



Welcome, New Member!

Congratulations on your membership to Pilot International and the Florida District. We are glad to have you join our service organization. We prepared this document specifically for you in an effort to consolidate the most important information about Pilot for new members. It is not intended to cover everything you need to know, but we do believe it will get you started in the right direction. For more information, visit the Pilot International website (www.pilotinternational.org) or the Florida District website (www.pilotflorida.org).

Again, welcome and congratulations on your membership!

Charlotte

Charlotte Edenfield
2021-2022 Governor
Florida District, Pilot International

January 2022

ABOUT PILOT INTERNATIONAL

Pilot International was chartered on October 18, 1921 in Macon, Georgia, U.S.A. by Elizabeth Leonard and forty local business women. The name "Pilot" was inspired by the mighty riverboat pilots of that day who represented leadership and guidance.

Pilot Principles: Friendship and Service

Motto: "True Course Ever"

Colors: Green (life and vigor) and Gold (sincerity of purpose)

Emblem: A riverboat pilot's wheel with eight spokes

Pilot International's mission is to influence positive change in communities throughout the world. To do this, we come together in friendship and service, focusing on encouraging brain safety and health and supporting those who care for others.

Originally designed as a volunteer service organization for business and professional women, Pilot International has since expanded to include men and women from around the globe and in all walks of life. Since its founding 100 years ago, over 400,000 members in more than 400 clubs across the United States, The Bahamas, Canada, Japan, Singapore and South Africa have helped Pilot International proudly serve the varying needs of communities around the world. Currently, Pilot International has over 5,450 members in 291 clubs in 19 districts throughout the United States, the Bahamas, Japan and South Africa.

Pilot International's headquarters is in Macon, Georgia with a paid staff of six individuals. In addition, members elect an Executive Committee each July at their Annual Leadership Conference comprised of five officers and four directors. The Executive Committee is supported by several international appointees and division coordinators appointed each year by the Pilot International President.

Pilot International's governing documents include Bylaws and Policies & Procedures that can be found on the PI website (pilotinternational.org).

Pilot International is a 501 (c)3 organization. All donations are tax-deductible to the donor. Pilots proudly support the Pilot International Founders Fund (PIFF) which exists to further the organization's educational and humanitarian activities through the disbursement of grants and scholarships to support cause-related programs and activities. Information on grants and scholarships can be found on the PI website. Grants include Pick-Me-Up Grants distributed quarterly, matching grants awarded once per year and bicycle helmet matching grants awarded quarterly.

BrainMinders is Pilot International's signature program originally designed in 2001 to teach safety to children to help prevent brain injuries. Realizing the need to teach brain injury prevention to people of all ages, Pilots have expanded the program to include presentations for youth and seniors. Most Pilot Clubs as well as many Anchor Clubs present BrainMinders Programs to persons of all ages, based on the services needed in their community. In 2017, an appointed Pilot International BrainMinders Committee developed an enhanced website

presence and a program with revised and new materials for presentations to preschoolers, children, youth, and seniors. These materials include new snippets (scripts), additional puppets, new coloring and activity books, an updated logo, stickers, bookmarks, t-shirts, and BRAIN-O for Seniors.

Membership dues to Pilot International are paid each fiscal year (July 1 – June 30) in advance. Current dues are \$60.00 per member and \$6.00 per member for insurance.

THE ABC's of PILOT

The ABC's of Pilot were recently reintroduced as a marketing tool that defines what we do as Pilots.

Advocating Leadership and Service in Youth and Young Adults

The purpose of Pilot's service is to be fully committed to the promotion and encouragement of youth development and leadership through our Anchor and Compass Clubs.

Youth Development & Leadership may include but are not limited to:

- Create, promote, support, and sustain quality program service initiatives in our Anchor and Compass clubs.
- Leadership development opportunities for Anchor and Compass Clubs.

Brain Safety and Health

The purpose of Pilot's service focus is to promote and encourage awareness of brain safety and health and to improve the lives of those affected through education, prevention programs, volunteer activities, financial support, and research.

Brain Safety and Health may include but are not limited to:

- Prevention of Traumatic Brain Injuries (TBI): Head injuries caused by accidents
- BrainMinders: Keeping brains safe
- Safety Fairs and Bicycle Rodeos
- Healthy Lifestyle Programs to keep brains safe (healthy eating, drug/alcohol awareness, exercise)

Caring and Supporting Families in Times of Need

Pilot International is an organization that cares. By caring and supporting families in times of need, Pilot International and its members show that we CARE MORE.

