



PILOT
International

Dedicated to Service... Committed to Brain Health

PILOT INTERNATIONAL FLORIDA DISTRICT

Policy and Procedures Manual

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DISTRICT PLANNING CALENDAR

The following is intended to be a general listing of major activities and a guideline for developing a more detailed and specific calendar.

JULY

- Term begins for all new Club and District officers
- Pilot International (PI) Convention/District Executive Committee (DEC) Planning Meeting
- Outgoing DEC report to PI and outgoing Governor
- Club approved Division Activities, Programs and Budget
- Transfer all Treasurer records to new Treasurer by August 1

AUGUST

- Club PEP entries due to PI by August 15
- Transfer of all District files, records, equipment and pins to incoming DEC completed by August 15
- District Internal Audit and CPA Compilation and Club Audit Reports due by August 31
- Call to Fall Council

SEPTEMBER

- Foundation Month and Pilot Safety and Security Month
- PIF Grant Application to District PIF Representative by Sept. 15
- PIF Sweetheart Recognition due by September 30
- Founders Day, October 18

OCTOBER

- Observe Youth Week
- Appoint District Nominating Committee by November 1
- IRS Form 990 filed by November 15
- Notify all clubs of names/addresses of District Nominating Committee

NOVEMBER

- Anchor Club dues paid to PI by November 1

DECEMBER

- Governor Elect Appointees List to PI by December 1
- Club Presidents evaluation of "Club Manual" to PI by January 15

JANUARY

- Mid-Year DEC Meeting
- 60 day deadline for submitting proposed District Convention business to Governor
- Determine Fall Council site to be held in 1-1/2 years

FEBRUARY

- PIF contribution for Club Pacesetter recognition due by February 1
- PIF Scholarship Application due to District PIF Representative by February 15
- Anchor Convention held February or March
- Deadline for District Officer Nominations 60 days Prior to District Convention
- Call to District Convention
- Outstanding Anchor Club entries due to Awards Jury Chair by February 1

MARCH

- District Awards-Brain Disorders, Anchor, Patriotism, and others so designated due to Awards Committee a minimum of 30 days prior to District Convention
- Governor appoints District Audit Committee
- Governor Elect appoints District Awards Jury for coming year
- Announce nominees for District Office 30 days prior to District Convention
- Deadline for proposed amendments to PI Bylaws
- 30 day deadline for convention business items to be mailed to clubs

APRIL

- Outstanding Anchor Club entries due to PI by April 15
- District Convention/DEC Meeting
- First meeting of Incoming DEC, post convention
- Florida Corporation Renewal due to State by May 1
- Incoming Club Officer Roster due by May 1

MAY

- Incoming DEC Planning Meeting held in May or June
- PI Convention registrations due

JUNE

- Club dues paid to PI and District by June 30
- Pilot Scholarship House Foundation dues due by June 30

OFFICIAL DISTRICT MEETINGS

The official meetings of the Florida District will be:

1. Fall Council to be held a Friday - Sunday in October or November.
2. Anchor District Convention to be held a Saturday-Sunday in February or March.
3. District Convention to be held a Friday - Sunday by the last weekend of April. This weekend may be moved at the discretion of the DEC, but it must be held no later than 45 days prior to International Convention.

OFFICIAL DEC MEETINGS

The official meetings of the DEC will be scheduled by the Governor. Meeting times may be changed at the discretion of the Governor and DEC. These meetings will include:

1. First meeting of the Incoming DEC with the Executive Committee Representative (ECR), on Sunday immediately following the District Convention at which the DEC is elected.
2. DEC Planning Meeting in May or June following election.
3. DEC Planning Meeting at International Convention.
4. DEC/Appointees meeting.
5. Fall Council: DEC arrives Thursday p.m.
6. Mid-Year January Meeting: DEC arrives Friday p.m.
7. District Convention: DEC arrives Thursday p.m.
8. Others as needed.

STRATEGIC PLANNING

The DEC will develop and review a Strategic Plan for the DEC to meet its responsibilities and will assist the District in developing a Strategic Plan relating to District matters. The DEC is responsible for reviewing and updating these plans annually. A committee of DEC members may be appointed at the DEC planning meeting held in May/June for the purpose of reviewing the Strategic Plan.

PILOT SCHOLARSHIP HOUSE FOUNDATION

The Pilot Scholarship House Foundation, Inc. is a District-wide project of the Florida District. It is funded by dues paid by District Club members of \$5.00 each, paid annually by June 30th. The Pilot Scholarship House Foundation was founded to provide scholarship housing for young women attending Florida colleges and universities. The Foundation is governed by an elected Board consisting of President, President Elect, Treasurer and five directors which include: three elected (3) Directors, the Governor Elect, and the Immediate Past President of the Scholarship Board. The Secretary is appointed by the President. The DEC liaison to this board is the Governor Elect. The scholarship houses are administered and maintained by The Southern Scholarship Foundation, Inc.

DISTRICT ANCHOR ORGANIZATION

The DEC is the governing Board for the Florida District Anchor Organization. Supervision is by the District Anchor Coordinator and overseen by the Governor Elect. The District Anchor Coordinator is a three-year appointment made by the Governor Elect. The Anchor Coordinator's first year of appointment is to serve as Assistant Coordinator, the second year to serve as Co-Coordinator and the third year to serve as Coordinator.

District Anchor Committee shall consist of seven members.

1. Anchor Coordinator will serve as the Chair for the current year
2. Anchor Co-Coordinator
3. Anchor Assistant Coordinator
4. Florida District Governor
5. Florida District Governor Elect
6. Florida District Treasurer
7. Other member of the DEC

There will be one account which will contain Anchor dues and convention funds. The Florida Pilot District Treasurer is responsible for all banking transactions. A debit card will be issued to the Florida Pilot District Treasurer and Anchor Coordinator and used as approved by the Florida Pilot District Treasurer. The bank statement will be sent to the Florida Pilot District Treasurer.

Although the Anchor Organization operates independently from the District, both organizations are under the same tax ID number and therefore both must be included in any tax forms that are required to be filed by the District Treasurer.

The DEC members attending the District Anchor Convention and covered by the District Budget are:

Governor
Governor Elect
An other member of the DEC

As soon as the Outstanding Anchor Club of the Year is announced, District Anchor Coordinator is responsible for informing the sponsoring Pilot Club of their respective financial responsibility concerning PI convention expenses. Pilot International reimburses the sponsoring club for the registration fee, transportation, meal allowance (receipted) and a ticket to the PIF event. Pilot International does not pay for the expenses of the chaperone or the hotel room.

FINANCES

REQUIRED STATE/FEDERAL REPORTS

State of Florida annual corporate renewal form will be filed by May 1st by the current District Treasurer. The form will be maintained in the files of the Treasurer with a copy to the Governor.

The outgoing Treasurer will file the Internal Revenue Service Form 990 by the 15th of November. The 990 shall be signed by the Governor or the Treasurer. It will be sent by certified mail. Anchor District activities will be included.

Accounting Method

Accounting procedures will be on a cash basis and the fee if any will be paid from the District Funds and Anchor funds to be included in the yearly budget.

REGISTERED AGENT

The Registered Corporate Agent for the Florida District will be the Governor Elect or Governor. The Agent will be designated every other year.

LIABILITY BOND

The officer liability insurance policy against theft to be written for a one-year period. The policy will cover the Governor, Governor Elect, and Treasurer, the District Anchor Coordinator, Assistant Anchor Coordinator and each Club President, President Elect and Treasurer. The policy is to be in the custody of the current Treasurer who is charged with the responsibility of its management.

DISTRICT AUDIT

An Internal Audit Committee will be appointed each year for the purpose of auditing District financial records for compliance with PI Bylaws, District Standing Rules and other District operational policies. The Governor will appoint a Past District Governor or Past District Treasurer as Chair; the Chair will appoint two (2) additional Pilot members, of which one should have a CPA background, to serve on the committee. Their review and report on the previous year's records is to be completed by August 31st and the books will be returned to the Treasurer.

When there is a change in the Treasurer, the Audit should be completed by a paid CPA. The fee, if any, will be paid from the District Funds and Anchor Funds to be included in the yearly budget.

EXPENSE VOUCHERS

For official business, meal per diem for DEC members will be a maximum of \$40.00 per day. On any given day when meals are provided in conjunction with a convention or other official function, per diem for DEC members for the meals not provided will be at a rate of \$8.00 for breakfast, \$12.00 for lunch and \$20.00 for dinner. During official business travel days, one meal (in addition to any covered in conjunction with a convention) will be reimbursed at the above rates. Receipts are required for reimbursement.

