# Anchor Club of the Year Submission Instructions

The Anchor Club of the Year Award is given to the Anchor Club who shows quality and excellence in the club and its activities throughout the year. The award is based on, but not limited to projects including and hands on service, club leadership and operations, community visibility of the club and its activities, and leadership development of club members.

**Requirements:**

1) The Entry Form MUST be completed by the Anchor Membership, with minimal assistance of the advisor.

2) The Anchor Year will consist of anything completed from April 1st of the previous year through March 31st of the current year. **Some District Deadlines may be prior to March 31st**. Projects completed prior to March 31st may be included as "proposed projects" with as many estimated details as possible for District Judging. However, the District Winners MUST provide completed and updated project details for the International Entry, "proposed projects" will not be accepted for International judging.

3) Entries **must be electronically submitted** for Pilot International judging. For District Judging, check with your District for any specific instructions.

4) The items must be in the order as specified on Page 2 of the Entry Form. For each item found to be out of order, 3 points will be deducted from the total score.

5) Each District or Non-Anchor District within a Pilot District is allowed to submit one entry for Clubs with Membership of 40 or less members and one entry for Clubs with Membership of 41 or more members. Clubs must submit the entry for District Judging by the deadline set by their specific District. The Non-Anchor Districts need to be judged by their Pilot District Awards Jury or judges chosen by the DEC/DAC. The two winners from each District and Non-Anchor District (one for Membership of 40 or less members and one for Membership of 41 or more members) will be submitted by the club for judging at the International Level.

6) **All entries must be electronic** and are to be zipped and emailed to anchor@pilothq.org or uploaded to a file sharing application such as Google Docs. We highly recommend using electronic return receipt feature for emailed entries. **All entries are DUE no later than 5pm on April 15th**.

*Revised December 2020*

## Anchor Club of the Year Entry Form

Name of Anchor Club: _____ District: _____

School Address: _____

Faculty Advisor/Sponsor Name: _____ Are they a Pilot? Yes___ / No____

Sponsoring Pilot Club/Pilot: _____

Number of Members in the Anchor Club: _____ / _____ Number of Females _____ Number of Males

**Please answer the following questions concerning club details, club meetings, fundraising, and service projects.**

1) Is there a Leadership Training/Officer Training meeting offered by the Sponsoring Pilot Club/Pilot? Yes ____ No ____
   If so, how many Anchors attended this meeting? _____
   Date the meeting was held? _____

2) How are the members kept informed about meetings and events of the Club?
   _____

3) How often does your club meet?
   _____

4) Do your Officers have a Board Meeting/Officer Meeting at a different time? Yes / No
   If so, when is this meeting held and how often? _____

5) Is there an Agenda used at the Club Meetings? Yes ____ / No ____

6) Is there an Agenda used at the Board/Officer Meetings? Yes ____ / No ____

7) Are Minutes taken at the Club Meetings? Yes ____ / No ____

8) Are Minutes taken at the Board/Officer Meetings? Yes ____ / No ____

9) Does the Club have Standing Rules? Yes ____ / No ____

10) Did the Club pay International Dues? Yes ____ / No ____ Date Paid: _____

11) Did the Club pay District Dues? Yes ____ / No ____ Date Paid: _____

**The following items must be included in the entry in the order listed below. For each item out of order, 3 points will be deducted from the total score.**

1. Anchor Club of the Year Entry Form.
2. Club Roster.
3. Club Budget showing income and expenses in detail.
4. List the Social Media such as Facebook, Instagram, Twitter, etc. that the club uses. Provide copies of 3 different postings for each of the types of social media used.
5. List the Anchor Club meetings with dates.
6. List the Board/Officer Meetings with dates.
7. Provide copies of minutes from 3 different Club Meetings.
8. Provide copies of minutes from 3 different Board/Officer Meetings.
9. Provide Copies of Standing Rules.

