OPTIMIST INTERNATIONAL
DMM DISTRICT
Terry Gorman
DMM Governor
2016-17

DMM
Lt. Governor-Elect Manual
DMM Governor-Designate -Extra

TABLE OF CONTENTS

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

11 _____

12 _____

13 _____

14 _____

15 _____

© Copyright

OPTIMIST INTERNATIONAL

2016-2017 DMM Lt. Governor- Elect Training
DMM Convention at Bloomington, MN
August 11, 2016
9:00 a.m. – 3:00 p.m.

AGENDA- Detailed

9:00 a.m.	**Welcome**	Gary
	Objectives	Gary
	Optimist Creed	Terry *(Tab 2)*
	2016-2017 Governor Terry Gorman	
9:30	**Function of the Lieutenant Governor**	Gary
10:00	**Annual Club Planning Conference ("ACPC")**	Al *(Tab 8)*
10:25	**Other reports for Optimist International**	Gary *(Tab 8)*
10:30	**Break**	
10:45	**Zone Meetings**	Gary
11:00	**Communications**	Al
11:30	**Optimism and Attitude**	Gary
12:00	**Lunch**	
1:00	**Membership Growth**	Terry *(Tab 11)*
1:30	**New Club Building**	Jim *(Tab 12)*
2:00	**Goal Setting Workshop**	Gary/Terry *(Tab 15)*
2:15	**Installing Club Officers**	Al
2:30	**Break**	
2:45	**Oratorical**	Dave
3:00	**Getting Club Officers to Attend**	Gary
3:15	**Optimist International Recognition**	Al *(Tab 13)*
3:35	**District Recognition**	Terry *(Tab 13)*
3:40	**Governor's/OI Reps Closing Remarks**	
3:45	**Questions & Answers**	
	Evaluation	

Tab 1

OPTIMIST INTERNATIONAL
2016-2017
DMM Lieutenant Governor-Elect Manual
TABLE OF CONTENTS

1. **Agenda**
2. **Optimist Creed**
3. **DMM Management Team 2016-2017**
   DMM Lt. Governors
4. **Club Officer-Elects for 2016-2017**
5. **DMM Meeting Dates and Places**
6. **DMM District Policies**
7. **PLANNING YOUR YEAR**

   Lieutenant Governors-Elect Workbook
   Mission, Vision and Purpose of an Optimist Club
   Typical Agendas for Quarter Zone Meetings (Oct, Jan, April)
   Lt. Governor Checklist

8. **REPORTS and FORMS**

   Annual Club Planning Conference Report
   Zone Meeting Report
   Lt. Governor "Zone Conference Report" to the District
   Zone Report- Summary
   Club Visitation Report
   Annual Club Review
   District Expense Voucher
   Club Leader Information Sheet
   (State)- Secretary of State Search on Club
   IRS Tax Exempt Letter

9. **DUES AND INSURANCE**

   Dues Structure
   Facts About OI Fees and Dues
   New Club's First Payment of International Dues
   Summary of Insurance (US)
   Summary of Insurance (Canada)
   Certificate of Insurance Request Form

10. EVENTS AND PROGRAMS

New Officer Installations- Samples
- Reflections Installation Ceremony
- Installation of Club Officers "Sweet Reminders"

New Member Induction- Samples
Everything You Want to Know about 2016-2017
- Optimist International Programs & Community Activities

11. MEMBERSHIP RECRUITMENT & RETENTION

Types of Membership
Applications/Brochures
Friend of Optimists- Frequently Asked Questions
Coffee Recruitment
The Report Form Re: NOW Program
Renew, Refresh & Revitalize
2016-2017 DMM Growth Incentive Program
2016-2017 Club Growth Record
Membership Retention- The Ultimate Bottom Line

12. NEW ADULT CLUBS and JOOI CLUB

Benefits of Being an Optimist Club
Starting at New Club: Step-by-Step
New Club Building Rules and Requirements
New Club Sponsor Commitment Form
New Club Database Training Guide
Community Needs Assessment
Samples: Phone/Letter/Brochure for New Club/Meeting Reminder
New Club Building- Role of Lt. Governor
JOOI Club

13. RECOGNITION

Club and District Recognition Program
2016-2017 "Bringing Out the BEST in Optimists" Incentives
DMM Governor's Awards for Membership Recruitment
Builder of Excellence ("BOE") Recognition

14. RESOURCES, INFORMATION & WEBSITES

Club Due Dates and Special Events- Sample
Parliamentary Procedures at a Glance
Important Websites: Optimist Leaders/Optimist Training/DMM Members
Access records at Optimist Leaders and Access Optimist e-mail
Contact- Optimist International and Canadian Service Center

15. GOAL SETTING

Lt. Governor's Goals Have Many Pieces
Creating S.M.A.R.T. Goals and Objectives
Lt. Governor Goals for 2016-2017

16. APPENDIX

Help to Make Others Feel Like a Million Bucks!
Optimism- Living It!
Sweet Reminders
The Value of One Member
Tenant 5 of the Optimist Creed
Energizer and Icebreaker Guidelines
Ten Tips for Public Speakers
5 Cool Ideas for Effective Speaking
We are Responsible for Children
A Leader

EVALUATION
QUESTIONS & ANSWERS

Tab 2

Promise Yourself....

- To be so strong that nothing can disturb your peace of mind
- To talk health, happiness and prosperity to every person you meet
- To make all your friends feel there is something in them
- To look at the sunny side of everything and make your Optimism come true
- To think only of the best, to work only for the best and to expect only the best
- To be just as enthusiastic about the success of others as you are about your own
- To forget the mistakes of the past and press on to the greater achievements of the future
- To wear a cheerful countenance at all times and give every living creature you meet a smile
- To give so much time to the improvement of yourself that you have no time to criticize others
- To be too large for worry, too noble for anger, too strong for fear and too happy to permit the presence of trouble

Tab 3

DMM DISTRICT #35

MANAGEMENT TEAM

2016-17 OPTIMIST YEAR

POSITION	NAME	EMAIL
GOVERNOR	Terry Gorman	gorman1745@gimail.com
SECRETARY-TREASURER	Lori Cook	
PAST-GOVERNOR	Ken Schulz	ken_schulz@centurylink.net
FINANCE CHAIR	Jo-Anne Pelzer	larrypel@mymts.net
ACTIVITIES CHAIR	Arnie Odefy	alodefey@gmail.com
CCOF-DFR	West Shewehuk	wesman@mymst.net
OI-FOUNDATION-DFR	Carmen Bakken	cbakken@wat.midco.net
NEW CLUB BUILDING	Jim Meyers	dmmpstgov@aol.com
GROWTH CHAIR	Cheryl Bergstrom	ckbergstrom@hotmail.com
BULLETIN EDITOR	Curt Sandberg	dmmdispatch@midco.net
CHILDHOOD CANCER CAMPAIGN	Linda Grulke	lrg1909@gmail.com
CCDHH CHAIR	Ginny Besik	gbisek@charter.net
ORATORICAL CHAIR	Dave Nichols	nicholsedina@aol.com
ESSAY CHAIR	Jeri Gorman	jeri.gorman@gmail.com
DISTRICT CONVENTION CHAIR	Jo-Anne Pelzer	larrypel@mymts.net
OI CONVENTION AMBASSADOR	Ken Schulz	ken_schulz@centurylink.net
INTERNET SAFETY PROGRAM	Star Munch	starken@sio.midco.net
JOOI CLUB CHAIR		
OIJGC- CANADA	Fred Urso	furso@shaw.ca
OIJCG- US	Andrew Engelman	andrew@thetitleteam.com
LEADERSHIP DEVELOPMENT	Gary Lambert	gblambert@comcast.net
PARLIAMENTARIAN		
PGI CHAIR		
PUBLIC RELATIONS CHAIR	Charles "Chuck" Spavin	chuckspavin@hotmail.com
SUPPLIES	Debbie McCallum	debbie.mccallum@hotmail.com
SUPPLIES		
WEB MASTER	Tim Goetz	tgoetz@gra.midco.net
CLUB FITNESS	Don Stover	sewy@midco.net

2016-2017 DMM Lt. Governors

Zone 1: **Tom Nesby**
(C) 204-224-1934

Zone 2: **Tent Westmeyer**
(H) 701-853-8292
(W) 701-857-7154
(C) 701-340-9164

Zone 3: **Ken Schulz**
(H) 701-252-1790
(C) 701-320-4997

Zone 4: **Jim Vandrovec**
(H) 701-251-2632
(C) 701-320-3200

Zone 5:

Zone 6: **Sally Damm**
(C) 605-651-3548

Zone 7: **Adam Walsh**
(C) 605-857-0434

Zone 8: **Gary Kruger**

Zone 9: **Jim Bisek**
(H) 320-253-1462
(W) 320-252-8222
(C) 320-260-4000

Zone 10: **Wayne Jeske**
(H) 952-939-9885
(W) 952-939-9885

Zone 11: **Kevin Hammel**
(H) 507-533-6076
(C) 507-993-8806

Tab 4

Zone: **1**

Club: **35021 - BRANDON, MB** (Submitted: 05/16/2016)

President	Secretary/Treasurer	Treasurer	Foundation Rep
Member # 35021-1485 RITA DODDS 1535 ARLENE AVE. BRANDON, MB R7A 7K7 CANADA h: (204) 728-0266 c: (204) 724-2302 rdodds@mts.net	Member # 35021-1462 CECIL RALPH 12, AUGUSTA CRESCENT BRANDON, MB R7C 0A1 CANADA h: (204) 727-4147 cralph@mts.net	Member # 35021-1460 WAYNE T YONDA 28, CHRISTIE BAY BRANDON, MB R7B 2J8 CANADA h: (204) 728-8381 c: (204) 573-4209 yondaw@mymts.net	Member # 35021-0001 WESLEY M SHEWCHUK 65 REGENT CRES BRANDON, MB R7B 2W7 CANADA h: (204) 729-9122 c: (204) 761-3688 wesman@mymts.net

Club: **35126 - WINNIPEG-RIVER EAST, MB**

COER NOT Received

Club: **35135 - WINNIPEG-ST JAMES, MB** (Submitted: 05/16/2016)

President	Secretary/Treasurer	Treasurer	Foundation Rep
Member # 35135-0003 UWE KROMER 631 HAMILTON AVE WINNIPEG, MB R2Y 1Z3 CANADA h: (204) 885-3706 ukromer@mymts.net	Member # 35135-1335 KEITH NORMAN 118-130 QUAIL RIDGE ROAD WINNIPEG, MB R2Y 2E9 CANADA h: (204) 586-4183 c: (204) 250-2635 knorman1@mts.net	Member # 35135-1327 WILLIAM P MACQUARRIE 118 KANE AVE WINNIPEG, MB RZY 1Z3 CANADA h: (204) 832-2634 b: (204) 479-3930 f: (204) 896-0754 c: (204) 479-3930 wmacquar@mts.net	Member # 35135-1332 EVELYN SAFNUK 3 - 20 STADFORD STREET WINNIPEG, MB R2Y 1S5 CANADA h: (204) 888-7648

Club: **35143 - SEVEN OAKS WINNIPEG, MB** (Submitted: 04/22/2016)

President

Member # 35143-0206
SERGE HOULE
407-360 OSBORNE ST.
WINNIPEG, MB R3L 2V6
CANADA
h: (204) 663-2830
b: (204) 453-1088
srhoule@shaw.ca

Secretary/Treasurer

Member # 35143-0168
ED JOHNS
70 PICKLEY CRESCENT
WINNIPEG, MB R2P 1G3
CANADA
h: (204) 633-5394
ed.johns@shaw.ca

Treasurer

Foundation Rep

Member # 35143-0036
DONNA SUGGITT
108 - 1055 POWER STREET
WINNIPEG, MB R2V 2G7
CANADA
h: (204) 694-7660
b: (204) 940-2668
djsuggitt@shaw.ca

Club: **35153 - SOUTH WINNIPEG, MB** (Submitted: 05/19/2016)

President

Member # 35153-0055
JO-ANNE PELZER
475 MORLEY AVE
WINNIPEG, MB R3L 0Y8
CANADA
h: (204) 453-7524
c: (204) 792-3634
larrypel@mts.net

Secretary/Treasurer

Member # 35153-0100
HEATHER HAWLEY
785 FLEET AVE
WINNIPEG, MB R3M 1K2
CANADA
h: (204) 477-9339
b: (204) 941-6880
f: (204) 453-5181
zackh@mts.net

Treasurer

Member # 35153-0121
DEBBIE MCCALLUM
210 GREENWOOD AVE
WINNIPEG, MB R2M 2T5
CANADA
h: (204) 255-8187
b: (204) 958-3679
debbie.mccallum@hotmail.com

Foundation Rep

Member # 35153-0055
JO-ANNE PELZER
475 MORLEY AVE
WINNIPEG, MB R3L 0Y8
CANADA
h: (204) 453-7524
c: (204) 792-3634
larrypel@mts.net

Club: **35163 - TRANSCONA, MB**

COER NOT Received

Club: **35210 - SAINT BONIFACE, MB** (Submitted: 05/18/2016)

President

Member # 35210-0025
MARC ROUGEAU
1-380 EUGENIE ST
WINNIPEG, MB R2H 0Y8
CANADA
h: (204) 299-9843
mrrrouge@gmail.com

Secretary/Treasurer

Member # 35210-0077
DEBBIE DEDRICK-WILLIAMS
801-525 ST MARY AVE
WINNIPEG, MB R3C 3X3
CANADA
h: (204) 233-1230
ddw68@mts.net

Treasurer

Member # 35210-0030
DARLENE THURSTON
448 TISSOT ST
WINNIPEG, MB R2J 0C4
CANADA
h: (204) 233-3955
tex@mymts.net

Foundation Rep

Member # 35210-0021
JO-ANNE PELZER
475 MORLEY AVE
WINNIPEG, MB R3L 0Y8
CANADA
h: (204) 453-7524
c: (204) 792-3634
larrypel@mts.net

Zone: **2**

Club: **35042 - DICKINSON, ND**

COER NOT Received

Club: **35111 - MINOT, ND** (Submitted: 05/20/2016)

President	Secretary/Treasurer	Treasurer	Foundation Rep
Member # 35111-5347 Candace Brekke 3901 County Road 19 S Minot, ND 58701-2248 h: (701) 852-4220 b: (701) 837-8737 f: (701) 837-1990 c: (701) 240-4478 candace.brekke@ackerman-estvold.com	Member # 35111-5323 Melanie R Moore 900 33rd Ave SW-#6 Minot, ND 58701-5380 h: (701) 839-3388 b: (701) 858-4233 f: (701) 858-4341 c: (701) 240-2579 melanie.moore@minotstateu.edu	Member # 35111-5329 Neil Moore 1026 N. Main St. Minot, ND 58703 h: (701) 839-3388 b: (701) 857-4562 c: (701) 240-0467 neil.moore@minot.k12.nd.us	Member # 35111-0015 Allan M Hanson 7211 27th St Ne Minot, ND 58703 h: (701) 839-5613 c: (701) 720-3511 cptalh@yahoo.com

Club: **35225 - SAKAKAWEA AREA, ND** (Submitted: 05/20/2016)

President	Secretary/Treasurer	Treasurer	Foundation Rep
Member # 35225-0013 Gerald Van Rooyen 768 Washington Dr. Garrison, ND 58540 h: (701) 580-2167 b: (701) 462-2262 geraldvanrooyen76@gmail.com	Member # 35225-0004 McKaila Matteson 337 8th St. NE Garrison, ND 58540 h: (701) 880-0356 b: (701) 463-2345 ndfm@restel.com		Member # 35225-0015 Amanda Britton 403 6th Ave NE Apt 2 Garrison, ND 58540 h: (701) 730-5605 b: (701) 463-6503 ajbritton@primecare.org

Zone: **3**

Club: **35013 - MISSOURI VALLEY BISMARCK-MANDAN, ND** (Submitted: 05/19/2016)

President	Secretary/Treasurer	Treasurer	Foundation Rep
Member # 35013-0006 Lonnie Bertsch 1601 Columbia Dr	Member # 35013-0026 Faye Miller 1318 N 2nd Street		Member # 35013-0026 Faye Miller 1318 N 2nd Street

Bismarck, ND 58504-7150
h: (701) 255-1076
c: (701) 220-8856
elbyz@hotmail.com

Bismarck, ND 58501
b: (701) 221-4416
c: (701) 400-5303
fmiller@bepc.com

Bismarck, ND 58501
b: (701) 221-4416
c: (701) 400-5303
fmiller@bepc.com

Club: **35014 - BISMARCK, ND** (Submitted: 07/22/2016)

President

Member # 35014-4768
Jerry Haas
2023 Northridge Drive
Bismarck, ND 58501
b: (701) 255-5668
c: (701) 250-0093
jerry_r_haas@yahoo.com

Secretary/Treasurer

Member # 35014-4738
Sylvia Burgess
1531 N 17th St
Bismark, ND 58501
h: (701) 255-0110
sylvia.burgess@bis.midco.net

Treasurer

Member # 35014-4709
Tom Miller
1931 N 4th St.
Bismarck, ND 58501-1770
h: (701) 222-1679
c: (701) 202-6046
millertrm@hotmail.com

Foundation Rep

Member # 35014-0035
Keith Magnusson
924 E Cental Ave
Bismarck, ND 58501-1932
h: (701) 258-7354
kmagnusson@midco.net

Club: **35096 - JAMESTOWN, ND**

COER NOT Received

Club: **35207 - BISMARCK-CENTRAL DAKOTA, ND** (Submitted: 05/19/2016)

President

Member # 35207-0035
Mavis A Anderson
539 Brandon Place #302
Bismarck, ND 58503
h: (701) 223-5298
maanderson@bis.midco.net