All Expense Vouchers must be submitted with supporting documentation to the District Treasurer within 30 days of incurring the expense. Exceptions to the policy will be approved at the discretion of the Governor and Treasurer. The District Treasurer will pay all vouchers within (30) days of submission. Any disputed expense request will be reviewed and decided by the DEC.

For closing the fiscal year, all expenses, vouchers, and budget materials must be submitted by July 15.

CLUB VISITS

Expense Vouchers for visiting clubs needing assistance will be submitted to Pilot International within 30 days of making the visit. Reports must be filed with the Governor, the ECR, Governor Elect and Pilot International within 30 days of making the visit.

Reimbursement will be based on the established PI reimbursement. Hotel accommodations and meals are the responsibility of the host club.

HOTEL ACCOMMODATIONS

The district budget shall provide for three (3) to five (5) rooms to be used by members of the District Executive Committee at Conventions and Fall Council. An additional room will be necessary if the members of the District Executive Committee consist of different sexes. If a DEC member chooses not to stay in the room provided, the District will pay ½ of the hotel room rate.

DISTRICT CONTRACTS

All contracts for Convention, Fall Council or other District-wide meetings for which the Florida District is liable must be signed by the Governor and ratified by the DEC. Contracts will be retained for a period of five (5) years as part of the official District files. A copy shall be retained with the Governor, District Treasurer, and the Chair of the Conference and Planning Committee and should be passed on with the record.

DISTRICT BUDGETS

FOR THE DISTRICT

The Treasurer prepares the District Budget for the coming Pilot year. It will include the District Operating Budget, Fall Council Budget and District Convention Budget. The Conference and Planning Committee Chair will assist the Treasurer with the Fall Council and District Convention budgets. The Treasurer will provide the proposed budget to the DEC, sixty days prior to District Convention.

FOR ANCHOR DISTRICT ORGANIZATION

The Anchor District Budget is prepared by the District Anchor Coordinator with the assistance of the District Treasurer. This budget shall include the District Anchor Operating Budget and the District Anchor Convention Budget. The Florida District Treasurer will provide the proposed budget to the DEC, sixty days prior to District Convention.

CONVENTION REGISTRATIONS BUDGETED AS EXPENSE

- The following registrations will be included in the District Operating Budget:

DISTRICT CONVENTION:

1. DEC – ECR

FALL COUNCIL:

1. DEC

DISTRICT ANCHOR CONVENTION:

1. Governor
2. Governor Elect
3. Lt. Governor decided by the DEC

The following registrations will be included in the Convention Budgets:

DISTRICT CONVENTION:

1. Conference and Planning Chair, Co-Chair and Advisor
2. Registration Committee Chair
3. Chaplain
4. Wave Editor
5. Parliamentarian
6. PIF Representative if making a presentation

FALL COUNCIL:

1. Conference and Planning Chair, Co-Chair and Advisor
2. Registration Committee Chair
3. Chaplain
4. Wave Editor

TRAVEL

All travel will be in accordance with those guidelines as established by Pilot International. When feasible, DEC members will travel together.

INSPECTION OF MEETING SITES:

The District Operating Budget will pay mileage for one (1) member of the Conference and Planning Committee at the established District mileage rate for inspection of sites for Fall Councils and District Conventions.

DISTRICT BUDGET CHART OF ACCOUNTS

BALANCE SHEET ACCOUNTS

I. ASSETS

- A. Cash -- Cash held in commercial bank checking and money market accounts
- B. Certificate of Deposit -- Excess cash invested in commercial bank CD as approved by the DEC

II. LIABILITIES

- A. Reserve Account for Conventions -- All excess funds or deficits from Fall Councils and District Conventions; maximum of \$15,000 set by DEC motion approved August 1997.
- B. Unallocated Funds -- All excess funds or deficits from the District annual Operating Budget

OPERATING BUDGET REVENUE and EXPENSES

I. REVENUES

- A. Dues--Annual dues paid by current members, new members and members-at-large
- B. Interest Income -- Interest earned on checking account, money market account and certificates of deposit.
- C. Other Income -- Commission received from PI on supplies sold by the District or other approved vendors; undesignated donations or cash awards; other miscellaneous reimbursements.
- D. Transfer of Unallocated Funds -- Only used during year of deficit budget when annual expenses exceed revenue and a transfer from the "Unallocated Funds" reserve account is necessary to cover shortfall.

II. EXPENSES

A. PI Convention

1. Registration-- For six (6) District Officers
2. Travel -- For six (6) District Officers
3. Hotel -- For six (6) District Officers
4. Per Diem -- Meal expense for seven (7) District Officers; actual receipted cost up to \$40 per day each
5. PIF Representative -- Actual receipted cost up to the maximum set in the budget for travel and hotel for District representative to attend PI Convention
*A portion of Governor's expenses reimbursed by PI.
6. Tip – Ten dollars are allowed per trip.

B. Fall Council

1. Registration-- For seven (7) District Officers
2. Registration-- For District Appointees identified in section titled "Convention Registrations Budgeted As Expense"
3. ECR Expenses – Registration and hotel, if needed
4. Travel -- For seven (7) District Officers
5. Hotel -- For seven (7) District Officers
5. Per Diem -- Meal expense for seven (7) District Officers

C. Mid-Year DEC Meeting

1. Travel -- For seven (7) District Officers
2. Hotel -- For seven (7) District Officers
3. Per Diem --Meal expense for seven (7) District Officers

D. Anchor Convention

1. Registration/Hotel -- For District Governor, Governor Elect, Lt. Governor decided by the DEC
2. Travel -- For the three (3) District Officers named above

E. District Convention

1. Registration-- For seven (7) District Officers
2. Registration-- For District Appointees identified in section titled "Convention Registrations Budgeted as Expense"
3. Travel -- For seven (7) District Officers
4. Hotel -- For seven (7) District Officers
5. Per Diem -- Meal expense for seven (7) District Officers; actual receipted cost up to \$40 per day
6. ECR Registration and Hotel-- For ECR to attend District Convention

F. DEC Planning Meeting (s)

1. Hotel
2. Travel
3. Per Diem

G. Appointees Meeting – Hotel, travel, and per diem

H. Other Expenses

1. Appointee Expenses -- Copying, postage, supplies, and telephone expense reimbursement
2. Appointee Meeting -- Meeting for Appointees with Governor
3. Bank Service Charges -- District checking account bank service fees
4. DEC Training Materials -- Cost of "District Manual" for each DEC member
5. District Awards -- Cash, certificates, etc. awarded at District Convention for club growth and other awards as may be designated by the DEC
6. District Bond -- Annual premium for District Officers, District Anchor and Club Officers liability coverage
7. District Chaplain -- Postage/stationery for mailing of sympathy notes
8. Florida Corporate Filing Fee -- Annual incorporation fee paid to the State of Florida
9. Future Convention Site Inspection -- Travel for one (1) Conference and Planning Committee member to conduct site visit
10. Gift ECR -- Cost of gift presented to ECR at District Convention; maximum as set by budget
11. Gift Outgoing Governor-- Cost of gift presented to Outgoing Governor at District Convention; maximum as set by budget
12. Governor's Bulletin -- Cost of printing and postage; maximum set by budget
13. District Membership Team Expense -- Cost for supplies, postage, printing and mileage
14. Moving Expense -- Cost of transporting District records and supplies from outgoing Officers to incoming Officers
15. New Club Charters -- Gift of \$100 to newly chartered clubs
16. Office Supplies -- Reimbursement of seven (7) District Officers for office supplies and printing
17. Past Governor's Brooch -- Cost of Past Governor's Brooch presented at District Convention
18. PIF Representative -- Postage expense reimbursement
19. PSHF Liaison -- Travel for Governor Elect to attend PSHF Meetings
20. Postage--Reimbursement for seven (7) District Officers for postage expense
21. Safe Deposit Box Rental-- Annual rental fee for storage of District microfilm and other records
22. WAVE -- Cost of printing and postage
23. Web page
24. Miscellaneous -- Expenses not covered by another line item

CONVENTION BUDGETS REVENUES and EXPENSES (for both Fall Council and District Convention)

I. REVENUES

- A. Full Registrations
- B. Partial Registrations
- C. Late Registration Fees
- C. Extra Meal Tickets
- D. Marketplace Reservation Fees (if applicable)

II. EXPENSES

- A. Meal and Food Functions -- Cost of meals, including tax and gratuity
- B. Overhead
 - 1. Registration Supplies -- Envelopes, name badges, ribbons, labels
 - 2. Program Printing -- Cost of printing convention program
 - 3. Audio/Visual -- Charges for microphones, overhead projectors, TV's, screens, etc. required for official convention activities
 - 4. Speakers -- Professional fees paid to guest speakers and presenters
 - 5. Entertainment -- Professional fees and related costs for convention "entertainment"
 - 6. Paid Registrations -- See section titled "Convention Registrations Budgeted as Expense"
 - 7. Conference and Planning Committee Expense -- For Conference and Planning members; to cover hotel, per diem, and travel at Convention and Fall Council;
 - 8. Decorations --Cost for flowers and other items not already covered by a line item.
 - 9. Inspirational Service -- Printing, candles, flowers, music, etc. for service
 - 10. Miscellaneous
 - 11. Conference and Planning Committee Planning Meeting -- For Conference and Planning Committee Chair or Co-Chair to cover hotel, travel and per diem for committee to meet with DEC at the site of the Convention and Fall Council.

