



WHO, WHAT, WHERE, WHEN, WHY

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: P.O. Box 4844 • Macon, GA 31208-4844

Pilot International Foundation: P.O. Box 5600 • Macon, GA 31208-5600

Florida District Governor: Jackie Klein • 1918 NW 43rd Avenue • Gainesville, FL 32605

Florida District Governor Elect: Shearer Kennedy • 5490 Bob White Trail • Mims, FL 32754

Florida District Treasurer: Nancy Bierema • P.O. Box 4422 • Ocala, FL 34478

Florida District Secretary: Claire Mikko • 1993 Vineland Dr. • Tallahassee, FL 32317

Florida District Regional Lt. Governors:

Northwest: Pat Furr • 5310 Blue Springs Road • Marianna, FL 32446

Northeast: Rene' Naughton • 6 Lakeshore Drive • St. Augustine, FL 32080

West Central: Debbie King, • 3928 S. Milliston Pt •Homosassa, FL 34448

East Central: Mary Jane McMillen • 4120 El Dorado Way • Melbourne, FL 32934

South East: Barbara McKenzie • 606 Azalea Avenue • Fort Pierce, FL 34982

South West: Suzanne Lester • `679 Longshore Way E • Naples, FL 34119

PSHF Treasurer: Joyce Centrella • 9227 W Marquette Lane • Crystal River, FL 34428

Notification of Change in Membership Information; Membership Information

These are two **VERY** important forms. Both forms can be accessed at the PI web site (www.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.

Pilot International: Debbie Brown debbie@pilohtq.org

District Governor: Jackie Klein jacquelineklein@bellsouth.net

District Treasurer: Nancy Bierema pipocalanancy@earthlink.net

District Secretary: Claire Mikko bikndon@comcast.net

The forms are also available on the Florida District website (www.pilotflorida.org) for downloading.

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, Governor & Lt Governor
Keep copy for club file and incoming Club President should get a copy.

August 31st – Club Audit Report due to Pilot International, Governor & Lt Governor

September 15th – PIF Grant Application to District PIF Representative Virginia Bunde –
8231 Lyric Drive, Pensacola, FL 32514, 850-476-7434; email: vbunde62@yahoo.com

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

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: Debbie DiFranco • 2147 River Blvd., Apt 2 • Jacksonville, FL 32204

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 50 – 60 in the Club Manual.

February 1st –Pacesetter (\$5 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 – P.O. Box 5600 •
Macon, GA 31208-5600. Send form and mark check as Goals for Grants – Florida District

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: Nancy Bierema, Treasurer

Due by June 30th Pilot Scholarship House Foundation Dues (\$5 per member)
Make check payable to: PSHF Mail to: Joyce Centrella, PSHF Treasurer

Due by June 30th Pilot Scholarship House Foundation – Endowment
\$250 per club. Make check payable to: PSHF Mail to: Joyce Centrella, PSHF Treasurer

Fall Council Registration will be due in September
Make check payable to: Florida District Pilot International.
Mail to: Nancy Bierema, Treasurer

District Convention Registration will be due in March
Make check payable to: Florida District Pilot International.
Mail to: Nancy Bierema, 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.
Mail to: Nancy Bierema, Treasurer

Awards Competition Forms – due by March 30th
Send completed forms to: Sara Hetherington, Awards Chair, Pilot Club of St. Augustine •
120 Magnolia Drive East • Palatka, FL 32131

District Chaplain: Send information to Shirley Jacques, District Chaplain, Pilot Club of Pensacola • 4328 Calm Terrace • Pensacola, FL 32503 • spjacq@cox.net
Deaths of Pilot members should be reported to PI as well as the District Chaplain.

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.