



FLORIDA DISTRICT ANCHOR ORGANIZATION

Policies and Procedures Manual

Revised January 2024

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FLORIDA DISTRICT ANCHOR

District Anchor Organization

The Pilot District Administrative Council (DAC) is the governing board for the District Anchor Organization and is responsible for amendments to the Anchor Policies and Procedures (P&P) manual. Supervision is by the Anchor Coordinator, Anchor Assistant Coordinator and overseen by the Pilot Governor Elect. The Anchor Assistant Coordinator's first term runs in conjunction with the Pilot year (July 1st through June 30th) and will serve as Anchor Coordinator in the following Pilot Year.

District Pilot Anchor Committee

1. Anchor Coordinator, who will serve as Chair for the current year
2. Anchor Assistant Coordinator
3. Pilot Governor Elect
4. District Pilot Treasurer

Official District Meetings

The District Anchor Officers will meet a minimum of five times per year and as specified in the Standing Rules.

FINANCES AND BUDGETS

Finances

There will be one account which will contain Anchor dues and convention funds. The District Pilot treasurer is responsible for all banking transactions. Signers on the bank account will be the District Pilot treasurer, Pilot Governor Elect and Anchor Coordinator. A debit card will be issued to the District Pilot treasurer, Pilot Governor Elect and Anchor Coordinator and used as approved by the District Pilot treasurer. Any charges on the Anchor debit card must be covered expenses per the Anchor budget and need to be approved in writing by the District Pilot treasurer prior to the charges being made. Although the Anchor Organization operates independently from the District Pilot Organization, both organizations are under the same tax identification number and therefore both must be included in any tax forms that are required to be filed by the District treasurer.

Accounting Method

The District Anchor Organization will operate on a cash basis. Accounting fees, if any, will be divided between District Pilot funds and District Anchor funds and will be included in the yearly budget.

Expense Vouchers

All expense vouchers must be submitted with supporting documentation to the District Pilot treasurer within 30 days of incurring the expense. Exceptions to the policy will be approved at the discretion of the Coordinators and the District Pilot treasurer. The District Pilot treasurer will pay all authorized bills within two weeks of receipt of the approved voucher. Any disputed expense request will be reviewed and decided by the Coordinators and the District Pilot treasurer. For closing the fiscal year, all expenses, vouchers and budget materials must be submitted by July 15th.

Travel

All travel will be in accordance with those guidelines established by Pilot International (PI). When feasible, District Anchor Officers will travel with sponsoring Pilots.

Anchor Organization Budgets

The District Anchor Operating and Convention budgets shall be prepared by the District Pilot treasurer with assistance by the District Pilot Anchor Committee by December 15. The District Anchor Officers shall review and approve the budget. The District Pilot treasurer shall submit the proposed budget to the Pilot DAC for approved at their mid-year meeting. The approved proposed budget will be sent to the Anchor clubs by the Anchor Coordinator at least 30 days prior to Anchor convention for approval by the delegates at convention.

Operating Budget

The expenses for registration, travel and hotel may be included in the Operating Budget for the following attendees to these events:

1. **Pilot District Convention and Fall Council**
 - a. Anchor Coordinator
 - b. Assistant Anchor Coordinator (District Convention only)
 - c. District Anchor officers
2. **International Anchor Leadership Summit**
 - a. Two District Anchor officers, preferably the president and president elect
 - b. Anchor Coordinator
3. **District Anchor Convention**
 - a. Anchor Coordinator
 - b. Assistant Anchor Coordinator
 - c. District Anchor officers
 - d. District Pilot treasurer (hotel and registration only)

Anchor Convention Budget

The expenses for registration and hotel for the Pilot District treasurer will be included in the Convention Budget.

Registration and Hotel Room Reservations

All convention registrations and hotel room reservations must be approved in writing by the Governor Elect and/or District Pilot treasurer prior to being processed. These registrations and room reservations should not be changed without written permission from the Governor Elect and/or District Pilot treasurer.

Hotel Accommodations

The district budget shall provide for three to four rooms to be used by District Anchor Officers and Coordinators at Conventions and Fall Council. An additional room will be necessary if the District Anchor officers consist of different sexes.