Secretary/Treasurer

Member # 35207-0005
Arlene M Olson
2630 Gateway Ave #203
Bismarck, ND 58503
h: (701) 255-4609
c: (701) 220-5570
amolson@bis.midco.net

Treasurer

Foundation Rep

Member # 35207-0051
Donna Belisle
3337 Thunderbird Lane
Bismarck, ND 58503
h: (701) 223-3451
gdbelisle76@gmail.com

Club: **35230 - DEVILS LAKE, ND** (Submitted: 06/17/2016)

President

Member # 35230-0001
Shannon Ehlers
Po Box 222
Sheyenne, ND 58374
h: (701) 996-5000

Secretary/Treasurer

Member # 35230-0002
Heidi Becker
3121 21st Ave. Sw
Devils Lake, ND 58301
b: (701) 665-4107

Treasurer

Foundation Rep

Member # 35230-0019
Tim Goetz
738 Central Plains Ct
Grand Forks, ND 58201
b: (701) 373-7714

c: (701) 361-1778
sehlers2008@gmail.com

c: (701) 351-3170
heidibecker@gatecitybank.com

c: (701) 741-1909
tgoetz@gra.midco.net

Zone: **4**

Club: **35065 - FARGO, ND** (Submitted: 06/01/2016)

President	Secretary/Treasurer	Treasurer	Foundation Rep
Member # 35065-3131 Danny Dougherty PO Box 391 Hillsboro, ND 58045 h: (701) 436-3974 wheatfield@mac.com	Member # 35065-3138 Barbara R Bertschi 3238 45th Ave S Fargo, ND 58104-6650 h: (701) 232-5967 b: (701) 293-2560 f: (701) 298-2874 barbbertschi@gatecitybank.com	Member # 35065-3133 Aloysius S Schwindt 1405 N 11th St Fargo, ND 58102-2527 alschwindt@gmail.com	Member # 35065-3104 Chip Ross 51 32nd Ave Ne Fargo, ND 58102 h: (701) 298-8274 b: (701) 298-9944 chipross@cableone.net

Club: **35078 - GRAND FORKS, ND** (Submitted: 05/19/2016)

President	Secretary/Treasurer	Treasurer	Foundation Rep
Member # 35078-4409 Timothy J Goetz 738 Central Plains Ct Grand Forks, ND 58201-7240 b: (701) 373-7714 f: (701) 775-6626 c: (701) 741-1909 timg@marconet.com	Member # 35078-4524 Cheryl J Fuchs 506 Walnut Street Grand Forks, ND 58201 h: (701) 772-1667 b: (701) 780-7726 cfuchs@frandsenbank.com		Member # 35078-4498 Michael S Jones 225 Leeward Hills Lane Grand Forks, ND 58201-7931 h: (701) 795-1906 b: (701) 795-7240 f: (701) 795-7272 c: (701) 330-0091 mjones@ndmill.com

Club: **35160 - VALLEY CITY, ND**

COER NOT Received

Club: **35167 - WAHPETON, ND**

COER NOT Received

Zone: **5**

Club: **35020 - STURGIS, SD**

COER NOT Received

Club: **35116 - NOON-BLACK HILLS, SD** (Submitted: 05/25/2016)

President	Secretary/Treasurer	Treasurer	Foundation Rep
Member # 35116-2053 Malcom Chapman 5117 Pinedale Heights Dr Rapid City, SD 57702-2080 h: (605) 716-6210 c: (605) 390-1367 malcom@malcomchapman.com	Member # 35116-2043 Donald R Stover 5008 W. Chicago St Rapid city, SD 57702 h: (605) 716-6434 c: (605) 593-2403 sewy@midco.net		

Club: **35120 - MORNING-RAPID CITY, SD**

COER NOT Received

Club: **35127 - RAPID CITY-RUSHMORE, SD** (Submitted: 08/02/2016)

President	Secretary/Treasurer	Treasurer	Foundation Rep
Member # 35127-0672 Judy A Lindskov 3727 Moon Meadows Drive Rapid City, SD 57702 h: (605) 394-3663 jklindskov@gmail.com	Member # 35127-0009 Karen Finck 314, 38th Street Rapid City, SD 57702-2105 harykary@rushmore.com	Member # 35127-0002 Hilda Sieler 824 Columbus Street, #302 Rapid City, SD 57701 h: (605) 342-1030 ehsieler@midco.net	Member # 35127-0657 Pat Sechser 11812 Pleasant Valley Road Pob 6 Custer, SD 57730 h: (605) 673-3732 b: (605) 341-3770 f: (605) 341-8692 c: (605) 366-3653 nursefinny@goldenwest.net

Club: **35158 - SPEARFISH, SD**

COER NOT Received

Club: **35224 - DEADWOOD-LEAD, SD** (Submitted: 08/02/2016)

President	Secretary/Treasurer	Treasurer	Foundation Rep
Member # 35224-0010 Tim Kosters 20732 Whippoorwill Ct Sturgis, SD 57785-6909 h: (605) 641-4137 b: (605) 717-3884 timothy.kosters@k12.sd.us	Member # 35224-0031 Julie Gardner 127 Irwin Lead, SD 57754 h: (605) 584-2012 b: (605) 578-1792 julie.gardner@fib.com		Member # 35224-0026 Michael E Kliewer 12254 Stagecoach Trail Sturgis, SD 57785 h: (605) 720-1193 c: (605) 381-6171 copter1507@aol.com

Club: **35228 - PATRIOT-BLACK HILLS, SD**

COER NOT Received

Zone: **6**

Club: **35000 - ABERDEEN, SD**

COER NOT Received

Club: **35027 - BROOKINGS, SD** (Submitted: 05/19/2016)

President	Secretary/Treasurer	Treasurer	Foundation Rep
Member # 35027-6916 Dee Bormann 221 8th Street West Brookings, SD 57006 h: (605) 697-7413 b: (605) 692-2777 f: (605) 692-9188 c: (605) 695-9955 ddbormann@svwireless.com	Member # 35027-0084 Bill Flynn 711 4th St. Brookings, SD 57006-2153 h: (605) 697-5840 b: (605) 696-1383 f: (605) 696-1644 c: (605) 695-9071 tennisfun4u2@gmail.com	Member # 35027-6929 Richard D Brubakken 1807 Half Moon Road Brookings, SD 57006 h: (605) 697-6938 c: (605) 695-6938 rdbrubakken@gmail.com	Member # 35027-6932 Trevor Penning 301 East Park Avenue Flandreau, SD 57028 b: (605) 693-7222 c: (507) 383-2123 taps2386@hotmail.com

Club: **35166 - WATERTOWN, SD** (Submitted: 05/22/2016)

President	Secretary/Treasurer	Treasurer	Foundation Rep
Member # 35166-1283 Henry (Hank) Roso Po Box 545	Member # 35166-1215 Carmen Bakken 416 27th St. Nw		Member # 35166-1215 Carmen Bakken 416 27th St. Nw

Watertown, SD 57201
c: (815) 549-0825
hankroso@gmail.com

Watertown, SD 57201
b: (605) 753-0394
c: (605) 881-1348
cbakken@wat.midco.net

Watertown, SD 57201
b: (605) 753-0394
c: (605) 881-1348
cbakken@wat.midco.net

Club: **35216 - MITCHELL AREA, SD** (Submitted: 05/23/2016)

President	Secretary/Treasurer	Treasurer	Foundation Rep
Member # 35216-0067 Jen Johnston 103 N Harmon Dr Mitchell, SD 57301-6243 h: (605) 941-1001 b: (605) 996-0337 jen@mitchellmainstreet.com	Member # 35216-0014 Brad Zomer 41230 Rock Creek Dr. Mitchell, SD 57301 h: (605) 996-0020 bzomer@fnni.com	Member # 35216-0073 Ashley J Thompson 40698 Chase Ct Mitchell, SD 57301 h: (605) 996-7717 f: (605) 996-4091 c: (605) 630-3327 ashleyt3327@gmail.com	

Zone: 7

Club: **35001 - BRANDON VALLEY, SD**

COER NOT Received

Club: **35115 - YANKTON-MORNING, SD** (Submitted: 08/02/2016)

President	Secretary/Treasurer	Treasurer	Foundation Rep
Member # 35115-0401 Jacob Hoffner 515 West Riverside Drive Yankton, SD 57078 h: (605) 665-4792 b: (605) 665-7525 c: (605) 661-7527 jcbhoffner@gmail.com	Member # 35115-0538 Brenda F Spencer 408 Regal Drive Yankton, SD 57078 h: (605) 668-0282 c: (605) 660-3040 dbspence1985@gmail.com	Member # 35115-0493 Perry Ford 706 Valley Rd. Yankton, SD 57078-5335 b: (605) 665-9311 c: (605) 661-8726 perryford@kolbergpioneer.com	Member # 35115-0005 Ronald E Bertsch 207 E 26th Street Yankton, SD 57078-4846 h: (605) 665-3877 c: (605) 660-1637 bertschjan@yahoo.com

Club: **35150 - SIOUX FALLS MORNING (SFMO), SD** (Submitted: 05/16/2016)

President	Secretary/Treasurer	Treasurer	Foundation Rep
Member # 35150-4222	Member # 35150-4374	Member # 35150-4311	

Ken Munch
110 W. Doral Court
Sioux Falls, SD 57108-6413
h: (605) 334-9969
c: (605) 351-9062
starken@sio.midco.net

Tammy Roberts
3105 S. Trenton Circle
Sioux Falls, SD 57103
h: (605) 351-5218
tammy.roberts@chssd.org

Larry Eickhoff
2217 S. Grinnell Ave.
Sioux Falls, SD 57106-5107
h: (605) 361-3695
c: (605) 413-0291
lceickhoff@sio.midco.net

Club: **35151 - SIOUX FALLS-SIOUX VALLEY, SD** (Submitted: 05/03/2016)

President

Member # 35151-1892
Alex Hofkamp
335 N Weber Ave.
Sioux Falls, SD 57103
c: (605) 521-8678
alex.hofkamp@johnstonesupply.com

Secretary/Treasurer

Member # 35151-1803
David C Martin
100 E. Lotta St. #29
Sioux Falls, SD 57105-7136
c: (605) 951-6543
damar169@yahoo.com

Treasurer

Member # 35151-1854
Carla Wilson
500 West Beck St.
Worthing, SD 57077-2015
b: (605) 336-0935
c: (605) 789-1518
cwilson@bsallp.com

Foundation Rep

Member # 35151-1807
Jack Dyvig
5524 S Andrea Ave
Sioux Falls, SD 57108-4642
c: (605) 351-1889
johndyvig@sio.midco.net

Club: **35231 - VERMILLION, SD**
COER NOT Received

Zone: **8**

Club: **35100 - LUVERNE, MN**
COER NOT Received

Club: **35171 - WORTHINGTON, MN** (Submitted: 04/17/2016)

President

Member # 35171-8436
Heidi Hanten
24400 Town Ave.
Worthington, MN 56187
h: (507) 376-5554
jhjn@frontiernet.net

Secretary/Treasurer

Member # 35171-8282
Larry Ailts
327 W Oxford Street
Worthington, MN 56187-1079
h: (507) 372-7894
b: (507) 376-4136
llailts@iw.net

Treasurer

Foundation Rep

Member # 35171-8253
Val Watje
31273 810th St
Brewster, MN 56119
h: (507) 842-5694
b: (507) 360-4525
c: (507) 360-4525
bvwatje@centurytel.net

Club: **35204 - NEW ULM, MN** (Submitted: 05/10/2016)

President	Secretary/Treasurer	Treasurer	Foundation Rep
Member # 35204-0160 Terry Sveine 904 N Minnesota New Ulm, MN 56073 h: (507) 354-1123 tesss@newulmtel.net	Member # 35204-0114 Deborah Hertling 45162 Edgewood Drive New Ulm, MN 56073 h: (507) 240-0015 hertling@mail.com	Member # 35204-0046 Ellie Sveine 904 No Minnesota New Ulm, MN 56073-1239 h: (507) 354-1123 tesss@newulmtel.net	Member # 35204-0141 Betty Uehling 400 S. Payne St New Ulm, MN 56073 b: (507) 359-8417 c: (507) 766-5078 buehling@newulm.k12.mn.us

Club: **35229 - MINNESOTA VALLEY, MN** (Submitted: 05/27/2016)

President	Secretary/Treasurer	Treasurer	Foundation Rep
Member # 35229-0002 Tracy Ball 125 Torrey Pines Ct. Mankato, MN 56001 h: (507) 779-7239 c: (608) 642-2249 tracywaxball@gmail.com	Member # 35229-0026 Nancy Goettl 300 Emerson Lane Mankato, MN 56001 h: (507) 625-9395 b: (507) 382-4224 c: (507) 382-4224 nancygoettl13@gmail.com	Member # 35229-0007 Pam Demarce 139 Cedar Path Eagle Lake, MN 56024 c: (507) 381-4299 pam@wowzonefec.com	

Zone: **9**

Club: **35005 - NORTH SUBURBAN, MN** (Submitted: 06/15/2016)

President	Secretary/Treasurer	Treasurer	Foundation Rep
Member # 35005-1768 Steven Scott 1535 - 105th Lane NW Coon Rapids, MN 55433 h: (612) 710-5177 17stevenscott@gmail.com	Member # 35005-1783 Carolyn Anderson 2777 - 167th Lane Nw Andover, MN 55304 h: (763) 463-0303 f: (763) 463-0303 anderson.carolyn@gmail.com		Member # 35005-1734 James L Bisek 2436 Imperial Drive St. Cloud, MN 56301 h: (320) 253-1462 b: (320) 252-8222 f: (320) 252-7038 c: (320) 260-4000 jimb@bluechipinsuranceservices.com

Club: **35018 - BENNIE-JOHNNIE, MN**

COER NOT Received

Club: **35045 - DULUTH, MN** (Submitted: 06/14/2016)

President	Secretary/Treasurer	Treasurer	Foundation Rep
Member # 35045-2100 Nicole N Bloom Kruger 809 E 10th St Duluth, MN 55805 h: (218) 206-4547 b: (218) 722-4745 nbloom@gmail.com	Member # 35045-0037 William E Harlander 28 S. 55 Ave E. Duluth, MN 55804-2563 h: (218) 525-1330 critterbill@yahoo.com		Member # 35045-0640 Don Freimuth 1900 St Louis Ave, #306 Duluth, MN 55802-2463 h: (218) 727-4079 b: (218) 727-4079 donald306@charter.net

Club: **35079 - GRAND RAPIDS, MN**

COER NOT Received

Club: **35130 - CENTRAL MINNESOTA NOON INC., MN** (Submitted: 06/16/2016)

President	Secretary/Treasurer	Treasurer	Foundation Rep
Member # 35130-0096 Wade D Bastian 8880 65th St Ne Foley, MN 56329-9584 h: (320) 387-2765 wade@bsacmc.org	Member # 35130-0159 Jane Holmberg 309 3rd Ave Ne St Cloud, MN 56304 c: (320) 291-4711 janeholmberg@charter.net	Member # 35130-0117 Chris Schuver 3137 Orchid Drive Ne Sauk Rapids, MN 56379 h: (320) 267-3918 b: (320) 654-9555 f: (320) 654-2759 chris.schuver@gmail.com	Member # 35130-0010 Rodney M Heiser 1609 S. 36th St St Cloud, MN 56301 h: (320) 251-7390 b: (320) 253-9505 f: (320) 255-8939 rpheiser@charter.net

Club: **35131 - ST CLOUD, MN** (Submitted: 06/02/2016)

President	Secretary/Treasurer	Treasurer	Foundation Rep
Member # 35131-5641 Tom Seamans 1021 N 7th Ave Sauk Rapids, MN 56379 tseamans@charter.net	Member # 35131-5636 Shari Wahlin 2027 14th Street N St Cloud, MN 56303 mswahlin@charter.net	Member # 35131-5562 Jacki Templin 2107 Queens Court Sartell, MN 56377-1960 h: (320) 656-5645	Member # 35131-0161 James M Gasperlin 2423 Marquette Dr Saint Cloud, MN 56301-5971 h: (651) 450-7391

b: (320) 257-3309
jtemplin@plazapark.com

b: (320) 252-6800
c: (320) 492-9172
jgasperlin@aol.com

Zone: **10**

Club: **35051 - EDEN PRAIRIE, MN** (Submitted: 06/23/2016)

President	Secretary/Treasurer	Treasurer	Foundation Rep
Member # 35051-0541 Mike McCain 4508 Marlborough Ct Minnetonka, MN 55345-2646 c: (612) 432-6282 mccainpp@gmail.com	Member # 35051-0544 Dave C Mack 15060 Ridge Road Eden Prairie, MN 55344 b: (952) 368-8248 dmack1015@msn.com	Member # 35051-0525 Bruce A Balfanz 12209 Jack Pine Trail Eden Prairie, MN 55347 h: (952) 941-5740 c: (612) 709-6628 babalfanz@msn.com	Member # 35051-0018 Gary B Lambert 7531 Derby Lane Shakopee, MN 55379-7085 h: (952) 405-8317 b: (952) 828-7318 f: (952) 828-7301 c: (612) 221-1883 gblambert@comcast.net

Club: **35070 - GLEN LAKE, MN** (Submitted: 06/07/2016)

President	Secretary/Treasurer	Treasurer	Foundation Rep
Member # 35070-5658 Thomas J Chizek 15619 Fairwood Lane Minnetonka, MN 55345 h: (952) 949-6848 c: (612) 590-3172 tchizek@comcast.net	Member # 35070-5647 James Henningsen 14399 Fairway Dr Eden Prairie, MN 55344-1956 h: (952) 949-2344 c: (612) 747-5457 jimhenchem@comcast.net	Member # 35070-5624 Richard W Custer 4815 Gaywood Drive Minnetonka, MN 55345-3920 h: (952) 935-0481 scout@tcq.net	Member # 35070-0005 Wayne A Jeske 7024 Red Cedar Cv Excelsior, MN 55331-7795 h: (952) 939-9885 b: (952) 939-9885 f: (952) 939-9885 c: (612) 280-2243 waj5432@aol.com