SPECIAL NOTE: For District Convention, the Outgoing Governor and the Incoming Governor will work together in planning and sharing budgeted funds for audio/visual, speakers, entertainment and decorations. District funds will not be used for "personalized" items.

CONFERENCE AND PLANNING COMMITTEE

The purpose of the Conference and Planning Committee is to investigate and recommend, for DEC approval, sites for Fall Council and District Convention. The Conference and Planning Committee is responsible for all logistical aspects of each convention. The Governor will sign all contracts and the contracts will be ratified by the DEC. The DEC is responsible for the content of the convention.

The Conference and Planning Committee shall consist of three (3) members: Chair, Co-Chair and Advisor. The Governor Elect will appoint a Co-Chair following District Convention and the Chair will become the Advisor for the following year.

Under the direction of the Chair, the Committee will make all arrangements for Fall Council and District Convention. This will include securing facilities to accommodate Fall Council and District Convention; space availability arrangements; assisting in preparing a budget under the direction of the District Treasurer. The DEC will approve all hotel accounts, budgets and registration fees.

Convention registration, travel, meal per diem and hotel for the Conference and Planning Chair, Co-Chair and Advisor will be included in the Convention Budget under the same guidelines as those used for the DEC. The Advisor will serve as Marketplace Chair at Fall Council and District Convention.

No less than thirty (30) days prior to the convention, the Conference and Planning Committee will give a written report to the Governor listing convention. At the close of both Fall Council and District Convention, the Conference and Planning Committee will debrief all committee chairmen and hotel staff. The incoming Governor Elect's appointee will be obligated to attend the debriefing and participate in the session following District Convention. The committee will use the District Meeting Debriefing Summary form for the meeting. The Conference and Planning Committee will provide the District Meeting Debriefing Summary form to the DEC within 30 days of the conclusion of Fall Council and District Convention.

The Conference and Planning Committee Chair and District Treasurer will be responsible for reviewing the master account billing at the conclusion of Fall Council and District Convention. Additionally, the Chair and the Committee will exercise no authority beyond the DEC approved budget. The Chair is also responsible for confirming the hotel convention contract includes a statement identifying authorized signers for the Florida District. Those authorized to add charges or make other necessary changes to the contract will be limited to the Governor, Governor Elect and Conference and Planning Chair (two signatures will be required).

Sites for Fall Council and District Convention are to be determined eighteen (18) months prior to the activity. At a minimum, the Committee will secure two (2) bids from the designated area. The Committee will use the Site Selection Checklist form as part of their deliberations. The Chair will present the bids to the DEC for ratification of contracts. The Contract for Fall Council (18 months) should be presented to the DEC no later than their meeting prior to District Convention. The contract for District Convention (18 months) should be presented to the DEC no later than at their meeting prior to Fall Council. The Conference and Planning Committee should present contacts as soon as possible to avoid any delays in site selection. The Conference and Planning Committee is required to present both a first choice and second choice site recommendation for each convention.

Beginning in the Pilot Year 2010-2011 and thereafter, the Conference and Planning Committee will seek out and recommend Fall Council sites/accommodations that are central to the Florida District. Hosting/sponsorship of Fall Council will continue to rotate as designated below. Beginning in the Pilot Year 2010-2011 and thereafter, the Conference and Planning Committee will adhere to the following for site location for District Convention and Fall Council Host Club.

<u>PILOT YEAR</u>	<u>FALL COUNCIL (Host)</u>	<u>DISTRICT CONVENTION (Location)</u>
2010-11	EC	NW
2011-12	SE	EC
2012-13	SW	SW
2013-14	WC	NE
2014-15	NW	WC
2015-16	NE	SE
2016-17	EC	NW
2017-18	SE	EC
2018-19	SW	SW

If at any point in time, the Committee cannot secure two (2) bids within the designated location, the Chair will notify the DEC immediately. The Committee will exercise no authority beyond the direction of the DEC. If there is not a site available in the location designated for the District Convention, the DEC will direct the Conference and Planning Committee to secure a site in a central location within the District.

Convention files are to be retained for a period of five (5) years.

HOST CLUB DUTIES

The Host Club will be located near the Registration Committee and observe the same hours as the Registration Committee.

The Host Club will be responsible for Welcoming and Greeting of Pilots, Co-Pilots, Anchors and Guests during registration and distributing “Goody Bags.” The approximate number would be 200 bags needed. Posting a small message center, if possible, relating to messages, announcements, and information would be helpful to attendees.

An announcement of importance or information about lost and found items shall be given to a member of the Conference and Planning Committee. Any other helpful information regarding local businesses, maps, points of interest, etc. should be in the Goody Bag.

The Bell and Gavel is to be borrowed only and then carefully guarded. The bell is to be placed at the head table before the Opening of Convention, and then removed at the close of the first session of the convention. It is then placed once again, at the head table, at the beginning of the closing session on Sunday. Further instructions will be given at Convention.

At the end of the registration process, the Host Club will gather the leftover bags, etc., and hold on to them until a decision is made as to who will receive them.

CONVENTION REGISTRATION NOTICE

The following statement will appear on all registration forms for District Meetings:

“Registration fee refunds will be considered by the DEC in cases of illness or other unavoidable circumstances. Written requests giving reasons will be made to the District Treasurer within five (5) days prior to the first day of District Convention or Fall Council. If a request is made after District Convention or Fall Council refunds may be made at the discretion of the DEC only if received within 30 days of the close of the Convention or Fall Council. An administrative fee of \$25.00 will be charged on all canceled registrations.”

Partial registrations will be included on the registration form as determined in the budget.

CONVENTION SITE LOCATION and CONTRACT GUIDELINES

The following represents a set of basic guidelines or parameters for site locations and hotel contracts for Fall Council and District Convention. The Conference and Planning Committee is required to include all of these items in the contract negotiations with a prospective hotel and report any deviations or omissions to the DEC when presenting a site for approval.

Banquet Seating: Fall Council -- 150-175 people in rounds of 8 to 10
District Convention -- 150-200 people in rounds of 8 to 10

Break-Out Rooms: Five (5) rooms accommodating up to 60 people each in theater seating; specific rooms to be named and listed in the contract

DEC Meeting Room: *Comped* (free of charge)

Convention Office: *Comped*

District Suite: Two (2) bedrooms; *Comped*

Other Rooms: One (1) Room Night *comped* for every 50 Room Nights booked

<u>Room Blocks:</u>	<i>Fall Council</i>	<i>District Convention</i>
	Thursday Night: 5 Rooms	Thursday Night: 5 Rooms
	Friday Night: 55 Rooms	Friday Night: 60 Rooms
	Saturday Night: 55 Rooms	Saturday Night: 60 Rooms

With 20% Slippage

Hotel guarantees not to block any other rooms during Pilot Convention.

Convention Room Rates: Rate guaranteed if the room block is exceeded or if reservations are received past the cut-off date.

Marketplace: Tables, skirted; *comped*

Microphones and Podiums: Comped --

Fall Council – Three (3) each (one for each breakout room)
One (1) each in all general session
District Convention -- (one for each breakout room)
Three (3) each in all general session

Three (3) Meal Functions: Saturday Lunch and Dinner; Sunday Breakfast
20 % Slippage

Hotel Parking: Comped

Service Guarantee: Included in contract; Hotel Staff Member assigned to Conference and Planning Chair for duration of the Convention

Authorized Signers: Contract must include a statement identifying the Governor, the Conference and Planning Chair and Co-Chair as the only people authorized to add charges to the Master Account or make other necessary changes to the contract.