Anchor International Leadership Summit

If the Florida District Anchor Club of the Year is not selected as the International Anchor Club of the Year, then the funds reimbursable by PI will be applied to the expenses of the Florida District Anchor president attending. PI will reimburse the registration fee and transportation (maximum of \$250) to the sponsoring Pilot Club of Anchor Club of the Year for the Anchor representative selected to attend the International Anchor Leadership Summit. PI does not pay for the expenses of the chaperone or the hotel room. Based on availability, the Anchor(s) may stay in the hotel room with the Florida District Anchor officers also attending the Summit. Any expenses above which are not reimbursed by PI will be the responsibility of the Anchor Club and/or the sponsoring Pilot Club.

COMMUNICATIONS AND PUBLICATIONS

Pilot/Anchor Communications and Publications

The Coordinator will be responsible to stay in direct communication via email to all the Florida Anchor clubs throughout the year. Emails will be sent to clubs regarding the annual dues, Convention information and other activities as needed on a regular basis. Continual communication with clubs is a priority. The coordinator may meet with the Anchor Club School advisors and Pilot liaisons in person or via Zoom or other virtual platforms as needed. Topics to discuss during these meetings should include new ideas for service projects, fundraising ideas, information from international, updates on statewide service projects, etc.

Communication with Anchor Clubs

The Coordinator will be responsible to stay in direct communication via email to all the Florida Anchor clubs and Pilot Anchor sponsors throughout the year. Emails will be sent to clubs regarding the annual dues, Convention information and other activities as needed on a regular basis. Continual communication with clubs is a priority.

Social Media

Social media should be used as an interactive way to keep clubs involved throughout the year. The Florida District Anchor Director will take the lead, with the help of the Florida District Anchor Coordinator, on posting to the official Florida District Anchor social media accounts. All posts should be approved through the Anchor Coordinator before posting.

NOMINEES FOR DISTRICT OFFICE

All nominees for District office will be formally introduced at the Anchor convention.

JOB DESCRIPTIONS OF THE DISTRICT ANCHOR OFFICERS

The Florida District Anchor Officers are representatives of all Anchor clubs in the State of Florida. The Officers should work together and maintain accountability attending events in a timely manner while maintaining professionalism. Anchor Officers will attend all events and activities paid for by the Anchor District.

President will:

- Attend all board meetings
- Preside over all board meetings and the Anchor Convention
- Attend International Anchor Summit
- Work with the Coordinators on the details of the agendas for the board meetings
- Work with the Anchor officers and coordinators on the planning of the current year's Anchor Convention
- Appoint an Anchor to fill a vacancy in office, preferably one for the remaining nominees from the most recent convention, with the approval of the District Anchor officers
- Work on the plans for Cultural Exchange, when held at the International Leadership Summit
- Will give a verbal invitation to all Pilots during their District Convention and Fall Council to attend the upcoming Anchor Convention, if in attendance
- Maintain communication with the Coordinators via text, email or phone as necessary throughout the year
- Be a member in good standing of a District Anchor Club

President Elect will:

- Attend all board meetings
- Assume the Office of the President if the president is unable to finish the term
- Attend International Anchor Summit
- Shadow the president to gather ideas and information to be used during presidency
- Decide on the next year's Convention theme to be announced at the Pilot Fall Council planning meeting with the Anchor officers and Coordinators
- Work with the Anchor officers and Coordinators on the planning of the current year's Anchor Convention
- Maintain communication with the Coordinators via text, email or phone as necessary throughout the year
- Be a member in good standing of a District Anchor Club

Secretary will:

- Attend all board meetings
- Work with the Anchor officers and Coordinators on the planning of the current year's Anchor Convention
- Take the minutes at all board meetings and submit copies to the District officers and Coordinators within 30 days of the close of the meeting
- Take the minutes at the Anchor Convention and submit a typed copy to the Coordinator within 30 days of the close of convention
- Present the minutes from last year's convention at the Anchor Convention
- Maintain communication with the Coordinators via text, email or phone as necessary throughout the year
- Be a member in good standing of a District Anchor Club

Treasurer will:

- Attend all board meetings
- Work with the Anchor officers and Coordinators on the planning of the current year's Anchor Convention
- Present the treasurer's report at the Anchor Convention
- Present the Operating and Convention Budgets at the Anchor Convention
- Maintain communication with the Coordinators via text, email or phone as necessary throughout the year
- Be a member in good standing of a District Anchor Club

Director will:

