



ANCHOR  
INTERNATIONAL

*The Youth Division of Pilot International.*

**2018-2019**  
**Anchor Club Handbook**

## **Anchor Can Make A Difference!**

Service and concern for others, making the world a better place is what motivates youth to become involved and join an Anchor Club. The Anchor club you join can feed and clothe the homeless, plant flowers outside of nursing home windows, mentor Special Education kids and support research for cures of brain-related disorders. Anchors are part of a connected and dynamic team of young people serving to change communities around the globe.

Your talents and gifts given to those in need will help to weave and strengthen the fabric of your school and community. Neither can function without the care and commitment of those who live and work there.

## **Why is Anchor Club for Me?**

The Anchor program provides service and leadership opportunities for members that will prove to be invaluable as you transition into the role of a college student. Just as important... forming bonds of friendship in the Anchor program is not only gratifying but really fun! Anchor club members and Pilot club members work together to ***Do More. Care More. and Be More!***

- Anchor members have unparalleled opportunities to engage in leadership roles and activities, gaining valuable leadership training.
- Members care more for others through their numerous service opportunities with local and national partners.
- Members develop and find their *true course* through doing, sharing and participating in the full ANCHOR experience.

## **History of Pilot & Anchor Clubs**

Pilot International (PI) was founded in 1921 on the principles of "**Friendship and Service.**" Since that time, Pilot clubs have provided a great deal of service involving young people in this great organization.

The Pilot Club of Gainesville, Florida organized one of the first youth service clubs. The early youth clubs were successfully organized in Florida, Georgia, North Carolina, and the Tennessee-Virginia Pilot Districts. The clubs were modeled closely after their sponsoring Pilot club(s). Some of the *original* club names included Pilot-Teen Club, Piloteers, Wheel-ettes and Anchor Club.

***Anchor Club*** was the original name of the Morganton, North Carolina youth club. The name was adopted at the 1952 Pilot International Convention when Pilot International took a big step forward and formally created a youth division. Thus, Anchor clubs were born.

Anchor clubs take on many forms. Some clubs are affiliated with high schools, middle schools and even elementary schools, and some are community-based clubs. All members share common values that our Anchors hold dear and that is, they serve because they want to make a difference.

All Anchor Clubs are sponsored, either by a Pilot Club, a Pilot member, Pilot District or the Executive Committee of Pilot International and enjoy multi-generational service opportunities and friendship. Pilot International provides opportunities for service through national projects, initiatives and scholarships for Anchor members. The Anchor Leadership Summit is held in conjunction with the Pilot International Convention every summer. There are several designated Anchor districts and Anchor club members within those districts may attend the District Anchor Conventions. The District Anchor Conventions provide leadership resources through workshops, speakers and activities.

## How to Start an Anchor Club

### STEPS TO CHARTER A NEW ANCHOR CLUB

- Submit a *Notice of Intent To Charter New Anchor Club*, copying the District Governor, District Anchor Coordinator and ECR for the District, to the PI Anchor Specialist at Headquarters.
- Establish a minimum of **10** charter members. This is a Bylaw requirement (Anchor Bylaw) in order to charter the club.
- Name of the sponsoring Pilot Club, Pilot Member or Pilot District including contact information.
- Proposed name of the *new* Anchor Club.
- Name and contact information of the Anchor Club Adviser and if school affiliated, include all contact information for the school (address and phone number).
- Be sure to include a proposed Charter Date. (Charter Ceremony)
- **IMPORTANT:** ALL dues/costs and the charter fee *must be received by the Anchor Specialist at PI Headquarters before the Anchor club is established. The official Charter and Membership Certificates will be mailed from the Anchor Specialist.* Complimentary resources will be mailed in addition to the Charter and Certificates.
- The Anchor Charter will be flat mailed to the contact as provided to the Anchor Specialist. This will allow the new club to frame the Charter should they desire.

**Note:** *The following resources may be found on the Anchor International website:*

- **Notice of Intent To Charter New Anchor Club**
- **Anchor Membership Form**
- **Sample Charter Ceremony**
- **Anchor Bylaws**
- **Anchor Club Manual**

You will receive the new club's charter and can have a chartering ceremony with food and fun for family, friends, advisors and sponsors. Chartering ceremonies are a special time for celebration and excitement anticipating all the great times to come as an Anchor



# ANCHOR INTERNATIONAL

*The Youth Division of Pilot International.*

## NOTIFICATION OF INTENT TO ORGANIZE A NEW ANCHOR CLUB

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

Planning to organize an Anchor Club in \_\_\_\_\_

Proposed name of Anchor Club: \_\_\_\_\_

Tentative charter date: \_\_\_\_\_

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

From the Pilot Club of: \_\_\_\_\_

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

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

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

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

**Send form to:**  
Pilot International – Anchor Department  
102 Preston Court  
Macon, GA 31210  
Phone: 478-477-1208, ext 305  
Email: [susan@pilothonq.org](mailto:susan@pilothonq.org)

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### FOR HEADQUARTERS USE ONLY:

DATE OF CHARTER: \_\_\_\_\_ CHARTER NUMBER: \_\_\_\_\_

## Anchor Advisors

An Anchor advisor is an integral part of a successful Anchor Club. Our policies require that every Anchor club have at least one adult advisor to help guide the club. The advisor can be a Pilot member and/or a paid school faculty member.

This advisor should be enthusiastic and genuinely interested in working with and facilitating youth leadership development.

## Opportunities for the Advisor

- To serve as a mentor for youth focusing on service to others.
- To be a part of developing individual leadership in Anchors.
- To guide the club through worthwhile service projects and fundraisers.

## Advisor's Responsibilities

- To serve as an advisor, guide and mentor and allow for the leadership development of youth to grow as they take on more challenges within the club.
- To guide the club through worthwhile projects, required national service, to see the club meets its financial obligations to its District (if applicable) and Pilot International. Facilitate the club and individual members in their applications and desire for individual service opportunities, scholarships, grants and awards for Anchor clubs and members and through our international partners.
- To be present or to have an adult of delegated authority present at **ALL Anchor activities**.
- To be a liaison between the Anchor Club and their sponsor.
- To assist the club in planning activities early in the year to ensure that:
  - Activities are worthwhile and challenging, such as Anchor/Pilot programs; projects involving the focus; civic affairs; safety and security; etc. Encourage Anchors to *be creative*.
  - Anchor activities adhere to safety and security policies and are approved by the designated school or community center, Pilot Club, etc.
  - Activities are coordinated with the school, community, and sponsor.
  - Plans by committee chairs for activities are cleared with you before putting them into action.

