

Pilot Club Excellence Program for 2009 - 2010

Criteria and Application for Pilot International Clubs and Successful Project Survey

PURPOSE: To recognize clubs that excel in activities which support both...

The mission of Pilot International: To serve by furthering Pilot International's humanitarian efforts through charitable, educational, and research programs in communities throughout the world. The vision of Pilot International: To achieve universal awareness and prevention of brain-related disorders and disabilities.

Pilot International Goals:

- A. Community Service** (Projects/PIF Grants, Mentoring/Joint Anchor Projects, could include Fund-Raising here or under visibility, depends on goal)
- B. Membership and Growth** (Expansion of Pilot/Anchor Clubs/Recruitment and Retention, Projects that value membership)
- C. Education and Training** (Orientations/Leadership Development/Use of Training Tools/Mentoring New Leaders/Team Building)
- D. Communications/Visibility** (Internal and External Communications and Projects)

Directions for Completing & Scoring Club PEP Report:

Complete the information requested.

In each goal section, place a check in the boxes for items that your club has demonstrated for this club year. Scoring is reflected by the number of checks placed in boxes; however, all clubs submitting a completed report will obtain recognition.

A committee (President for the year the report is completed, President Elect - chair, Recording Secretary and Treasurer) should complete this form. The chair should mail/fax/email the original to PI Headquarters, with copies to the District Governor and the District Council Representative. A copy should also be retained in the club's files. The committee should review this form throughout the year and use it in the spring to plan for the new club year. The chair should get input from the membership as well as share the results of the completed form with the club.

Club excellence is determined by achievements accomplished during the entire club year, July 1 through June 30.

The application should be postmarked/faxed/emailed no later than August 15th.

PI will provide a certificate for each club that completes a PEP Report. These certificates will be sent to the District Governors for presentation at District Conventions.

Pilot Excellence Program recognition will be shown in the Winter issue of *THE PILOT LOG* (if entry is postmarked no later than August 15th).

Pilot Excellence Program Report Form for 2009 – 2010

Report Due: Postmarked/faxed/emailed on or before August 15th
Original to: PI Headquarters, 102 Preston Court, Macon, GA 31210
FAX 478-477-6978 Phone 478-477-1208
Copy to: District Governor, Club's File, Incoming Club President and District Council Representative

PILOT CLUB OF _____ **DISTRICT** _____

PRESIDENT _____

ADDRESS _____

MEETNG DAY AND TIME:

Business _____ **Program** _____

MEMBERSHIP: June 30th _____

From July 1st through June 30th number of:

New Members _____ Reinstated _____ Privileged _____ Emeritus _____

Resignations _____ Transferred _____ Dropped for cause _____ Deceased _____

During the last three years has your membership: (check one)

Increased? _____ Decreased? _____ Remained the same? _____

List reasons for membership change:

COMMUNITY SERVICE:

- Service projects with good club participation involving hands-on service: _____ projects
- Major service projects which increased visibility in community: _____ projects
- Club sponsored brain-related disorder service project: _____ projects
- Involvement in Emergency Response project(s): _____ projects
- PIF Pacesetter Club (\$5 per member)
- Contributed at least \$250 to Goal for Grants & Scholarships
- Applied for a PIF Grant
- Completed PIF grant evaluation (after completion of grant project)
- Sponsored student for Foundation Scholarship
- Hosted fundraiser(s) with good club participation: _____ fundraisers
- Sponsored a fundraiser for PIF
- Supported PIF fundraiser at international convention
- Actively involved with sponsored Anchor Club(s)
- Actively involved with Anchors in joint BRD project(s)
- Supported Anchor Club's participation in Anchor Awards program
- Provided incentives to local students through scholarships, savings bonds, etc.

MEMBERSHIP AND GROWTH:

- Had an active Membership Coordinator
- Had a club goal (can be part of Club Strategic Plan) for membership
- Retained same club membership
- Maintained same *number* of members since July 1st
- Had a net gain of members: _____ members
- Hosted Share Pilot Meeting: _____ meetings
- Had a club program on Membership
- Used Membership materials provided by PI
- Signed Intent to Organize a New Club
- Chartered a new club
- Maintained number of Anchor Club(s)
- Increased number of Anchor Clubs
- Has Provisional Members

EDUCATION AND TRAINING:

- Had officer training at Club level
- Sent club officers to training at district/international level
- Held a club brainstorming session
- Had members attend Fall Council/Workshop
- Had members attend District Convention
- Had members attend PI Convention
- Has a Strategic Plan/Goals
- Reviewed/updated Strategic Plan/Goals this year
- Has Club Standing Rules
- Reviewed/updated Standing Rules this year
- Had an active Leadership Coordinator
- Used Leadership tools provided by PI
- Hosted Leadership seminar(s) for club or community
- Encouraged new leaders at club level
- Had club members serve this year at district level (elected or appointed)
- Had club members serve this year at international level (elected or appointed)

COMMUNICATION/VISIBILITY:

- Published a newsletter
- Shared Governor's Bulletin with membership
- Club President communicated with district leaders
- Submitted required paperwork to District/PI/ECR on time
- Submitted news releases to local media: _____ submissions
- Had major service projects that increased visibility
- Participated in Brain Power Walk
- Participated in PIF Walk at PI Convention
- Submitted articles/photos to *Pilot Log*
- Provided copy of *Pilot Log* to local library, etc.
- Submitted BrainMinder evaluations to PI

Date Report Submitted: _____ - _____ - _____

Successful Project Report

Use this form to document the club's most successful project of the year. These surveys will be used to recognize projects in the PILOT LOG, Club and District Manuals and International Convention.

Club _____ District _____

Number of members in club _____ Number of members involved in project _____

Date(s) of project _____

Contact Person : _____

Address _____
Street/ P O Box City State Postal Code

Telephone _____ Fax _____ E-mail _____

Name of Project _____

Was this a: **Service Project** _____ **Fund-Raising Project** _____

What was the project's purpose? _____

Who benefitted from the project? _____

Number of persons benefiting from project: _____

How did the club decide there was a need for this project? _____

Other agencies, organizations, local service clubs (Lions, Kiwanis, Altrusa, Soroptomist) involved in the project and a brief description of what each contributed: _____

Project Timeline:

Pilot volunteer hours needed for planning _____ # Pilot volunteer hours needed to implement _____

#Other volunteer hours needed for planning _____ #Other volunteer hours needed to implement _____

Time length from inception to conclusion _____ Weekend or weekday project _____

Was the project: One time event _____ or Ongoing _____

Project budget (include copy of budget and actual figures) _____

Amount and source of funding (other agencies, donations, grants, etc): _____

Materials and supplies needed: _____

Visuals used (attach copies of flyers, ads, diagrams, etc): _____

Promotion/Media coverage: _____

How was media coverage obtained (include copies of press releases, etc): _____

Special skills/talents/contacts required: _____

Evaluation method: _____

Other comments: _____
