

INSTRUCTIONS FOR NEW MEMBER DOCUMENTATION/DUES REMITTANCE

Complete the ***New Membership Form***, ensuring you include the sponsoring Pilot's name and the date the member joined Pilot.

Refer to ***Pilot International Florida District Prorated Dues Chart***, located on the Florida District website at www.pilotflorida.org, click Club Forms, then click PI-Florida District Prorated Dues Chart for correct amount of dues. Pilot International pro-rated dues are shown on the New Membership Form and the Change in Membership Form.

The club will be sending three (3) separate checks with the New Membership Form to:

1. Check made payable to Pilot International (PI) for dues and insurance. Mail to: Pilot International, 102 Preston Court, Macon, GA 31210-5768 (clubservices@pilothonline.org) along with ***New Membership Form***.
2. Check made payable to Florida District Pilot International (for District dues). Mail to the Florida District treasurer Charlotte Edenfield, 3181 Chaires Cross Rd., Tallahassee, FL 32317 (cedenfield2@gmail.com) along with the ***New Membership Form***. Email a copy of the form to the District Governor and District Secretary.
3. Check made payable to Pilot Scholarship House Foundation (PSHF) (for \$5.00 PSHF dues per member). Mail to the PSHF treasurer Esther Porta, 4958 Squires Dr., Titusville, FL 32796 (pilotesher.titusville@gmail.com) along with a copy of the ***New Membership Form***.

Do not mail the PSHF check to the Florida District Treasurer or PI.

WHEN TO USE THE CHANGE IN MEMBERSHIP FORM

Complete the ***Change in Membership Form*** for changes of current members.

Complete the ***Change in Membership Form*** for any club member who has any changes to their information, which is different from what was originally recorded (new name, address, telephone number, email address, membership status, etc.). Also complete the same form to record deaths, resignations for any reason and transfers. The form should be sent to the District Governor, District Secretary, District Treasurer and to PI. You may also email the form.