- To assist the secretary and treasurer in record keeping. Treasurer's report is sent to Pilot Headquarters on or before **November 1st** with appropriate check for member dues/costs.
- To plan with the Executive Board, a yearly budget and assist Anchors in operating within the budget.
- To review the meeting agenda with the club president prior to meetings and see that parliamentary procedure is followed in board and business meetings.
- To assist members in putting together a club roster/yearbook. Suggestions for a club roster/yearbook are in the appendix.
- To assist club leaders to communicate upcoming events to both Pilot and Anchor club members throughout the year. (i.e. newsletter – see newsletter suggestions in appendix.)
- To help maintain a balanced membership distribution so that at the end of the year, when students graduate, there will be a sufficient number of remaining members left to carry on Anchor projects and to resume club activities for the next club year. The office of President Elect should be a training period for the presidency so that he/she will assume the presidency during the next club year.

The elections of officers and the duties of Anchor Club officers are contained in the Anchor Bylaws, (included in the Handbook for Anchor Clubs).

- Campaigning for club office is permitted unless prohibited by school policy. The District Anchor Coordinator, if applicable, would approve activities concerning campaigning for district offices.
- The installation of Anchor officers could include the service goals and objectives of the Anchor Club or District.

## **The Rewards of Having a Sponsor**

- Increased opportunities for friendship and service.
- Additional hands for joint activities including hands on service projects and fundraising activities.
- Increased visibility through close association with an active service club in your local community.
- Leadership opportunities for reaching your potential through active service programs.
- If a Pilot Club is the sponsor – get information about the Pilot International Founders Fund grant program, and Pilot and Anchor's service focus of Brain Safety and Fitness and Caregiving.
- Opportunity to work with others and gain mentoring by the sponsor.

## The Responsibilities of a Sponsor

- Be supportive of the Anchor Club and its Adviser and appoint informed and enthusiastic liaison to the Anchor Club, if a group is sponsoring the Anchors.
- Raise funds and provide financial support for agreed upon Anchor activities and projects
- Consider providing a yearly financial stipend for the Anchor advisor to thank him/her for their daily leadership and work with the Anchor Club.
- Maintain a spirit of friendship. Have open communication and regular contact. Be aware of the Anchor Club's activities.
- Assist with leadership training locally and nationally, as requested by the local, district and national organization
- Plan and support joint activities involving Anchor, and sponsor its members, if applicable.
- If sponsor is a Pilot Club, throughout the year invite Anchor Club members to attend Pilot meetings and encourage Pilots to attend Anchor Club meetings. This way all members will be familiar with one another.
- Be ready and willing to offer counsel when asked. Be supportive of the Anchor Club's awards and service goals.

For Clubs to successfully reach their goals there must be a creative environment. The building blocks for a creative environment are making room for all members to live the ANCHOR values through the operation of the club. Here are some ways for both club officers and advisors to ensure this happens:

## Pilot and Anchor International – Our ABC Collective Focus

### A: Anchors and Youth Development

*Do More. Care More. Be More.* This is the leading principle behind every partnership we will seek and everything we will design for our Anchors. Using their own name as a guide, Pilot's Youth Development & Leadership initiatives will strive to instill six specific, valuable qualities and characteristics in these young people, enabling them to **DO MORE, CARE MORE and BE MORE** every day.

## **B: Brain Safety & Fitness Initiatives**

The purpose of Pilot International's service focus, Brain Safety & Fitness, is to promote an awareness of brain disorders and to improve the lives of those affected—through education, volunteerism, financial support and research. Anchor Clubs and Districts should become involved in projects relating to brain safety and injury prevention which meet the needs of local schools and communities. Doing so will help Pilot and Anchor Clubs forge a stronger identity and it will strengthen the bond between Pilot and Anchor.

Anchor Brain-Related Disorders, Brain Safety and Brain Fitness projects could fall into one of the following six general categories:

- Traumatic brain injuries/referred to as TBIs (head injuries from car, cycle, or other accidents, etc.)
- Developmental disabilities (learning disabilities, mental retardation, etc.)
- Chemical dependency (alcohol, drug-related illness, etc.)
- Diseases which cause dementia (Alzheimer's disease, Parkinson's disease, etc.)
- Mental and emotional disorders (depression, schizophrenia, etc.)
- Other brain disorders (brain tumors, neuromuscular diseases, strokes, etc.)

### **Suggestions for Anchor Projects**

- Mentoring Special Education kids- tutor, big brother/sister, secret pal.
- Present the BrainMinders™ program- ask your Pilot Club to supply materials. Pilot has a BrainMinders™ script specifically designed for presenting to different ages groups from kids to senior adults.
- Support the family of an individual or peer with a head injury.
- Develop a safe prom program at school.
- Provide infant gowns or blankets to hospitals for babies born with Fetal Alcohol Syndrome.
- Conduct a helmet safety seminar.
- Interview students about their thoughts on teenage depression/suicide and publish in your school's newspaper.
- Invite a celebrity guest speaker who has been affected personally by brain- related disorders to speak at your school. (You never know who might agree until you ask!)
- Hold an "Awareness Week" about one specific brain-related disorder. Place posters around your school, interview students on the radio, publicize in newspapers, etc.
- Come up with several ways to support the family of a teen who committed suicide. Make sure the support continues in various ways for at least a full year.
- Set up an "Anchor Impact Brain-Related Disorders" booth at a health fair.
- Conduct a school-wide survey asking students their thoughts on alcohol; ask questions like:
- "Have you ever been approached to buy drugs?" And "How much do you drink on weekends?"



- Keep surveys anonymous. Share results through student council.
- Hold a Brain Safety poster contest. Students can choose one of the six categories listed on previous page to illustrate. The winning poster being the most unique and educational.

Great brain-related disorder service projects like BrainMinders™ can give Anchor Clubs the visibility needed to attract good members. Anchors, **BE** the club in your school and community known for SERVICE!

## **C: Caring for Families in Times of Need**

### **Pick Me Ups – Kind Acts for Those Who Care**

*Pick Me Up* gifts can be big or small. Your club will determine the type of Pick Me Up to distribute. The important thing to remember is to base your Pick Me Up off of someone who is close to the caregiver (preferably family or friends). Regardless of club size, Pick Me Ups should be determined by the recipient’s needs and interests. The following examples show possible suggestions for potential Pick Me Up recipients. Keep in mind your club resources will also help to determine the type of Pick Me Up that will best be suited for the recipient.

### **International Care & Kindness Week**

In keeping with our commitment to Caring for Families in Times of Need, Pilot International has been instrumental in establishing the second week in November as International Care and Kindness Week.

