors and assigns the right to use the likeness of me and my property in photographs and/or videos in any and all of its publications or websites. I grant this right without expectation of payment or any other consideration.

I understand and agree that these photographs and/or videos will be the copyrighted content of Pilot International, Inc., but nonetheless hereby irrevocably authorize Pilot International, Inc. to edit, alter, copy, exhibit, publish or distribute this photo/video in connection with Pilot International Inc.'s purposes or any other lawful purpose. Additionally, I waive any right to royalties or other compensation arising from or related to the use of the photographs/videos.

I hereby hold harmless and release Pilot International, Inc. from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this authorization.

I have read and understand this Release and assent to its terms.

Signature _____

Printer name _____

Organization Name (if applicable) _____

Address _____

Date _____

Signature of parent/guardian _____

Pilot International, Inc.
102 Preston Court
Macon, Georgia 31210
478-477-1208



NOTIFICATION OF A PILOT MOVING TO YOUR LOCALITY

To the President of the Pilot Club of _____:

This is to inform you that Pilot member _____ will be moving to _____ and will be associated with the Pilot Club of _____ effective _____.

Club offices held:

District offices held:

PI offices held:

This Pilot has been a member of the Pilot Club of _____ for _____ years.

International, District and Club dues are current.

President's signature

Pilot International, Inc.
102 Preston Court
Macon, GA 31210

Revised 10/2017



PILOT CLUB ACTION PLAN **GOAL:** _____

CLUB NAME:	DCR NAME:
WRITTEN PLAN DATE:	COMPLETION DATE:

PLAN DEVELOPED BY:

DCR/DAC MEMBERS	CLUB PRESIDENT	BOARD MEMBERS	CLUB MEMBERS PRESENT

ACTION(S) TARGETED:

SPECIFIC OBJECTIVES:

ACTIONS TO IMPLEMENT:

QUARTERLY PROGRESS DATES: / / / / / / / /

OUTCOME: <u> </u> / <u> </u> / <u> </u> YES / NO <u> </u> / <u> </u> / <u> </u>	_____ SUCCESSFUL _____ NOT SUCCESSFUL ATTACHED DOCUMENTATION OF COMPLETION DATE SENT TO DCR/DAC AND GOVERNOR
--	--

CLUB OFFICERS INSTALLATION SCRIPT

[NOTE: Today's Installation services/ceremonies can take many forms. Use of pre-set props such as flowers or candles is strictly optional. The overall tone of your event should dictate the method by which it is conducted.]

Our annual officers' installation is an occasion for each of us -- members and incoming officers alike -- to renew our dedication to Pilot's guiding principles: *Friendship, Service, Integrity, Leadership and Vision*. Each of us in this club has a potential for greatness that increases with every act of kindness and generosity we extend as Pilot volunteers. Our Pilot membership offers us many opportunities to make life better for people in communities around the world, and this is a noble calling.

On the international level, we continue to focus on the founding principles of friendship and service as we continue to influence positive change in communities throughout the world. To do this, we come together in friendship and give people an outlet for service. We focus on:

- Encouraging Brain Safety and Health
- Preparing Youth for Service
- Supporting Those Who Care for Others

Although Pilots live in different parts of the world, speak different languages, and have diverse talents, all of us are united in purity of purpose: making the world a better place. Pilot's commitment to service through the Anchor Program, BrainMinders™, Project Lifesaver, Scholarships, Grants, Safe Harbor, and projects for persons with brain-related disorders continues to impact lives in positive ways. Because of the efforts of Pilots like you, we have been successful beyond our greatest expectations! The success of our efforts shines through the lives we have touched, the Anchor leaders we have mentored, the children we have saved, and the peace of mind we have imparted. In our local communities... in our districts... and around the world where Pilot Clubs exist, we will continue to be responsive and to make a positive difference.

So, as we begin our new Pilot year, let us pause to recognize the successes we've enjoyed and the officers who have given generously of themselves in terms of time, energy, and wisdom to successfully lead our club. They have contributed much to the Pilot legacy of friendship and service. Today, Pilots strive to **Do More, Care More, and Be More** as we fulfill our founders' vision for the organization. We commit to building on their efforts in the coming year... and for years to come -- for we all well know the ripple effect of Pilot and Anchor service can be felt around the world.