Master Bill Review: There will be a current Master Bill available for review by the Treasurer and Conference and Planning Chair Saturday evening and an exit review of the complete Master Bill on Sunday morning by the Conference and Planning Chair, Treasurer, Governor and an authorized Hotel staff member. A full account settlement will be completed within ten (10) days of the close of the convention.

Cancellation Notice: If the Florida District cancels --

11 or more months in advance:	0 % penalty
6 to 11 months in advance:	10% penalty
3 to 6 months in advance:	30% penalty
Less than 3 months:	50% penalty

If the hotel cancels: Written notice to the Florida District; any additional expense incurred by the Florida District will be paid by the canceling hotel.

NON-PILOT PROJECTS AT DISTRICT MEETINGS

All non-Pilot projects must be submitted to the DEC for approval. At the discretion of the DEC, these projects may be presented at District Meetings. No direct appeal for donations from clubs or members may be a part of the presentation. Brochures may be displayed or distributed from an approved display area.

ABSENCES FROM CONVENTION

The DEC will review all requests for excused absence from District and International Conventions. The club must provide written notification for the absence to the Governor fifteen (15) days prior to District and International Conventions.

Absences will be invoiced one full registration fee to cover the cost of materials received from District Convention. A full registration fee must be paid on absences from International Convention.

In reviewing the requests, the following issues will be considered:

1. Financial hardship
2. Availability of member to attend
3. Membership numbers
4. Attendance at prior District and International Conventions
5. Other current extenuating circumstances

The granting of an excused absence will be solely at the discretion of the DEC.

The payment of the convention registration fee will be required unless there exists undue hardship or the club is less than one year old.

RESPONSIBILITY OF CLUB MEMBERSHIP

The club is operating under the guidelines of Pilot International Bylaws and Florida District Standing Rules.

1. Pilot International and Florida District dues are paid current.
2. The club has representation at International and District Conventions.
3. Club secretary's membership reports are current. Each club should mail or email Membership Reports monthly to the District Secretary and Treasurer.
4. Annual financial audits are performed and mailed to the District Governor.
5. Pilot Scholarship House Foundation dues are paid to the Foundation by June 30th in order to be in good standing and vote at District Convention.
6. The club will be billed for a Friendship Directory each year.

NOMINATING COMMITTEE

In accordance with PI Bylaw Article XVIII, Section 1, a District Nominating Committee will be appointed by the DEC by November 1. The Governor will designate the Chair. The Committee will verify and present at least one (1) qualified nominee for each elected district office.

A club may submit nominees from any club to the Nominating Committee. Postmark deadline for nominations is 60 Days prior to District Convention.

Names and qualifications of Nominees will be mailed to Clubs, District Officers, ECR and Past Governors thirty (30) days prior to Convention. This may be mailed by either the Governor or the Chair of the Nominating Committee.

The Governor will provide the Chair a District Club Roster containing the name and address of each club president.

NOMINEES FOR DISTRICT OFFICE

All nominees for District office will be formally introduced at District Convention.

The Chair of the Nominating Committee, Governor, ECR and PI Headquarters shall receive the nomination letter, completed Qualification Form, Vision Statement, and letter of acceptance postmarked by the due date, in order for an individual to be a qualified candidate for District Office. Candidates will present their Vision Statement to the Convention Body at District Convention.

DISTRICT AWARDS JURY

The District Awards Jury is appointed by the Incoming Governor and announced at District Convention. The Awards Jury will consist of three (3) members; the Chair will be designated by the incoming Governor.

The awards to be judged are:

1. Outstanding Brain Injury or Disorder Projects
2. Outstanding “BrainMinders™” Program Award
2. Outstanding Anchor Club and other Anchor awards.
3. Patriotism Award
4. Newsletter Competition Award
5. Others as designated by the DEC

OUTSTANDING BRAIN INJURY OR DISORDER PROJECTS AWARD

The Brain Injury or Disorder Project(s) are unique projects such as participation in parades, public presentations, aiding or educating seniors in assisted or skilled living facilities, nursing homes or similar living facilities, other civic programs, seminars and other educational venues, providing brain safety, brain injury and brain disorder education, or similar outreach projects.

There will be two categories: for clubs with 25 or fewer members and for clubs with 26 or more members. First, second and third place certificates will be awarded in each category. The applications for this award should be sent to the District Awards Jury Chair not later than 30 days prior to District Convention. The application for submission of this award is provided under the forms section under this Policy and Procedures Manual.

OUTSTANDING “BRAINMINDERS™” PROGRAM AWARD

The “BrainMinders™” program is the specific ongoing education of children in the Pre K, 1st grades, and grades 2-3, using “BrainMinders™” buddies animal puppets or costumes, PI/PIF “Activity” books or portions thereof, and /or other PI/PIF sanctioned “BrainMinders™” materials.

There will be two categories: for clubs with 25 or fewer members and for clubs with 26 or more members. First, second and third place certificates will be awarded in each category. The applications for this award should be sent to the District Awards Jury Chair not later than 30 days prior to District Convention. The application for submission of this award is provided under the forms section under this policy and procedures manual. The winners will be announced at District Convention, and forwarded to PIF for further judging and utilization.

OUTSTANDING ANCHOR CLUB

The Outstanding Anchor Club Award is judged under the criteria established by the Pilot International Awards Program. All entries must be submitted to the Awards Jury Chair of the Florida District of Pilot International. Forms for each entry must be included in scrapbook or documentation book. All entries must be postmarked by **February 1st**. First, Second and Third Place winners will be recognized at District Convention. At the Anchor Convention, the first place winner will be awarded a trophy with a certificate. Certificates will be presented to the second and third place winners. The District First Place winning entry will be forwarded to PI for international competition.

PATRIOTISM AWARD

The Patriotism Award is judged under criteria as established by the District Awards Jury Chair and approved by the DEC. The entries for this award should be sent to the District Awards Jury Chair not later than 30 days prior to District Convention. The winner will be recognized at District Convention and presented with the District "Travel" Trophy. The Award Jury Chair will have the name plate engraved for the winning Club. The established criteria for judging the award is as follows:

1. Members are encouraged to register and vote in all elections.
2. Club sponsored a patriotic poster or essay contest.
3. Club says the Pledge of Allegiance at each meeting.
4. Club presented a Patriotic Program.
5. Submit a narrative of Club participation in community patriotism such as: Veteran's Day, July 4th, Flag Day, etc.

A Review Score Sheet is to be presented with all attachments. The Patriotism Award Competition Sheet for submission of this award is provided under the forms section under this Policy and Procedures Manual.

NEWSLETTER COMPETITION AWARD

The Newsletter Competition Award is judged under criteria as established by the District Awards Jury Chair and approved by the DEC. First, second and third place winners will be recognized at District Convention and presented with a certificate. The entries for this award should be sent to the District Awards Jury Chair not later than 30 days prior to District Convention. The established criteria for judging the award is as follows:

1. Must be published at least quarterly (4 times per year). The objective is to keep Pilots current with relevant information.
2. Must be available in hard copy and electronically. The objective is to make the organization more efficient through the application of technology.
3. Must include information in every issue about all of the following:
 - a. Pilot International
 - b. Pilot International Foundation
 - c. Florida District News
 - d. Pilot Scholarship House FoundationThe objective:
4. Must be community friendly. Must be professional, easy to read and informative.

SPIRIT AWARD

The Spirit Award is to recognize the Pilot Club with the largest percentage of their total club membership in attendance at the convention. To recognize the Pilot member with the greatest longevity as a Pilot, and the newest Pilot, etc. Each shall be recognized with a token gift not to exceed \$10 in cost. The Spirit Award winner will be determined by the District Treasurer.

OTHER AWARDS AND RECOGNITION

MEMBERSHIP GROWTH/RETENTION RECOGNITION PROGRAM

All District clubs with a net increase in membership between July 1st and two weeks prior to opening session of the District Convention will be recognized at District Convention.

PI Membership Growth/Retention Recognition Program will be announced annually.

PILOT EXCELLENCE PROGRAM

PEP recognition is based on criteria established by Pilot International. Recognition certificates will be presented at District Convention.

PILOT INTERNATIONAL FOUNDATION AWARDS

PIF awards are based on criteria established by the Pilot International Foundation Awards Program. Recognition materials will be presented at District Convention.