- Pilot and Anchor Clubs will promote awareness for International Care & Kindness Week through the dissemination of various marketing materials and will encourage community involvement through local initiatives focused on Care & Kindness.
- While Pilot and Anchor Clubs are encouraged to participate in the *Pick Me Ups* initiative throughout the year, special emphasis will be placed on the program and on promoting awareness of the *Pick Me Ups* program during International Care & Kindness Week.

### **Anchor Awards & Scholarships**

Anchors and Anchor clubs can apply for several awards each year. These awards are judged by an awards committee and the winners announced at the Annual Anchor Summit. The Anchor Award applications are available on the Anchor International website.

### **Dreams Ahead Initiative – Anchor Grants, Scholarships and Internships!**

Pilot International is committed to investing in our Anchors’ future in order to ensure our own. Through the *Dreams Ahead Initiative*, Pilot Clubs that do not directly sponsor an Anchor Club or do not have Anchors in their geographic area will have the opportunity to engage in fundraising activities for Anchors in other areas. Funds can be earmarked for *Dreams Ahead Initiative* at Pilot International Headquarters.

Currently, Anchor Clubs and members can participate in the *Dreams Ahead Initiative* through several service, leadership and award programs. The matrix below outlines the Anchor program and applications are available on the website under Anchor Resources.

## Anchor Awards

The following awards will be granted at Anchor Summit each year

Award Name	Award	Entry Deadline to Pilot Headquarters	Recipient Notification Date
Anchor Club of the Year (= or > 41 members)	1 Summit Registration	April 15	June 1
Anchor Club of the Year (= or < 40 members)	1 Summit Registration	April 15	June 1
Outstanding Anchor Advisor of the Year	1 Convention Registration And up to \$500 Travel	April 15	June 1
Outstanding Anchor Advisor of the Year 2 <sup>nd</sup> Place	\$150 Award	April 15	June 1
Outstanding Anchor Advisor of the Year 3 <sup>rd</sup> Place	\$100 Award	April 15	June 1
PI Anchor Achievement Scholarship (2 awarded)	varies (\$500-\$1000)	April 15	June 1
Anchor Club Star Award	Certificate	April 15	June 1
Ruby Newhall Anchor Service Award	\$200 Scholarship	April 15	June 1
Pilot Support of Anchors Award	\$100 Award	April 15	June 1
Anchor Community Service And Visibility Award Brain Minders	<b>(club=or &gt;41 members</b> 1 <sup>st</sup> place-\$100 Award 2 <sup>nd</sup> place \$75 Award 3 <sup>rd</sup> place \$50 Award <b>(club=or &lt;40 member</b> 1 <sup>st</sup> place-\$100 Award 2 <sup>nd</sup> place \$75 Award 3 <sup>rd</sup> place \$50 Award	April 15	June 1

## Awards (cont'd)

Anchor Community Service And Visibility Award Pick Me Ups	<b>(club=or &gt;41 members</b> 1 <sup>st</sup> place-\$100 Award 2 <sup>nd</sup> place \$75 Award 3 <sup>rd</sup> place \$50 Award <b>(club=or &lt;40 members</b> 1 <sup>st</sup> place-\$100 Award 2 <sup>nd</sup> place \$75 Award 3 <sup>rd</sup> place \$50 Award		
Project Lifesaver	\$500 College Scholarship	April 15	June 1
The following awards will be awarded at various times throughout the year:			
District Grants for Freedom Foundation, Anchor Leadership Summit, Care Conference, etc.	\$500 one time award per District	Varies	Varies

# CLUB OPERATIONS

## Dues

In order to provide our members with the best in national service and leadership opportunities, members pay annual international dues along with an insurance fee. The amount is determined each year at International Convention and announced via *The Anchor* newsletter and other forms of electronic communications after the July convention. You may also contact the Anchor Department at Pilot International Headquarters for the annual dues amount. Dues/costs are payable to Pilot International headquarters by **November 1<sup>st</sup>** of each year. The Treasurer's Report should accompany the dues remittance and can be found on the website at [www.anchorclubintl.org](http://www.anchorclubintl.org).

Some Anchor club members are responsible for payment of district dues. The district dues are determined and administered by the designated district, if applicable. Each Anchor club works with their respective districts regarding district dues, if applicable. If your Anchor club has local club dues, please be sure to let members know how those dues will be collected.

## Tips for Financial success with your Anchor Club

One of the greatest needs in any club is the financial support and how you raise the money needed to help support the club. Obviously, the easiest way is to hold fundraisers and there are many types from simple ones like bake sales and car washes up to others like cookouts/ dinners, dances and carnivals. Here are some other ideas to consider when your club has a need for raising money:

- Look to your sponsoring Pilot club for support. The Pilot club may have the means to assist in giving the Anchor club funds or they may be able to help you with a co-sponsored fundraiser, allowing a larger opportunity to raise more money.
- See out local businesses in your area especially family run businesses for donations to support your projects.
- When holding a fundraiser or event, ask local businesses for donations that you need during that event such as paper goods and in turn provide the business with advertisement during the event.
- Look to other groups and organizations in your area that have a goal similar to yours for the event you are working on. There may be a possibility to partner bringing bigger and better ideas to the table, reaching more people for the same cause.
- Utilize local radio, TV, newspapers and magazines to advertise for your club's event. Many times when raising money for a charitable cause, the media will report and advertise these events.

- Work with the local Sheriff/ Police Department(s) when coordinating events for the community, i.e., bike safety, drug awareness and child prevention type programs. Those organizations may be willing to sponsor you as well or work with your club for the event.
- The biggest tip is simple.....don't be afraid to ask....the worst they can say is NO, but at least you asked!

## **Club Budget**

The Club Budget is the guide for the year, but remember it is just a guide. Once the budget is established/voted on, the club should follow it as closely as possible throughout the year. However, if something changes mid-year that affects the budget, the members can vote again to make the necessary changes based on the situation.

Items to be included in the budget should be all financial obligations throughout the year. The first thing to consider is income and where it is comes from, such as member dues, monies being paid by members for t-shirts, fundraisers and donations. ALL monies taken in by the club need to be listed as income.

Next, note all expenses - monies paid out by the club; dues; money to purchase t-shirts; donations to organizations; supplies being bought for events. Additionally, consider any and all costs the club has incurred to host events and projects.

The goal of a budget is to have your income match or be higher than your expenses, in an effort not to spend more than you receive. However, keep in mind this is your budget and as the money is received you may find it necessary to make adjustments on what and how you spend in on the expense side.

