



## Steps to Charter a New Anchor Club

- ✓ Submit a *Notice of Intent to Charter a New Anchor Club*, copying the District Governor, District Anchor Coordinator and ECR for the District, to the PI Anchor Specialist at Headquarters.
- ✓ Establish a minimum of 10 charter members. This is a Bylaw requirement (Anchor Bylaw) in order to charter the club.
- ✓ Name of the sponsoring Pilot Club, Pilot Member or Pilot District including contact information.
- ✓ Proposed name of the *new* Anchor Club.
- ✓ Name and contact information of the Anchor Club Advisor and if school affiliated, include all contact information for the school (address and phone number).
- ✓ Include a proposed Charter Date (Charter Ceremony).
- ✓ **IMPORTANT:** All dues/costs and the charter fee must be received by the Anchor Specialist at PI Headquarters before the Anchor Club is established/chartered.
  - Annual International Dues are as follows (District and Club dues may also apply):
    - \$10 one-time charter fee
    - \$10 Membership Dues per member
    - \$4 Insurance Fee per member
- ✓ The official Charter and Membership Certificates will be mailed from the Anchor Specialist. Complimentary resources will be mailed in addition to the Charter and Certificates. The Anchor Charter will be flat mailed to the contact as provided to the Anchor Specialist. This will allow the new club to frame the Charter should they desire.
  - ✓ *Note: The following resources may be found on the Anchor International website*  
<http://www.anchorclubintl.org>
    - Notice of Intent to Charter New Anchor Club
    - Anchor Membership Form
    - Sample Charter Ceremony
    - Anchor Bylaws
    - Anchor Club Manual