Anchors are highly encouraged to promote and participate in our Organizational Initiatives, called the ABC's of Pilot. This can be accomplished by performing hands-on community service and/or fundraising in these areas. As part of the Anchor Club of the Year Entry, Anchor Clubs are REQUIRED to participate in a minimum of one of the following Anchor/Pilot International Initiatives (ABC's of Pilot):

**Advocating Leadership and Service in Youth and Young Adults**

- Including but not limited to: Parliamentary Procedure, Freedoms Foundation, and Officer Training

**Brain Safety and Health**

- Including but not limited to: Health & Safety Fair, Bike Rodeo, TBI Camp, BrainMinders™

**Caring for Families in Times of Need**

- Including but not limited to: Care & Kindness Week, Pick Me Ups

10. Looking over the International Initiative Projects the Club participated with this year, determine which one of these is considered to be the "Best of the Best". Use the *Pilot International Initiative Project Reporting Form* to report the details of this Project. Follow the SPECIFIC Instructions on the Reporting Form.

11. Looking over the OTHER Community Service Projects the Club participated with this year, determine which one of these is considered to be the "Best of the Best". Use the Community *Service Project Reporting Form* to report the details of this project. Follow the specific Instructions on the Reporting Form.

12. Provide a list of all *additional* Pilot International Initiative Project(s) that the Club completed this year including:
    1) The name of the Project and the Pilot Initiative associated with the project.
    2) The group in your community that this project helped
    3) Date of the Project.
    4) How many Anchors participated.
    5) Total number of service hours for the club as a whole (actual time needed to plan and complete the project).
    6) How was the project funded? Anchor Fundraising, Pilot Fundraising, Grants, Donations, etc. Please explain the financial details.
    7) Paragraph of 80 words or less to describe the project.

**Do NOT include the #10 "Best of the Best" Project in this list**

13. Provide a list of all *additional* OTHER Community Service Project(s) that the Club completed this year, including:
    1) The name of the Project
    2) The group in your community that this project helped
    3) Date of the Project
    4) How many Anchors participated
    5) Total number of service hours for the club as a whole (actual time needed to plan and complete the project)
    6) How was the project funded? Anchor Fundraising, Pilot Fundraising, Grants, Donations, etc. Please explain the financial details.
    7) Paragraph of 80 words or less to describe the project

**Do NOT include the #11 "Best of the Best" Project in this list**

**Pilot International Initiative Project Reporting Form – "Best of the Best"**

(The information on this form MUST be typed)

Pilot International Initiative name: _____

Date of the Event: _____

Percentage of Membership Participation: _____ Actual Number of Anchors Participating: _____

Total number of Club Hours used to prepare for the event: _____

Total number of Club Hours used to host/volunteer at the event: _____

Number of people that the Club reached through this event: _____

Provide a brief description of the event (120 words or less)

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In **addition** to this REQUIRED Form, entries may include up to 3 additional pages, which may include ANY information providing specific details about this project. Items can include, but are not limited to: pictures, letters from organizations that the Club worked with or helped, newspaper articles or other organizational newsletter clippings mentioning the club's support. Be creative in displaying these items to show the specific details of the project/event on these additional pages.

**Community Service Project Reporting Form – "Best of the Best"**

(The information on this form MUST be typed)

Name of the Project: _____

Date of the Event: _____

Percentage of Membership Participation: _____ Actual Number of Anchors Participating: _____

Total number of Club Hours used to prepare for the event: _____

Total number of Club Hours used to host/volunteer at the event: _____

Number of people that the Club reached through this event: _____

Provide a brief description of the event (120 words or less)

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In **addition** to this REQUIRED Form, entries may include up to 3 additional pages, which may include ANY information providing specific details about this project. Items can include, but are not limited to: pictures, letters from organizations that the Club worked with or helped, newspaper articles or other organizational newsletter clippings mentioning the club's support. Be creative in displaying these items to show the specific details of the project/event on these additional pages.

