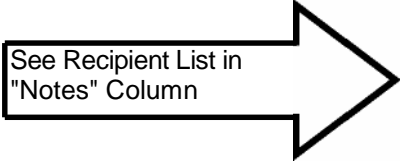
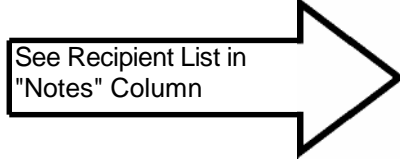


## Club Secretary Cheat Sheet

Form	Purpose	Club Files	Send to PI	Send to Dist. Treas.	Send to Dist. Gov.	Send to Dist. Sec.	Send \$ to Dist. PI	Send to Dist. Treas.	Notes:
Membership Information Form	Provides a profile of the makeup of PI Membership	X	X	X		X	X	X	<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.	X	X	X	X	X	X	X	<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 KY-OH-WV District Treasurer. Remit Dues.</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> <p>(1) Proposed Nominee  (2) President of Proposed Nominee's club  (3) District Governor  (4) PI Headquarters  (5) Chair of the Nomination Committee</p>