THE “GOVERNOR’S BULLETIN”

The official publication of the Florida District is the Governor’s Bulletin, which provides information from the DAC (District Administrative Committee) and District Chaplain. Additional articles pertaining to official Pilot information may also be printed.

Publication dates and deadlines will be determined by the Governor.

The Governor’s Bulletin will be mailed/emailed to:

1. All Florida District Clubs
2. Florida DEC
3. Florida District Appointees
4. PI Executive Committee and the Board of Directors
5. Pilot Headquarters
6. Past PI Presidents
7. Florida District Members-at-Large
8. PI District Governors
9. Past Florida District Governors

THE “WAVE”

The Florida District newsletter is the Wave, which provides information from the Governor, Lt. Governors, Chaplain, District Membership Team Chair, Marketing and Public Relations Committee Chair, and Club Members. Pictures are encouraged.

The Editor is appointed annually by the Governor Elect.

Publication dates and deadlines will be determined by the Governor with the advice of the “Wave” Editor. There will be a minimum of three (3) issues each Pilot year.

The “Wave” will be mailed/emailed to:

1. All Florida District Clubs
2. Florida DEC
3. PI Executive Committee and the Board of Directors
4. Past Florida District Governors
5. Florida District Members-at-Large
6. District Anchor President

DISTRICT RECORDS: Retention/Storage

Retention Guidelines and Responsibilities:

District Standing Rules mirror PI Bylaws:	Permanent	Minutes
	7-Years	Financial Records
	5-Years	All "Other" Records

Minutes: Responsibility of the Governor; minutes to include DEC meetings, District Convention, Fall Council and any other District meetings.

Financial Records: Responsibility of the District Treasurer; to include all approved budgets, dues reports, bank reconciliation's/checks, audit reports, IRS filings and any correspondence or other records of a financial nature.

"Other" Records: District Secretary's and Lt. Governors'; membership reports, club reports, etc., that are to be passed on to next Secretary and Lt. Governors.

Annually, each DEC member has the responsibility of purging District Records in their care, using the above guidelines.

Storage:

See Addendum "A" for list of records on computer disc.

Permanent Records (i.e., minutes) are to be transferred to a form of external media (i.e., CD, Thumb Drive, etc.) every five (5) years to facilitate ease of storage. The following schedule is established:

<u>Pilot Year</u>	<u>Minutes to be "Filmed"</u>
2005-06	1995-96 through 1999-00
2010-11	2000-01 through 2004-05
2015-16	2005-06 through 2009-10
Etc.	

Electronic media will be stored in a safe deposit box at M & S Bank, 5010 NW 43rd Street, Gainesville, FL 32606. It is recommended that each District Secretary copy the minutes for his/her year onto a computer disc and store it in the safe deposit box.

DISTRICT FILES, EQUIPMENT AND OTHER ASSETS

All District files, records, equipment, supplies and pins are to be transferred to the new DEC annually by July 31st. As of 2006, all records should be transferred to a form of external media i.e.: CD, Thumb Drive, etc. DEC members are responsible for the safe keeping of all such items in their possession and are financially responsible for the replacement of any lost or damaged items before the end of their term of office.

DISTRICT CHAPLAIN

The District Chaplain is appointed each year by the Governor Elect to serve during the following Pilot year.

Responsibilities include:

1. To send a letter on behalf of the Governor and all Florida Pilots extending deepest sympathy as soon as notification of a Pilot death or Pilot-related death is received.
2. The letter is sent to the following:
 - a. In the case of the death of a Pilot, to the next of kin and to the club.
 - b. In the case of a Co-Pilot or immediate family member, to the Pilot of the deceased.
3. To provide an inspirational message, along with the names of District Pilots and family members who have passed, to be included in each Governor's Bulletin.
4. To conduct a memorial service at Fall Council. (Optional)
5. To conduct a memorial service at District Convention.
6. To present the invocation and benediction at all District meetings.
7. Other as requested by the Governor

DISTRICT DIVISION COORDINATORS

District Division Coordinators for BrainMinders™, Fund Raising, Projects and Membership will be appointed each year by the Governor Elect, with the assistance of each Lt. Governor, to serve during the following Pilot year.

Responsibilities include:

1. To serve as a resource for advice and guidance to the clubs within the District.
2. To meet with the current Governor Elect and incoming Lt. Governors to review plans for the coming year, and to attend the Appointees Meeting.
3. To assist the DEC, as requested, with presentations at Fall Council and District Convention.
4. To make contact with the clubs at least twice during the Pilot year by telephone, letter, email, or in person. Contact to be used to collect success stories, to offer advice and guidance as needed and to collect Division statistics as requested by the DEC.
5. May be asked to prepare articles for the "Wave."

DISTRICT GOVERNOR

The Governor is a member of the District Executive Committee (DEC), serving according to the policies and procedures established by Pilot International and the Florida District.

The Governor will have general supervision of the work within the District and will:

1. Serve as a member of the Pilot International Board of Directors.
2. Represents Pilot International in the District
3. Attend the Council for District Officers, meetings of the Board of Directors and the International Convention.
4. Make club visits as required by the District structure.
5. Preside at all District meetings.
6. Appoint the District Secretary for a one (1) year term.
7. Countersign all checks issued against District funds.
8. Appoint committees as required.
9. Assure the Treasurer's records are audited by August 31 and a copy of the audit mailed to the Clubs.
10. Perform duties relating to the District convention as outlined in the "District Convention Manual."
11. Deliver the files of the District to successor by August 15.
12. Designate the Chair of the District Nominating Committee by November 1.
13. Answer all correspondence promptly and sends copies in accordance with PI policy.
14. Prepare and send a "Governor's Bulletin" to each club in the District no less than four (4) times within the Pilot year. Assures that the "Wave" is sent by the Wave Editor to each club in the District no less than four (4) times within the Pilot year.
15. Review Club Visit itineraries.
16. Supervise the activities of the DEC.
17. Notify all District clubs by November 1st the names and addresses of the District Nominating Committee.
18. Work closely with the Membership Team Coordinator in extension efforts.
19. Review the District files and discards in accordance with established District policy.
20. Review clubs in the District to determine if "special assistance visits" are required. Submits any requests for funds to PI.

21. Ensure that the incoming Governor Elect and Lt. Governors have the most recent “special assistance visits” reports for the clubs they will visit.
22. Ensure that the final expense report for Club Visits is submitted promptly to PI.
23. Issue the call to District Convention and Fall Council at least 60 days prior.
24. Ensure that all business to come before the meeting is in the hands of the delegates at least 30 days prior.
25. Schedule meetings of the DEC.
26. Ensure all clubs have a copy of the District Standing Rules and Policy and Procedures Manual.
27. Ensure that all members of the DEC are performing their duties.
28. Appoint District Internal Audit Committee for both the District and Anchor by November 1
29. Submit vouchers within 30 days to the District Treasurer and/or PI for the expenses reimbursable under PI policy.
30. Purchase ECR gift as determined by the DEC and presents at District Convention.
31. Review, with the DEC, the Accounting Software and approves any upgrades that are needed.
32. Perform other duties as required.

DISTRICT GOVERNOR ELECT

The Governor Elect is a member of the District Executive Committee (DEC), serving according to the policies and procedures established by Pilot International and the Florida District.

1. Sign checks as required.
2. Make club visits as assigned.
3. Agrees to attend:
 - a. Council for District Leaders held immediately prior to International Convention and all sessions of the International Convention.
 - b. Incoming DEC/ECR meeting on Sunday immediately following the District Convention at which elected.
 - c. District Executive Committee Planning Meeting in May or June following election.
 - d. Appointees Meeting.
 - e. DEC meeting held at Fall Council and all sessions of Fall Council.
 - f. Mid-Year DEC Planning Meeting in January.
 - g. Anchor District Convention in February or March
 - h. DEC meeting held at District Convention and all sessions of District Convention.

4. Serves as a one-year director on the Board of the Pilot Scholarship House Foundation, Inc.
5. Prior to Mid-Year Meeting, reviews District Standing Rules and Policy and Procedures Manual to ensure they are in accordance with PI Bylaws. Makes suggestions for any changes.
6. Presides at the meeting of club incoming Presidents at District Convention.
7. Coordinates at District Convention the President and President Elect workshop, program and decorations at the installation banquet, and the invitation to Fall Council.
8. Appoints by December 1, for the following year:
 - a) "Wave" Editor
 - b) District Membership Team Coordinator
 - c) PIF Representative (every two years starting 1989)
 - d) District Chaplain
 - e) District Parliamentarian
 - f) District Secretary
 - g) District Assistant Anchor Coordinator
 - h) Division Coordinators
 - i) Conference and Planning Member
 - j) Chair of Nominating Committee
 - k) Awards Jury Chair
9. Notifies Pilot International of the appointments by December 1.
10. Works closely with the District Anchor Coordinator and District Anchor Organization, as a member of the District Pilot Anchor Committee and as DEC liaison.
11. Purchases Outgoing Governor's gift as determined by the DEC and present at District Convention.
12. Serves as a member of the Strategic Planning Committee Planning Coordinator and one other DEC member for the purpose of reviewing the District Strategic Plan on an annual basis.
13. Perform other duties as required.