Caring for Families in Times of Need may include but are not limited to:

- Pick Me Ups to support community caregivers (i.e. Caregiver Recognition Luncheon with speaker or by recognizing a group of Caregivers at a specific location)
- Provide equipment for assisted living or hospice facility, emergency and response providers
- Support of any program that helps families in need
- Develop a program to kick off International Care and Kindness Week.
- Sponsor a weekly respite club for caregivers in the community
- Support of Traumatic Brain Injury camps.

ABOUT THE FLORIDA DISTRICT

The Florida District was established in 1934 with five clubs – Pensacola organized in 1927 and chartered April 2, 1928; Panama City chartered November 26, 1930; Tampa chartered 1934; Miami chartered June 1, 1934; and Jacksonville chartered July 10, 1934.

The Florida District currently has 28 Pilot clubs with over 550 members providing community service throughout the state.

The Florida District is governed by six officers (District Administrative Council) who are elected annually at the District Convention in April. The District Administrative Council is supported by several appointees and division coordinators appointed each year by the Florida District Governor.

The Florida District's governing documents include Standing Rules and Policies & Procedures that can be found on the district's website (pilotflorida.org).

The Florida District recognizes individual clubs for their service and membership. Awards information can be found on the district's website.

Membership dues to the Florida District are paid each fiscal year (July 1 – June 30) in advance. Current district dues are \$25.00 per member.

ABOUT YOUR LOCAL CLUB

Your local club is governed by an Executive Committee of officers and directors assisted by several appointees and division coordinators. Dues, assessments, meeting schedule and events are established by the club membership. Please ask your club officers to provide you a copy of your club's standing rules, policies, calendar of events, membership roster, budget and plans of work for your club.

ANCHOR CLUBS

In 1952, Pilot began to recruit youth volunteers through the establishment of Anchor Club, a volunteer service organization for young people. Today, there are over 6,000 Anchors in 199 Anchor Clubs worldwide.

Each year, Anchor Clubs graduate over 4000 members who go on to be leaders and service-minded citizens on college campuses and in their respective communities. Today's Anchors are Tomorrow's Pilots.

The Florida District currently sponsors 26 Anchor Clubs throughout the state with approximately 800 members. Information on the current Anchor Clubs in Florida can be found on our district's website.

COMPASS CLUBS

Pilot International is also the proud parent organization of Compass Club, a blossoming organization for young adults ages 18-26 seeking an opportunity and an outlet to serve their local needs as well. There are currently 5 Compass Clubs.

PILOT SCHOLARSHIP HOUSE FOUNDATION

Since 1962, the Pilot Scholarship House Foundation, Florida District, Inc. (PSHF) has made it possible for thousands of students to attend Florida State University in Tallahassee, the University of Florida in Gainesville and Florida Gulf Coast University in Fort Myers.

PSHF is able to make a difference thanks to a unique partnership with the Southern Scholarship Foundation (SSF), the organization responsible for the processing of scholarship applications and maintaining the Pilot Scholarship Houses and other scholarship houses located on select Florida college campuses. The PSHF currently assists 61 young women and 16 young men each semester toward their goal of a college education.

The Pilot Scholarship Houses are home to 16 to 23 students. Management of each house is by the students themselves. In this cooperative living arrangement, residents take turns planning meals, shopping, cooking and cleaning up after the nightly group dinners. Household duties are assigned and performed by the students weekly. The budgeted cost of food and utilities is shared among the residents, with an average house services bill per student of approximately \$950 per semester. This rent-free housing saves each student close to \$12,100 each year. Each house is supervised by a House Manager who is an upperclassman selected by the Southern Scholarship Foundation.

All Pilot members of the Florida District are members of the PSHF. Dues are currently \$5.00 per year per active member. PSHF is governed by a board of directors that is elected each year by the delegates at the Florida District Convention.

Please visit their websites at <https://www.pshffl.org/> and <https://www.southern scholarship.org/> for more information on our scholarship houses and for application information.

CONVENTIONS

Pilot members are encouraged to attend various conventions at the district and international level. Convention dates and locations change each year. Specific information can be found on the district and international websites.

Conventions and events each year include:

Pilot International Convention and Leadership Conference – open to all Pilots; held for 4-6 days in June or July of each year.

Florida District Fall Council – open to all Pilots in Florida; held Friday – Sunday in October or November of each year.

Florida District Anchor Convention – open to all Anchor members and Pilots in Florida; held Saturday – Sunday the first weekend of March of each year.

Florida District Convention – open to all Pilots in Florida; held Friday – Sunday in April or May of each year.

PUBLICATIONS & SOCIAL MEDIA

The official publication of Pilot International is the PILOT LOG. It is published quarterly and is distributed either electronically or in print. You can choose the method of distribution when you join Pilot.