- Attend all board meetings
- Be familiar with the duties of all club officers
- Communicate with District Anchor club presidents to encourage club membership, convention attendance and the use of social media to promote clubs
- Manage and post on the social media platforms on behalf of the District Anchor Officers
- Work with the Anchor board members and Coordinators on the planning of the current year's Anchor Convention
- Ensure that the District Anchor Board adheres to the Anchor/Pilot Standing Rules during meetings and at District Anchor Convention
- Conduct the Memorial Service and present inspirational at the District Anchor Convention
- Serve on any committee assigned by the President
- Maintain communication with the Coordinators via text, email or phone as necessary throughout the year
- Be a member in good standing of a District Anchor Club

ANCHOR CONVENTION

1. The annual District Anchor Convention will be held on a weekend sometime between February through April at a time and place determined by the District Conference & Planning Committee (C&P) and the District Anchor Pilot Committee with approval by the District Administrative Council (DAC).

2. All Anchor convention contracts must be reviewed by the Florida DAC and be signed by the Governor.

3. The convention registration fee will be determined by the District Conference & Planning Committee (C&P) and approved by the District Pilot Anchor Committee.

4. Convention registration fees for delegates, alternates and visitors must be submitted concurrently with the registration form to the District Pilot treasurer and a copy to the District Anchor Coordinator by the specified date on the registration form.

5. Florida District Anchor club members who can attend convention must be freshmen, sophomores, juniors and seniors in high school.

6. Misconduct may constitute dismissal from the current District Anchor convention. Parents will be notified and the Anchor will be dismissed from the remainder of the convention. Some examples are shown, but are not limited to:

- a. Any use of alcoholic beverages, illegal drugs or any nicotine products
- b. Disruptive or disorderly conduct
- c. Leaving the convention site without a sponsor/chaperone present.
- d. Anchors using the pool without a sponsor/chaperone present in the pool area
- e. Violation of curfew (12:30 a.m.)
- f. Violation of room assignments, such as if found in a room of the opposite sex (as defined by sex assigned at birth) at any time.

7. Officer installation is conducted at convention. The installing officer will be a Pilot member selected by the incoming President. The installation ceremony will be planned by the incoming President with assistance of the Anchor Coordinator and Assistant Coordinator

INTERNATIONAL ANCHOR LEADERSHIP SUMMIT

Representatives

The District Anchor Organization will cover the expenses for the incoming District president, one other officer (preferably the incoming president elect) and the Coordinator (see Finances for more details), to attend International Anchor Leadership Summit.

The Florida District Anchor Coordinator will need to register as an Anchor Advisor/Chaperone with plans to be with the Florida Anchors and attend all Anchor Summit planned activities. PI does not allow the Anchor Coordinator to register as both an Anchor Advisor/Chaperone and a Pilot Club Delegate for the Pilot International Convention.

Meeting Requirements

1. The Anchor Coordinator needs to arrive at the destination in time for the Anchor Coordinator meeting sponsored by Pilot/Anchor International.
2. The Anchor Officers need to arrive at the destination in time for the Opening Ceremony.
3. The Anchor Coordinator and Anchor Officers must attend all Anchor meetings and functions during the Summit.

DISTRICT ANCHOR AWARDS

Awards Jury

The Florida District Pilot Awards Jury Chair will judge all award entries. Entries must be submitted by the deadlines listed on the entry form(s).

The award entry forms can be found at www.anchorclubintl.org and www.pilotflorida.org.

Outstanding Anchor Club of the Year

As soon as the District Outstanding Anchor Club of the Year is announced, the Coordinator is responsible for informing the sponsoring Pilot Club of their respective financial responsibilities, if they choose to send a representative to summit, concerning PI Convention expenses (see Finances and Budgets/Anchor International Leadership Summit). The District Anchor Club of the Year is responsible for submitting their International Anchor Club of the Year application to PI headquarters by the deadline.

MATERIALS AND RECORDS

Materials Supplied to the Officers

The materials needed by the District Pilot Anchor Committee can be found on www.pilotflorida.org, or will be provided by the District Anchor Coordinator.

Records Retention Guidelines

All forms and records used within the year are to be saved on a flash drive and passed to the new Coordinator by July 1st. A copy will be stored in the Pilot archives safe. Any supplies, equipment and pins should be transferred to the new Coordinator by July 31st.

Forms

All forms can be found at www.pilotinternational.org, www.anchorclubintl.org and www.pilotflorida.org.