## Anchor Club Sample Budget

### INCOME:

Club Dues (Cost per member x total members)	\$ _____
Bake Sales	\$ _____
Car Washes	\$ _____
Fund Raiser for District Convention	\$ _____
Fund Raiser for Club Shirts	\$ _____
Homecoming Crush Soda Grams	\$ _____
Homecoming Ornaments	\$ _____
Valentine Kisses	\$ _____
Spirit Dolls	\$ _____
Donations/Sponsorships	\$ _____

Total Income: \$ \_\_\_\_\_

### EXPENSES:

Pilot International Dues (\$ _____ per member x total members)	\$ _____
District Dues (\$ _____ per member x total members), if applicable	\$ _____
Anchor District Convention Registration, if applicable	\$ _____
Anchor District Convention Hotel Room(s), if applicable	\$ _____
Anchor Leadership Summit Registration and/or fees	\$ _____

### PROJECTS FOR YEAR

Teacher Appreciation Days	\$ _____
Christmas Party	\$ _____
Safety Project	\$ _____

*Include all projects that have an expense*

Total Expenses: \$ \_\_\_\_\_

Income should equal expenses. Your Club may have a carryover from the previous year. If so include beginning balance.

# Trust | Respect | Commitment

To ensure mutual trust, respect, and commitment you as a leader must set the tone for your club. Ask them if they feel:

**Openness:** Can all members be honest about their feelings? Do all members feel free to express their ideas?

Creative Leaders are successful by:

- \* communicating club goals determined by the majority of the membership
- \* including members in finding resources
- \* involving members in problems solving

The following activities will increase trust, respect and commitment.

**Task Activities:** are designed more on WHAT is being done, rather than *WHO is doing it*.

Initiating: brainstorming and establishing objectives. Information giving: offer relevant info, sharing opinions Information-seeking: request feelings and ideas Elaborating: clear up misunderstandings Innovating: take a fresh look at how and why we do the things we do Problem Solving: identify problems; get input on solutions

**Relationship Activities:** are designed to focus on those WHO are doing the project, rather than WHAT is being done.

- Involving members
- Encouraging friendship and fun
- Listening and tuning in to your membership
- Processing feedback and discouraging cliques
- Reconciling differences
- Harmonizing and resolving conflicts

## Anchors are Team Players!

The success of the club activities depends on the members' ability to work as a **TEAM**. Members gain experience through working together and are responsible for an area of the club's overall program. By working on committees - members can express themselves through creative projects, fund raisers, etc.

Each club member should be assigned to one or more committee. These assignments should take the following into consideration:

- Strengths each team will need to be successful.
- Best utilization of the members' talents.



- Members should be encouraged to give input and ideas.
- Build new Friendships and prevent cliques.

Committee Chairs should involve their committee members in the planning as well as carrying out their assignments. Each Chair reports on the committee's plans at the business meeting.

## **Suggested Committees:**

Although each committee has specific responsibilities, all the committees should work together in order to be successful. Due to the diversity of Anchor clubs in composition, size, and setting – not all clubs will use the committees outlined here. Clubs may adapt these to meet their needs. Through dedication and active participation, all members can be on the Anchor Club **TEAM!** The greater the teamwork – the greater the success of the club.

Sample Committees and brief sample duties:

1. **Arrangements Committee:** Provides an inviting setup and creates a friendly atmosphere. This committee should see that all necessary facilities are available and that the room is in good order before leaving it.
2. **Service Projects Committee:** Makes plans for club service projects. This committee will formulate the general plan of action, with all members working together on service projects.
3. **Fundraising Committee:** Plans for fund raising activities. This committee will formulate the general plan of action, with all members working together to make the fundraisers successful.
4. **Program Committee:** Comprised of the chairman of each club committee and the president elect serving as the chairman. The program committee makes arrangements for the regular meetings and special functions. A program schedule is planned and those responsible for the program are notified.
5. **Awards Committee:** Should plan and develop entries for competition in Outstanding Anchor Club of the Year and District awards. Advisor of the Year and others.
6. **Social & Inter-Club Committee:** Should plan and supervise the social functions of the club and network with other clubs. This could lead to joint projects and socials.
7. **Career Committee:** Should be responsible for planning and supervising activities involving vocational guidance – i.e. organized a Job Shadow Day for Groundhog Day. Visit [www.jobshadowday.org](http://www.jobshadowday.org) for information.
8. **Publicity Committee:** Develop PR for all events in order for the club to have good visibility and to insure that all fund raising efforts and socials are successful. This is also important for your service projects so that your school and community will know who you are and what you are doing.

This page contains tips and tools all committee and Club leaders should use.

## **Year Round:**

### **Evaluate all club activities and improve club operations by:**

- Looking at the time and energy of members versus results achieved.
- Reading the Flagship and submitting ideas for publication.
- Making necessary changes to maximize members' time, energy, and talent while increasing the visibility of your club.

### **Work side by side with your sponsor to:**

- Combine both clubs' efforts on large service projects.
- Strengthen your club's entry in "*Outstanding Anchor Club of the Year*".
- Plan a focus project and complete a grant application to be submitted to the Pilot International Foundation.

## **Steps for Delegating:**

The following list contains steps that club leaders may use in delegating to members.

1. **Develop a climate for delegation.** By establishing open communication, showing respect for member's opinion, and using survey forms to get members' input.
2. **Determine your objectives.** Consult Anchor bylaws, review past objectives, get input from Anchor Adviser, look over awards information & don't be afraid to try new ideas.
3. **Know your members.** Work side by side with members, have a fun meeting early in Club year, and brainstorm together.
4. **Develop a plan.** Write down action steps to carry out objectives, involve members in this process, be original and try to utilize the talents of your members.
5. **Communicate your expectations.** Be clear & give deadlines.
6. **Monitor progress.** Follow up with members & give positive encouragement

## Tips to Conduct a Successful Friendly Anchor Club Meeting

Plan Ahead. Have your Anchor club meeting agenda and anything you need to pass out at the meeting ready to give to your Anchor Advisor and club officers a few days before the meeting takes place.

Stick with the meeting agenda. Make sure that outcomes to the items on your agenda are discussed. By knowing the outcome, it becomes easier to find the solution.

Keep your Anchor club meetings short and to the point. Everyone's time is important. Long meetings are not necessarily successful meetings.

Let every member know how important they are to the Anchor Club. Encourage everyone to share their ideas in the meetings. Before the meeting, encourage members to get involved by sharing their ideas.

Make sure the room that the Anchor club meeting is held in is "meeting friendly". This means making sure that the room is set up so that all club members can hear what is being discussed and make sure that the room is a comfortable environment. Sometimes setting chairs up in a U-shape pattern will ensure that every member can be seen & heard when they are speaking.