Club: **35075 - NORTHWEST SUBURBAN, MN** (Submitted: 06/20/2016)

President	Secretary/Treasurer	Treasurer	Foundation Rep
Member # 35075-3874 Linda Ann Tremere 2305 Lee Ave N	Member # 35075-0005 Eugene F Blanski 5800 St Croix Ave, C330		Member # 35075-0005 Eugene F Blanski 5800 St Croix Ave, C330

Golden Valley, MN 55422-3638
h: (612) 521-7700
f: (651) 642-4329
l.tremere@msn.com

Golden Valley, MN 55422-4764
h: (763) 732-1655
eblanski@cvgv.net

Golden Valley, MN 55422-4764
h: (763) 732-1655
eblanski@cvgv.net

Club: **35124 - PRIOR LAKE-SAVAGE, MN** (Submitted: 04/15/2016)

President

Member # 35124-3167
Kristi Erickson
9100 Woodhill Drive
Savage, MN 55378
h: (952) 233-5693
3rdcrewerickson@gmail.com

Secretary/Treasurer

Member # 35124-3102
Amy L Raetz
17369 Ridgewood Ct. Se.
Prior Lake, MN 55372
h: (952) 447-1137
kitkatr@integra.net

Treasurer

Foundation Rep

Member # 35124-3039
Leanne J Weyrauch
6822 Flemming Cir
Prior Lake, MN 55372-2622
h: (952) 440-8177
b: (952) 440-2930
f: (952) 440-2934
lweyrauch@priorlake-savage.k12.mn.us

Club: **35125 - RICHFIELD, MN** (Submitted: 05/15/2016)

President

Member # 35125-7196
Patrick Dale
1435 Florida Ave N.
Golden Valley, MN 55427
h: (612) 423-9345
b: (612) 798-8166
f: (612) 861-3446
pat.dale@headway.org

Secretary/Treasurer

Member # 35125-7195
Mary E Christenson
6745 Wentworth Ave. S.
Richfield, MN 55423
h: (612) 869-6480
c: (612) 718-5349
mc160127@gmail.com

Treasurer

Foundation Rep

Member # 35125-7165
Thomas Eklo
8064 Golden Valley Road
Golden Valley, MN 55427
h: (612) 229-7467
b: (612) 869-7551
tjeklo@yahoo.com

Club: **35156 - BLOOMINGTON-BREAKFAST, MN**
COER NOT Received

Zone: **11**

Club: **35110 - MINNEAPOLIS, MN**
COER NOT Received

Club: **35123 - ROCHESTER, MN** (Submitted: 05/19/2016)

President	Secretary/Treasurer	Treasurer	Foundation Rep
Member # 35123-7114 Jeffrey Coleman 2367 Norwood Lane Sw Rochester, MN 55902 h: (507) 289-7212 b: (507) 424-4644 jccoleman10@charter.net	Member # 35123-7075 Kathy L Jensen 1040 Double Eagle Avenue S.e. Rochester, MN 55904 h: (507) 292-0666 kljensen10@charter.net	Member # 35123-0522 William M Reilly 2613 3rd Place NE Rochester, MN 55906-3469 h: (507) 250-4709 wrbogwalker@gmail.com	Member # 35123-7036 Dennis Groteboer 1908 Lakeview Ct Sw Apt 104 Rochester, MN 55902-4204 dgroteboer@cbburnet.com

Club: **35140 - ST PAUL, MN** (Submitted: 05/20/2016)

President	Secretary/Treasurer	Treasurer	Foundation Rep
Member # 35140-3953 Carol Dixon 3601 45th Avenue South Minnnepolis, MN 55406-2928 h: (612) 728-1776 c: (612) 382-6762 cdixon@hutman.net	Member # 35140-0035 Terry K Gorman 1745 Lincoln Ave Saint Paul, MN 55105-1952 h: (651) 690-4576 c: (651) 955-7072 gorman1745@gmail.com		Member # 35140-3877 Jeri M Gorman 1745 Lincoln Avenue St. Paul, MN 55105-1952 h: (651) 690-4576 c: (612) 868-7945 jeri.gorman@gmail.com

Club: **35157 - WEST ST PAUL, MN** (Submitted: 05/19/2016)

President	Secretary/Treasurer	Treasurer	Foundation Rep
Member # 35157-0020 Charles H Spavin 12045 Point Douglas Dr South Hastings, MN 55033 h: (651) 437-6542 b: (651) 228-6979 f: (651) 228-6925 chuckspavin@hotmail.com	Member # 35157-6844 Lindsay R Bjerke 342 Moreland Ave W Saint Paul, MN 55118-2065 h: (651) 795-1819 b: (651) 795-1819 c: (651) 795-1819 uwllindsay@hotmail.com	Member # 35157-6837 Cheryl K Bergstrom 1031 Seminole Ave West St Paul, MN 55118 h: (651) 450-7391 b: (651) 687-7503 c: (651) 354-7715 ckbergstrom@hotmail.com	Member # 35157-6840 Cole T Spavin 12045 Point Douglas Dr S Hastings, MN 55033 h: (651) 437-6542 ivorykey2b@gmail.com

Club: **35227 - SAINT PAUL EAST SIDE, MN**

COER NOT Received

Tab 5

DMM DISTRICT MEETINGS AND CONVENTION SCHEDULE

First Quarter Meeting
October 21 and 22, 2016
Grand Forks, ND

Second Quarter Meeting- Via Conference Call
February 19, 2017

Third Quarter Meeting
April 28 and 29, 2017
St. Cloud, MN
(Oratorical and CCDHH Contests)

Leadership Summit
May, 2017
Minneapolis, MN

Optimist International Convention
July 6-8, 2017
Albuquerque, NM

DMM District Convention
August 2017
Winnipeg, MB

Tab 6

Approved August 14, 2015

DMM

DAKOTAS MANITOBA MINNESOTA

DISTRICT POLICIES

2015

TABLE OF CONTENTS

ARTICLE I: District Purposes 3
General.....3
ARTICLE II: District Policies.....3
District Policies.....3
ARTICLE III: District Board of Directors.....3
General Provision.....3
District Officers and Executive Committee.....3
Elections and Terms of Office.....3
Duties of the District Officers.....4
Duties of the Executive Committee.....5
Vacancy of District Office.....5
District Board of Directors Installation.....5
District Board of Directors Meetings and Notice.....5
Establishment of Zones 6
ARTICLE IV: District Committees.....6
Finance / Candidate Qualifications.....6
Achievements and Awards Program (Optimist of the Year).....7
ARTICLE V: District Convention.....7
General Provisions.....7
Convention Allocation from District Dues 7
Convention Budget and Finance Report 8
Convention Complimentary Registrations 8
Convention Duration 8
Convention Program 8
Convention Rules.....8
Requirements to Host a Convention 9
District Conferences 10
Requirements to Host a Quarterly Board Meeting 11
District Programs/Activities – Oratorical, CCDHH, Essay, OIJGC, Youth Clubs ..12
ARTICLE VI: District Finances.....14
General Provision.....14
Finance Committee – Budget.....15
Annual Review.....15
Depositories and Signatures.....15
Travel Expenses 15
Conflict of Interest 16
ARTICLE VII: Miscellaneous.....16
International President's Visitation 16
International Representative to District Meetings 16
District Officers Lapel Insignia 17
District Bulletin 17
District Directory 17
Flags Creed and Banner 17
Gifts-Mementos 17
Gifts to New Clubs 17
International Convention 17
New Club Charter Presentations 18
Currency Exchange 18
District Pins 18
Addendum 1 DMM District Quarterly Board Meeting Application 19
Addendum 2 DMM District Annual Convention Application 20

Approved August 14, 2015

DISTRICT POLICIES

ARTICLE I: DISTRICT PURPOSES

GENERAL

The sole purpose of the District shall be to function as an administrative division of Optimist International in furtherance of the purposes of Optimist International, these Bylaws, and Policies as established by the International Board of Directors. The District shall provide service and support to Clubs for the purpose of enhancing growth, participation, administration and youth service. All Clubs located within the territorial boundaries of a District shall be members of the District, except as requested by the Club or Clubs involved, and in concurrence with the District or Districts involved and the Board of Directors. (OI Bylaws Article VII, Section 2)

ARTICLE II: DISTRICT POLICIES

DISTRICT POLICIES

The District shall adopt a set of operating policies authorized by the International Board of Directors, which will cover the items necessary to administer the District. Any omission of required Optimist International Bylaws is considered to be an assumed mandate in DMM District Policies. These policies shall be adopted by the District Board of Directors at the Annual Convention. (OI Bylaws Article VII, Section 3, Paragraph E).

These policies shall be reviewed at least annually by the District Executive Committee and revised as necessary, either at the Annual District Convention or at a Special Convention convened specifically for that purpose. The District Secretary-Treasurer shall provide each member of the District Board of Directors with an electronic copy of all District Policies at the beginning of each administrative year. All current District Policies will be posted on the DMM Website.

ARTICLE III: DISTRICT BOARD OF DIRECTORS

GENERAL PROVISIONS

The business of the District shall be administered by a Board of Directors. The Board of Directors shall consist of the officers of the District, the two Immediate Past Governors, the Lieutenant Governors, the District Secretary-Treasurer, and the President of each Club. Should the President of a member Club be unable to attend, a delegate from that Club would be allowed to speak and act as the President, in the conduct of the business coming before the Board of Directors. The JOOI Governor shall serve as a non-voting member on the District Board of Directors. (OI Bylaws Article VII, Section 3, Paragraph A)

DISTRICT OFFICERS AND EXECUTIVE COMMITTEE

The District officers shall be the Governor, Governor-Elect, and the Secretary-Treasurer.

The Executive Committee shall consist of the officers, the two most Immediate Past Governors, the current Lieutenant Governors, and the JOOI Governor as a non-voting member. (OI Bylaws Article VII, Section 3, Paragraphs B and C)

A District may delegate, subject to the limitations imposed by these Bylaws, the powers of the District Board of Directors to the District Executive Committee.

ELECTIONS AND TERMS OF OFFICE

No one shall be eligible for election or hold a District office unless: He or she is duly enrolled on the International roster as a member of a Club in good standing in Optimist International; and he or she has held or is currently holding the office of President of an Optimist Club. (OI Bylaws Article VII, Section 6, Paragraph A)

The Governor-Elect shall be elected at the annual or a special duly called convention by a majority vote of the accredited delegates present and voting at the time of the election. The Governor-Elect shall not serve in any other elective office in the same year he or she is Governor-Elect. (OI Bylaws Article VII, Section 6,

Paragraph B) The Governor-Elect shall automatically become Governor on 1 October of the year following the year in which he or she was elected Governor-Elect. Following the District convention, the Governor-Elect shall be known as the Governor-Designate. (OI Bylaws Article VII, Section 6, Paragraph C)

The District Secretary-Treasurer shall be appointed for a term of one year by the Governor-Elect. The appointment of the Secretary-Treasurer designate shall be confirmed at the third quarter Board meeting by the District's Board of Directors, and shall take office 1 October next following confirmation. (OI Bylaws Article VII, Section 6, Paragraph D). The term of office for Secretary-Treasurer shall be one year. (OI Bylaws Article VII, Section 6, Paragraph D)

The election of Lieutenant Governors for the following year will be conducted at or before the 3rd quarter meeting. The Election date will be announced to all clubs in the Zone at least 20 days prior to the meeting. The convention rules will apply to the election of the Lt. Governor-Elect at the Zone meeting. Any position remaining vacant will be appointed by the Governor-Elect and be approved by the Executive Committee.

DUTIES OF THE DISTRICT OFFICERS

Governor

Under the general supervision of the International Board of Directors, it shall be the duty of the Governor to further the mission and purposes of Optimist International and promote the interest and coordinate the work of member Clubs within the District. The Governor shall function as the chief executive officer of the District, preside at all meetings of the District Board of Directors, the Executive Committee and the annual convention of the District. He or she shall be an ex-officio member of all committees, and exercise general supervision over affairs of the District subject only to the Board of Directors, the delegates to the annual District convention, and the Board of Directors of Optimist International. He or she shall at all times act on behalf of Optimist International in all relations with member Clubs within the District. He or she shall also attend the annual convention of Optimist International and any special meetings or conferences conducted by Optimist International for Governors.

The Governor shall not be required or expected to visit every club in the District. The Governor's club visitations shall be limited, at his or her discretion, to charter presentations of new clubs, zone meetings and such special events as may be conducted by clubs and to which he/she has been invited. In view of the demand upon his or her time and administrative responsibilities, the Governor may delegate or appoint an individual to appear in his or her place on such occasions.

District Governor-Elect

The District Governor-Elect will be responsible for promotion and planning of training at the District convention for Presidents-Elect, Secretary-Treasurers Designate and Lieutenant Governors-Elect, with the assistance of the Leadership Development Committee, utilizing the Optimist International Faculty Guide.

District Secretary-Treasurer

It shall be the duty of the District Secretary-Treasurer to: (i) attend all meetings of the District Board of Directors, the District Executive Committee and the annual District convention, and to act as Secretary thereof, (ii) keep true and correct minutes of such meetings and transmit a copy to the International Office and to others so designated by the District Board, within 30 days after the close of any such meeting. Minute taking may be delegated but at no additional cost to the District. The amounts collected through any Foundation Fund Raising for the CCC, CCOF or the OIF is to be reported in the minutes of each District Meeting. (iii) Receive and deposit all moneys due the District. (iv) Disburse monies within the limitations of the District budget or by specific instructions of the District Board, the District Executive Committee, or the accredited delegates at the District convention, (v) keep an accurate and complete record of all financial transactions and submit financial statements and records required by the District Board of Directors and as set forth in the Bylaws & Policies of Optimist International, namely, the approved budget, the Financial Statement Review and Form 990, 1st, 2nd and 3rd Quarter Financial Reports, and District Policies (vi) keep books of account open at all times to the District and International Board of Directors, with such books to be subject to annual review as of 30 September of each year, (vii) issue and cause to be delivered to each member Club in the District an official call for the annual convention at least 30 days prior to the date thereof, in which notice the time and place of the holding of said annual convention shall be set forth, (viii) issue and cause to be delivered to each member Club in the District, at least 20 days prior to the date of said special convention a written notice of the time and place of the holding of same together

with a general statement of the proposed business to be transacted, (ix) issue and deliver notice of all meetings of the members of the Board of Directors at least 30 days prior to said meetings, and (x) perform such duties as prescribed in these policies.

The district secretary-treasurer will be required to maintain and pass on to the succeeding administration the following documents: minutes of executive committee, minutes of district board of directors meetings, quarterly financial reports, official review report by an independent auditor, IRS Form 990.

The District financial records will be retained in accordance with the Internal Revenue Service requirements and a minimum of seven years subsequent. The District minutes and other documents that are submitted to Optimist International will be kept indefinitely. These records will be passed on to the succeeding Secretary-Treasurer.

Lieutenant Governor

Each Lieutenant Governor shall function in his or her assigned Zone as a representative of Optimist International and the Governor, and generally conduct his or her office in a manner contributory to the attainment of all objectives of the District and Optimist International within each Zone. Each Lieutenant Governor should make at least two visitations to each Club in his or her Zone during the administrative year. The Lieutenant Governor must make every attempt to visit each newly affiliated Club in his or her Zone within 90 days following its official organization. He or she shall make the prescribed report of each visitation within 30 days. Each Lieutenant Governor should schedule and conduct meetings in the Zone as often as needed and necessary – they should not conflict with any District meeting. Notice shall be given to the Zone Club Presidents and Club Secretary-Treasurers at least 15 days prior to such meeting. He or she shall make the prescribed report of each meeting within 30 days.

DUTIES OF THE EXECUTIVE COMMITTEE

The Executive Committee is authorized to make purchases and pay expenses, travel allowances, reimbursements and obligations as provided by and within the limitations of the budget, make plans and establish policy furthering the objectives of the District, and exercise general control over plans, budget and programs of the District convention. (OI Bylaws Article VII, Section 3, Paragraph C).

VACANCY OF DISTRICT OFFICE

For good cause or upon death, resignation or incapacitation of any elected or appointed officer or any officer-designate of a District, or in the event of the failure of any officer to carry out the duties of his or her office, the incumbent District Executive Committee may declare said office vacant and shall select a successor to fill the remainder of his or her term. Should either of the Immediate Past Governors be unable to serve as members of the Executive Committee and Board of Directors, the next Immediate Past Governor shall automatically become a member of the Executive Committee and Board of Directors in his or her place and stead. The foregoing shall apply to any individual who has been elected or appointed to office but for any reason does not assume or carry out the duties of his or her office. (OI Bylaws Article VII, Section 3, Paragraph D)

DISTRICT BOARD OF DIRECTORS INSTALLATION

The District Board of Directors, which shall consist of the Governor, Governor-Elect, the two most immediate Past Governors, all Lieutenant Governors, the District Secretary-Treasurer, the JOOI Governor and the President of each Club in the District, shall be installed by the Official Representative of Optimist International at the 1st Quarter Board of Directors Meeting.

DISTRICT BOARD OF DIRECTORS MEETINGS AND NOTICE

The Governor may call a meeting of the Board of Directors each quarter, or at such time and place as he or she may determine with the advice and consent of the Executive Committee. Notices of all meetings of the Board of Directors shall be issued and caused to be delivered to all members of the Board of Directors by the District Secretary-Treasurer at least 30 days prior to said meetings. A majority of the members of the Board of Directors shall constitute a quorum for the transaction of business, and a majority of those present and voting shall be necessary to give effect to any action of the Board. (OI Bylaws Article VII, Section 3, Paragraph F) Electronic mail shall serve as fulfilling the written notification requirement.