LT. GOVERNOR

The Lt. Governor is a member of the District Executive Committee (DEC), serving according to the policies and procedures established by Pilot International and the Florida District.

1. May make club visits as assigned
2. Following election, agrees to attend:
 - a. Incoming DEC/ECR meeting on Sunday immediately following the District Convention at which elected.
 - b. District Executive Committee planning meeting in May or June following election.
 - c. Council for District Leaders held immediately prior to International Convention and all sessions of the International Convention.

- d. Appointees Meeting
 - e. DEC meeting held at Fall Council and all sessions of Fall Council.
 - f. Mid-Year DEC Planning Meeting in January.
 - g. DEC meeting held at District Convention and all sessions of District Convention.
4. Acts as liaison between the clubs and the DEC.
 5. Plans and presides over assigned meetings at District Convention, Leadership Training, or other meetings as planned.
 6. Perform other duties as required

DISTRICT TREASURER

The Treasurer is a member of the District Executive Committee (DEC), serving according to the policies and procedures established by Pilot International and the Florida District.

1. Receive and disburse all District funds and sign all checks issued.
2. Furnish required statements of receipts and disbursements of District funds to all clubs within the District
3. Email a copy of the District and convention budgets to all attendees at the District convention.
4. File reports and keep incorporation of the District in effect.
5. Deliver the District and Anchor books to the Audit committee by July 31.

Following election, agrees to attend:

- a. Incoming DEC/ECR meeting on Sunday immediately following the District Convention at which elected.
 - b. District Executive Committee Planning Meeting in May or June following election.
 - c. Council for District Leaders held immediately prior to International Convention and all sessions of the International Convention.
 - d. Appointees Meeting
 - e. DEC meeting held at Fall Council and all sessions of Fall Council.
 - f. Mid-year DEC Planning Meeting in January.
 - g. DEC Meeting held at District Convention and all sessions of District Convention.
6. Attends Florida District Anchor Convention.

7. Files by May 1, the annual corporate renewal form with the State of Florida. Keeps a copy in the Treasurer's file and sends a copy to the Governor.
8. Current Treasurer files Form 990 Internal Revenue Service due the 15th of November. Form 990 also includes District Anchor revenue and expenses. Mailed to the IRS by certified mail.
9. Prepares budget worksheets for the January meeting showing the prior year's information.
10. Sends to PI the registrations for all District Officers to attend PI Convention.
11. Makes the hotel reservations for District Officers to attend PI Convention. This includes arrangements for a suite or hospitality area.
12. Prepares quarterly financial reports for distribution to the DEC and each Club President. In May, send itemized District Dues Invoices to each current Club Treasurer.
13. Provides the Conference and Planning Chair a listing of past PI Presidents and current PI appointees who may be attending a District function in order to ensure proper protocol.
14. Orders Past Governor's pin.
15. Maintains a record of membership increase or decrease for each club and such other records as directed by the Governor. Sends membership verification request no later than March 1st to each club in the District for return by April 1st.
16. Reports to the DEC a summary review of the District membership based on Club membership reports. Maintains individual club rosters and confirms in writing no later than March 1st.
17. Provides to the Chair of the District Membership Team membership reports in order for Membership Growth/Retention Recognition Program to determine membership awards for the period April 1 thru March 31. Coordinates with the District Secretary.
18. Determines the SPIRIT AWARD winner at the District Convention recognizing the Pilot Club with the largest percentage of their club membership in attendance at the convention.
19. Perform other duties as required.

DISTRICT SECRETARY

The Secretary is a member of the District Executive Committee (DEC), serving according to the policies and procedures established by Pilot International and the Florida District.

1. Record, transcribe and distribute the minutes of the meetings of the District Executive Council and all District meetings as required.
2. Mail copies of District minutes to district officers and Pilot International Headquarters.
3. Following appointment, agrees to attend:
 - a) Incoming DEC/ECR meeting on Sunday immediately following the District Convention at which installed.
 - b) District Executive Committee Planning Meeting in May or June following appointment.

- c) Council for District Leaders held immediately prior to International Convention and all sessions of the International Convention.
 - d) Appointees Meeting
 - e) DEC meeting held at Fall Council and all sessions of Fall Council.
 - f) Mid-year DEC Planning Meeting in January.
 - g) DEC meeting held at District Convention and all sessions of District Convention.
4. Takes minutes of District Conventions and distributes to DEC for review within two (2) weeks. Sends signed minutes to PI in accordance with PI policy. If revisions to Standing Rules are made, prepares the Standing Rules with revisions for distribution to all clubs within 30 days.
 5. Prepares correspondence as directed by the Governor or DEC.
 6. Maintains a five-year history of District award winners.
 7. Maintains a list of current District appointees
 8. Serves as chaplain to the DEC
 9. Provides to the Chair of the District Membership Team membership reports in order for Membership Growth/Retention Recognition Program to determine membership awards for the period April 1 thru March 31. Coordinates with the District Treasurer.
 10. Perform other duties as required.

SECRETARY POLICIES

All Convention reports are to be furnished to the District Secretary by Convention adjournment.

District Convention minutes shall be provided to both the incoming and outgoing DEC and shall be made available to the next year's ECR immediately after appointment at International Convention.

A current and complete roster of District Clubs, charter dates and data from membership reports shall be maintained for each Pilot year. These records shall be passed to the incoming District Secretary, whereupon new Pilot year records will be initiated.

A record of deceased Pilot members shall be maintained for each Pilot year. These members shall be memorialized at District Convention, Fall Council is optional. The record of deceased members shall be passed to the incoming District Secretary and coordinated with the District Chaplain's records to ensure completeness and accuracy.

Submit updated Florida District information, including forms, club information, etc., to the webmaster once changes are received from Clubs, DEC and/or Pilot International.

DISTRICT EXECUTIVE COMMITTEE (DEC) SUPPLEMENTAL MATERIALS

In addition to materials supplied by Pilot International, each member of the DEC will be given:

1. District Information:
 - a) District Standing Rules
 - b) District Organization Plan (i.e. Club Roster with Charter dates)
 - c) Current District Budget
 - d) District Expense Voucher
 - e) Current Annual Treasurer's Report
 - f) Anchor Standing Rules
 - g) Current Audit Report
 - h) District Strategic Plan
2. District Policy and Procedures Manual
3. District Friendship Manual (As available)
4. District Manual

FORMS

In addition to all Pilot International forms, official forms of the Florida District include:

1. **APPLICATION TO SELL**
To be approved by the Treasurer to sell merchandise or "drawing" tickets at Fall Council or District Convention. Applications must be submitted to reserve table space for each Fall Council or District Convention where there is to be a Pilot Marketplace. Applications must be received by the Treasurer by the time designated for each event. If space is limited, applications will be honored in the order received.
2. **CHAPLAIN LETTER AND FORMS FOR CLUB USE**
To be completed by Club Secretary and forwarded to District Chaplain.
3. **DISTRICT CONVENTION AND/OR FALL COUNCIL REGISTRATION FORM**
To be completed by the District Treasurer and sent out with the District Convention or Fall Council Registration packet.
4. **DISTRICT MEETING DEBRIEFING SUMMARY**
To be completed by the Conference and Planning Committee following each Fall Council and District Convention
5. **FLORIDA DISTRICT EXPENSE VOUCHER**
To be completed and submitted to the District Treasurer for reimbursement or payment of budgeted District expenses within 30 days.
6. **PILOT CLUB OFFICERS FORM**
To be completed by incoming President to identify club officers.
7. **PRESIDENT'S CLUB INFORMATION FORM**
To be completed at District Convention for purposes of scheduling Club Visits and reporting club delegate to upcoming Pilot International Convention.

8. AWARD APPLICATION FORMS

NEWSLETTER COMPETITION AWARD

To be completed by the Club submitting an entry for the award.

