

2011-2012 FLORIDA DISTRICT, PILOT INTERNATIONAL WHO, WHAT & WHEN TO SEND

Use this form as a check off list. As you complete the items check them off so you know that they are paid. Please share this information with your Executive Board.

Addresses:

Pilot International: 102 Preston Court • Macon, GA 31210-5768

Pilot International Foundation: 102A Preston Court • Macon, GA 31210-5768

Florida District Governor: Virginia Bunde • 8237 Lyric Drive • Pensacola, FL 32514

Florida District Governor Elect: Rene' Naughton • 6 Lake Shore Drive • St. Augustine Beach, FL 32080

Florida District Treasurer: Barbara McKenzie • 606 Azalea Avenue • Fort Pierce, FL 34982

Florida District Secretary: Tammy Bursick • 555 39th Court SW • Vero Beach, FL 32968

PSHF Treasurer: Caroline Fallis • 3633 Mt. Pleasant Rd. • Quincy, FL 32352

Notification of Change in Membership Information; Membership Information

These are two **VERY** important forms. Both forms can be accessed at the PI website - pilotinternational.org. At the PI site you will be able to actually type on the form. Once you have typed your new information you can save the file to your computer (remember where you saved it). You can then create an email, attach the form and send to all the people it needs to be sent to. These forms are also available at the District site at www.pilotflorida.org.

Pilot International: Debbie Brown debbie@pilothonline.org

District Treasurer: Barbara McKenzie loontoon0624@yahoo.com

District Governor: Virginia Bunde vbunde57@cox.net

District Secretary: Tammy Bursick tammybursick@comcast.net

If the change involves monies, i.e. new member, you will have to proceed via snail mail. Send a copy with the appropriate funds to Pilot International and the District Treasurer. The District Governor and District Secretary can receive via e-mail.

August 15th – Club PEP Reports due to Pilot International and District Governor. Keep copy for club file and incoming Club President should get a copy.

August 31st – Club Audit Report due to Pilot International and District Governor.

September 30th – PIF Sweetheart Recognition due to Pilot International – Make check payable to Pilot International Foundation for \$25.00. Remember to send completed form. Mail to Pilot International Foundation.

October 1st – PIF Grant Application to District PIF Representative – Mail to Barbara Keck, PIF Representative • 6601 Woods Island Circle, Apt 108 • Port St. Lucie, FL 34952 barbarakeck@yahoo.com. **Please include the original and four copies with postage to go to PIF.**

November 1st – Anchor Club dues paid to **Pilot International** \$10.00 per member.

November 1st – Anchor District dues paid to **Florida District Anchor Organization** - \$5.00 per member. Mail to: Barbara McKenzie*606 Azalea Avenue, Fort Pierce, FL 34982.

November 15th – Deadline for filing IRS 990. Each and every club is responsible for filing some form of the 990. It depends on your gross receipts. Clubs that have not been filing will probably need to file 990N online. Web site: epostcard.form990.org. You will need to know your clubs Federal ID number. Refer to pages 57 - 60 in the Club Manual.

February 1st –Pacesetter (\$10 per member) due to Pilot International Foundation. Check payable to Pilot International Foundation.

February 1st – Goal for Grants and Scholarships contributions to be sent to Pilot International Foundation. Make check payable to Pilot International Foundation – 102A Preston Court • Macon, GA 31210-5768. Send form and mark check (\$250) as Goals for Grants – Florida District.

March 1st – Scholarship Applications sent to PIF Representative Barbara Keck must be postmarked by March 1st and mailed to • 6602 Woods Island Circle, Apt 108, Port St. Lucie, FL 34952 barbarakeck@yahoo.com. **Please include the original and four copies with postage to go to PIF.**

May 1st – Deadline for Florida Corporation Renewal due to State – this is done online @ sunbiz.org. This would reflect the Club officers for the upcoming year.

May – Pilot International Convention Registration should be sent to PI. If you do not send a representative your club is still responsible to send a paid registration in.

Due by June 30th Florida District Dues - Make check payable to: Florida District Pilot International. Mail to: Barbara McKenzie, Treasurer

Due by June 30th Pilot International Dues - Make check payable to: Pilot International. Mail to: 102 Preston Court, Macon, GA 31210-5768

Due by June 30th Pilot Scholarship House Foundation Dues (\$5 per member). Make check payable to: PSHF - Mail to: Caroline Fallis, PSHF Treasurer • 3633 Mt. Pleasant Rd. • Quincy, FL 32352 cpfallis@yahoo.com

Fall Council Registration - Make check payable to Florida District Pilot International - Mail check to: Barbara McKenzie, Treasurer

District Convention Registration - Make check payable to Florida District Pilot International. Mail check to: Barbara McKenzie, Treasurer

Please remember that if you do not send anyone to convention your club is still responsible for paying for one registration.

Market Place Reservation form for Fall & District will be sent to District Treasurer. Make check payable to: Florida District Pilot International and mail check to Barbara McKenzie, Treasurer.

Awards Competition Forms – due by March 1st - Send completed forms to: Howard Johnson, • 382 Mirabelle Drive • Pensacola, FL 32514

District Chaplain: Send information to Pat Furr, District Chaplain • 5310 Blue Springs Rd • Marianna, FL 32446 furr19@embarqmail.com

Deaths of Pilot and Anchor members should be reported to PI as well as the District Chaplain.

OPTIONAL to be sent in anytime during the year - Pilot Scholarship House Foundation – Endowment, \$250 per club. Make check payable to: PSHF - Mail to: Caroline Fallis, PSHF Treasurer

Most forms can be found at either the International website pilotinternational.org or the Florida District website pilotflorida.org and in the Club or Policy & Procedures Manual.