Most importantly... **Have fun at your Anchor Club meetings!**

# Sample

## ANCHOR CLUB of Pilot Meeting Agenda February 21, 2012

Call to Order  
Announcements  
Pledge to Flag  
Roll Call & Minutes

President  
President Elect  
Treasurer  
Secretary

### **UNFINISHED BUSINESS** (Example)

Update on Valentines to Military Personnel, College Students, & Nursing Home Residents  
March 29 – Bike Riding & Safety presentation at Dismal Swamp – 9-11 a.m.

### **NEW BUSINESS** (Example)

Pilot Plant Sale on April 18-19  
Fundraiser for Pilot International Anchor Club  
BrainMinder Presentations to Aftercare ages 3-7  
PRACTICE BRAINMINDER PRESENTATIONS

Committee Chairperson

Reminder--**Next Meeting – March 13 at 4 p.m.**

Any further business to come before the meeting?

“Gold Star” Awards determined by “Club Member” by end of meeting

Closing Statements

Anchor Advisor

Adjournment

President

## Sample Plans of Work

October	Weeding and Mulching School Entrance, Planting Pansies
November	Food Basket for Needy Family; random acts of kindness
December	Christmas – Gifts for Local Angel Tree Project Christmas Social for members – club meeting date
January	Send cards - ill, elderly, and those in the military Make valentines for February
February	Visit Extended Living Care Home – sing songs; take Valen-tines cards, and talk with residents  Brain Awareness Week – BrainMinders presentation with puppets for Aftercare children (ages 3-7)  Fundraiser at Pilot Plant Sale – food & beverages District Convention
May	Trip to Animal Shelter – take linens for beds and food & treats for the animals; learn about taking care of pets
VACATIONS	
VACATIONS	
August	Executive Board Planning; Make & deliver “teacher survival kits” at the beginning of the school year.

# **ANCHOR CLUB BYLAWS**

Anchor Club is a service organization for students. It is a program of the Pilot International, Inc. organization.

## **ARTICLE I**

### **Name**

The name of an Anchor Club will be that under which it was chartered. The name should reflect the name of the school or community in which the club is organized.

## **ARTICLE II**

### **Sponsorship and Organization**

Section 1. It shall be sponsored or co-sponsored by a District, Pilot Club(s) or a Pilot member in accordance with the policies established by the Executive Committee of Pilot International and the Bylaws governing Anchor Clubs.

A disbanding Pilot Club should secure a new sponsoring Pilot Club for the Anchor Club(s) in the surrounding area if possible. Once the Pilot Club has agreed to become the new sponsor, the club should notify Headquarters of their intent in writing with copies mailed to the Pilot District Governor, PI Anchor Coordinator and the District Anchor Coordinator.

If the disbanding Pilot Club is unable to secure a new sponsoring Pilot Club, the Pilot District Governor should contact Headquarters within 30 days of the Pilot Club's disbanding. The Governor should inform the Membership Department of the status in finding a new sponsor and obtain any relevant information regarding the Anchor Club(s).

If Headquarters does not hear from the Pilot District Governor within 45 days, the Membership Department should contact the Governor and discuss the options the District has and give to the Governor any relevant information concerning the Anchor Club(s).

The Anchor Club(s) can be sponsored by:

- Pilot Club (even if it is not in the same town)
- Pilot District
- Pilot Member

And as a last resort, an Anchor Club(s) can be sponsored by the Executive Committee of Pilot International.

Section 2. An Anchor Club can be organized in a school with a faculty adviser working with the Anchor Division Coordinator or a member of the sponsoring Pilot Club; or it can be organized outside a school with the Anchor Coordinator, or a Pilot Adviser assuming the duties of a faculty adviser.

### **ARTICLE III**

#### **Charter**

- Section 1. A minimum of ten (10) members shall be required for a new Anchor Club.
- Section 2. The Charter for an Anchor Club shall be issued by Pilot International. The Charter shall be presented to the Anchor Club by the club's sponsor or a representative of Pilot International.
- Section 3. The Executive Committee shall set the amount of the charter fee to be paid to Pilot International by the sponsoring Pilot Club(s) or club sponsor.

### **ARTICLE IV**

#### **Districts**

Any Pilot DAC/DEC may vote to become an Anchor District without limitation of total members or Anchor Clubs.

A proposed Anchor District must be voted on by the DAC. The new Anchor District will be included in the Pilot District Standing Rules and this will ensure the support of the Pilot District, the District leaders, and sponsoring Pilot Clubs.

A proposed Anchor District budget must be approved by the Pilot DAC/DEC. The services provided to the Anchor Clubs must be balanced with the cost of Anchor District dues. Audits are required at the end of each year.

Proposed Anchor District Standing Rules must be developed and adopted by the Anchor membership and ratified by the DAC/DEC.

### **ARTICLE V**

#### **Objectives**

The Anchor Club objectives are:

- a. To give Anchors leadership opportunities.
- b. To provide Anchors experience in working together to meet the needs of their school and/or community.
- c. To advance the goals of the focus areas of Pilot International .
- d. To prepare Anchors for possible Pilot International membership.

### **ARTICLE VI**

#### **Membership**

- Section 1. The requirements for Anchor club membership are set forth in the Bylaws of Pilot International. Specifically, Anchor Club membership shall be open to any student who desires to become a leader in his/her school or community and wishes to provide service to others.

Pilot International provides the following guidelines for membership:

1. The membership of individual school Anchor Clubs shall consist of students from the school

or area in which the club meets. Membership should cover one's tenure in their respective school as stipulated by their education system. These members should be interested in service, be of good character, and qualified scholastically by school district requirements for extracurricular activities.

2. The membership of individual Anchor Clubs shall be selected without discrimination in accordance with local, state, provincial and national laws.
3. Any Anchor Club within a coed school whose membership qualifications and process of admission for membership discriminates as to gender, race, religion, or sexual orientation, may have its charter and membership in Anchor Club International suspended or revoked by the Pilot International Executive Committee.

Section 2. Members should demonstrate a willingness to serve those in need, possess leadership ability and be of good character.

Section 3. A member should attend meetings regularly. The Anchor Club's Standing Rules (see Addendum after Article XV) may include attendance requirements.

Section 4. Nonpayment of dues will result in loss of Anchor membership.

Section 5. Pilot Student Membership – This membership may be granted to a student upon high school graduation and/or to a Pilot Scholarship recipient. This status may be in effect as long as the person is a higher education student, and as long as the Scholarship recipient is a student and receives financial support from Pilot. A Pilot Student Member will not be required to pay international, district or club dues nor be allowed to hold appointed or elected office, or have voting privileges, and will have no attendance requirements.