Meetings of the Executive Committee may be called by a majority of its members or at the call of the Governor. (OI Bylaws Article VII, Section 3, Paragraph D) The district executive committee shall meet at

the time, place and immediately prior to meetings of the district board of directors or at the call of the governor or a majority of the members of the executive committee. The Board may annually approve an electronic method of conducting brief or emergency board actions.

The 1st Quarter (October – December) meeting shall be held no later than November 30th. The dates for the 2nd Quarter (January – March) Combined Zone Meetings shall be set by the Governor-Elect and those Clubs who apply for an opportunity to host. At the Governor-Elect's discretion, the meeting in the 2nd (January – March) Quarter may be waived. The 3rd Quarter (April – June) Meeting shall be held no later than June 1st, and may include the District Oratorical Competition and the District Communication Contest for the Deaf and Hard of Hearing (CCDHH). It will be the responsibility of the Governor-Designate to decide if any or all of the Communications contests will be canceled. If canceled, he or she will communicate this decision to the Committee chairs and Club Presidents by the 1st quarter meeting. The 4th Quarter meeting shall be held in conjunction with the annual District Convention, no later than the 3rd week in August.

Notice of all meetings of the District Board of Directors shall be sent by the District Governor to the District Secretary Treasurer and to all members of the Board, along with a prepared agenda, at least 30 days in advance of the scheduled meeting. Email shall be an acceptable method of agenda transmission for those Board Members who provide the Governor and District Secretary-Treasurer with Email addresses.

ESTABLISHMENT OF ZONES

Pursuant to the Optimist International bylaws, the number and boundaries of zones for any administrative year, if subject to revision, shall be determined by the Board of Directors prior to its meeting held in the third quarter of the preceding year. All proposals shall be submitted to the Governor not less than 30 days prior to said meetings. New clubs shall automatically be assigned to the zones in which they are geographically located or closely aligned by sponsorship, and services thereto shall be the responsibility of the Lieutenant Governor of such zone. Any realignment of zones as voted on by the Board of Directors of the District will be forwarded to the Club Services and Leadership Development Departments of Optimist International within 30 days of such meeting.

ARTICLE IV: DISTRICT COMMITTEES

The District Board of Directors shall establish in its District policies, such committees as it deems appropriate to carry out the administration of the District. (OI Bylaws Article VII, Section 3, Paragraph G) The Governor-Designate shall appoint the chairperson and the required number of members of all committees, and shall announce such appointments not later than 1 October following his or her election. (OI Bylaws Article VII, Section 5, Paragraph G)

The following committees are established:

Finance (OI Bylaws Article VII, Section 5, Paragraph D)

The finance committee, which consists of the incoming Governor & incoming Secretary-Treasurer shall, in consultation with the current Governor and current Secretary-Treasurer, prepare the proposed annual budget for submission to the Executive Committee. The Executive Committee shall recommend approval to the Board of Directors at the first Quarterly Board Meeting. The Board of Directors will approve the budget with possible revisions. All budgets shall employ the Standard Chart of Accounts as established by Optimist International. The Finance Committee shall exercise advisory supervision over all financial transactions and reports as may be required by the District Board of Directors and Optimist International. The Finance committee shall consider all proposed budget revisions and proposals for expenditures not previously budgeted or approved and shall make recommendations thereon to the Executive Committee and/or Board of Directors.

Candidate Qualifications

The District Candidate Qualifications Committee as provided by Article 7, Section 6 (A. & B.) of Optimist International Bylaws shall seek, qualify and nominate, one or more candidates for the office of Governor-Elect and shall seek, qualify and nominate one or more candidates, per zone, for the office of Lieutenant Governor. It is recommended that the two most immediate past governors serve as the Candidate Qualifications Committee.

ACHIEVEMENT AND AWARDS PROGRAM

The district may budget, maintain and conduct an annual Achievements and Awards Program which shall be prepared by the governor. The program shall be presented to the district board of directors for final approval at its first quarter meeting. It shall be the responsibility of the district administration to promote and encourage participation in both district and Optimist International achievements and awards programs. Pursuant to the Achievement and Awards Program and policies of Optimist International, the district administration shall refrain from offering or conducting any awards competition for any activity or performance embraced by Optimist International's Achievements and Awards Program. The district shall recognize the top five clubs within the district based on their Achievement and Awards ranking at the end of the year.

DISTRICT ACHIEVEMENTS AND AWARDS, APPEALS AND PROTESTS

The end of the year Achievements and Awards standings will be announced no later than the second quarter board meeting. Any appeal for the final published standings of clubs or individuals in the district achievements and awards programs, to be considered, must be in the hands of the previous year's district secretary-treasurer not later than 30 days following publication of standings. The previous year's district executive committee shall have the power and authority to review and adjudicate any such appeal, and its decisions shall be final. To be eligible to receive any award or recognition, all financial obligations of the club to the district shall have been met by closing day of the administrative year.

DMM OPTIMIST OF THE YEAR

Annually, an Optimist of the Year shall be selected from a list of candidates submitted by their clubs to be considered for the Roger L. Haas DMM Optimist of the Year Award. This award is meant to be a "grassroots" award given to a common member for very uncommon efforts. It is not meant to be a lifetime achievement award; the nomination should focus primarily on the local club activities of the current optimist year. This recognition will be presented during the first quarter meeting the year following. Submissions to the Governor must be postmarked by September 1st or emailed by September 15th.

ARTICLE V: DISTRICT CONVENTION

GENERAL PROVISIONS

A convention of the Clubs in each District shall be held annually during the month of August on such dates and at such location as shall be determined by the District Board of Directors. The convention city shall be determined by a vote of the accredited delegates at the District convention for as many years in advance not exceeding five years, as may be deemed necessary. The District Board of Directors shall have power to substitute another city in the event circumstances later make such action necessary or advisable. The District Secretary-Treasurer shall issue and cause to be delivered to each member Club in the District an official call for the annual convention at least 45 days prior to the date thereof, in which notice the time and place of the holding of said annual convention shall be set forth. In the event of an emergency, with the approval of the International Board of Directors and the District Board of Directors, a District may hold a special District convention at any time or place. The District Secretary-Treasurer shall issue and cause to be delivered to each member Club in the District, at least 20 days prior to the date of said special convention a written notice of the time and place of the holding of same together with a general statement of the proposed business to be transacted. The method and means of voting at convention shall be established by the District Board of Directors. Convention rules shall be adopted by a majority vote during the first business session of each convention; but may be suspended, rescinded or amended after their adoption by a two-thirds vote. A quorum of any District convention shall consist of a majority of the accredited delegates.

The District administration shall provide all member Clubs with an opportunity to bid for conduct of conventions in their respective locations. Such bids or invitations should be submitted to the convention committee on the prescribed form not later than 30 days prior to the convention at which the selections(s) shall be made.

CONVENTION ALLOCATION FROM DISTRICT DUES (ACCOUNT 350.1)

The DMM district will provide $0.50 per member per year based on the October 1st Regular Tier 1 membership for the general expenses of convention, including the children's program. This money will be

given to the Host Committee on January 1st of the convention year provided the host committee has complied with all of the rules of hosting a district convention.

CONVENTION BUDGET AND FINANCE REPORT

The convention budget shall be prepared and provided as information to the district's administration and shall be based on statements of receipts and disbursements and expenditures and reviews of previous conventions. A detailed record of number of participants, money received, and expenditures for each event shall be kept and forwarded to the district secretary-treasurer within 30 days of completion of the convention. Any financial losses up to $500.00 will be the responsibility of the host club(s). The host club(s) will retain all profits up to $500.00. Any additional financial losses exceeding $500 will be the District's responsibility. Any additional profit in excess of $500 will be remitted to the District. Such additional profits will be considered General Revenue. The Governor will have close supervision over the convention budget.

CONVENTION - COMPLIMENTARY REGISTRATIONS

The Club hosting the District Convention shall anticipate in the Convention budget and shall be responsible for the registration fee (including meals) and accommodations for the District Governor, District Secretary-Treasurer, District Governor-Elect, District Secretary/Treasurer Designate, and the Representative from Optimist International, along with each of their respective spouses or VIPs. Host Clubs are encouraged to obtain complimentary rooms to assist with this obligation.

CONVENTION DURATION

The annual district convention shall be a two-day event, beginning Friday morning and ending Saturday evening, exclusive of social, recreational, or other extra-curricular activities, training sessions, Executive Committee meeting, and registration.

CONVENTION PROGRAM

The District Convention Committee shall prepare, through consultation with the Governor and Governor-Elect, the schedule of Convention events and meetings. The Governor, through consultation with the Governor-Elect, shall prepare the agenda and/or curriculum for all Convention business sessions, Leadership Development events, forums, and meal-serving events. The Convention schedule and program shall be distributed to all District Officers, District Chairpersons, Club Presidents and Club Secretary-Treasurers not less than 30 days prior to the Convention.

The Convention schedule shall include, as a minimum, the following events:

- A Business Session necessary to accomplish the business of the District.
- All Leadership Development events for Club and District officers as prescribed by Optimist International.
- The Annual Old Timer's Breakfast.
- An additional meal service event to provide the Official Optimist International President's Representative with an opportunity to address assembled delegates and guests.
- A Recognition and Installation Banquet featuring the installation of the District Executive Committee.
- Children's Program The host committee may cancel the Children's Program if fewer than four (4) children are registered by the Early Bird deadline.

- Other events as may be required by the Governor, i.e. The Annual Governor's Reception.

CONVENTION RULES

The method and means of voting at convention shall be established by the District Board of Directors. Convention rules shall be adopted by a majority vote during the first business session of each convention; but may be suspended, rescinded or amended after their adoption by a two-thirds vote. A quorum of any District convention shall consist of a majority of the accredited delegates. (OI Bylaws Article VII, Section 4) The convention shall be composed of registered Optimist delegates as set forth in the International Bylaws.

1. To be accredited by the credentials committee and eligible to vote on the convention business, delegates must have registered at the convention, paid the registration fee, and produced such

credentials as may be required by the Board of Directors. The number of accredited delegates of a Club shall not exceed the voting strength of the Club.

2. Club voting strength will be based on 1 vote for every 10 Members.
3. Roberts' Rules of Order shall govern the convention proceedings in all cases not governed by the Constitution and Bylaws and these convention rules.
4. Voting

a. All voting shall be voice, hand or rising vote, at the discretion of the chair, unless a ballot or roll call vote is ordered by a majority vote of the accredited delegates. (In the event a vote by ballot is ordered, the chair shall appoint a committee of tellers and name its chairperson. At the conclusion of the balloting the tellers shall certify the tabulated results in writing, to the chair. If the balloting has been conducted for the purpose of electing an officer, the chair shall announce the name of the winner only, and then entertain a motion to destroy the ballots.) Accredited delegates from each Club shall select a chairperson who shall cast the votes of their delegation on any convention business requiring a vote by written ballot or roll call.

b. Roll call on any question may be requested in writing by accredited delegates representing not less than 10 per cent of the Clubs represented at the convention.

5. Adoption of convention rules shall be the first business in order. These convention rules shall be adopted by a majority vote, but they may be suspended, rescinded or amended after their adoption by a two-thirds vote.
6. Delegates are encouraged to register promptly upon arrival and attend all sessions of the convention.
7. The credentials committee report to the convention shall include only those clubs with properly accredited delegates. The report of the credentials committee may be amended by the committee before or between convention business sessions.
8. A member holding membership in more than one club may become an accredited delegate for such clubs provided he or she has completed registration and paid a fee as a delegate from each club for which he or she intends to vote.
9. Any registered delegate may speak on any issue. To be entitled to the floor, said delegate must rise, address the presiding officer, give his or her name and club affiliation.
10. Only accredited delegates may make or second motions. Any accredited delegate may cast a voice, standing or hand vote.
11. Main motions shall be put in writing when the chairperson so directs.
12. No motion shall be entertained by the chairperson unless seconded, and shall not be open to debate or amendment before the chairperson has repeated it.
13. Debate shall be limited to five minutes per speaker. A registered delegate shall not speak a second time to the same questions at the same business session if another registered delegate who has not spoken thereon rises and asks for the floor.

The candidate qualifications committee shall report its nomination(s) of the district governor-elect at the first business session. Following this report, the presiding officer shall call for other nominations for Governor-Elect. Nominations from the floor shall be limited to a statement including the delegate's name, club, district, and the office for which he or she is being nominated. Nominating speeches shall be given on the day of the election. Speeches may be presented by persons approved by respective candidates. Nominating speeches shall be limited to two for each candidate, one of five minutes duration and one of two minutes duration. The election shall be conducted during the last business session.

DISTRICT CONVENTION - CLUB HOSPITALITY ROOM

All club hospitality rooms or other accommodations serving a like purpose shall be closed during convention business sessions, training events or scheduled general social functions.

Requirements to Host a Convention

1. A Club must have previously hosted a quarter board meeting within the last five years, unless approved by the Executive Committee.
2. The host community must have hotel/motel accommodations available with a minimum of 100 rooms. It is preferable that these rooms are in a single facility. If not, accommodations must be in close proximity to the convention headquarters.
3. Banquet facilities must accommodate a minimum of 200 people.
4. Meeting rooms must accommodate a minimum of 150 for the general and a minimum of 2 rooms to accommodate 60 people each.

Procedures to Follow to Apply to Host a Convention

1. A written application (see attached Addendum 2) must be submitted to the District's Governor no later than the week prior to the 3rd quarter board meeting, a minimum of two years preceding the convention.
2. Proof must be submitted that the above listed requirements are met.
3. Upon satisfactory approval that the club has met the requirements, an agenda item will be added to the 3rd quarter Executive Committee meeting giving the respective club the authority to submit a bid for the convention.
4. The club will be invited to make a formal presentation to the general membership at the next annual convention. In the event there is more than one club bidding, the general membership in attendance will vote to select the site.
5. Promotion for the successful host club will not commence until the annual convention one year prior to the event. A theme should be selected at this time and a price secured for the accommodations.

Requirements of the Host Club

1. The host club will submit a preliminary budget to the ExecutiveCommittee by the 1st quarter board meeting of the convention year with a final budget by the 3rd quarter board meeting. A separate bank account must be set up for registrations and expenses.
2. The host club, upon approval of the Governor, will secure all convention entertainment, rooms that need to be blocked for convention attendees, and meal selections.
3. Additional charges, if applicable, for training rooms and audio-visual equipment for Lt. Governor-Elect, Club-President-Elect and Club Secretary-Treasurer-Designate training will be charged to the District Leadership Development budget.
4. The host club will include in the convention budget all required transportation for events away from the convention hotel not within a reasonable walking distance.
5. The host club will ensure that the convention costs to the members will be reasonably priced. If it is necessary to fundraise to ensure that all budgets are met, the host club will be responsible. The Convention Committee is permitted to fundraise at Quarter Board Meetings.
6. The convention budget will include all printing, advertising, mailing, convention brochures, and decorations.
7. The host club will be responsible for registration, printing name badges and providing ribbons required for the governor, secretary-treasurer, governor-elect, secretary-treasurer designate, club presidents, club secretary-treasurers and Lieutenant Governors.
8. The host club must insure that the registration table is properly run with adequate staff paying particular attention to proper accounting of registration fees and the count for the number of attendees. Efforts should be made to minimize charges for meals not needed. As an example, the Old Timers' breakfast is normally only attended by 75% of the registrants. Meal guarantees should always be estimated at 5 to 10% less than the number of registrants. Banquet charges will be minimized by having a meal ticket exchange for banquet seating.
9. All registrations and any cancellations should be no later than 1 week prior to the actual convention. Under no circumstances should the convention be obliged to refund registration fees after this date.
10. The convention committee will utilize a discount for those members willing to register early.
11. Provisions must be made to offer certain individual event tickets.

DISTRICT CONFERENCES FOR 1ST, 2ND AND 3RD QUARTER MEETINGS (ACCOUNTS 130 AND 360)

District conferences shall be planned and conducted by the Governor. Such conferences shall invite and encourage the attendance of club members. All finances are the responsibility of the District. Any financial losses incurred will not be the responsibility of the host area club(s). The district will retain all profits.

Any club holding a Quarterly District meeting should have registration forms sent to all clubs a minimum of 45 days in advance.

Board meetings shall be operated on a break-even or profit basis and registration fees collected by the secretary-treasurer or his or her designate (i.e. host club). The Host Club(s) shall maintain an accurate record of registrations of all members, non-members, and club affiliations of those in attendance along with office(s) held in the Club and/or or District; shall keep a separate record of all receipts and disbursements; shall pay all bills received and relating to this meeting; and shall submit a detailed report of said information, along with a check for profit if any, to the District Secretary/Treasurer, as well as a copy to the

District Governor, no later than 30 days following the meeting. This report will be presented to the District Board of Directors at their next meeting. Any accounts receivable or payable following the thirty-day deadline will be handled by the District Governor and the District Secretary-Treasurer.

Requirements to Host a Quarterly Board Meeting

1. A Club is not required to have hosted a 1st or 3rd Quarterly Board Meeting in the past.
2. The host community must have hotel/motel accommodations available with a minimum of 60 rooms. It is suggested that these rooms be in a single facility.
3. Banquet facilities must accommodate a minimum of 150 people.
4. Meeting rooms must accommodate 125 Optimists.

Procedures to follow to Apply for a Quarterly Board Meeting

1. Submit a written application (see attached as Addendum 1) to the District's Governor-Elect no later than 2 weeks before the annual convention in the year preceding the Optimist year your club would like to host a Quarterly Board meeting.
2. Club must supply proof that the minimum requirements have been met.
3. The Governor-Elect will forward the information to the Executive Committee for approval.