The Florida District has two official publications. The GOVERNOR'S BULLETIN is distributed monthly and includes current updates from PI and the district, deadlines and information regarding upcoming events. The WAVE is distributed quarterly and includes news from the 28 district clubs including service projects, awards, events and fundraisers. Both publications are sent out electronically via Constant Contact.

Pilot International also sends periodic email updates via Memberclicks. If you are not receiving these updates, please contact Pilot International Headquarters.

The Florida District also sends out periodic email updates via Constant Contact. If you are not receiving these updates, please contact the District Secretary.

Both Pilot International and the Florida District maintain accounts on Facebook. Please visit <https://www.facebook.com/pilotinternationalheadquarters> and <https://www.facebook.com/Florida-District-Pilot-International-453091841435614> to see the latest updates and to follow our posts. In addition, all 28 Florida clubs maintain Facebook sites that you can follow or join to stay up-to-date on the clubs' activities.

PILOT DICTIONARY

A

Anchor Clubs: Service organization for students typically in high school, but may be in elementary, middle or junior high schools. May be community or school based. The Anchor program began in 1952.

B

BrainMinders™: Pilot International's trademarked public service program created to promote awareness of brain injury; to educate the public regarding prevention of brain injury; and provide informational venues for brain-related disorders.

Budget Committee: The Budget Committee will consist of the incoming Treasurer (Chair) and Fundraising Coordinator, along with the current President, President Elect and Treasurer. The committee will prepare the budget to be approved by the Executive Board and Club Memberships (PI Bylaws, Article XV, Section I).

Bylaws: The Pilot Club International Articles of Incorporation and Bylaws govern the organization. Clubs may not adopt any standing rules which conflict with provisions of the bylaws.

C

Charter: The document which indicates a Club has been successfully organized in accordance with Pilot bylaws and policies. From the date of approval, the Club has all the privileges and responsibilities of membership in Pilot International.

Charter Strength: A minimum of five individuals is required for organization of a Club.

Club Meetings: Clubs will hold at least six meetings per year. Meetings are open to any Pilot and to non-Pilot guests. Special meetings may be called by the President, Executive Board or by five members provided each member is notified of the time, place, and the purpose(s) for the meeting.

Club Officers: President, President Elect, Secretary and Treasurer. Other officers may be elected at the option of the club. The offices of Secretary and Treasurer may be combined.

Club Yearbook: A publication by Clubs. Yearbooks contain information regarding that Club's officers, meeting time and place, Division members and Plans of Works, past Presidents, Appointees (e.g., Inspirational Leader, Parliamentarian), information on individual members (e.g., names, addresses, phone numbers, classification, birthdays), District Officers, and Club and District Standing Rules. Each yearbook is unique to its Club and may include any materials the Club feels is appropriate.

Compass Clubs: Campus or community-based service organization for young adults ages 18-26 (ages 22-28 in Japan)

Compass Club Sponsor: May be another Compass club, Pilot members, Pilot clubs, Pilot Districts or Pilot International.

Co-Pilots: The spouses of Pilot members.

Code Of Ethics: Within this Code are the highest standards and goals by which every member of Pilot strives to live. Written by Pearl Sparks of Florence, Alabama. First presented in 1926 at the 5th Pilot International Convention.

COED: Clubs Of Evolving Districts. A District unto itself, COED includes clubs in Hawaii and South Africa.

Comprehensive General Liability Insurance: This insurance covers the legal liability of the Pilot Club and any individual member who may be named in a lawsuit. The insurance provides protection for the Club and its members against possible lawsuits resulting from injuries and/or property damage connected with approved Pilot activities. This insurance does not replace an individual's health and/or accident insurance plans. There is an annual cost for the insurance per Pilot member each year

D

District: A group of Pilot Clubs in a geographic location designated by Pilot International. As of 2022, there are 19 districts.

District Administrative Council (DAC): The governing body of every district. It is comprised of the elected district officers (Governor, Governor Elect, Secretary and Treasurer). An additional officer(s), Lt. Governor, is optional.

District Convention (DC): The district's spring meeting. The districts hold a business session at District Convention that includes electing officers, approving a budget, amending standing rules and any other business items.

District Executive Committee (DEC): Large districts are divided into regions and each region has a Lt. Governor who is elected by the Clubs in that Region. The DAC plus the Regional Lt. Governors form the DEC.

Divisions of Pilot International: Membership, Fundraising, Projects, Anchor and Leadership Development.

E

EGR: Executive Committee Representative. This is an officer of Pilot International who is assigned to one or more District(s) for one year to serve as a liaison for that District.. The purpose of having an assigned EGR is to assist the District, as well as individual clubs, which ultimately strengthens Pilot International.