Section 6. Anchor-at-Large - This type of membership may be granted for elementary, middle or high school students who live in a city where there is no Pilot Club or the Pilot Club is unable to sponsor an Anchor Club. An Anchor-at-Large will pay International and District Anchor dues. Only a Pilot member may propose a youth for the Anchor-at-Large position and the sponsoring Pilot is responsible for mentoring and maintaining contact with that Anchor.

## **ARTICLE VII**

### **Officer Qualifications, Terms of Office, Election & Installation**

Section 1. Club officers will be President, President-Elect, Secretary, Treasurer, and three (3) Directors. The President-Elect must have been a member a full year before serving as President.

Section 2. Anchor Clubs not in an organized Anchor district will hold election for club officers prior to the end of the club year. The installation should be at a program meeting. If the club is school connected, school policies will govern the time of election and installation. The election of officers will be held prior to the District Anchor Convention with installation at the end of the club year.

Section 3. All officers except the President are eligible for re-election.



**ARTICLE VIII**  
**Duties of Anchor Club Officers**

Section 1. Duties of incoming **President** (election to installation period):

- Appoints committee chairperson and committees. (The President-Elect serves on each committee.)
- Prepares a file for all official records and correspondence of the President. Maintains files pertinent to the office.
- Considers new/existing service projects related to the Pilot International focus areas and that meet the needs of the community, to be carried out during the next club year.
- Holds a meeting of the incoming Executive Board to study the club's service and activity program. Asks for suggestions and support from the club sponsor and Advisers.
- Encourages club to participate in projects and/or fundraisers with the club sponsor. Holds club meetings during the summer, if possible.

Section 2. Duties of **President** (first half of the school year):

- Schedules a club meeting immediately after the club year begins.
- Schedules business and/or program meeting(s) each month.
- Assigns every member a responsibility on a standing or special committee.
- Requests a brief report from committee chairperson(s) monthly.
- Encourages an active, well-rounded program of club meetings, social and fundraising activities and service projects.

Section 3. Duties of **President** (Second half of the school year):

- Schedules the election of club officers.
- Directs active program of club activities.
- Provides advice and assistance to new officers after election.

Section 4. Duties of the **President-Elect**:

The office of President-Elect is a training ground for the presidency. The President Elect (who serves as chairman of the program committee) is responsible for coordinating activities. The President-Elect should:

- Assist the President, faculty or Pilot Adviser and committee chairperson.
- Serve in the absence of the President.
- Study the duties of the President, Executive Board and committees.
- Be familiar with parliamentary procedure, Anchor Bylaws, school regulations for activities and Pilot policies regarding the Anchor/Pilot relationship.
- Attend all committee meetings and coordinate their activities, communicating plans to the President and Faculty Adviser. (The president is an ex officio member of all committees and should be consulted about committee meetings and plans.)
- Contact the club sponsor to plan a Pilot information meeting or a meeting concerning the focus of areas of Pilot International.
- Work with a special committee to publish a club roster.

- Conduct a program planning meeting(s) to develop informative and interesting program meetings.
- Consider getting in touch with Anchor and Pilot International's partners with local offices and other resource agencies to assess the greatest needs in the community. Use this information to plan next year's service projects and programs.

Section 5. Duties of the **Secretary:**

Keeps the following club records current and in accurate order:

Anchor Club Bylaws  
 Monthly committee reports  
 Club Certificate of Organization/Charter  
 Club Roster  
 List of Committees (Chairperson and members)  
 Club scrapbook

It is the Secretary's responsibility to:

- Prepare an agenda for each meeting after consultation with the President.
- Record the Minutes of each meeting. (Be sure to include the Treasurer's Report and Motions voted on by the membership and results.)
- Handle correspondence.
- Collect reports from committee chairperson(s).
- Write prompt thank you notes to speakers, performers or others who give time, talents or equipment.

Section 6. Duties of the **Treasurer:**

- Receive from the Past Treasurer files and records pertaining to the office.
- Collect dues and insurance fees from members; maintain membership payment records.
- Pay to Pilot International Headquarters international dues and insurance per member on or before November 1. **Note: All Anchor Clubs in the United States pay liability insurance fees as determined by the Executive Committee.**
- Pay district dues as designated in the Anchor District Standing Rules, if an in an organized Anchor District.
- Pay promptly, on order of the Executive Board, club obligations.
- Write checks and have checks countersigned by the President. (Note: The school may require a different method of collection.)
- Attend meetings of the Executive Board and give financial reports.
- Collect money from fundraising or special activities and keep an accurate account of the income and expenses of each club activity.
- Seek the advice of the faculty or Pilot Adviser on financial matters.
- Prepare a budget each year with the assistance of the Executive Board and faculty or Pilot Adviser. (This should include expected sources of income and anticipated expenditures.)
- Keep the financial books up to date and available for club officers, the club sponsor, faculty or Pilot Adviser to review.
- Check to make sure each committee operates within its budget.

Section 7. Duties of the **Directors:**

- Be familiar with the duties of all club officers.
- Assist new officers in becoming acquainted with their duties.
- Attend Executive Board meetings.
- Encourage club meeting attendance.
- Serve on any committee assigned by the President.

**ARTICLE IX**  
**Executive Board**

Section 1. The Executive Board (club officers) will meet monthly or quarterly. All officers should attend each Board meeting. A summary of Board actions will be reported to the club.

Section 2. The Executive Board will:

- conduct routine business of the Club including approving the club budget;
- approve appointments to committees and determine their duties;
- approve activities and service projects related to Pilot International’s focus areas;
- assist in preparing entries for the award(s) program available to the club;
- fill vacancies in club offices as needed;
- All action by the club and Executive Board will be subject to the approval of the faculty or Pilot Adviser.

**ARTICLE X**  
**Meetings**

Section 1. The club shall hold at least one (1) meeting each month (a business and/or program).

Section 2. The Faculty/Pilot Adviser or a designated adult should be present at all meetings. The club sponsor or a representative thereof should attend the meetings regularly.

Section 3. Joint and/or regional meeting and the District Anchor Convention may be held only in accordance with approved policies.

Section 4. Clubs shall have a minimum of one (1) member attend the International Anchor Leadership Summit held each summer. Clubs may seek financial assistance from their sponsors, districts, etc.

**ARTICLE XI**  
**Committees**

Section 1. An Anchor Club shall have the following committees:

- Projects Committee – responsible for activities related to service projects of the club.
- Fundraising Committee – responsible for activities that generate funds to finance club operation, projects and other club activities.
- Program Committee – responsible for the programs for the club throughout the year. This committee is made up of the chairperson of the other committees.
- Awards Committee – responsible for compiling and submitting the club entries for District and PI awards competition, i.e. Outstanding Anchor Club of the Year.