## OFFICIAL USE ONLY – TO BE COMPLETED BY THE JUDGES

Items included in the Entry must be in the order listed below and on the Entry Form

Club Name: _____

Anchor or Pilot District: _____

Sponsoring Pilot or Pilot Club: _____

**The items in the Entry MUST be in the order listed below and on the Entry Form Page or 3 points will be deducted for each item out of order.**

1. Entry Form. Is the Entry Form the first item in the Entry? Yes ___ / No ___ (2 points) _____
2. Club Roster included (3 points) _____
3. Club Budget included (detailed income & expenses listed) (5 points) _____
4. List of Social Media such as Facebook, Instagram, Twitter, etc. (5 points) _____
   (**3 copies of each type of Media listed, MUST be provided to earn the points)**
5. List of Anchor Club meetings with dates (3 points) _____
6. List of Board/Officer meetings with dates (3 points) _____
7. Provided copies of minutes from 3 different Club Meetings (5 points) _____
8. Provided copies of minutes from 3 different Officer/Board Meetings (5 points) _____
9. Provided copy of Standing Rules (3 points) _____
10. Report on the "Best of the Best" Pilot International Initiative Project
    (Total of 21 points given for the project – see attached Scoring Criteria)
    A) Entry Form & Details (7 points) _____
    B) Paragraph explaining project in detail (7 points) _____
    C) Three pages (not larger than 8 ½ x 11 inches) of pictures and additional items that are related to the project (7 points) _____
11. Report on the "Best of the Best" Other Community Service Project
    (Total of 21 points given for the project – see attached Scoring Criteria)
    D) Entry Form & Details (7 points) _____
    E) Paragraph explaining project in detail (7 points) _____
    F) Three pages (not larger than 8 1/2 x 11 inches) of pictures and additional items that are related to the project (7 points) _____
12. List of Pilot International Initiative Projects (name, group helped, date, number of Anchors, number of service hours and brief description of project; see attached Scoring Criteria) (12 points) _____
13. List of Other Community Service Projects (name, group helped, date, number of Anchors, number of service hours and brief description of project; see attached Scoring Criteria) (12 points) _____

Deductions of Points: _____

**Total Points Earned:** _____

| Pilot International Initiative Best of the Best Project Scoring Criteria (Item#10) | | | | |
|---|---|---|---|---|
| **Criteria** | **Exceeds Expectations** | **Meets Expectations** | **Does not meet Expectations** | **Score (21 pts maximum)** |
| | 7 pts per category | 3 pts per category | 0 Pts | A+B+C = Project Pts |
| **C A T E G O R Y A** | | | | |
| 1) Name of Project and the Pilot Initiative the project is associated with<br>2) Date of Project<br>3) Percentage of Anchor Participation<br>4)Actual Number of Anchors that participated<br>5) Club hours to prepare<br>6) Total hours to host/volunteer<br>7) Number of people reached | The project information on items 1-7 is described as listed in the criteria | The project information on items 1-7 is **partially** described as listed in the criteria | The project information on items 1-7 is **NOT described** as listed in the criteria | Category A Score<br>_____ |
| **C A T E G O R Y B** | | | | |
| Paragraph of 120 words or less to describe the project | The paragraph has 120 words or less and describes the project. It includes why the project was selected, the Pilot Initiative association, the benefit to the community, **and** how the project was carried out in complete detail. | The paragraph has 120 words or less and describes the project. It includes why the project was selected **or** the Pilot Initiative association **or** the benefit to the community **or** how the project was carried out. | NO paragraph of 120 words or less that describes the project is included. | Category B Score<br>_____ |
| **C A T E G O R Y C** | | | | |
| 8 ½ x 11 pages that showcase pictures, news articles, letters, etc. pertaining to the project. | Three 8 ½ x 11 pages that showcase pictures, news articles, letters, etc. pertaining to the project. | Two 8 ½ x 11 pages that showcase pictures, news articles, letters, etc. pertaining to the project. | No 8 ½ x 11 pages that showcase pictures, news articles, letters, etc. pertaining to the project. | Category C Score<br>_____ |
| | | | **Scores from Category A + B + C =** | **_____** |