Requirements of the Host Club & District:

The purpose of this section is to lay out the financial responsibilities of both the club and the District so that each role is clear and to eliminate any excess expense and to cover all issues. As part of the Quarterly Board meeting budget, the host club is responsible for the following:

1. All entertainment, if any.
2. All registrations and accommodations if required for the following Executive members and VIP:
   a) Current Governor & VIP
   b) Current Secretary Treasurer & VIP
   c) Optimist International Representative & VIP
   d) Governor Elect & VIP
3. All printing and advertising costs as well as mailings, menus, photocopying, and any decorations required for any events.
4. Printing of name badges for all attendees.
5. Setting up all budgets for approval by the Governor and Secretary-Treasurer. The appointed Quarterly Board meeting chairperson will be responsible for submitting the actual financial results to the Secretary-Treasurer no later than 30 days following the Quarterly Board. Any profits made from the Quarterly Board meeting (excluding convention) become the property of the District and should be forwarded to the DMM Secretary -Treasurer along with the final report. Should any shortfall occur, the District will be responsible.
6. The Quarterly Board meeting committee shall be responsible for securing:
   a) enough hotel/motel space and rooms as necessary at a reasonable cost,
   b) large meeting rooms for general sessions and smaller rooms for various meetings as required (such as Executive Committee, breakout sessions, etc.).
7. The booking and payment of all equipment required such as televisions, audio/visual equipment, lighting & microphones.
8. There may be other enhancements the committee may want to add, such as special interest items (tours and shopping trips, etc.) that benefit individual tastes rather than the group. These items and events should be individually priced and offered as an option to the Quarterly Board meeting package. In other words, these events will not be part of the package price. If individuals want to participate, they will do so at their cost.
9. You may be asked to secure the following as well, but the individuals who make the request should be informed to work directly with the hotel. (You can make the arrangements if you choose, but advise the hotel that the District is not responsible for any payment for these events). Following is a list of events that take place, but are not the host club's responsibility:
   a) Hospitality rooms
   b) Any meetings for small groups
10. Ensure that the registration table is properly run with adequate staff; pay particular attention to proper accounting of registration fees and count for number of Optimists, VIP's, and children. This is critical for meal counts to the hotel. Do not guarantee more than this number! It is better to be under than over. If more people show up, the hotel will find something for them to eat - it is not the responsibility of the host club to assure a meal for anyone that has not had the courtesy to pre-register.

All cheques for registration should be made payable to the "DMM District" and should be turned over to the District Secretary-Treasurer upon his or her arrival at the Quarterly Board meeting site. The District Secretary-Treasurer will pay all bills for services rendered for the Quarterly Board. The host chairperson should retain a copy of all bills so that a final accounting can be given to the District following the meeting. In the event there are any outstanding accounts receivable following the weekend of the Quarterly Board, the host chairperson will make every effort to collect them and forward them to the District Secretary-Treasurer for deposit within the allotted 30 day period for the final report. Any outstanding bills should be forwarded to the District Secretary-Treasurer immediately. After the time has lapsed, the host chairperson will advise the District Secretary-Treasurer of any outstanding amount and it will become the responsibility of the District to collect the remaining accounts receivable from the respective club(s) and to contact the source providing the services for which payment is due.

DISTRICT PROGRAMS AND ACTIVITIES

DISTRICT ORATORICAL CONTESTS (ACCOUNTS 140 & 370)

The District may conduct an Oratorical Contest each year; if conducted, the contest shall be gender neutral. The District finals will be held at the time of the third quarter District Meeting. All phases of district contests shall be conducted in strict compliance with the Optimist International contest official rules and the additional requirements and rules to the DMM Policies - Scholarship Contest. The governor shall appoint a committee chairperson from a club in the city where the district finals are held, whenever possible. The chairperson may select a committee to assist him or her.

Zone contests are to be conducted under the supervision of and coordinated by the district oratorical contest chairperson, with responsibility for the actual conduct of zone contests assigned to Lieutenant Governors or their designates.

All clubs or zones sponsoring an entrant in district contest finals shall pay an entry fee. The cost of food, lodging and transportation while en route to the district contest finals, will be the responsibility of the sponsoring clubs.

The costs of all District trophies and Zone plaques or certificates, and all authorized receipts and expenditures, shall be budgeted and audited under Accounts 140 and 370. All such items shall be supervised by the District contest chairperson and accountable to the District Secretary-Treasurer for all purchases and expenditures and record all revenue and expenses.

It shall be the responsibility of the District oratorical contest chairperson to submit required materials and information on contest winners to the International Office within 30 days following the contest.

DMM Policies – Scholarship Programs CCDHH, Essay, Oratorical

Additional requirements and rules

1. Each contestant will submit to the Program Chairperson a written and electronic copy of participants' work by the District contest deadline.
2. The District chairperson will review the candidate's work for undocumented non-original work or plagiarism by using the service subscribed to by the DMM (see definition below). If found in the written or electronic versions, the contestant will be disqualified. A written notice of disqualification will be sent to the contestant prior to the District contest. The District Chairperson will notify the Zone 2nd place winner that he or she will compete at the District level for their respective zone. The sponsoring clubs and Lieutenant Governor will also be notified.
3. At the District Contest: If a verbal complaint is voiced concerning a problem with a participant's work (i.e. identification of non-original work) the complaint must be brought to the attention of the contest chairperson or the Sergeant-At-Arms before the final judging is tabulated. Complaints will not be considered after the judging has been tabulated.
4. Verbal complaints must be followed up in a written form and submitted within 48 hours of the contest to the contest chairperson. Written Complaints will detail the non-original work in question and any other information significant to the work.
5. District Contest Chairperson and District Governor will render a decision on the complaint within 5 working days after the receipt of the written complaint. The contestant in question will be notified in writing of the Chairperson and Governor's decision.
6. In the event a complaint is voiced against a possible winning contestant, the top two finalists in their

category will deliver their speeches at the General meeting luncheon the following day.
7. Undocumented non-original work found in any contest materials will result in disqualification from the contest.

COMMUNICATIONS CONTEST FOR THE DEAF AND HARD OF HEARING (CCDHH) (ACCOUNTS 141 & 371)

The district may conduct a CCDHH contest each year during the time of the third quarter district meeting. All phases of district contests shall be conducted in strict compliance with the Optimist International contest official rules and the additional requirements and rules to the DMM Policies - Scholarship Contest. The governor shall appoint a committee chairperson from a club in the city where the district finals are held, whenever possible. The chairperson may select a committee to assist him or her.

All clubs or zones sponsoring an entrant in district contest finals shall pay an entry fee. The cost of food, lodging and transportation while en route to the district contest finals, shall be the responsibility of the sponsoring clubs.

The cost of all district trophies, certificates and frames, and all authorized receipts and expenditures, shall be supervised by the district contest chairperson and be made accountable to the district secretary-treasurer for all purchases and expenditures and record all revenue and expenses.

It shall be the responsibility of the District CCDHH contest chairperson to submit required materials and information on contest winners to the International Office within 30 days following the contest.

DISTRICT ESSAY CONTEST (ACCOUNTS 147 & 390)

The District shall conduct an Essay Contest each year. The required information regarding the district winner shall be forwarded to the Optimist International office as established by Optimist International. All phases of the contest shall be conducted in strict compliance with Optimist International Essay Contest Rules and the additional requirements and rules. A district chairperson may be appointed by the governor to administer all details pertinent to the conduct of the district contest. All clubs sponsoring an entrant in the district contest shall pay an entry fee. The District Secretary-Treasurer will supervise the cost of district awards and expenditures and record all revenue and expenses. The district will invite the district essay contest winner to attend the third quarter board meeting for the purpose of allowing the winner to read his or her essay. The cost of food, lodging and transportation while en route to the district meeting while at the meeting, and on the return trip shall be the responsibility of the sponsoring club.

OPTIMIST INTERNATIONAL JUNIOR GOLF CHAMPIONSHIPS (ACCOUNTS 145 & 380)

The Optimist International Junior Golf Championships' budget and final financial report, both Canada and US, shall be prepared and submitted as information to the district administration. All authorized receipts and expenditures shall be supervised by the district contest chairperson. The OIJGC district contest chairperson and their committee will be responsible for any losses and or profit. All phases of the contest shall be conducted in strict compliance with Optimist International Junior Golf Championships with the intention of having youth representation at the International competition. The costs of all transportation, food and lodging in relation to Zone and/or District contests shall be the responsibility of the sponsoring Clubs.

YOUTH CLUBS

The District shall be encouraged to maintain a Junior Optimist Octagon International (JOOI) District structure and conduct an annual JOOI District Conference for all official Youth Clubs in the District. The District Youth Clubs chairperson shall be the official liaison between the Optimist District and the JOOI District Board of Directors.

A special conference planning committee shall be responsible for all facets of the JOOI District Conference. The committee shall include the District Youth Clubs chairperson, the JOOI Governor, the JOOI District Board of Directors and any/all Youth Club advisors and chairpersons deemed necessary by the District Youth Clubs chairperson and JOOI Governor.

Elections for JOOI District officers must be held in accordance with the guidelines established in both the JOOI District bylaws and the International JOOI Constitution & Bylaws.

Finances shall be managed by the Optimist District Secretary-Treasurer, the District Youth Clubs chairperson and the JOOI District Secretary-Treasurer. A separate checking account for JOOI District funds may be established as long as a dual signature process is utilized. The Optimist District Secretary-Treasurer shall duplicate all account activity for Optimist District financial reports.

Optimist Districts which hold JOOI District conferences and elect JOOI District officers must use all dues rebate funds to support District Youth Club/JOOI activities. Such activities may include the JOOI District Conference, District newsletter production/distribution, District officer travel, District officer communication, etc. Rebate funds not utilized by year-end must be rolled over to the next year's budget.

ARTICLE VI: DISTRICT FINANCES

GENERAL PROVISIONS

The conduct and administration of District business shall be financed by District dues, payable by Clubs for each of their members enrolled in the office of Optimist International, from convention fees, and as hereinbefore provided from the general fund of Optimist International. The amount of each District's dues, and dates on which such dues shall be payable, shall be established by the Board of Directors of Optimist International. A District, by resolution adopted by a two-thirds majority vote of the accredited delegates to its annual convention, may petition the Board of Directors of Optimist International, in the form and manner prescribed by that Board, for adjustment of the amount of its annual dues. No financial obligation or assessment, of any kind, other than provided in these Bylaws, shall be placed upon or requested of the Clubs or their members by the District.

FINANCIAL YEAR

The financial year is October 1 – September 30. Expenses billed/occurring after September 30 will be paid by the new administration and recorded as Previous Administration Expenses. Income/monetary awards due/earned by an administration but not yet received until after September 30 will be deposited by the new administration and recorded as previous administration income.

Each Club in the DMM District shall pay for each member enrolled in the International Office (except Friends of Optimist FOOs), annual dues of $16.00 per member, payable quarterly of each year, subject to the approval of the Board of Directors of Optimist International and in accordance with Optimist International Bylaws.

Quarterly district dues are calculated by Optimist International based upon club membership numbers as reported through roster adjustment forms sent to Optimist International under the following schedule:

- October 1 - December 31 based on October 1 Membership
- January 1 - March 31 based on January 1 Membership
- April 1 - June 30 based on April 1 Membership
- July 1 - September 30 based on July 1 Membership

Annual dues, payable by a newly affiliated club, shall commence on the first day of the second quarter following that in which such club is officially organized. Such payments are to be based on the number of members enrolled in the Optimist International Office on the first day of the quarter. Any discrepancies with regard to number of members for clubs must be resolved with Optimist International. Any club more than 90 days in arrears to the district shall be considered not in good standing and may have its charter suspended or revoked. Any proposed dues adjustment must be presented to the Executive Committee meeting for action at the annual District convention.

Clubs have the option of paying annual District dues based on their October 1st membership. The 1st quarter dues billing will identify this option and the annual amount. For Clubs to take advantage of this option, the District Secretary-Treasurer must receive the full year's dues allocation no later than December 31st of the administrative year in which the annual dues option is requested.

College Dues - $2.00 per member per year billed twice a year. The billing will coincide with the billings for the 1st and 2nd quarter of the Optimist fiscal year. The $2.00 dues structure will apply for Fulltime College Students who are members of traditional Adult Clubs, except those member's dues will be billed at $0.50 per quarter for four quarters. Per Optimist International Membership criteria, a Full Time College Student of a Traditional Adult Club shall carry a minimum of 12 credit hours.

MINIMUM RESERVE FUNDS
By September 30, 2010, the DMM bank account must maintain a minimum reserve of $5,000 and these funds may only be accessed in an emergency on the approval of the majority of the Executive Committee.

GOVERNOR DESIGNATE FUNDS
$2500 must be available to the incoming Administration and turned over by September 1 of each year.

FINANCE COMMITTEE – BUDGET
At its first meeting the District Board of Directors shall review, amend and approve the annual budget submitted by the finance committee, ensuring that is done in a manner conforming to the standard District chart of accounts established by the Board of Directors of Optimist International. Such budget shall be submitted to the Board of Directors of Optimist International for final approval. The budget shall include income only from authorized sources for the current fiscal year, any accumulated surplus, and shall not authorize the expenditures of any money in excess of such income and surplus.

ANNUAL REVIEW (ACCOUNT 420)
An annual review of the books of accounts of the District as of 30 September shall be performed by an independent Certified Public Accountant, a Certified Managerial Accountant, a Certified General Accountant, a Chartered Accountant, or a review committee, and a report thereon shall be submitted to the District Board of Directors not later than 30 December of each year.

DEPOSITORIES AND SIGNATORIES
The District Board of Directors shall annually determine the official depositories for District funds and designate officers authorized to endorse, execute and sign checks or orders for the payment of money and such shall be Co-signed by two such officers.

TRAVEL EXPENSES - GENERAL (ACCOUNTS 200 – 265)
Authorized individuals shall be reimbursed for expenses incurred in travel on district administration business upon receipt, by the district Secretary- Treasurer, of a properly completed and signed voucher, accompanied by a copy of any required report in writing, such as a visitation report, zone meeting report or committee chairperson report. Reimbursement shall be at the rate of 25 cents per mile in US funds. If more than one of the officers or a committee chair shares a ride, only one will be reimbursed mileage, each officer or committee chair will receive $15.00 per day per diem expenditures in US funds. If an individual attends the district quarter meetings, per diem will be allowed for two days for the first, second and third quarter. Three days of per diem will be allowed for the convention.

TRAVEL EXPENSES - GOVERNOR (ACCOUNT 200)
The Governor shall be reimbursed for all actual travel expenses within the district when engaged in the execution of the responsibilities of the office. This reimbursement may include hotel expenses when no other club, district, OI or member-provided overnight accommodations are available, so long as such reimbursement falls within the existing approved budgetary constraints. Re-imbursement by the District is not authorized for any expenses reimbursable or provided/covered by Optimist International.

TRAVEL EXPENSES – LIEUTENANT GOVERNORS (ACCOUNT 210)
Lt. Governors shall be reimbursed for authorized travel expenses, when engaged in the business of the district administration. Lt. Governors-elect shall be reimbursed for authorized travel expenses for their attendance at the district convention.

TRAVEL EXPENSES - GOVERNOR-ELECT (DESIGNATE) (ACCOUNT 255)
The governor-elect (designate) shall be reimbursed for authorized travel expenses incurred in attendance at district conferences, district board and executive committee meetings, district conventions and such other occasions and events specifically requested by the governor. The governor-elect will be reimbursed for expenses incurred and not reimbursed by Optimist International for training requested by the Optimist International President or the Optimist International President Elect/Designate.

TRAVEL EXPENSES - SECRETARY -TREASURER & SECRETARY-TREASURER-DESIGNATE (ACCOUNTS 250 & 257)
The District Secretary Treasurer and Secretary-Treasurer designate shall be reimbursed for authorized travel expenses incurred in the execution of the duties of their office.

TRAVEL EXPENSE - PAST GOVERNORS (ACCOUNT 260)

The two Immediate Past Governors, who are serving as members of the District Board of Directors, shall be reimbursed for authorized travel expenses incurred in attendance at meetings of the District Executive Committee, Board of Directors and the District Convention.

TRAVEL EXPENSE - COMMITTEE CHAIRPERSONS (ACCOUNT 265)

District committee chairpersons shall be reimbursed for authorized travel and per diem expenses incurred in attendance of Quarterly District board of Directors' meetings unless the governor, prior to the meeting, notifies such persons that their attendance is not required.

Previous year's District committee chairpersons and incoming District committee chairpersons shall be reimbursed for authorized travel and per diem expenses incurred in attendance of quarterly district board of directors meetings when authorized by the current District Governor. A specific example would be an invitation by the Immediate Past Governor for the Past Activities Chair to attend the 1st quarter Board meeting.

The Oratorical, Essay, and CCDHH Chairs will be reimbursed mileage and per diem to attend the DMM convention as incoming chairs and the 1st, 2nd and 3rd quarter District meetings.

The Governor may appoint co-chairs for committees; however, mileage will only be paid to one of the co-chairs. It is up to the co-chairs to mutually agree on the apportionment of the funds.

TRAVEL EXPENSE – LEADERSHIP DEVELOPMENT (ACCOUNT 355)

Mileage and per diem will be paid to the Lt. Governors-Elect from each Zone and the incoming Leadership Development Chair to attend the Leadership Development program offered by the Governor-Elect. This training is generally offered at the District Convention.

CONFLICT OF INTEREST

The following provisions govern conflicts that may arise between the interests of any District officer or members of the Executive Committee and the DMM District of Optimist International:

A conflict of interest with respect to a transaction effected or proposed to be effected by the District exists if a member of the Executive Committee or the finance committee is known at the time of the commitment to be in a position to personally benefit financially from the transaction; or

The transaction is brought before the Executive Committee or the finance committee for action, and the officer or member of the board know, at the time of the commitment, that any person has or may have control or unusual influence over a voting member of those committees.