OUTSTANDING BRAIN INJURY OR DISORDER PROJECTS AWARD

To be completed by the Club submitting an entry for the award.

OUTSTANDING “BRAINMINDERS™” PROGRAM AWARD

To be completed by the Club submitting an entry for the award.

PATRIOTISM AWARD COMPETITION SCORE SHEET

To be completed by the Club submitting an entry for the award.



PILOT
International

Dedicated to Service... Committed to Brain Health

FORMS

APPLICATION TO SELL

FLORIDA DISTRICT MEETING “MARKETPLACE” RESERVATION

PILOT CLUB OF _____

PILOT MEMBER _____

ADDRESS _____

PHONE _____

Permission is requested to display and sell or take orders for merchandise or drawing tickets at Florida District Convention or Florida Fall Council. It is understood that such solicitation must be a **CLUB APPROVED FUNDRAISING ACTIVITY AND WILL BE RESTRICTED** to the authorized area and times as designated by the Convention or Fall Council Chair.

Description of merchandise or drawing:

Does it utilize the Pilot Logo or any other trademarked emblem?

If so, has permission been obtained?

Space is limited and will be reserved based on postmark or fax date. This form must be received by the Marketplace Chair by _____.

FORWARD TO: District Treasurer

Pilot International, Florida District

Street or PO Box Address

City, State Zip Code

FROM THE CHAPLAIN

Chaplain's Name
Pilot Club of _____
Street or PO Box Address
City, State and Zip Code
Home telephone number
Email address

We may have a Memorial Service at Fall Council for our Pilot members who have passed away between District Convention and Fall Council. We will also have a Memorial Service at District Convention for our Pilots who have passed away between Fall Council and District Convention. Please help me so that we don't miss acknowledging our Pilot friends at these services.

Each club should have their Recording Secretary complete the attached **INFORMATION FOR THE DISTRICT CHAPLAIN TO USE IN RECOGNIZING PILOT CLUB MEMBERS AT MEMORIAL SERVICE, FORM #A.**

Each club should have their Recording Secretary complete the attached form: **INFORMATION FOR THE DISTRICT CHAPLAIN TO USE TO SEND PERSONALIZED LETTERS OF SYMPATHY, FORM #B** and mail to me promptly when your club loses a member by death, a spouse or other family member or if there are Anchor deaths to which we want to send a sympathy card, Form #B.

I am asking you to mail/email or Fax this information to me at the above address. Let me know your email address if you want an acknowledgement of receipt of your information. I will be happy to do so.

I look forward to being your District Chaplain. Feel free to give me suggestions and comments with regard to this important part of Pilot.

CHAPLAIN'S NAME

**INFORMATION FOR THE DISTRICT CHAPLAIN
TO USE IN RECOGNIZING PILOT CLUB MEMBERS AT
DISTRICT MEMORIAL SERVICES**

Club Secretaries:
(Form may be reproduced as needed)

Name of deceased : _____ Female ___ Male ___

Pilot Club of: _____

Number of years as a member: _____

One to three sentences about their personality, talents, and contributions to club:

Positions held, etc.: _____

Any other information that would help us “know” your Pilot member better: _____

Send to: Name
District Chaplain
Pilot Club of _____
Street or PO Box Address
City, State Zip Code
Telephone Number(s)
Email Address

**INFORMATION FOR THE DISTRICT CHAPLAIN
TO USE TO SEND PERSONALIZED LETTERS OF SYMPATHY**

Club Secretaries:
(Form may be reproduced as needed.)

Name of deceased: _____ Female ____ Male ____

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 Chaplain 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 Chaplain (name and address below).

Send to: Name
District Chaplain
Pilot Club of _____
Street or PO Box Address
City, State Zip Code
Telephone Number(s)
Email Address

**FLORIDA DISTRICT, PILOT INTERNATIONAL
FLORIDA DISTRICT CONVENTION/FALL COUNCIL**

DATE: _____

HOTEL: _____

CITY and STATE: _____

A registration form must be submitted for each person registering. Make checks payable and mail to:

Florida District, Pilot International

District Treasurer

Street or PO Box Address

City, State Zip Code

Registration must be postmarked by **(enter date)** to avoid a late fee of \$20.00. Registration fee refunds will be considered by the DEC in cases of illness or other unavoidable circumstances. Written requests giving reasons may be made to the District Treasurer within 5 days prior to the first day of **(enter District Convention or Fall Council)**. If a request is made after **(enter District Convention or Fall Council)**, refunds may be made at the discretion of the DEC only if received within 30 days of the close of the Convention. An administrative fee of \$25.00 will be charged on all canceled registrations. **Registration will open at 3:00 pm on Friday (enter date).**

Enclosed is \$ _____ for the following:

\$ _____ **\$(enter amount)** Full Registration, includes Saturday, Lunch and Banquet,
Sunday Breakfast and Registration Materials

\$ _____ **\$(enter amount) (Anchors and PSH Residents ONLY)**
Full Registration, includes Saturday, Lunch and Banquet,
Sunday Breakfast and Registration Materials

\$ _____ **\$(enter amount)** Partial Registration, includes Saturday Lunch and
Registration Materials

\$ _____ **\$(enter amount)** Late Fee applies to Full and Partial Registration postmarked
after **(enter date)**

\$ _____ **\$(enter amount)** Saturday Night Banquet Ticket

\$ _____ **\$(enter amount)** Sunday Breakfast Ticket

Please check one: Pilot Co-Pilot Anchor PHSF Guest Past Governor

NAME _____

ADDRESS _____

PHONE NUMBER _____ PILOT CLUB: _____

DELEGATE: _____ **Yes** _____ **No**

First Time Attending District Convention _____ **Yes** _____ **No**

POSITION IN CLUB _____ POSITION IN FL DISTRICT _____

Describe any Medical dietary restrictions: Diabetic Allergic to _____

Other: _____

IN CASE OF EMERGENCY CONTACT: _____

DISTRICT MEETING DEBRIEFING SUMMARY

FUNCTION NAME: _____

DATE: _____

HOTEL: _____

ADDRESS: _____

CHAIRPERSON: _____

REGISTRATION: Pilots \$ _____ All Others \$ _____

ACTUAL REGISTRATIONS (number):

Pilots	_____
Co-Pilots	_____
Guest's	_____
Other	_____
TOTAL	_____

Number of Clubs Represented: _____

NUMBER OF HOTEL ROOMS BLOCKED: _____

Night #1 _____

Night #2 _____

Night #3 _____

NUMBER OF HOTEL ROOMS USED: _____

Night #1 _____

Night #2 _____

Night #3 _____

NUMBER OF MEETING ROOMS, including breakout sessions: _____

NUMBER OF BOOTHS IN MARKETPLACE? _____

TYPE OF FOOD FUNCTIONS (indicate in margin whether buffet or service):

SATURDAY: Lunch _____

SUNDAY: Breakfast _____

Dinner _____

LIST OF A/V EQUIPMENT USED:

Raised Dais _____

VCR _____

Microphones (#) _____

Small Screen Monitor _____

Large Screen Monitor _____

Easels (#) _____

LCD _____

Other (specify) _____

AMENITIES PROVIDED BY HOTEL DURING MEETING:

Complimentary ground transportation _____
Iron for each room _____
Flowers for dais _____
Hair Dryer for each room _____
Coffee maker, refrigerator, internet for each room _____
Other amenities (specify) _____

DEBRIEFING REPORTS FROM COMMITTEES:

A) HOSPITALITY COMMITTEE:

Comments: _____

Suggestions: _____

B) REGISTRATION COMMITTEE:

Comments: _____

Suggestions: _____

C) ROOM ARRANGEMENTS COMMITTEE:

Comments: _____

Suggestions: _____

D) DOOR KEEPERS COMMITTEE:

Comments: _____

Suggestions: _____

E) ELECTIONS COMMITTEE:

Comments: _____

Suggestions: _____

F) _____ COMMITTEE:

Comments: _____

Suggestions: _____

G) _____ COMMITTEE:

Comments: _____

Suggestions: _____

H) _____ COMMITTEE:

Comments: _____

Suggestions: _____

FLORIDA DISTRICT EXPENSE VOUCHER

Name/Office/Check _____
Made Payable To _____

Address _____

City/State/Zip _____

Purpose of Trip or Expense _____

Date(s) of Trip/Destination _____

Budget Line Item _____

Expenses: Mileage _____ miles at \$.375/mile (identify on reverse) (PI rate) _____
Tolls and/or Parking (no valet) _____
Airline (receipt attached) _____
Hotel (receipt attached) _____
Meals (actual: receipts attached, not to exceed \$40/full
day and \$20/travel day; may include gratuity) _____
Taxi/Bus _____
Tips (other than meals) not to exceed \$10 for PI Convention _____
Postage (identify) _____
Telephone (identify) _____
Other expenses (identify and attached receipt or invoice) _____

TOTAL EXPENSE _____

Signature _____ Date _____

Expense Voucher must be submitted within 30 days to:

District Treasurer
Pilot International, Florida District
Street or PO Box Address
City, State Zip Code

Date Paid _____ Check Number _____

Approved by Governor or Governor Elect _____

PILOT CLUB OFFICERS

Complete club officers' form and send to PI Headquarters by May 1. **A copy should be sent to the District Governor. Club name and e-mail address (if provided) will be included in the "Find a Club" section of the Pilot Web site.**

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

PRESIDENT:

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

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

If above is a P. O. Box, list street address, route, etc.

