



TO: ANCHOR CLUBS & SPONSORING PILOT CLUBS
FROM: ANCHOR DEPARTMENT- PILOT INTERNATIONAL
RE: 2010-2011 OUSTANDING ANCHOR CLUB OF THE YEAR

It is not too early to start planning your entry for the Outstanding Anchor Club of the Year. This entry is for the current year (2010-2011).

You may want to appoint a committee to:

- Study the form and judging criteria
Note: Judges will consider **quality of projects rather than quantity**; involvement with sponsoring Pilot Club; and the Anchor Club service focus.
- Organize and document all activities.
- **Make sure dues are paid; Club, District (where applicable) & International.**
- Brainstorm for ideas with Club members, Advisors and your sponsoring Pilot Club.
- Put entry together using the unique talents of club members (see criteria for entry).
- Submit entry by District deadline to District Awards Jury Chair.

Anchor Clubs first submit an entry (for the current year 2010-2011) to their District competition by the deadline announced by each District Governor. (Deadlines vary but are no later than March 15). Sponsoring Pilot Clubs should communicate this information to the Anchor Club. If you do not receive this information, you may contact PI Headquarters, 102 Preston Court, Macon, GA. 31210, Phone (478) 477-1208 ext. 307, Fax (478) 477-6978 or **bonnie@pilothonq.org**.

The **winning entry from each District** is then submitted to Pilot International Headquarters for international competition postmarked **by April 15, 2011.**

Anchor Clubs in the COED District should send their entry **(for the current year 2010-2011)** directly to PI Headquarters, postmarked **no later than April 15, 2011 (International Deadline).**

For **Clubs not in an Anchor District**, the registration fee, travel and meals for the International Convention will be paid for **one (1) representative** from the Anchor Club of the Year winner.

In **Pilot Districts with an organized Anchor District**, registration fee, travel and meals will be paid for the Incoming Anchor District President **OR** the incoming President of the winning District Anchor Club of the Year (**only 1 rep. is paid for**). ***See Section III, Policy 407 and Policy 300 in the PI Club Manual.*** Winners of the international competition are recognized at the annual PI Convention.

Revised 11/30/10

FOR JUDGES:

2010-2011 CRITERIA FOR OUTSTANDING ANCHOR CLUB OF THE YEAR

The winning District Anchor Club entry must be for the current year, 2010-2011. The entry should include the Outstanding Anchor Club Form and supporting documentation. **Entries must be in one binder or scrapbook with a bind no larger than three inches with no loose pages. The opening of the binder or scrapbook should be no more than 3¼ inches. Please utilize the template provided on page 6 to determine correct size.** The documentation should reflect the **QUALITY** of your service, relationship with sponsoring Pilot Club, focus, and number of service hours participated in.

Entries are rated by the judges on the scale below. Some items are determined by the numbers filled in by the Club and then multiplied and some items have set point values. Judges should review ALL entries before they begin scoring and record points and totals in pencil for each individual entry.

1. Meeting regularly, Executive Board and planning meetings (0-5 points) = _____.
2. Participation and Membership:
 - A. Pilot District Activities and Anchor District Meeting (5 points) = _____.
 - B. Joint activities with Sponsoring Pilot Club (10 points) = _____.
 - C. Number of Pilot Activities attended by Anchors _____ x 1 = _____.
 - D. Number of Anchor Activities attended by Pilots _____ x 1 = _____.
 - E. Rate friendship and fun (0-5 points) = _____.
3. Anchors receiving leadership training or information on PI Service Focus of Brain-Related Disorders (0-5 points) = _____.
4. Yearbook or Roster (0-5 points) = _____.
5. Budget prepared (0-5 points) = _____.
6. Service projects:
 - A. **Quality of service** & results achieved (0-20 points) _____.
 - B. Club visibility through projects (0-5 points) _____.
 - C. Participation of members (0-5 points) _____.
 - D. Number of projects involving focus of Brain-Related Disorder ____ x 2= ____.
 - E. Joint Anchor/Pilot Club service projects ____ x 2 = _____.
 - F. Number of BrainMinders™ related projects ____ x 2= _____.
7. Fund-raising activities (0-5 points) = _____.

Bonus of 5 points for high visibility fund raiser = _____.

8. Outstanding Club Programs: Review list and rate (0-5 points) = _____.

TOTAL POINTS= _____.

You might include the following in your documentation:

- Statements, Letters, And Programs***
- Verification From Advisor Or Sponsoring Pilot Club***
- School/Community Publications, Newspaper Items, Etc.***
- Action Photographs Showing Your Projects And Awards***

Revised 11/30/10



**Pilot International
2010-2011 Outstanding Anchor Club of the Year**

Name of Anchor Club _____

Club name and address _____

Sponsoring Pilot Club/District _____

Anchor President _____ Anchor President-Elect _____

All District Winners will be displayed at the PI/PIF International Convention. Entries can be picked up the last day of Convention. If not picked up the entry will be shipped to the name and address listed below.

Did the Club pay dues to Pilot International and Anchor District (if applicable)?

Yes _____ No _____

Name and address of faculty advisor (If applicable)

Name and address of Pilot Sponsor or Anchor Coordinator

We submit the Anchor Club named above for consideration of the Outstanding Anchor Club of the Year. Documentation supporting nomination is included.