If any conflict of interest arises, the officer or board member must disclose in writing to the finance committee the existence and nature of the conflict thirty days prior to the transaction.

A transaction that is not made in good faith or that is not fair to the District shall be null and void and may not be authorized or approved by any persons.

ARTICLE VII MISCELLANEOUS

INTERNATIONAL PRESIDENT'S VISITATION (ACCOUNT 361)

The Governor, at his or her earliest opportunity, shall invite the Optimist International President to visit the District and shall provide Optimist International with preferred and alternate locations and dates for such visitation, which date and locations, once established may enhance but shall not conflict with any other district date or event. All plans and arrangements for the Optimist International President's visit shall be under the direct supervision of the Governor and District Administration including provisions of complimentary accommodation, customary courtesies, and a suitable gift for the occasion. All clubs in the district shall be invited, at least 30 days in advance, to send representatives to the event. Clubs in the city or area of the visitation, under the leadership of the Lieutenant Governor, may be invited to provide assistance for the event. The Governor and his or her VIP, or a past Optimist International or District Officer and his or her VIP, shall be designated as Official Host to the Optimist International President and his or her VIP.

INTERNATIONAL REPRESENTATIVES TO DISTRICT MEETINGS (ACCOUNT 361)
In keeping with the policy of Optimist International to provide an official Optimist International Representative to District Board Meetings, Conferences and Conventions held in the first quarter of each year and to the annual District Convention, the Governor shall issue an invitation, at his or her earliest convenience, to such individuals as soon as their identity is established. Courtesies traditionally provided to the Optimist International President, including complimentary accommodations and registration, and a suitable gift for the occasion shall be provided to such official Optimist International representatives.

DISTRICT OFFICERS LAPEL INSIGNIA (ACCOUNT 400)
The district administration shall provide official lapel insignia for all district officers to be presented at the time of their installation and such insignia shall be returned to the district secretary-treasurer at the annual district convention. The district shall purchase and present past officers' insignia to the retiring governor, lt. governors and secretary-treasurer.

DISTRICT BULLETIN
The district administration may publish a district bulletin under the direction of the governor. Costs, publication frequency and distribution shall be established by the district administration from year to year according to the budgetary provisions and available funds.

DISTRICT DIRECTORY
The district administration will publish and distribute, at the earliest-possible date after the beginning of the administrative year, a District Directory.

FLAGS, CREED AND BANNERS
It shall be the policy of the district administration to display the appropriate national flags, the district banner and Optimist Creed banner at all officially authorized and approved meetings. The unauthorized removal of the convention district bell, gavel, district and club banners shall be forbidden at all convention and district meetings.

GIFTS-MEMENTOS (ACCOUNT 440)
The retiring governor will select gifts (not to exceed $100 each) and present these gifts to the Immediate Past Governor and the Immediate Past Secretary-Treasurer at the First Quarterly Meeting immediately following the end of their terms of office.

GIFTS TO NEW CLUBS
The district administration shall provide each new club with a complimentary club banner and gavel set, purchased from Optimist International approved supplier.

INTERNATIONAL CONVENTION (ACCOUNT 500-550-551)
The district budget will include an amount toward the expense of attendance at the Optimist International convention for the governor, governor-designate, secretary-treasurer and secretary-treasurer designate, and their Very Important Person (VIPs) excluding those expenses reimbursable by Optimist International. The following items may be reimbursed for the above-mentioned individuals:

- Two round-trip airplane tickets, coach class, advance booking required.
- Base Early Bird Registration for the officer and his or her VIP. Tickets for the President's banquet will be covered for the current Governor, District Secretary-Treasurer and their respective VIP's.
- Per diem allowance of $50 per day for the convention business days only, with additional day per diem, to be paid if delegate must stay an additional day to obtain less expensive Airfare.
- Remaining balance of individual budgeted funds, after above expenses, may be used towards approved allowances, if within budget. Governor approval is required as recommended by status of budget from Secretary-Treasurer. To qualify for this amount, each must attend and be registered at the full convention and show evidence thereof when submitting his or her expense voucher.

OPTIMIST INTERNATIONAL AMBASSADOR (ACCOUNT 561 - INTERNATIONAL CONVENTION)
Convention expenses up to $500, as approved within the Governor's budget, will be reimbursed to the Convention Ambassador provided he/she submits an expense voucher, excluding expenses reimbursed by Optimist International. The Immediate Past Governor shall normally serve as the Optimist International Convention Ambassador. If they are unable to serve, the Governor shall appoint another Past Governor or Past District Secretary-Treasurer as the Optimist International Ambassador.

DISTRICT NEW CLUB BUILDING, LEADERSHIP DEVELOPMENT AND THE MEMBERSHIP CHAIR (ACCOUNT 563, 564, 566 – INTERNATIONAL CONVENTION)

Convention expenses up to $250 will be reimbursed to the above incoming Chairpersons as approved within the governor's budget, provided he/she submits an expense voucher, excluding expenses reimbursed by Optimist International.

NEW CLUB CHARTER PRESENTATIONS

Dates and programs for the charter presentation events of new clubs shall be established by joint action of the new club, the new club's sponsor club, the Governor and the Lieutenant Governor of the zone. The Governor or his or her appointee shall present charters. In the event of a charter presentation occurring after the end of the administrative year in which the new club was established, the Immediate Past Governor shall have the prerogative of presenting the charter.

CURRENCY EXCHANGE

a) All indebtedness to the district shall be paid in US Funds.

b) Other reimbursable expenses submitted in Canadian funds such as telephone, postage, awards, etc. will be paid in US funds, at the appropriate rate of exchange, as provided by the financial institution where the district bank account is held.

DISTRICT PINS

a) Complimentary district pins will be supplied for the following purposes: Governors Conference – 75 pins for the Governor, as requested by Optimist International; Optimist International Convention – 25 pins each attendee, (Governor, Governor-Elect, Secretary-Treasurer, Secretary-Treasurer Designate.)

b) The District Governor will determine the number of district pins to be purchased.

(Addendum 1)

DMM DISTRICT QUARTERLY BOARD MEETING APPLICATION
All Requests Must Be Submitted to DMM District Executive Committee

NAME OF THE CLUB:_____

CLUB NUMBER:_____

PREVIOUSLY HOSTED BOARD MEETINGS (IF ANY):

1ST QUARTER _____ DATE:_____
2ND QUARTER _____ DATE:_____
3RD QUARTER _____ DATE:_____

QUARTERLY BOARD MEETING APPLIED FOR ('X' ONE):
What Year? _____ ____ 1ST ___ 2ND ___ 3RD

HEADQUARTER HOTEL YOU WILL USE:

_____ # OF SLEEPING ROOMS _____

BANQUET FACILITIES TO ACCOMMODATE 150?
YES ___ NO ___
IF NO, WHAT OTHER Arrangements?_____

Please provide a layout of the hotel meeting space.

WHO WILL BE THE QUARTERLY BOARD MEETING CHAIRPERSON? _____

COMMENTS: _____

Date _____ Signed _____

(Addendum 2)

DMM District Annual Convention Application
All Requests Must Be Submitted to the DMM Executive Committee

Name of the Club: _____

Club Number: 35-_____ Convention Year Requested _____

DMM District Meetings Previously Hosted (If Any):
1st quarter _____ Date _____
2nd quarter _____ Date _____
3rd quarter _____ Date _____
Convention _____ Date _____

Convention Headquarters Hotel You Will Use:
Name _____

# of Rooms Available for Convention _____ (100 minimum)

# of Meeting Rooms _____ (1 for 150 and 2 for 60 minimum)

Banquet Facilities to accommodate 200? Yes _____ No _____

If No, what other arrangements? _____

Who will be the convention chair? _____

Are you aware DMM District will not cover any losses up to $500?
Yes ___ No ___

Please Attach a Layout of Hotel Meeting Space and Hotel Brochure

Comments _____
_____
_____
_____

Date _____ Signed _____

Tab 7

Lieutenant Governors-Elect Workbook

COPYRIGHT CONSIDERATIONS: Optimist International reserves all rights to all materials contained in this manual. Permission to photocopy, distribute and use these materials as educational supplements in Club and District training is hereby granted to all Optimist International Club Members. No other permission for any other reason is granted without prior written permission of the copyright owner.

Lieutenant Governors-Elect Workbook

TABLE OF CONTENTS

Function of the Lieutenant Governor 1

Annual Club Planning Conference 2

Zone Meetings 3

Optimism and Attitude 4

Membership Growth 5

New Club Building Growth 5

Goal Setting Workshop 6

Installing Club Officers 7

Optimist International Recognition 7

ATTACHMENTS

Mission, Vision and Purposes of Optimist International A-1

ACPC Report A-2

Sample Zone Meeting Agendas A-3

Zone Meeting Report A-4

Zone Recognition A-5

Lieutenant Governor Checklist A-6

Lieutenant Governors-Elect Workbook

Governor-Elect Address

Team Building Exercise

List the names of your fellow Lieutenant Governors-Elect you will be working with in the coming year.

The Function of the Lieutenant Governor

The Lieutenant Governor is an **administrative arm of the District**. Your job is to help Clubs succeed by facilitating communication between the District and Club leadership and to be a resource to Clubs.

List functions of Lieutenant Governor:

Lieutenant Governor **resources** are the District Governor, District Committees, the Optimist International staff. Optimist Websites and the information they send by mail/email. In addition:

- *T*ake a few minutes to see what information can be found on the websites: www.optimist.org and www.optimistleaders.org.
- *Recognition* Handbook - important goal oriented recognition that promotes success by Clubs and Districts.
- *Optimist International and Club Bylaws* - a description of the administrative structure and function.
- Other materials on membership, new club building, programs, JOOI Clubs, service projects, fund raising and more.

How can I get members of my Clubs to adopt and work for the goals of my District and of Optimist International?

How can I make friends and gain the trust of my Presidents and Secretary-Treasurers?

How will I, as Lieutenant Governor, react if a President fails to live up to my expectations?

Annual Club Planning Conference (ACPC) (see ACPC form)

The ACPC is an acronym for an "**Annual Club Planning Conference**" and is a meeting between the incoming Lieutenant Governor and the incoming Club Board of Directors. The purpose is to review where the Club is now and what it hopes to accomplish in the coming year.

Benefits of an ACPC?

Read the opening paragraph of the ACPC Report. This conference is arranged with the Club President in advance and should be conducted in September or October. The conference is designed so the form itself will act as a discussion guide.

- Use the District name, Zone number, official Club name and Club number on all correspondence. The Board Members should also know this information.
- By asking the questions on the form, it should become evident what the Club needs to do to get ready for the coming year.
- The names of the Club Chairs represent the volunteers who will make the Club work effectively.
- Setting goals is a section you might want to discuss with the President in advance. The role of the Lieutenant Governor is to listen and encourage.
- Discussing the items on the form requires the Lieutenant Governor to use experience, common sense, supportive encouragement, resources and a sense of optimism to empower the Club to operate effectively.

Finally, **send in the** form with appropriate signatures.

Roundtable Discussion on Planning

I call a Club President to discuss his/her goals and setting up an ACPC. He says "the Board Members don't have time to meet and he is happy with his Club as it is and he doesn't need any outside help." What is my response?

How will I deal with volunteers such as Club Presidents who have negative attitudes?

How do I deal with Clubs who don't attend Zone Meetings?

Other Reports to Submit

Briefly review other reports you will submit, what they represent and the dates they are due. These include **ACPC** (November 15), **Zone Meeting Reports** (quarterly), **Club Visitation Reports** (mid year) and **Annual Club Reviews** (end of year).

The Lieutenant Governor's role is to assist Clubs in sending in proper reports on time with accurate Club names and numbers (include new club building reports).

Lieutenant Governors-Elect Workbook

Zone Meetings

The **purpose** of the Zone meeting is to promote organizational goals, build camaraderie and share ideas among Club leaders.

Zone meetings are conducted at least quarterly throughout the year. Generally the President and Secretary-Treasurer of each Club are invited. However, you may design the agenda and invite other volunteers. It is a good idea to conduct meetings three to four weeks before District conferences.

Come up with innovative ideas to meet the needs of your Zone. For example presenting the Membership in your Zone with growth needs by holding a Zone NOW meeting.

Before you begin, write an **objective** for the Zone meeting. What do you want to accomplish?

My first quarter Zone meeting objective:

Sample **Zone meeting agendas** are attached. Review the sample agenda. Think about what your first Zone meeting agenda will look like.

Consider this "successes and challenges" exercise at Zone meetings. Each Club representative has one minute to share a recent project, accomplishment or success. This can build pride in the work that is done. Next, each Club representative can share one "challenge" that faces him or her in the near future. This can be a positive, problem-solving and supportive way to help Clubs with possible solutions to difficult situations. Keep close control of time and do not let discussions ramble.

Also consider inviting a specific District Committee Chair to your Zone meeting to give a presentation or assist you with a promotion.

During the Zone meeting make leaders feel welcome and valued. Recognize the accomplishments of others. Be friendly, supportive and optimistic!

Keep in mind Zones are not legal entities of themselves but an arm of the District.

After the Zone meeting **send in the "Zone Meeting Report."** This is an important function as a liaison between you and your Governor.

Communications Workshop

Ways to communicate with my leaders:

What opportunities will I have to talk with Club leaders in a one-on-one setting? What would I discuss?

Should I make monthly phone calls to my Presidents? What would I say?

If I get an opportunity to address Club members at their Club meeting, what would I say to them?

Optimism and Attitude

Attitude equals altitude. If a person points upward (attitude) they will soar to a high altitude of success.

Problem Solving Workshop

I learn that one of the Clubs in my Zone has not been meeting for the last few months. What would I do?

One of my Club Presidents has no desire to be an "Honor Club." He says he doesn't care about points and just wants to serve the community. How would I respond?

A President complains to me that they only have 25 members but keep getting billed dues for 27 members from Optimist International. Their roster does not agree with the International Office. How would I handle this situation?

Membership Growth

Why Grow?

Growth of members means more service to the community and young people.

The five concepts of Club growth include:

- Participation
- Recruitment
- Enrollment/Induction/Orientation
- Maintenance and Retention
- Attendance

Roundtable Discussion on Membership Growth

What can the Lieutenant Governor do to effect growth in his/her Zone?

Lieutenant Governors-Elect Workbook

New Club Building

Reference New Club Building Handbook

The Lieutenant Governor is the primary person who can inspire the building of a new Optimist Club in his/her Zone. It takes only two people to get this project started - the Lieutenant Governor and an interested Club President or Member.

What does building a new Club mean to further the cause of the Optimist Organization? Why should we build new Optimist Clubs?

Review the material in the *New Club Building Handbook.* Consider your role in the formation of a new Club.

- Getting started
- Planning the project
- Building the Club
- The Organizational Meeting
- The Follow-Up Program

Roundtable Discussion of New Club Building

How can I, as Lieutenant Governor, get Club leaders to attend New Club Building seminars?

How can I, as Lieutenant Governor, create an interest in New Club Building for volunteers in my Zone?

How does someone get started in a new Club building project? What resources are available to assist in building?

Where might I build a new Club in my Zone?

Lieutenant Governors-Elect Workbook

Goals Workshop

Setting goals is important for personal accomplishment. Our Recognition program does reflect worthwhile goals. Achievement reflects positively on the job the Lieutenant Governor will do.

Goals

How many new Clubs will be added to my Zone?

_____

Where?

_____

_____

Who will help me?

_____

_____

How many members are in my Zone now?

_____

How many will be added next year?

_____

How many might I loose to attrition?

_____

What will be the net gain?

_____

How many Honor Clubs will I have next year?

_____

What would I like to accomplish in my Zone next year?

Installing Club Officers

A function of the incoming Lieutenant Governor is to install incoming Club officers of the Zone. Someone else may do this if the Lieutenant Governor is not available. The Lieutenant Governor has an opportunity to make this first impression on a Club. The Lieutenant Governor should call the incoming President to set up the new officer installation. Installations should be done in front of the whole Club, spouses and partners are often invited to the special meeting. Protocol dictates that the Club pays for the Lieutenant Governor's meal but do not insist if it is not offered. The purpose of the ceremony is to get commitment from incoming officers toward the Club's success.

What can I do to make the "Club Officer Installation" a special or significant ceremony?

Outline of my speech to a Club's members:

Getting Club Officers to Attend

Education can empower not only you, but also your Club leaders to do a good job. You should try very hard to get your Club leaders to attend the District Convention or regional quarterly training sessions as well as District (or Regional) quarterly conferences. This is to your benefit because it will make your job of educating and explaining much easier. For every President who does not attend you will personally have to sit down with them and teach them the material.

What can I do to get incoming Presidents to attend their Convention training?

Optimist International Recognition

Review the *Recognition Handbook* for the coming year. The Optimist Recognition Program is designed to recognize people who achieve goals, which result in a better Optimist Club and service to youth and community.

- Recognition represents a proven "road map" toward success
- Setting additional personal goals are also encouraged
- The real value of recognition is the time and effort put forward
- Personal integrity in meeting requirements is assumed

Review the award for **Distinguished Lieutenant Governor** as explained in the *Recognition Handbook*.

Review the awards available to Clubs such as the **Honor Club** and **Distinguished President** recognition to encourage the Clubs.

The **One Member Recruitment** lapel pin recognizes an individual member who sponsors one new member into our organization.

District Recognition Program

The District **Achievement and Awards** Program represents friendly competition between Clubs and Zones in the District. Points are given to Clubs based on a wide variety of activities that a Club does. Evaluation and competition is usually done quarterly through the Optimist year.

