

**2023-24 FORMS SUBMISSION GUIDELINES – Electronic versions appreciated when available (updated August 17, 2023)**

<b>FORM NAME</b>	<b>DEADLINE</b>	<b>SEND FORM TO:</b>
New Officers Form	May 1, 2023	Pilot International Headquarters, 102 Preston Court, Macon, GA 31210-5768 ( <a href="mailto:clubservices@pilothq.org">clubservices@pilothq.org</a> ) 2023-24 District Governor Avaline Adams ( <a href="mailto:aadamsgeorgia.pilot@gmail.com">aadamsgeorgia.pilot@gmail.com</a> ) 2023-24 District Governor-Elect Maureen Stoy ( <a href="mailto:mqstoy@gmail.com">mqstoy@gmail.com</a> ) 2023-24 District Secretary Mary Sue Ward ( <a href="mailto:marysue4pilot@gmail.com">marysue4pilot@gmail.com</a> ) 2023-24 District Treasurer Shelby Holland ( <a href="mailto:sholland@windstream.net">sholland@windstream.net</a> ) And your Regional Lt. Governor (refer to DAC/DEC listing on GA Pilot website under Leadership) <a href="http://www.pilotgeorgia.org">www.pilotgeorgia.org</a>
2023-24 District Dues & Form	July 1, 2023	2023-24 District Treasurer – Shelby Holland, 225 Crawford Cir., Toccoa, GA 30577 Copy to: District Secretary
2023-24 PI Dues & Form	July 1, 2023	Pilot International Headquarters – Copy to: District Treasurer & District Secretary
2022-23 Financial Records Audit	August 15, 2023	Audit Committee (Club and District)
Plans of Work	August 15, 2023	Governor, Governor Elect, Region Lt. Governor
2023 Fall Council Committees Assignments	August 15, 2023	Governor Avaline
Governor's Cup Award	August 15, 2023	<b>Nancy Miller</b> (Awards Jury Chair), 211 Michelle Rd., Milledgeville, GA 31061 (Return Receipt at Postal Service required)
Club Budgets & Standing Rules	September 1, 2023	Governor, Governor Elect, Region Lt. Governor
Q1 Club Report	September 20, 2023	Governor, Governor-Elect, Region Lt. Governor
Club Ambassador Selection	September 30, 2023	Pilot International Headquarters (\$25 fee)
990 Form (all clubs)	November 15, 2023	Due to the IRS
Q2 Club Report	December 31, 2023	Governor, Governor-Elect, Region Lt. Governor
Newsletter Competition Form	January 6, 2024	Region Lt. Governor (Return Receipt at Postal Service required)
District Officer Nomination Form	January 24, 2024	<b>Dr. Julia Lucas</b> (District Nominating Chair), 193 South Twelfth St., Cochran, GA 31014
Lynda Goodwin Volunteer Scholarship	January 24, 2024	<b>Karen Fitzpatrick</b> (GPF Representative), P.O. Box 1081, Danielsville, GA 30633 Copy: Governor, Governor Elect, Region Lt. Governor
Ann Adams Attendance Award Edwina Gill Growth Award Nancy Henrick Friendship and Service Award Vivian Hartman Memorial Award	February 15, 2024	<b>Nancy Miller</b> (Awards Jury Chair), 211 Michelle Rd., Milledgeville, GA 31061 Copy: Governor, Governor Elect, Region Lt. Governor (Return Receipt at Postal Service required)

Q3 Club Report	March 20, 2024	Governor, Governor-Elect, Region Lt. Governor
GA Secretary of State Corporate Registration for all Clubs	April 1, 2024	
Q4 Club Report	June 26, 2024	Governor, Governor-Elect, Region Lt. Governor
Notification of Change in Membership	Within 30 days of changes on roll	Pilot International, Governor, Governor-Elect, District Secretary, District Treasurer, Region Lt. Governor
Articles for Governor's Bulletin	An email will go out with the article due date. The GB will go out the 5 <sup>th</sup> of each month.	Governor and GB Editor; <b>Kirsten Jorgenson</b> ( <a href="mailto:kajorge@yahoo.com">kajorge@yahoo.com</a> )
Inspirational Leader Form	Whenever there is a loss or praise	<b>JoAnn Akers</b> (Inspirational Leader) Mount Vernon Towers, Unit B504, 300 Johnson Ferry Rd., Atlanta, GA 30328 akerjoann@gmail.com Copy: Governor, Governor Elect, Region Lt. Governor