Section 2. Special Committees – Other committees may be established to support special activities of the club. These special committees and their respective duties shall be determined by the Executive Board of the club.

## **ARTICLE XII**

### **Dues**

Section 1. The fiscal year of the Anchor Club shall begin July 1.

Section 2. Each club shall pay annual international dues to Pilot International on or before November 1. Dues for new members for the current year shall be paid within sixty (60) days after their selection to membership.

*Note: All Anchor club members in the United States pay liability insurance fees as determined by the Executive Committee.*

Section 3. Dues must be paid to Pilot International as stated in Section 2 in order to participate in the annual Anchor awards program.

Section 4. Each Anchor Club shall determine its own club dues in the Club Standing Rules. (See addendum after Article XV.)

Section 5. In districts that are an approved Anchor district organization, each club shall pay dues according to the Anchor District Standing Rules.

## **ARTICLE XIII**

### **Insignia, Motto, Colors**

Section 1. The insignia, motto and colors of the Anchor Club shall be:

- a. The insignia shall be an Anchor with the Pilot Wheel centered. The words “Service” and “Friendship” are imprinted upon the Pilot Wheel. The Anchor and Pilot Wheel are encompassed by a circle.
- b. The motto shall be “Impressions for Life.”
- c. The colors shall be blue and gold.

Section 2. Members can use and wear the Anchor insignia. The emblems of Anchor Club are registered trademarks of Pilot International. Any unauthorized use of these emblems is a violation of copyright law.

**ARTICLE XIV**  
**Termination of an Anchor Club**

- Section 1. Pilot International may revoke the Charter of an Anchor Club for failure to function in accordance with the Bylaws for Anchor Clubs and/or the policies established by Pilot International for Anchor Clubs.
- Section 2. The Anchor Club may vote by majority vote of its members to disband and surrender its Charter.
- Section 3. Upon revocation or surrender of Charter, all rights and privileges relating to the name, insignia, emblems, and material shall be relinquished by the club and by its members, individually and collectively.

**ARTICLE XV**  
**Amendments**

- Section 1. These Bylaws may be amended by two-thirds (2/3) vote of the Executive Committee of Pilot International with the following requirements:
- a. The proposed amendment(s) shall have been proposed by an Anchor Club, an Anchor District, a Pilot Club, a District Administrative Council, the Anchor Division of Pilot International, or the Executive Committee of Pilot International.
  - b. The proposed amendment(s) shall have been mailed to Pilot International Headquarters postmarked no later than January 1 or June 1.
- Section 2. A proposed amendment(s) submitted by an Anchor Club must meet the following requirements:
- a. The proposed amendment(s) must be approved by two-thirds (2/3) vote of the members present at a regular meeting, provided at least one week's notice has been given to each member either in writing or by reading the proposed amendment at the prior regular meeting.
  - b. The proposed amendments(s) must be submitted to the sponsoring Pilot Club or club sponsor for approval before submission to the Executive Committee of Pilot International.

*(Revised November, 2016)*

## **ADDENDUM TO ANCHOR BYLAWS CONCERNING CLUB STANDING RULES**

Standing rules are the special regulations governing the individual club. They specify time and place of meetings, amount of club dues, etc. and are never in conflict with the Bylaws of the organization of which the club is a member.

The main thing to remember when updating or writing the Standing Rules for the club is that these are the main rules to keep your club functioning and what the obligations of the members are if they intend to be a member of the club.

Some of the things to consider for the standing Rules are the following but are not limited to only these items:

- Requirements to be a member, grade level, GPA, gender, characteristics etc...
- Meeting dates & times on a regular basis for Board and Business Meetings, special meetings can be called as needed by the President or a committee
- Details about probation situations and termination of membership if certain rules are broken, the specific rules should be listed
- Duties and requirements of the Club Officers and Committee Chairs
- Details on Nominees for Office; who is on the Nominating Committee, when will the new officers be elected and installed etc.
- Details about the Club Dues listed in detail regarding the amounts for PI, District if applicable and the Club Dues along with the due date
- Information about the District Anchor Convention if applicable or any other annual events for the club and the rules of which members will be delegates for these events if applicable
- Robert's Rules of Order should always be listed as the way in which the meetings of the club will be run
- Any specific details for the club that need to be established as something the club does every year, such as Officer Gifts, Advisor Gifts or recognition, paying the expenses for members to attend certain annual events, the list can continue based on the needs of your club and certain things the club wants to be part of the normal operations of the club

Keep in mind there may be a situation arise that is not addressed in the club's Standing Rules. At this time the Membership will vote on how that situation will be handled and if the club feels it necessary to amend the Standing Rules to address this for the future, then that can be done.

The Standing Rules can be changed and updated as needed buy a majority vote of the members present during a business meeting, provided that a notice of the proposed changes were given at the previous business meeting.

# **SAMPLE STANDING RULES FOR ANCHOR CLUB OF \_\_\_\_\_**

## **Article 1 – Membership**

### Section 1:

Membership in the Anchor Club of \_\_\_\_\_ is open to all Freshman, Sophomore, Junior, and Senior students possessing a 2.0 cumulative G.P.A.

### Section 2:

Prospective members will be invited to complete an application form. Prospective members shall be placed on probation for the first nine week grading period.

Membership will be pending on the prospective member meeting the following criteria: 2.0 G.P.A.; five service hours rendered; participation in fundraising events; and attendance to Anchor meetings.

### Section 3:

Current Executive Board members will review applications and approve on acceptance of new members.

### Section 4:

Members must maintain an overall cumulative 2.0 G.P.A. to continue as a member of the Anchor Club of Pace High School. G.P.A.'s will be reviewed at the end of each term to determine continued eligibility for membership. If the G.P.A. requirements are not met; the member will be placed on probation. That member will have until the grading period to bring up his/her grades up to a 2.50 G.P.A.

### Section 5:

Members must also regularly attend meetings and participate in club sponsored projects, fundraisers, and other activities to continue membership. The Executive Board may drop members from the membership roster after three unexcused absences from meetings, failure to obtain services hours, or lack of participation in fundraising events.

### Section 6:

Acceptance of membership in the Anchor Club of \_\_\_\_\_ denotes willingness to abide by Anchor District and International Bylaws, as well as the Anchor Club of \_\_\_\_\_ Standing Rules.

## **Article 2 – Meetings**

### Section 1:

During the school year, the Anchor Club of \_\_\_\_\_ shall meet the second and fourth Thursday of each month at a time decided by the Executive Board. The minutes of the previous meeting and treasurer's report shall be read or distributed.