Other District Recognition:

Questions and Answers:

OPTIMIST
INTERNATIONAL
Friend of Youth

Optimist International
4494 Lindell Boulevard
St. Louis MO 63108
800-500-8130 or 314-371-6000
Fax: 314-371-6006
www.optimist.org
www.optimistleaders.org

LT. GOVERNOR

Serving as a direct link between Optimist International and Clubs within your Zone can sound intimidating. It's not. In fact, look forward to a fun year of meeting fellow Optimists who live in nearby areas and doing what you came on board to do: helping people.

As Lt. Governor, you'll serve on the District Executive Committee, conduct Zone meetings and a Zone Oratorical Contest, visit Clubs and handle installation of officers, promote adding members and building new clubs, and, yes, complete reports. These reports are spread throughout the year and are vital for the health of Clubs within your Zone. You'll be amazed at how easily they can be done – and all while you are working with Optimists.

	Learn about your resources	Become familiar with: • Website information at "optimist.org", "optimistleaders.org" and "optimistmail.org" • Your role and duties • New Club and JOOI Club building • Membership recruitment and retention • District budget • Optimist International Bylaws • Optimist International Policies • Installation and new member induction ceremonies • Recognition Handbook • District Policies • Life Membership • Annual Club Planning Conferences • International Programs Department, and the regulations/deadlines relative to CPA, scholarship competitions and President's Pride Report • The District Foundation Representative is a resource to do a program at zone meetings.
April / May	Register for Optimist International Convention	You will receive considerable training at the International Convention – and your District may provide a subsidy to help defray some of your expenses. Early bird registration rates end May 1. Members can request or download a registration form and send completed forms to Optimist International or register online. Forms and online registration are available at http://optimist.org/e/Member/convention1.cfm .

		An extension to the early bird deadline for a Lt. Governor-Elect elected after May 1 will be considered and subject to review. Contact your Officer-elects and encourage their attendance at the International Convention.
July	Attend International Convention	Attend Opening Ceremonies, all Business Sessions and special Lt. Governor-Elect training and select workshops to make the best use of your time at the Optimist International Convention. You will also benefit from and enjoy the networking and fellowship by attending other featured events and optional meals.
	Plan your year	Plan a Zone calendar for distribution. Include items such as: • Due dates for both District and Optimist International dues • Scheduled Zone Meetings • Scheduled District Conferences • Consider an informal get-together with Zone Club Presidents and spouses • International Convention Registration deadlines Consider ways to motivate and encourage Zone members and officers to grow in membership, retain members, and build new clubs.
	Encourage attendance at District Convention	Encourage attendance at District Convention by Club officers.
July / August	Attend Lt. Governor-elect Training	You've looked through your resources and are ready for training. Your Governor-elect and Leadership Development Committee have planned a special training to help you be a successful Lt. Governor. During the meeting you can expect to: • Learn about goals set by the Governor-elect and the District Committee Chairs and how you can be involved • Learn about the purpose and procedures for completing reports you are responsible for during the coming year: Annual Club Planning Report Club Visitation Report Zone Meeting Report Annual Club Review • Interact with fellow Lt. Governors and District Team members • Learn about reimbursement allotment and filing procedures for travel, postage, and conference/convention attendance • Tips for holding effective Zone meetings

	Get Club Presidents involved	Make a personal contact with Club Presidents-elect who have not yet registered for the District Convention. Stress importance of involvement in the District Conferences to have a knowledgeable and effective Club. Mention upcoming activities in the District and International to let the Club Officers know that you are a resource. Might include: • Youth Appreciation • Essay Contest • Dates of upcoming District Conferences • Dates of International Convention
August	ACPC reports	Schedule ACPC sessions with Clubs
August / September	Attend District Convention	Attend. Participate. And…take this as an opportunity for teambuilding with Club Officers from your Zone.
September	Attend District and Zone functions such as Goals Day	If your District Governor chooses to hold a Goals Day, be prepared to attend and state your goals for your Zone, including: • New club building– and potential sites • Membership recruitment and retention • Clubs aspiring to Honor or Distinguished status • Personal plans for Zone: Zone newsletter? Zone social event? Zone competitions for membership or new club building? • ACPC status
	New club building	Be actively involved in building a new Club. Focus on one Club at a time.
	Review your resources	Immediately after your election, you were encouraged to learn your resources. Continue to broaden your knowledge of the organization and develop your leadership abilities by reviewing: • International Projects and Programs • Zone Bulletin • Programs and joint projects with JOOI Clubs • Official supplies • The International websites (www.optimistleaders.org & www.optimist.org) and the materials and information located there. • Recognitions • Public Relations efforts • Club insurance and International and District dues

September / October	Conduct ACPCs – November 15 deadline	ACPC: Annual Club Planning Conference This is your opportunity to learn the hopes and aspirations of the Clubs in your Zone. For some Clubs, this document is the only planning and goal setting document they complete each year. By completing the ACPC with the Club's Board, you are encouraging the Board to consider what they want to accomplish for the year as well as compelling the Club President to appoint key chair positions. Some Clubs prefer that only the Club President work with you to complete the ACPC, but involving as many Board members or Club members as possible enables more of the Club's members to take ownership of the goals and, therefore, support the goals.
	Attend Club installations	Attend Club officer installations for Clubs within your Zone. Be prepared to do the installation ceremony and/or offer motivational comments.
October	Congratulations Lt. Governor!	October 1 – a new Optimist year and YOU are Lt. Governor of your Zone. Enjoy your year!
	Conduct ACPCs –November 15 deadline	
	Encourage and motivate	Contact Club Presidents each month to offer assistance and learn status of the Club. Review membership report, review Club status and growth efforts with the Club President. Use Zone Tracking Spreadsheet.
	Conduct 1st Zone meeting	Representatives from all of your Clubs in one room – an opportunity too good to pass up! Review suggestions in Faculty Guide and be prepared to effectively deliver and gather information, including: • Progress on new club building and membership goals • Status of the Clubs • New programs and International programs (link); particularly Essay, Oratorical, and Youth Appreciation and topics/deadlines. Take the opportunity to encourage and promote: • Attendance at the next District Conference. • Inter-Club visitations and friendly competition. • Club publicity and the District's Bulletin Contest. • Childhood Cancer Campaign • International Convention Check progress to Honor and Distinguished Club status.

	Submit Zone meeting report	
October / November	Attend Executive Committee and 1st Quarter District Conference	Executive Committee: Be prepared to present status of your Zone and to represent your Clubs in all agenda items. District Conference: Attend, participate, and network with fellow Optimists. Build camaraderie with Optimists from your Zone.
November	November 15 – ACPC Deadline	
	Encourage and motivate Club Presidents	Remind Club Presidents of goals set in the ACPC and encourage them to begin early to accomplish those goals.
	Continue new Club building efforts	
December	Encourage and motivate	Contact Club Presidents each month to offer assistance and learn status of the Club. Review membership report and review Club status and growth efforts with the Club President. Encourage outstanding Club Presidents to consider seeking nomination to be Lt. Governor.
January / February	Conduct 2nd Zone meeting	Agenda items should include: • Evaluate progress of Clubs • Review goals and plan of action identified in ACPC – especially new club building and membership growth • Promote International programs, especially OIJGC, JOOI Club sponsorship, and joint activities • Announce date/time/location of Zone Oratorical Contest • International dues payment reminder • If new Club has not yet been built, set goal to complete one before March 31 • Promote attendance at 2nd Quarter District Conference • Club Officer and Lt. Governor nominations -- The year isn't half over and we're talking about next year's officers? Yes. Strong Clubs, Zones, and Districts are constantly seeking leaders. • Reminders to file IRS form 990 by February 15 (US Clubs). • Check progress to Honor and Distinguished Club status.
	Submit Zone meeting report	
	Attend Executive Committee	Be prepared to report Zone strengths and

	and 2nd Quarter District Conference	weaknesses.
	Encourage and motivate Club Presidents	Although the Clubs are three months into the Optimist year, encourage Club Presidents to start NOW to accomplish their goals.
February	Club Nominating Committees	The Officer-Elect Reports are due to International by May 20, so what's the rush to set up a Club Nominating Committee? Identifying qualified Officer-elects takes time. Add in required posting time for the slate of officers and then the election, and you'll realize that early February is indeed the time to appoint a Club Nominating Committee. Contact your Club Presidents to remind them to set that committee in motion. Remind them that information about the responsibilities and offices is only a click away on the Optimist website.
	Encourage and motivate Club Presidents	Again? Yes, frequent encouragement and motivational conversation refresh the Optimist spirit!
	Submit IRS Form 990 (U.S. Clubs) -- February 15 deadline	
March	Conduct Zone Oratorical Contest	
	Intensify new Club building efforts	Is the New Club Building effort stalled? Contact the New Club Building Chair for ideas and assistance.
March / April	Conduct 3rd Zone meeting	Agenda items should include: • Evaluate progress of Clubs • Review goals and plan of action identified in ACPC – especially new club building and membership growth • Promote International programs • Promote attendance at 3rd Quarter District Conference • Check status of Club Officer nominations • Check progress to Honor and Distinguished Club status.
	Submit Zone meeting report	
	Encourage and motivate Club Presidents	Remind Club Presidents that election of Club Officers is in April and the Officer-Elect Report must be filed with Optimist International by May 20. Remind Club Presidents and Club Secretary-Treasurers that dues for Optimist International will be based on April 1 membership.
April	Conduct Club Visitations	Your 2nd required official visit to each Club in

		your Zone must be completed by July 1. How are your Clubs doing? Visit, observe and report using the form.
	Register for International Convention	Plan to attend the International Convention. Take the initiative to impact the future of our organization by encouraging Club members to attend the Optimist and JOOI International Convention. Members can request or download a registration form and send completed forms to Optimist International or register online. Forms and online registration are available at http://optimist.org/e/Member/convention1.cfm.
April / May	Attend Executive Committee and 3rd Quarter District Conference	Conduct Lt. Governor election for your Zone with Club representatives in attendance at the 3rd Quarter District Conference.
May	Submit Officer-Elect Form to Optimist International -- May 20 deadline (District deadline is earlier!)	
June	Motivate and encourage Club Presidents	Watch for signs of the "summer slump" in Clubs. Promote and encourage attendance at International Convention and District Convention. Encourage joint activities with JOOI Clubs. Review progress toward Honor and Distinguished status with Clubs.
	Review the quotas and goals for Distinguished Lt. Governor in the Recognition Program	Spring into action if no new Club has been built by a Club from your Zone.
July	Club Visitation Reports due.	This report should be filed for all Clubs in the Zone as of October 1. For Clubs that have been revoked or are no longer meeting, fill out the form as much as possible and in large letters write "Club not meeting" or "Club revoked" and list the date of revocation.
	Attend International Convention	Attend Opening Ceremonies, all Business Sessions and select workshops to make the best use of your time at Optimist International Convention. You will also benefit from and enjoy the networking and fellowship by attending other featured events and optional meals.
	Conduct 4th Zone Meeting	Agenda items should include: • Update Club Presidents on actions from International Convention. • Promote attendance at District Convention by current Club officers and officers-elect.

		• Promote involvement in District and International fourth quarter membership programs. • Check progress to Honor or Distinguished Club status. • Review goals and plan of action identified in ACPC – especially new club building and membership growth • Promote International programs • Promote attendance at District Convention. • Check progress to Honor and Distinguished Club status.
	Submit Zone meeting report	
July / August	Attend District Convention	
August	Annual Club Review Report	Confer with all Clubs and prepare Annual Club Review Report. This report should be filed for all Clubs in the Zone as of October 1. For Clubs that have been revoked or are no longer meeting, fill out the form as much as possible and in large letters write "Club not meeting" or "Club revoked" and list the date of revocation.
	Encourage and Motivate Club Presidents	Make sure all new members are reported early. All Club Roster Adjustment forms must be received in the International Office with a postmark by an official post office no later than September 30. Forms postmarked later than September 30 will be credited to the succeeding administrative year. Remind Clubs that President's Pride Report is due to the District by September 30. Remind Clubs that Community Project Award (CPA) booklets must be submitted to CPA Chair no later than September 30.
September	Annual Club Review Reports	Confer with all Clubs and prepare Annual Club Review Report. This report should be filed for all Clubs in the Zone as of October 1. For Clubs that have been revoked or are no longer meeting, fill out the form as much as possible and in large letters write "Club not meeting" or "Club revoked" and list the date of revocation.

	President's Pride Report - September 30 deadline	
October	Annual Club Review Reports – October 10 deadline	
	Contact each Club President for Final Reports	

02-17-10

Tab 8

OPTIMIST INTERNATIONAL

Annual Club Planning Conference Report

The Lieutenant Governor is to conduct an Annual Club Planning Conference for each Club in the Zone and file a report within 30 days after each conference. Completion is required on or before November 15. The ACPC is a workshop meeting with the Club's Board. It may be held at a regularly scheduled or a called Board meeting. The ACPC is the required visitation for the first part of the year. See the *District Leaders' Answer Book* for complete information on conducting this conference.

Photocopy and distribute to those listed below.

#_____ #_____ | | | | | |
District Zone Club Number

Complete Club name _____

President's Name _____ (_____) _____ Res. Phone

Secretary-Treasurer's Name _____ (_____) _____ Res. Phone

Lt. Gov's Name _____ (_____) _____ Res. Phone

THE QUESTIONS ON THIS FORM ARE TO BE USED AS DISCUSSION GUIDES TO AID THE LT GOV AND BOARD MEMBERS TO IMPROVE UPON THE ADMINISTRATION AND SERVICES OF THE CLUB

Number of members? _____
Day & time of meetings? _____
Annual Dues? _____
New Member Initiation Fee? _____
Has budget been approved? _____

Club incorporation No. _____
Frequency of Club bulletin _____
Are Club Bylaws available? _____
When were Club policies last updated? _____
US Clubs-When will IRS form 990 be filed? _____

Club Chair Names

Community Service _____
Director of Personal Growth _____
Youth Activities _____
Publicity _____
New Club _____
Youth Clubs _____
Internet Safety _____

Fellowship _____
Finance _____
Foundation Rep (CFR) _____
Programs _____
Membership _____
Other _____

Does the Club participate in the Personal Growth and Involvement Program? _____

What Goals have been set by the Club for the year?

Net-gain in membership _____
Sponsorship of new Club(s) _____
Honor Club _____
Distinguished President _____
Sponsorship of Jr. Optimist/Octagon/Alpha Club _____

Number of CPA entries _____

Do you plan to present some of the 'Skills Development Modules' at Club Meetings? (examples: Creative Problem Solving, Effective Time Management, Choosing Optimism as a Philosophy of Life, Public Speaking, etc.) _____

Who will represent Club at District meetings? _____

Does Club provide financial assistance to officers who attend District & Optimist International meetings? _____

What community/youth-serving projects are planned for the year? _____

_____

What fund-raising projects are planned for the year? _____

_____

What amount does the Club plan to raise from fund-raising projects? $_____

Does your Club plan to contribute to the Optimist International Foundation? _____

Date of conference _____ Length of conference _____hr_____min Number of members attending _____

Signature of District officer _____

Title _____ Bus Phone (_____) _____

Signature of Club officer _____

Title _____ Bus Phone (_____) _____

Distribution

District Secretary - Treasurer
Governor
Lieutenant Governor
Club File

ZONE MEETING REPORT

Quarter 1 2 3 4 (circle one)

Complete and file this report immediately after each Zone meeting.
Distribute as indicated below.
Please type or print.
Photocopy and distribute to those listed below.

Meeting Location: _____ District Name _____ No. _____

Date of Meeting: _____ Time of Meeting _____ ☐ a.m. ☐ p.m. Zone Number _____

Length of Meeting (hours) _____ Was Meal Served? ☐ yes ☐ no Date Filed _____

Was this Zone meeting held in lieu of the second quarter District Board Meeting? ☐ yes ☐ no

Signature _____ Lt. Gov. _____

List name of each Club in Zone; indicate attendance of President, Secretary-Treasurer and number of other members in attendance.

NAME OF CLUB	PRES.	S-T	MEMBERS	NAME OF CLUB	PRES.	S-T	MEMBERS
_____	☐	☐	_____	_____	☐	☐	_____
_____	☐	☐	_____	_____	☐	☐	_____
_____	☐	☐	_____	_____	☐	☐	_____
_____	☐	☐	_____	_____	☐	☐	_____
_____	☐	☐	_____	_____	☐	☐	_____

SUGGESTED TOPICS FOR DISCUSSION

- Future District and International Meetings
- Club recognition (criteria, deadlines, etc.)
- Club Administration (bulletin, fellowship, Committees, members recognition, budget, Board meetings, etc.)
- Membership Recruitment
- New Club Building
- Community and Youth-Serving Projects
- Fund-Raising Projects
- Idea Exchange
- District and International Services

Please provide information from the meeting which will be helpful to the District Governor, Secretary-Treasurer or Club Services Chair.

Next Scheduled Zone Meeting Date _____ Time _____ Location _____

A Zone Meeting Report must be filed with the District Secretary-Treasurer within 30 days after each meeting.
Additional pages may be attached if needed.

Distribution
District Secy. Treas. Governor Lieutenant Governor

Lieutenant Governor's "Zone Conference Report" to the District

A supplement to the "Zone Meeting Report"

The Lieutenant Governor's function is an administrative arm of the District. The job you will do administratively will result in many more youth being served. Your ability to do the job will result in a successful Zone!

Quarterly, a Zone Conference Report informs the District Governor and it's club members of the Zone's club activities.