Will the outgoing club officers please stand? Let's show our appreciation to these officers for their dedication to service for others. *(Lead applause.)*

We would like for our incoming officers to please come forward.

(Officers should be given prior instructions about the order in which they will be installed. They should approach the front of the room together, in that order.)

(Addressing audience) Pilots (Co-Pilots, Anchors, and Guests), please hold your applause until all officers have been installed.

Each of you possesses unique talents that will contribute to the success of our club. With your leadership, we will continue to transform and build Pilot International and the Anchor Program.

Each of you must accept the responsibility to support Pilot International's noble purpose, mission, programs, and events, as well as to motivate our membership.

It is my privilege to present **Directors** _____.

You each are charged with the responsibility of promoting friendship and unity within the club. You are to encourage good attendance, but more importantly, good participation in club activities. As a Director, each of you will play a vital role in making new members feel welcome... you will insure that all of our members feel needed and wanted. It is your duty to be knowledgeable of the club and district standing rules, as well as the Pilot International Bylaws. By being informed, you can provide a great deal of assistance to the Executive Board and the Club when questions arise.

Directors, do you pledge to fulfill these responsibilities and others you may be asked to assume to the best of your ability?

(Directors say, "I do," The directors then move to the far side of the lectern/room.)

Treasurer _____, your office is a position of trust. Your duties include receiving and disbursing club funds as instructed by the President and the Board. Prompt payment of bills is important... the integrity of the club is at stake. You are also responsible for timely transmittal of annual dues to Pilot International and to the treasurer of the district. Each month you are to give an accurate and easy-to-understand report of the club's financial status at the business meeting. Will you accept these responsibilities of this office of trust?

(Treasurer says, "I do," The Treasurer then moves to stand beside the Recording Secretary.)

Corresponding Secretary *(optional)* _____, you will read the correspondence not requiring action as directed by the president. You will be responsible for ordering supplies and preparing correspondence to go out with the President's signature.

Composing letters to be sent by the club is an important responsibility because the words you write and the way they are written will project the image of our Pilot Club. Do you accept these very important responsibilities as Corresponding Secretary?

(Corresponding Secretary says, "I do," The Corresponding Secretary then moves to stand beside the Directors.)

Recording Secretary _____, you will need to work closely with the President. Your responsibilities include keeping accurate minutes of the Executive Board and

club meetings. You must submit timely reports to the District Governor and Pilot

International Headquarters. You are further charged with keeping current records and working with the Treasurer to insure information about new members and their dues are sent promptly. You will need to work closely with the Directors. Give them contact information for club members, especially new members, so they can encourage greater involvement and participation from everyone. This assistance is important because we need all members active and motivated.

Retention of members is a major concern and your help will be important in this area. Be available to the President to offer assistance and cooperation. In short, be there and be a very good friend. Do you accept these very important responsibilities as the Recording Secretary?

(The Recording Secretary says, "I do," then moves to stand beside the Corresponding Secretary.)

Vice President (optional) _____, you have been elected to an office of great responsibility. As Vice President you will be learning and preparing for possible higher service and leadership. As a member of the Executive Board, your leadership abilities will be invaluable to the board and the club. You may be asked to assume special responsibilities and should at all times be ready to be of service to the President and President Elect. Will you accept the responsibilities of this important office?

(Vice President says, "I do," The Vice President then moves to stand beside the Recording Treasurer.)

President Elect _____, your office is a training ground for leadership and service in a higher office. It is your responsibility to assist the Executive Board in its deliberations and make sound decisions for the good of the club. Take time to study club and district standing rules and Pilot International bylaws. Become knowledgeable of Pilot structure and Pilot policies. Keep an open mind when a new idea is presented.

In recognition of your talents and abilities, your fellow club members have elected you to serve in the club's second highest office. This will be a busy year for you. You will be expected to fulfill your obligations as President Elect as the year draws to a close, you will thoughtfully make appointments and assist in planning for the ensuing year.