_____ Pilot Club President

_____ School Official

(name & title if applicable)

Material included: (list for judges)



**2010-2011
OUTSTANDING ANCHOR CLUB OF THE YEAR**

1. List the dates of regularly held **meetings**. Executive
- _____
- Board meetings held:
- _____
- Club business and planning meetings held:
- _____

2. **Participation and Membership:**
- _____ members @ Pilot activities and Anchor District Convention
- _____ number of joint activities with sponsoring Pilot Club
- Number of Pilot Activities attended by Anchors _____ X 1 _____
- Number of Anchor Activities attended by Pilots _____ X 1 _____
- Anchor Club membership: last year _____ this year _____

3. The sponsoring Pilot Club (s) conducted **leadership training/focus information** meeting on _____ where _____ Anchors were present.

4. Club **yearbook/roster** is included. ____yes ____no.

5. Club **budget** is included. ____yes ____no.

6. **Service Projects:** (list of projects and impact of service below and/or on attached list).

Service projects can increase the club **visibility** through newspapers and newsletters. Publications are included. ____yes ____no Percentage of Participation _____

Anchor/Pilot joint service projects. (List projects and indicate impact of service)

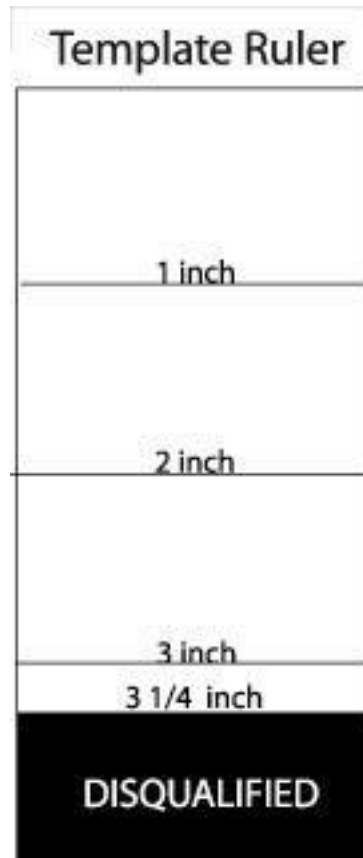
7. **Fund-raising** activities: (List activity and amount raised)

Fund-raising activities can increase the club **visibility** newspapers and newsletters. Publications are included. ____yes ____no

8. Describe the outstanding club **programs:** _____
- _____
- _____

(NOTE: A SEPARTE SHEET MAY BE ATTACHED IF NEEDED)

Please utilize the template provided to measure Outstanding Anchor Club of the Year binders for qualification.



Fold paper in half length-wise and hold next to notebook or album.

To qualify, without outside pressure or bindings on book, width must be within 3 1/4 inches maximum or under.

If book measures into disqualified zone, please edit pages.

Attachment #1

PILOT INTERNATIONAL POLICY MANUAL SECTION III- ITEM 407

407 – Authorized Anchor Representatives at PI/PIF International Convention

Each Pilot District, with an Anchor Club winning Outstanding Anchor Club of the Year, is entitled to **one authorized representative** at the annual convention. In addition, all Anchors will receive training at International Convention.

In Pilot Districts with an organized Anchor District, there is one representative – **the incoming Anchor District President or the incoming President of the Outstanding Anchor Club of the Year**. If the designated Anchor officer cannot attend, this opportunity is offered to the next officer in line. This is an investment in the Anchor Program, and is meant to strengthen its clubs and districts.

Pilot International Pays:

- Registration fee
- Transportation*
- Ticket for PIF Event (if held)
- Receipted Meals (not to exceed \$40 per day and less meals included in the registration fee)

Pilot International Does NOT Pay:

- Hotel Room
- Chaperone

Procedures:

- The Governor will notify the Anchor Liaison at Pilot Headquarters who the Anchor representative and Anchor chaperone will be as soon as possible following the Pilot District Convention. **All information regarding Anchor representatives must be received no later than June 1 in order to receive the benefits.**
- The District Anchor Coordinator or sponsoring Pilot Club sees that the registration form is completed and mailed to PI Headquarters. A convention acknowledgment packet will be mailed from Pilot Headquarters.
- The District Anchor Coordinator or sponsoring Pilot Club works with the Anchor to make travel arrangements.*
- The chaperone is responsible for the Anchor representative(s) during travel and at the convention site. Anchor representatives must attend and participate in all Anchor meetings. The chaperone should remind the Anchor that only meals with receipts are eligible for reimbursement.

****See Travel Policy in the 300 series for additional information regarding reimbursement of travel expenses. (Attached below)***

**PILOT INTERNATIONAL POLICY MANUAL
DISTRICT and CLUB OPERATIONS
SECTION III- ITEM 300**

300 – Travel Expenses

A Pilot/Anchor eligible to receive any reimbursement of expenses paid by Pilot International, a District and/or a Club shall only be paid approved expenses from one source – Pilot International, the District or the Club.

If traveling by car, Pilot International will reimburse Pilots and Anchors for authorized travel at a mileage rate to be determined by the Executive Committee. **The reimbursable mileage will be prorated based on number of travelers and only that portion applicable to the Pilot/Anchor eligible will be reimbursed.** The PI Staff will be reimbursed at current IRS business rate.

Round-trip transportation will be paid for most economical means of travel: auto, coach, or economy class air fare, train, bus, taxi or other public transportation. Any Pilot/Anchor traveling via plane at Pilot International's expense shall make plane reservations at the lowest fare available. Should the person elect to drive rather than fly, the Pilot/Anchor shall be reimbursed for mileage. Travel reimbursement will be no more than the most economical mode of travel – plane or ground transportation.

Receipted expenses will be reimbursed when received at Pilot International Headquarters within 30 days of occurrence.