| Other Community Service Best of the Best Project Scoring Criteria (Item #11) | | | | |
|---|---|---|---|---|
| **Criteria** | **Exceeds Expectations** | **Meets Expectations** | **Does not meet Expectations** | **Score (21 pts maximum)** |
| | 7 pts per category | 3 pts per category | 0 Pts | A+B+C = Project Pts |
| **C A T E G O R Y A** | | | | |
| 1) Name of Project<br>2) Date of Project<br>3) Percentage of Anchor Participation<br>4)Actual Number of Anchors that participated<br>5) Club hours to prepare<br>6) Total hours to host/volunteer<br>7) Number of people reached | The project information on items 1-7 is described as listed in the criteria | The project information on items 1-7 is **partially** described as listed in the criteria | The project information on items 1-7 is **NOT described** as listed in the criteria | Category A Score<br>_____ |
| **C A T E G O R Y B** | | | | |
| Paragraph of 120 words or less to describe the project | The paragraph has 120 words or less and describes the project. It includes why the project was selected, the benefit to the community, the benefit to the community, **and** how the project was carried out in complete detail. | The paragraph has 120 words or less and describes the project. It includes why the project was selected **or** the benefit to the community **or** the benefit to the community **or** how the project was carried out. | NO paragraph of 120 words or less that describes the project is included. | Category B Score<br>_____ |
| **C A T E G O R Y C** | | | | |
| 8 ½ x 11 pages that showcase pictures, news articles, letters, etc. pertaining to the project. | Three 8 ½ x 11 pages that showcase pictures, news articles, letters, etc. pertaining to the project. | Two 8 ½ x 11 pages that showcase pictures, news articles, letters, etc. pertaining to the project. | No 8 ½ x 11 pages that showcase pictures, news articles, letters, etc. pertaining to the project. | Category C Score<br>_____ |
| | | | **Scores from Category A + B + C =** | _____ |

## Pilot International Initiative Project Scoring Criteria (Item #12)

| Criteria | Exceeds Expectations | Meets Expectations | Does not meet Expectations | Score (12 pts maximum) |
|---|---|---|---|---|
| | 1 pt per category | 1/2 pt per category | 0 Pts | A + B = Project Pts |
| **C A T E G O R Y A** | | | | |
| 1) Name of Project<br>2) Group Helped<br>3) Date of Project<br>4) Number of Anchors participated<br>5) Number of Service Hours<br>6) How project was funded | The project information on items 1-6 is described as listed in the criteria | The project information on items 1-6 is **partially** described as listed in the criteria | The project information on items 1-6 is **NOT described** as listed in the criteria | Category A Score<br>_____ |
| **C A T E G O R Y B** | | | | |
| Paragraph of 80 words or less to describe the project | The paragraph has 80 words or less and describes the project. It includes why the project was selected, the Pilot Initiative association, the benefit to the community, **and** how the project was carried out. | The paragraph has 80 words or less and describes the project. It includes why the project was selected **or** the Pilot Initiative association **or** the benefit to the community **or** how the project was carried out. | NO paragraph of 80 words or less that describes the project is included. | Category B Score<br>_____ |
| | | | **Scores from Category A + B =** | _____ |

## Other Community Service Project Scoring Criteria (Item #13)

| Criteria | Exceeds Expectations | Meets Expectations | Does not meet Expectations | Score (12 pts maximum) |
|---|---|---|---|---|
| | 1 pt per category | 1/2 pt per category | 0 Pts | A + B = Project Pts |
| **C A T E G O R Y A** | | | | |
| 1) Name of Project<br>2) Group Helped<br>3) Date of Project<br>4) Number of Anchors participated<br>5) Number of Service Hours<br>6) How project was funded | The project information on items 1-6 is described as listed in the criteria | The project information on items 1-6 is **partially** described as listed in the criteria | The project information on items 1-6 is **NOT described** as listed in the criteria | Category A Score<br>_____ |
| **C A T E G O R Y B** | | | | |
| Paragraph of 80 words or less to describe the project | The paragraph has 80 words or less and describes the project. It includes why the project was selected, the benefit to the community, **and** how the project was carried out. | The paragraph has 80 words or less and describes the project. It includes why the project was selected **or** the benefit to the community **or** how the project was carried out. | NO paragraph of 80 words or less that describes the project is included. | Category B Score<br>_____ |
| | | | **Scores from Category A + B =** | _____ |

*Revised November 2020*