

INSTRUCTIONS FOR NEW MEMBER DOCUMENTATION/DUES REMITTANCE

NEW MEMBERS

Complete the *Membership Information* form, ensuring you include the sponsoring Pilot's name. Complete the *Notification of Change in Membership Information* form.

Make a check out in the appropriate amount to **Pilot International (PI)**. Mail to Pilot International, 102 Preston Court, Macon, GA 31210-5768 along with *Notification Of Change In Membership Information* form.

Refer to *Pilot International and Florida District Prorated Dues Chart*, located on the Forms, Club Forms link on our website (www.pilotflorida.org) for correct amount of dues for each - Pilot International, Florida District and the Pilot Scholarship House Foundation.

The *Notification of Change in Membership Information* form is a PI form and does not include a place for the District dues; however, use it to send to the District treasurer, for your new member. Make a check out in the appropriate amount to Florida District, Pilot International and mail to the **District Treasurer** (address is found on the District website, Pilot, Club Information, District Officers) along with the *Membership Information* form and the *Notification of Change in Membership Information* form. Email a copy of the forms to the District Governor and District Secretary.

Make a check out in the amount of \$5 to the Pilot Scholarship House Foundation (PSHF) and mail to the **PSHF Treasurer** (address is located on the PSHF, Board Members link on our website, www.pilotflorida.org) along with a copy of the *Notification of Change in Membership Information* form. **Do not mail the PSHF check to the District or PI.**

Note: You will be sending three separate checks with appropriate paperwork – one to PI; one to Florida District; and one to PSHF.