Executive Board: This is the governing body of the Pilot Club. It is comprised of the Club's elected officers. The Board meets prior to the Club meetings for the purpose of making needed decisions and/or recommendations to be presented to the entire membership of the Club.

Executive Committee (EC): The officers of Pilot International, elected annually by delegates at the Pilot International Convention. The officers of Pilot International are: President, President Elect, Vice President, Secretary, Treasurer, and four Directors. All officers are elected at Pilot International Annual Convention and Leadership Conference.

Executive Director: The chief staff officer for Pilot International who serves at the direction of the President and the Executive Committee.

F

Fall Council: A weekend district leadership training session held in the fall of each year. Informal workshops are conducted along with officer training, division activity training and leadership development workshops.

Founder's Day: (October 18) This is a day set aside in October each year for Pilot Clubs to celebrate each year the 1921 founding of Pilot International.

G

Governor: The elected head of a District who, as such, is a member of the Pilot International's International Administrative Council (IAC).. The Governor has general supervision of the work within the District.

Governor Elect: Elected member of the DAC and the second ranking officer in the District. At the close of their term, the Governor Elect automatically becomes the Governor for a term of one year.

Governor's Bulletin: A newsletter/bulletin published by each District Governor and sent to all presidents in the District. The bulletin is to be copied and given to all Club members. The information in the bulletin is noteworthy for all Pilots regarding upcoming events, pertinent news and other items of interest.

Goal For Grants And Scholarships: A goal set each year with the money received going exclusively for the funding of International grants and scholarships. The goal for each district is set by multiplying the number of Clubs in the District by \$250.

H

Headquarters Staff: Employees of Pilot International who assist Pilot Clubs and members. They serve under the direction of the Executive Director.

I

Incorporation: Districts and Clubs will be legally incorporated where required.

O

Official Visits: Visit made to an individual Club by the District Governor, Governor Elect or Lt. Governor. The purpose of the visit is to promote goodwill, share information concerning the District and Pilot International, offer ideas and suggestions to help the Club, and provide any assistance as needed to the Club.

P

Pacesetter: A Club which contributes \$10.00 per member to Pilot International Founders Fund (PIFF) on an annual basis. For each year that a Club makes the required donation, the Club achieves Pacesetter status and is recognized.

Parliamentary Procedure: The proper manner of conducting a meeting. The current edition of *Roberts Rules of Order, Newly Revised* will govern Pilot International where they apply and are not inconsistent with the bylaws and any special rules of order which Pilot International may adopt.

Pilot Colors: Green (life and vigor) and Gold (sincerity of purpose)

Pilot Emblem: A riverboat's pilot's wheel with eight spokes.

Pilot Log: Official publication of Pilot International; published in print form three times per year and one time electronically.

Pilot Motto: True Course Ever

Pilot Principles: Friendship and Service

Pilot International (PI): Chartered in 1921 in Macon, Georgia by 40 businesswomen. The name Pilot was inspired by the riverboat pilots of that day who guided ships safely through the rivers. The word Pilot means leader and guide.

Pilot International Annual Convention and Leadership Conference: Annual Pilot International Convention. Business session includes the election of officers, approval of budget and voting on proposed bylaw amendments. Other sessions include guest speakers, training and workshops.

Pilot International Club Ambassador: To celebrate Foundation Month, Clubs may honor one of their members by choosing them as their Club Ambassador. A donation is made by the Club to the Founders Fund in the name of its Club Ambassador and their name appears in the Pilot Log.

Pilot International (PI) Directory: Published annually by Pilot International, the Directory contains the names, addresses, phone numbers, fax numbers, and e-mail addresses of Pilot International Officers and Appointees, Pilot International Foundation Officers and Appointees, past International Presidents and District Officers. The PI Directory is placed on the PI website.

Pilot International Founders Fund (PIFF): Philanthropic arm of Pilot International. PIFF awards grants and scholarships. Donations are made by Pilots, clubs, districts and non-Pilots. Donations may be restricted or non-restricted (general fund).

Pilot International Founders Fund (PIFF) Grants: Includes Safe Harbor, Emergency Response and Pilot International matching grants.

Pilot International Founders Fund (PIFF) Scholarships: Includes Pilot International Becky Burrows, Maria Newton Sepia and Ruby Newhall Memorial Scholarships.

Protocol: Protocol is a code of etiquette, a pattern of behavior, generally accepted as the most desirable way to show recognition and honor to those in position of leadership.

S

Sail On International: Pilot International Song

Standing Rules: The rules pertinent to the local Club's activities. There are also District Standing Rules and Pilot International By-laws.