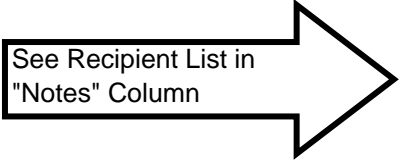
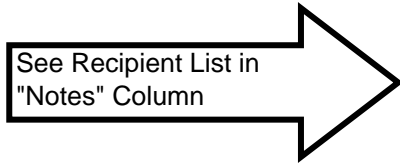


## Club Secretary Cheat Sheet

Form	Purpose	Club Files	Send to PI	Send to Dist Treas	Send to Dist Gov	Send to Dist Sec	\$ to PI	\$ to Dist Treas	Notes:
Membership Information Form	Provides a profile of the makeup of PI Membership	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>(1) A copy of the NOTIFICATION OF CHANGE IN MEMBERSHIP INFORMATION FORM should be sent with this form.</p> <p>(2) Be sure to complete the "Sponsored By" field of the form. This insures proper credit to that Pilot for Membership Recognition Program benefits.</p>
Notification of Change of Membership Information Form  <i>(May be completed online and printed for mailing.)</i>	Complete this form when changes (additions, deletions, change of a member's name, address or membership status) occur.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>(1) Complete <b>"Section D- Total Number of Members as of This Report"</b> each time you send a new form in regardless of the change being reported.</p> <p>(2) Send with appropriate funds to NC District Treasurer. Remit Dues and Scholarship with separate checks. When sending payment for multiple members, indicate how much is being sent for Dues and how much is being sent for Scholarship.</p>
Chaplain Form	Notification of the death of a Pilot or family member.							<p>(1) Notify the District Chaplain of the death of a Pilot or family member.</p> <p>(2) Notify the International Chaplain immediately of the death of a Pilot.</p>	
Nomination Letter(s)	Nominate a Pilot for District Office.							<p>Letter from the Club President sent to:</p> <ol style="list-style-type: none"> <li>(1) Proposed Nominee</li> <li>(2) President of Proposed Nominee's club</li> <li>(3) District Governor</li> <li>(4) PI Headquarters</li> <li>(5) Chair of the Nomination Committee</li> </ol>	