At times your primary responsibility is to assist the President. You must be prepared to assume the chair and preside should the need arise. You will represent our club at the district conventions and meetings, your words and actions should reflect your pride and respect for this club and its members. As President Elect, you will be an ambassador of friendship and cooperation that will encourage growth as we celebrate the cultures of our Pilot world. The office of President Elect is filled with opportunities and challenges now entrusted to you.

_____do you accept the challenges of this high office?

(President Elect says, "I do," the President Elect then moves to stand beside the Vice President.)

President _____, in electing you to serve as leader, this club has bestowed on you the highest honor and trust in your leadership ability. Your service, dedication, and skill have brought you to this moment. As president, you will represent our Pilot Club. What you say and do will be noted, for in you, others will see the image of Pilot.

We are confident of your ability to be our representative.

The responsibilities of a Pilot Club President are many. You will prepare agendas and preside at all Pilot Club meetings. You will keep the membership informed of all communications received from the district and Pilot International. As President, offer friendship and guidance to all members. Respect your members input and concerns. Sincere appreciation and encouragement to all its members is a must for good leadership. You will provide, in large measure, the tone for the year. As a President with a positive attitude, you can contribute greatly to the growth and strength of our club.

The legacy of Pilot Clubs is built through spirit, passionate members and meaningful service. You can lead our club to experience this kind of success by providing **enthusiastic leadership** and being **quick to praise and slow to criticize**. You have your own unique style and talents so use these to fulfill your responsibilities to this office. Your club believes in you and in your leadership ability. __, do you accept these responsibilities and promise to perform the duties of the office of president of the Pilot Club of _____ to the best of your ability?

(President says, "I do." The President may then move to the lectern and share his/her dreams and goals for the club, including how each member can be supportive. Then the Installing Officer returns to the lectern.)

(Addressing audience) Pilots, you have heard your new officers pledge to fulfill their responsibilities to the best of their abilities. However, no club can be successful without the support and cooperation of the membership. Your communication and participation in club projects, fundraisers, and events are needed to make this team work. Your support of Pilot International, our noble purpose, mission, programs and events unite us in friendship and service at all levels of Pilot. Club members, please indicate acceptance of your responsibilities by saying, "I will." *(The membership says, "I will" and/or repeats the Pilot Pledge.)*

The Executive Board and the entire club have pledged to work together to promote growth and to attain the Pilot's legacy of friendship and service around the world. We now declare the Pilot Club of _____'s Executive Board duly installed. Congratulations and best wishes for a most successful year.

Madam/Mister President, this concludes the installation service.

Revised March, 2018



ORDER FORM
2017-2018 POCKET CALENDARS
What.DUES.Do

2017-2018 Pocket Calendars

Name of Club Shipping Address	Number of Units of 5 @\$20.00 each (includes Shipping/Handling)	Total Amount Due

What.DUES.Do

Name of Club Shipping Address	Number of Units of 10 @\$5.00 each (Includes Shipping/Handling)	Total Amount Due

For questions, please contact Club Services at PI Headquarters, 478-477-1208, ext. 308.

NOTE: Items will be processed upon receipt of payment or credit card charge.

Please make checks payable to Pilot International. The Order Form and check should be mailed to:

Pilot International
Attention: Club Services
102 Preston Court
Macon, GA 31210

Revised: 02/2018



ORDER FORM

PILOT INTERNATIONAL BROCHURES

The Pilot International brochures are now available for purchase by our members. The brochures are sold in units - 10 for \$2.50 which includes shipping and handling. You may order as many units of 10 as you like. We think the new brochure will be a great marketing tool for our clubs providing information to prospective members such as . . . *Who are Pilots? Where are Pilots? Brief history of Pilot International and emphasis on the initiatives of Pilot International.*

Order a supply for your club today. The brochures may be ordered as described below.

BROCHURES

Name of Club Shipping Address	Number of Units of 10 @\$2.50 each (includes Shipping/Handling)	Total Amount Due

For questions, you may contact Club Services Department at PI Headquarters, 478-477-1208.

NOTE: Items will be processed upon receipt of payment or credit card charge.

Please make check payable to Pilot International. The Order Form and check should be mailed to:

Pilot International
Attention: Club Services
102 Preston Court
Macon, GA 31210

Revised 10/2017