



## WHO, WHAT, WHERE, WHEN, WHY

Use this form as a check off list. As you complete the items check them off so you know that they are paid. Please share this information with your Executive Board.

### Addresses:

Pilot International: 102 Preston Court • Macon, GA 31210

Florida District Governor: Jonda Erwin • 2927 Elder Street • Titusville, FL 32796

Florida District Governor Elect: Missy Ridgway • 79 Pecan Pass. • Ocala, FL 34472

Florida District Treasurer: Charlotte Edenfield • 3181 Chaires Cross Rd • Tallahassee, FL 32317

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

Florida District Lt. Governors:

Georgia Reed • 11058 Highsmith Landing Ct • Jacksonville, FL 32226

Amanda Valdespino • 80 Hough Dr • Miami Springs, FL 33166

PSHF Treasurer: Esther Porta • 4958 Squires Drive • Titusville, FL 32796

### New Membership Form; Change in Membership

These are two **VERY** important forms. Both forms can be accessed at the District web site ([www.pilotflorida.org](http://www.pilotflorida.org)). At this site you will be able to actually type on the form. Once you have typed your new information you can “save as” this file to your computer (remember where you saved it). You can then create an email, attach the form and send to all the people each form needs to be sent to.

Pilot International: Joanna Kotlarski [clubservices@pilothonq.org](mailto:clubservices@pilothonq.org)

District Governor: Jonda Erwin [jerwin\\_pilot@yahoo.com](mailto:jerwin_pilot@yahoo.com)

District Treasurer: Charlotte Edenfield [cedenfield2@gmail.com](mailto:cedenfield2@gmail.com)

District Secretary: Claire Mikko [bikndon@comcast.net](mailto:bikndon@comcast.net)

If the change involves monies, i.e., new member, you will have to proceed via snail mail. Send a copy with the appropriate funds to Pilot International and the District Treasurer. The District Governor and District Secretary can receive via e-mail. You will also need to send PSHF dues to the PSHF Treasurer for each new member. It is recommended that you send an email monthly stating “No Change in Membership”, just to help keep records accurate. This is greatly appreciated!

### The Dates Below Are DEADLINES

**July 31<sup>st</sup>** – Club treasurer delivers books to audit committee

**August 15<sup>th</sup>** – Club approved plans of work, budget and yearbook due to Governor and your District Council Representative (DCR)

**August 31<sup>st</sup>** – Deadline for Audit Committee to report to club. Audit Report given to President who should provide a copy to the Governor and DCR

**September 15<sup>th</sup>** – Deadline for 1<sup>st</sup> quarter PI Pick Me Up Grant applications – email to [accounting@pilothonq.org](mailto:accounting@pilothonq.org)

**September 30<sup>th</sup>** – Pilot International Founders Fund (PIFF) Ambassador recognition due to Pilot International. Make check payable to Pilot International (PI) for \$25.00. Remember to mail completed form. Mail to: Pilot International, 102 Preston Court, Macon, GA 31210

**October 15<sup>th</sup>** – PIFF Grant Application to Pilot International. See application for instructions. If you want it reviewed by the PIFF District Representative, email or mail by October 1<sup>st</sup> to: Gail Hill, P.O. Box 106, Cypress, FL 32442; (850) 557-0501; email: [gail.hill15@yahoo.com](mailto:gail.hill15@yahoo.com)

**November 1<sup>st</sup>** – Anchor Club dues and insurance paid to **Pilot International** \$14.00 per member. Mail to Pilot International, 102 Preston Court, Macon, GA 31210

**November 1<sup>st</sup>** – Anchor District dues paid to **Florida District Anchor Organization** - \$5.00 per member. Mail to: Pilot District Treasurer, Charlotte Edenfield, 3181 Chaires Cross Rd., Tallahassee, FL 32317

**November 15<sup>th</sup>** – Deadline for filing IRS 990. Each and every club is responsible for filing some form of the 990. It depends on your gross receipts. Web site: [epostcard.form990.org](http://epostcard.form990.org)

**December 15<sup>th</sup>** – Deadline for 2<sup>nd</sup> quarter PI Pick Me Up Grant Applications – email to [accounting@pilohtq.org](mailto:accounting@pilohtq.org)

**January/February** – Elect Nominating Committee by ballot, two months prior to District Convention per PI Bylaws, Article IX, Section 7. **Refer to club manual.**

**February 1<sup>st</sup>** –Pacesetter (\$10 per member) due to Pilot International. Make check payable to Pilot International and mark check as Pacesetter – Florida District. Mail to: Pilot International Headquarters, 102 Preston Court, Macon, GA 31210

**February 1<sup>st</sup>** – Goal for Grants and Scholarships contributions to be sent to Pilot International (\$250 per club). Make check payable to Pilot International and mark check as Goals for Grants – Florida District. Mail to: Pilot International Headquarters, 102 Preston Court, Macon, GA 31210

**February/March** – Club officers are to be elected no later than one month prior to District Convention per PI Bylaws, Article IX, Section 8

**March 15<sup>th</sup>** – PIFF Scholarship Applications sent to Pilot International. See application for instructions. If you want it reviewed by the District Representative, mail by March 1<sup>st</sup> to: Gail Hill, P.O. Box 106, Cypress, FL 32442; (850) 557-0501; email: [gail.hill15@yahoo.com](mailto:gail.hill15@yahoo.com)

**March 15<sup>th</sup>** – Deadline for 3<sup>rd</sup> quarter PI Pick Me Up Grant Applications – email to [accounting@pilohtq.org](mailto:accounting@pilohtq.org)

**March 24<sup>th</sup>** – Florida District Awards forms due. Send completed forms via email to: Winnie Brewer, Awards Jury Chair, [winsbrew58@gmail.com](mailto:winsbrew58@gmail.com)

**May 1<sup>st</sup>** – Deadline for Florida Corporation Renewal due to State – this is done online @ [sunbiz.org](http://sunbiz.org). This would reflect the Club officers for the upcoming year.

**May** – Pilot International Convention Registration should be sent to PI. ***If you do not send a representative, your club is still responsible for paying for one registration.***

**June 15<sup>th</sup>** – Deadline for 4<sup>th</sup> quarter PI Pick Me Up Grant Applications – email to [accounting@pilohtq.org](mailto:accounting@pilohtq.org)

**Due by June 30<sup>th</sup>** Florida District Dues (\$25 per member). Make check payable to: Florida District Pilot International. Mail to: Charlotte Edenfield, 3181 Chaires Cross Rd., Tallahassee, FL 32317

**Due by June 30<sup>th</sup>** Pilot International Dues (\$60 per member) and insurance (\$6 per member). Make check payable to: Pilot International. Mail to: Pilot International, 102 Preston Court, Macon, GA 31210

**Due by June 30<sup>th</sup>** Pilot Scholarship House Foundation Dues (\$5 per member) Make check payable to: PSHF Mail to: Esther Porta • 4958 Squires Drive • Titusville, FL 32796

**Most forms can be found at either the District website [www.pilotflorida.org](http://www.pilotflorida.org) or in the Club Manual at [www.pilotinternational.org](http://www.pilotinternational.org)**