Area Area
Telephone: Code: _____ Code: _____ FAX _____
(Residence) (Business)

PRESIDENT ELECT:

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

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

If above is a P. O. Box, list street address, route, etc.

Area Area
Telephone: Code: _____ Code: _____ FAX _____
(Residence) (Business)

VICE PRESIDENT:

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

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

If above is a P. O. Box, list street address, route, etc.
Area Area
Telephone: Code: _____ Code: _____ FAX _____
(Residence) (Business)

TREASURER:

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

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

If above is a P. O. Box, list street address, route, etc.
Area Area
Telephone: Code: _____ Code: _____ FAX _____
(Residence) (Business)

RECORDING SECRETARY:

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

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

If above is a P. O. Box, list street address, route, etc.
Area Area
Telephone: Code: _____ Code: _____ FAX _____
(Residence) (Business)

CORRESPONDING SECRETARY:

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

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

If above is a P. O. Box, list street address, route, etc.
Area Area
Telephone: Code: _____ Code: _____ FAX _____
(Residence) (Business)

DIRECTOR/IMMEDIATE PAST PRESIDENT:

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

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

If above is a P. O. Box, list street address, route, etc.
Area Area
Telephone: Code: _____ Code: _____ FAX _____
(Residence) (Business)

ONE-YEAR DIRECTOR:

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

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

If above is a P. O. Box, list street address, route, etc.
Area Area
Telephone: Code: _____ Code: _____ FAX _____
(Residence) (Business)

TWO-YEAR DIRECTOR:

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

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

If above is a P. O. Box, list street address, route, etc.
Area Area
Telephone: Code: _____ Code: _____ FAX _____
(Residence) (Business)

PIF REPRESENTATIVE:

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

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

If above is a P. O. Box, list street address, route, etc.
Area Area
Telephone: Code: _____ Code: _____ FAX _____
(Residence) (Business)

ANCHOR COORDINATOR:

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

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

If above is a P. O. Box, list street address, route, etc.

Area Area
Telephone: Code: _____ Code: _____ FAX _____
(Residence) (Business)

ADDITIONAL PAGES MAY BE USED TO LIST ADDITIONAL OFFICERS

PRESIDENT'S CLUB INFORMATION FORM

President, President Elect and Vice President Training Florida District Convention SHOW DATE OF CONVENTION

PILOT CLUB OF _____

INCOMING PRESIDENT _____

MAILING ADDRESS _____

HOME PHONE # _____ BUSINESS PHONE# _____

Email address _____

DATE OF CLUB BUSINESS MEETING: (week #) _____ 1st _____ 2nd

_____ 3rd _____ 4th

DAY OF CLUB BUSINESS MEETING: _____ Monday _____ Tuesday

_____ Wednesday _____ Thursday

_____ Friday _____ Saturday

TIME OF CLUB BUSINESS MEETING: Breakfast _____ Lunch _____ Dinner _____

DELEGATE TO PI CONVENTION: _____

POSITION HELD IN CLUB OF PI DELEGATE: _____

Please mark the months your club would prefer a Club Visit by ranking your preference first choice (1), second choice (2) and third choice (3). Your Lt. Governor will try to accommodate your request.

_____ August _____ September _____ October _____ November

_____ December _____ January _____ February _____ March

**PLEASE RETURN THIS SHEET TO THE GOVERNOR OR SECRETARY BEFORE
YOU LEAVE THE ROOM TODAY. THANK YOU FOR YOUR COOPERATION.**

NEWSLETTER COMPETITION AWARD

Date of Submission: _____

Newsletter Editor _____ Title of Newsletter _____

Club/Region: _____ Contact: _____

Address: _____

Phone: _____ E-mail: _____

Note: Submit four (4) issues of the Club's newsletters for the current Pilot Year.

1. Number of times published during the Pilot Year _____
2. Number of copies submitted for the current Pilot Year _____
3. Distribution list of the newsletter (Who receives a copy of the newsletter?)
4. How is the newsletter distributed?
es _____ No
5. Are the following items in every issue?

Pilot International	_____ Yes	_____ No
Pilot International Foundation	_____ Yes	_____ No
Florida District News	_____ Yes	_____ No
Pilot Scholarship House Foundation	_____ Yes	_____ No
6. Are the newsletters community friendly, professional, easy to read and informative?
_____ Yes _____ No

Entry must be mailed to the District Awards Jury Chair:

Name
Street or PO Box Address
City, State Zip Code

Postmarked no later than 30 days prior to Convention

OUTSTANDING BRAIN INJURY OR DISORDER PROJECTS AWARD

Date of Submission: _____

Club/Region: _____ Contact: _____

Address: _____

Phone: _____ E-mail: _____

Club Membership Number as of 28 February of year of submission: _____

Number of Pilots directly involved: _____ Number of Anchors: _____

PROGRAM INFORMATION: (If multiple presentations, a spread sheet/summary worksheet matrix consisting of the following required data is permissible)

Date(s) of presentations:

Locations:

Number of Presentations and the number and ages of Children present:

Number of Adults (Teachers, Aides, Parents, Other) who attended:

Facility/Organization/Community Response:

Press coverage by any media any/all mediums: (Copies of newspaper articles and pictures encouraged)

What made your presentation(s) unique or extra special?

Entry must be mailed to the District Awards Jury Chair:

Name
Street or PO Box Address
City, State Zip Code

Postmarked no later than 30 days prior to Convention

OUTSTANDING “BRAINMINDERS™” PROGRAM AWARD

Date of Submission: _____

Club/Region: _____ Contact: _____

Address: _____

Phone: _____ E-mail: _____

Club Membership Number as of 28 February of year of submission: _____

Number of Pilots directly involved: _____ Number of Anchors: _____

PROGRAM INFORMATION: (If multiple presentations, a spread sheet/summary worksheet matrix consisting of the following required data is permissible)

Date(s) of presentations:

Locations: School or other facility name(s) and address (es):

Number of Presentations and the number and ages of Children present:

Number of Adults (Teachers, Aides, Parents, Other) who attended:

Facility Response:

Press coverage by any media any/all mediums: (Copies of newspaper articles and pictures encouraged)

What made your presentation(s) unique or extra special?

Entry must be mailed to the District Awards Jury Chair:

Name
Street or PO Box Address
City, State Zip Code

Postmarked no later than 30 days prior to Convention

PATRIOTISM AWARD COMPETITION

Date of Submission: _____

Club/Region: _____ Contact: _____

Address: _____

Phone: _____ E-Mail: _____

- | | |
|--|--|
| 1. Club sponsored a patriotic poster event?
Number of club members involved _____ | ___Yes ___No
Number of hours involved _____ |
| 2. Club sponsored a patriotic essay event?
Number of club members involved _____ | ___Yes ___No
Number of hours involved _____ |
| 3. Club presented a patriotic program?
Number of club members involved _____ | ___Yes ___No
Number of hours involved _____ |
| 4. Club participated in a community patriotism event?
Number of club members involved _____ | ___Yes ___No
Number of hours involved _____ |
| 5. Club says Pledge of Allegiance at each meeting. | ___Yes ___No |

Numbers 1-4, select the appropriate event(s) you are using as your submission for the Patriotism Award. Describe your project in 500 words or less. Include in your writing how many participants there were from outside your club (i.e., poster and essay entrees, other clubs and community service organizations involved) and if appropriate, now many people in the community were reached by the sponsoring of the event.

Entry must be mailed to the District Awards Jury Chair:

Name
Street or PO Box Address
City, State Zip Code

Postmarked no later than 30 days prior to Convention