### Section 2:

During the school year all members of the Executive Board must be in the Anchor Leadership class for the entire school year. Executive meetings will take place during the leadership class.

Section 3:

Special meetings may be called when necessary by the Sponsor of the club, President of the Executive Board, or five Executive Board members in good standing, provided due notice is given to each member including the time, place, and specific purpose for which the meeting was called.

Section 4:

The directors shall be responsible for informing the members of the time and place of meetings and on-going activities if asked.

Section 5:

Meetings for the Executive Board will take place during the summer to plan for the next school year. The time and place of meetings will be announced at the May meeting.

Section 6:

It shall be the duty of any absent member to notify the Recording Secretary in writing or by email within three days of a missed meeting, fundraiser, and /or community project; otherwise the member will be listed as an unexcused absentee. After three unexcused absences, during an eighteen-week period, the member will be dropped from membership. An excused absence must be one that is excusable and approved by sponsors.

Section 7:

If a member is tardy for more than ten minutes to a morning meeting, he/she may be considered absent and must turn in a written note or send an email to the Recording Secretary within three days explaining the reason of tardiness to receive an excused absence

**Article 3 – Fees**

Section 1:

Annual dues shall be paid by all members at the beginning of the school year in the amount of \$ \_\_\_\_\_ . Dues include \$ \_\_\_\_\_ – Pilot International dues and insurance fee, \$ \_\_\_\_\_ – District dues (if applicable) and \$ \_\_\_\_\_ local club dues (if applicable).

Section 2:

Members failing to pay dues by the date set for that school year may be dropped from membership by the vote of the Executive Board after a warning letter has been issued. The faculty sponsor may grant exceptions to students that demonstrate financial hardship.

**Article 4 – Delegates to Conventions**

Section 1:

All members of the Executive Board are required to represent the Anchor Club of \_\_\_\_\_ at the District State Convention unless excused by a sponsor. Representatives will be responsible for paying all expenses associated with attending.



# Pilot International Student Membership

Are you no longer an Anchor club member but are still interested in actively serving and improving your local community? Pilot International has an exciting opportunity for you to become a Pilot Student Member!

## What is Pilot Student Membership?

Pilot Student Membership may be granted to an Anchor upon graduation and/or to a Pilot Scholarship recipient. This status may remain in effect for as long as the former Anchor is a student, and/or as long as the Scholarship recipient is a student and receives financial support from Pilot. Anchors graduating after May/June 2005 are eligible for Pilot Student Membership.

## Here is how it works:

One to two months prior to graduation, seniors will receive a letter from their sponsoring Pilot Club, along with a Pilot Student Membership form. The Pilot Student Membership form may also be obtained from the Pilot International website ([www.pilotinternational.org](http://www.pilotinternational.org)). Once the completed form is received at Headquarters, a welcome letter and a Pilot Student Membership card is mailed to you. Your contact information is then forwarded to the Pilot Club closest to the area indicated on the form. In addition to visiting your local Pilot Club, your card allows you to attend Pilot Club meetings while you are away at college.

Pilot Student Membership is a great way for Anchors to continue supporting their communities through service and also provides limitless opportunities to network and make personal and professional connections.

Pilot Student Membership is sponsored by Pilot International and is **FREE** to the member. We appreciate our past Anchors for their many years of service and dedication to Anchor and Pilot International.

If you have any questions, please contact PI Headquarters, 102 Preston Ct., Macon, GA 31210, (478) 477-1208.



# Pilot Student Membership Form

In recognition of your Anchor Club volunteer service in this community, you are cordially invited to become a Pilot Student Member. This entitles you to FREE membership sponsored by Pilot International while you are seeking higher education degrees (Community College, University, Technical School, etc...).

By filling out the contact information on this form, you will become a Student Pilot Member of Pilot International. This membership is your open invitation to visit Pilot Clubs in your area and participate as a volunteer in Pilot Club community programs and projects whenever you are able. We hope you will enjoy the benefits and privileges of being a Student Pilot!

Yes! I would like to begin my Pilot International Student Pilot Membership. I am interested in participating with local Pilot Club(s) when I am able, which will allow me to remain connected to Pilot International, local Pilot Clubs and provide me with periodic news and updates.

Name: (First) \_\_\_\_\_ (Last) \_\_\_\_\_

Permanent Resident Mailing Address (Parent's):

Street/PO Box:

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Email:

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Year of High School Graduation: \_\_\_\_\_

Name of School you will be attending:

City and State in which the School is located:

Mailing Address while attending School: Street/PO Box:

City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Sponsoring Pilot Club or Member from your home city:

\_\_\_\_\_

**Submit completed from to:**  
**Pilot International Headquarters Attention: Membership**  
**102 Preston Court**  
**Macon, GA 31210 / Ph: (478)477-1208 / Fax: (478)477-6178**  
**Email: [anchor@pilothonq.org](mailto:anchor@pilothonq.org)**

\*\*\*\*\*

This section is for Pilot International:

Assigned to Pilot Club of: \_\_\_\_\_

Assigned Pilot Club notified: \_\_\_\_\_

Student Pilot confirmation letter sent out: \_\_\_\_\_

*Revised January 2017*

***Pilot /Anchor Photo/Video Release Form***

I hereby grant Pilot International, Inc., its agents, employees, successors and assigns the right to use the likeness of me and my property in photographs 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 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 in connection with Pilot International Inc. 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.

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 \_\_\_\_\_

Printed name \_\_\_\_\_

Organization Name (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

(if under age 18)

***Pilot International, Inc.  
102 Preston Court  
Macon, GA 31210  
Phone: 478-477-1208***

# Anchor Club Creed

Realizing that in unity there is strength, we, as members of the Anchor Club, are resolved:

To work together in friendship and loyalty;

To render service in our home, school, & community, knowing this course will take us over a sea of happiness;

To steer our ship of life by the bright stars of Hope & Faith;

To follow words of guidance from parents, teachers & Pilot friends, for these, as gleams from the Lighthouse of Truth, are words of wisdom; to set full sail through channels of achievement which lead us to the port of success; &

When our ship of life is tossed by the tempests of misunderstandings and the angry winds of injustice, we will cast our Anchors of courage, wisdom and trust to hold us fast.

*Sue McCreary, Past  
President Pilot Club of  
Tallahassee, FL.*

## Anchor Membership Pledge

In appreciation of the honor and benefits to be derived by me from membership in the Anchor Club of\_\_\_\_\_.

I pledge on my honor to uphold the ideals and objectives of the Anchor Club; to work toward improving myself, my home, my school, and my community. I shall strive to respect the rights of others and to practice thoughtfulness of and helpfulness to others. I promise to serve my nation and God, and to prepare for useful citizenship.