Zone Conference Report

Zone Club Report		Enter Plan/Actual	Enter Current Status
Lt. Governor tracks club's activities with this report.			
List Clubs in Your Zone			
Dues Payment OI and District		Y/N	Balance
Annual Club Planning		Y/N	On time message
OI Foundation Representative		Y/N	Name Rep
Membership Growth:			
Membership Number as of October 1		Number	
Membership Number Current		Number	
NOW		Y/N	Date
Just Ask		Y/N	Date
New Club Building In Process		Y/N	Name
NCB Charter			Date
Planned Activities:	Each Indicate	Y/N	
Childhood Cancer Crusade			Project
OI Junior Golf Championships			Date Complete
Scholarship Contests:			
Oratorical			Date Complete
Essay			Date Complete
CCDDH			Date Complete
Respect for Law/Promotion of Non-Violence			Date Complete
Tri-Star Sports			Sport/Date Complete
Youth Appreciation			Date Complete
Youth Safety			Project
JOOI Clubs			Number
Optimist in Action Day			Project/Date Complete
Special Projects		List	
Fund Raising		List	

Zone Report

The Zone Report is a club activity summary from the Zone Club Report
Zone's number of OI Foundation Representatives
Zone's number of JOOI Clubs
Zone's membership's growth
Zone's number of clubs participating in a project are reported
This reported number of clubs are compared to the total number of clubs in the Zone
Number of New Club Building in Process
Fund Raising Activity
Special Project Activity

The Zone Conference Report is completed each quarter before the District Conference
Distribution to the District Governor and District Secretary-Treasurer
At the conference, provide to the Executive Committee
Start a District Zone Story Board for Conference Communication including this report.

Zone _____ Zone Report

Report of _____ **Quarter Conference**

Lt. Governor _____

OI Foundation Representative _____ of _____ clubs

Membership Growth:

1-Oct _____
Reporting Current _____
Planned organized growth program _____ of _____ clubs

JOOI Clubs:

1-Oct _____
Reporting _____

Planned and Completed Projects:

Planned JOOI _____ of _____ clubs

Planned Childhood Cancer Crusade _____ of _____ clubs

Planned Junior Golf _____ of _____ clubs

Planned Oratorical Contests _____ of _____ clubs

Planned Essay Contests _____ of _____ clubs

Planned CCDDH _____ of _____ clubs

Planned Respect for Law/ Non-V _____ of _____ clubs

Planned Tri-Star Sports _____ of _____ clubs

Youth Appreciation _____ of _____ clubs

Youth Safety _____ of _____ clubs

Planned New Club Building _____
Charter New Club Building _____

Fund Raising:

Special Projects:

Club Visitation Report

In addition to the Annual Club Planning Conference, the Lieutenant Governor is to make an official visitation to each Club in the Zone between April 1 and July 1. Each visit must be at a regular Club meeting, between April 1 and July 1, and a report must be filed within 30 days after each visit. This report form is not to be used for the Annual Club Planning Conference, social affairs, Zone meetings, etc. However, a Lieutenant Governor is encouraged to make optional visits to Clubs and offer aid at any time it would be helpful. This report may be used for such optional Club visits to give information to the Governor and other District personnel.

Photocopy and distribute to those listed below.

District	Zone
Club Number ☐☐-☐☐☐	
The _____ Optimist Club of _____	
City	State/Province
Date of visit	No. of members _____ No. attending _____
How often does Club meet?	

Is Club's Board of Directors meeting regularly?	☐ yes ☐ no
Is a meal served at Club meetings?	☐ yes ☐ no
Are meetings planned in advance ?	☐ yes ☐ no
Are timed agendas used?	☐ yes ☐ no
Are interesting, effective programs regularly provided for Club meetings?	☐ yes ☐ no

1. Your impression of the effectiveness of Club officers and Chairs. _____

2. Is the Club accomplishing its goal of service to youth and community? ☐ yes ☐ no
   If *not*, what reasons can you identify? _____

3. Quality of fellowship, interest and enthusiasm. _____

4. General condition of the Club. _____

5. Identify and evaluate the meeting you attended. _____

6. What topics did you discuss (what recommendations did you make)? _____

7. Suggested follow-up for District officers.

8. How will you follow up? _____

9. Has the District Club Services Committee been involved with this Club? ☐ yes ☐ no

Is Club actively conducting a membership building program? ☐ yes ☐ no	Is Club sponsoring a new Club? ☐ yes ☐ no Will Club sponsor a new Club? ☐ yes ☐ no
Will Club conduct a membership building program? ☐ yes ☐ no	Where?
What program?	Have contacts been made? ☐ yes ☐ no Are pre-organized meetings being held? ☐ yes ☐ no
How many members have been added?	Does sponsor need a New Club Building Kit? ☐ yes ☐ no

District Officer
Name/Title (Please Print)

Date	Telephone: *Res.* *Bus.*

District officer's signature

Distribution

District Secretary-Treasurer
Governor
Governor-Elect
District Club Services Chair
Lieutenant Governor

OPTIMIST INTERNATIONAL

ANNUAL CLUB REVIEW

District	Zone	During the final month of the administrative year, the Lieutenant Governor is to prepare this Annual Club Review for each Club in the Zone. This report is a summation of the Club's accomplishments during the administrative year just ending based primarily on those goals set down on the ACPC report at the beginning of the year. This report should not be a projection of the Club's plans or goals for the following year.
Club Number ❑❑❑❑❑		
The _____ Optimist Club of _____		
City	State/Province	
Optimist International Year: / October 1 Membership / Current Membership		Photocopy and distribute to those listed below.

Name of Meeting Place			Day of Meeting		Time				AM PM
Frequency of Meetings:	Weekly	Alternate Weeks	If less than weekly and not on alternate weeks, indicate which weeks are applicable:	1st	2nd	3rd	4th	5th	

Club's growth this year to date (plus or minus) What factors contributed to this?

How effective was the Board of Directors? Excellent _____ Good _____ Fair _____ Poor _____

Were Club's reports and dues consistently on time? Yes ( ) No ( )
Does the Club utilize the Optimist International Model Organization Structure? Yes ( ) No ( )

Were all Committees appointed, active and productive? Yes ( ) No ( )
Which Committees did not function effectively?

Did Club sponsor a new Club this year? Yes ( ) No ( ) Where?
Did Club complete Follow-Up Program? Yes ( ) No ( )

Of the Club's service projects planned for the year, which were completed successfully?

Which were not completed?

Why?

Which service projects were entered in Community Projects Awards Competition?

Winners at District level Winners at Optimist International level

Did Club receive sufficient funds to finance adequately its service activities? Yes ( ) No ( )
Which fund raising efforts were completed successfully?

Was Club represented at all District meetings and conferences? Yes ( ) No ( )
District Convention? Yes ( ) No ( )
Optimist International Convention? Yes ( ) No ( )
Does the Club's budget include an allocation for representation at these meetings, conferences, and Conventions? Yes ( ) No ( )
Which of the incoming officers attended the leadership training sessions provided by the District and Optimist International?

What specific recommendations do you have that will help the incoming Lieutenant Governor provide adequate service to this Club?

Signature of Lieutenant Governor	Date	**Distribution** District Secretary-Treasurer Governor-Designate Lieutenant Governor-Designate Governor
Telephone - Bus:	Home:	

OPTIMIST INTERNATIONAL

DISTRICT EXPENSE VOUCHER

I hereby certify that I have incurred the following expenses in meeting the responsibilities of my office and request reimbursement by the District Secretary-Treasurer within the provisions of the budget and available funds of the district.

DATE _____ SIGNED _____

Indicate nature and purpose of expense: _____

☐ Club Visitation Report enclosed ☐ Club Visitation Report submitted on _____

ITEMS (Attach paid invoice where possible)	AMOUNT

IF REIMBURSEMENT FOR TRAVEL, INDICATE THE FOLLOWING

Date	From	To	Miles	Amount or ____¢ per mile

Approved _____ Total Expenses $ _____

GOVERNOR

TO BE COMPLETED BY DISTRICT SECRETARY-TREASURER

	Account No.	Amount
Budget Account(s) charged to:	_____	_____
	_____	_____
	_____	_____

Paid by Check No.: _____

Date _____ By _____

DISTRICT SECRETARY-TREASURER

_____ DISTRICT

OPTIMIST INTERNATIONAL

Club Leader Information Sheet

Name _____ Position _____

Address _____
Number Street

_____
City State Zip Code

Telephone: Home _____-_____-_____ Business _____-_____-_____

E-Mail Address: _____ Fax Number _____-_____-_____

Employer _____ Job Title _____

Birthday _____/_____ Anniversary _____/_____
Month/Day Month/Day

Spouse's Name _____ Birthday _____/_____
Month/Day

Spouse's Employer _____ Job Title _____

Children: Name _____ Age __ Name _____ Age __ Name _____ Age __

Grandchildren: Name _____ Age ____ Name _____ Age ____ Name _____ Age __

Optimist Club Experience:

Name of Your Local Club _____ Club #: _____ Your Membership #____

Year You Joined OI _____ Year You Joined This Club _____

Other Clubs to Which You Have Belonged: _____

Previous Offices Held: _____ _____

_____ _____

Favorite Optimist Activities or Projects:

_____ _____

_____ _____

Your Local Club's Meeting Day and Time:

Board _____ Time _____ Location _____

Club _____ Time _____ Location _____

Best Time(s) to Call You _____

Other Information that you would like to share:

_____

_____

Minnesota Business and Lien System, Office of the Minnesota Secretary of State

Sign In or Create Online Account

Business Record Details »

Minnesota Business Name

Optimist Club of New Ulm

Business Type
Nonprofit Corporation (Domestic)

MN Statute
317A

File Number
1P-658

Home Jurisdiction
Minnesota

Filing Date
05/05/1997

Status
Active / In Good Standing

Renewal Due Date
12/31/2015

Registered Office Address
27 S German Str
New Ulm, MN 56073
USA

Registered Agent(s)
(Optional) None provided

President
SUSAN FIX
PO BOX 203
NEW ULM, MN 56073
US

Filing History

Filing History

Minnesota Business and Lien System, Office of the Minnesota Secretary of State

Sign In or Create Online Account

Minnesota Business and Lien System, Office of the Minnesota Secretary of State

Sign In or Create Online Account

Business Record Details »

Minnesota Business Name

Optimist Club of Prior Lake

Business Type
Nonprofit Corporation (Domestic)

MN Statute
317A

File Number
S-221

Home Jurisdiction
Minnesota

Filing Date
02/01/1980

Status
Inactive

Renewal Due Date
12/31/2011

Registered Office Address
16186 Main Ave SE
Prior Lake, MN 55372
USA

Number of Shares
NONE

Registered Agent(s)
James J Speiker

President
Steve Schmidt
16186 Main Avenue SE
Prior Lake, MN 55372
USA

Filing History

Filing History

Select the item(s) you would like to order: Order Selected Copies

	Filing Date	Filing	Effective Date
☐	02/01/1980	Original Filing - Nonprofit Corporation (Domestic)	
	02/01/1980	Nonprofit Corporation (Domestic) Business Name	
☐	03/18/1991	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
☐	03/29/2000	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
☐	8/6/2012	Involuntary Dissolution - Nonprofit Corporation (Domestic)	
	8/7/2013	Involuntary Dissolution Name Hold Release - Nonprofit Corporation (Domestic)	

Copyright 2015 | Secretary of State of Minnesota | All rights reserved

IRS Department of the Treasury
Internal Revenue Service
P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248162365
May 09, 2011 LTR 4167C EO
43-0443279 000000 00
00018628
BODC: TE

OPTIMIST INTERNATIONAL
PARENT ORGANIZATION
% DANA THOMAS
4494 LINDELL BLVD
SAINT LOUIS MO 63108-2404

032812

Employer Identification Number: 43-0443279
Group Exemption Number: 1334
Person to Contact: Robert C Voss
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Apr. 28, 2011, request for information about your tax-exempt status.

Our records indicate that you were issued a determination letter in July 1958, and that you are currently exempt under section 501(c)(4) of the Internal Revenue Code.

Based on the information supplied, we recognized the subordinates named on the list you submitted as exempt from Federal income tax under section 501(c)(4) of the Code.

Because your subordinate organizations are not an organization described in section 170(c) of the Code, donors may not deduct contributions made to them. They should advise their contributors to that effect.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

S. A. Martin, Operations Manager
Accounts Management Operations

Tab 9

Dues Structure

Effective October 1, 2015
The dues and fees below are effective through September 30, 2016. To review a breakdown of fees by quarter and by month, please **click here.**

Each Optimist Club is responsible for paying dues for every Member of the Club in an amount based on the economic standing of the country in which it resides.

	Regular Members Annual Amount in U.S. Dollars	**College Members** Annual Amount in U.S. Dollars
Tier 1 Countries	$62.74	$22.86
Tier 2 Countries	$46.42	$19.86
Tier 3 Countries	$32.63	$13.86

Tiers are defined by the World Bank as High Income Economies, Upper Middle Income Economies and Low and Lower Income Economies. As of October 1, 2015, the following countries in which Optimist Clubs exist are classified as follows:

Tier 1
Antigua and Barbuda
Barbados
Canada
Cayman Islands
France
Russian Federation
United States

Tier 2
Mexico
Panama
Saint Lucia

Tier 3
Anguilla
Cambodia
Democratic Republic of the Congo
Ghana
Haiti
Jamaica
Nigeria
Uganda

For each Life Member enrolled, a Club pays annual dues of $26 regardless of the tier.

New Member processing fee: $15 (U.S.) for regular Members and $5 (U.S.) for college Members.

Life Membership fee is $467.50 (U.S.) effective October 1, 2015.

Note on Dues: $1.00 (U.S.) is returned to the Districts

2014-2015

OPTIMIST INTERNATIONAL

FACTS ABOUT
OPTIMIST INTERNATIONAL FEES AND DUES
ALL STATED US FUNDS

PROCESSING FEE FOR NEW MEMBERS

For each new Member added to the Club roster and reported to the International Office on the Club Roster Adjustments form, submit the $15.00 Processing Fee for regular Members and $5.00 for college Members. When listing more than one new Member, a check for the total amount of fees required must be enclosed and marked "Processing Fees". If a former Member of any Optimist Club joins the former Club or any other Optimist Club, within one year of being deleted, this addition to the Club roster should be handled in the same manner as if the Member were a new Member. The same procedure is to be used as in the above paragraph. A $5.00 Processing Fee is necessary to add any transfer Member to the International Office records. Any former Member who is a fully paid Life Member should be so identified on the Club Roster Adjustments form.

INTERNATIONAL DUES

The Bylaws of Optimist International provide that each Member Club, except College Clubs (see below-College Club Billing Cycle), shall pay dues quarterly each year - October 1; January 1; April 1; July 1. Optimist International's dues structure for Clubs is based on the World Bank's criterion for classifying the Gross National Income (GNI) of each country. Each country is categorized into one of three tiers and is assigned the dues structure for their respective tier. For specific information concerning country classification please contact the Optimist International Finance Department at 800.500.8130. NOTE: Canadian Clubs will be billed in Canadian dollars with the exchange rate determined at the time of the billing.

REGULAR ADULT MEMBERS

	TIER 1	TIER 2	TIER 3
Yearly	$62.37	$46.15	$32.44
Quarterly	$15.59	$11.54	$8.11
Triad	$20.79	$15.38	$10.81

COLLEGE MEMBERS (USD)

Any Optimist Member who is enrolled as a full-time college student (minimum of 12 credit hours) is eligible to have their annual dues reduced.

***COLLEGE CLUB BILLING CYCLE**

Any Optimist Club that consists of a majority of College Members will be placed on a triad billing cycle and will receive a bill three times per year – November 1; January 1; March 1.

	TIER 1	TIER 2	TIER 3
Yearly	$22.82	$19.82	$13.82
Quarterly	$5.71	$4.96	$3.46
Triad	$7.61	$6.61	$4.61

2014-2015

OPTIMIST INTERNATIONAL

FACTS ABOUT
OPTIMIST INTERNATIONAL FEES AND DUES
ALL STATED US FUNDS

FULLY PAID LIFE MEMBERS (USD)

Immediately following complete payment of the $463.80 Life Membership subscription, a Member is permitted to deduct $36.37 from his or her annual payment of Club dues. A Life Member's dues are $26.00 for Tiers 1-2-3.

	TIER 1	TIER 2	TIER 3
Yearly	$26.00	$26.00	$26.00
Quarterly	$6.50	$6.50	$6.50
Triad	$8.67	$8.67	$8.67

Effective October 1, 2014

2014-2015

OPTIMIST INTERNATIONAL

NEW CLUB'S FIRST PAYMENT OF INTERNATIONAL DUES

ALL STATED US FUNDS

Annual dues shall commence on the first day of the third month following the month in which the Club is officially organized. Such initial payment will be based on the number of Members enrolled in the International Office on the last day of the month prior to the billing date. The new Club will be invoiced covering the months in which the calculations are made.

SCHEDULE OF NEW CLUB'S FIRST DUES PAYMENT IN US FUNDS (shown for Tier 1 Countries)

ORGANIZATION MONTH	1ST DUES DATE	REGULAR DUES	LIFE MEMBER	COLLEGE MEMBER
October	January 1	$15.59	$6.50	$5.71
November	February 1	$10.40	$4.33	$3.80
December	March 1	$5.20	$2.17	$1.90
January	April 1	$15.59	$6.50	$5.71
February	May 1	$10.40	$4.33	$3.80
March	June 1	$5.20	$2.17	$1.90
April	July 1	$15.59	$6.50	$5.71
May	August 1	$10.40	$4.33	$3.80
June	September 1	$5.20	$2.17	$1.90
July	October 1	$15.59	$6.50	$5.71
August	November 1	$10.40	$4.33	$3.80
September	December 1	$5.20	$2.17	$1.90

COLLEGE CLUBS: SCHEDULE OF NEW CLUB'S FIRST DUES PAYMENT IN US FUNDS (shown for Tier 1 Countries)

ORGANIZATION MONTH	1ST DUES DATE	REGULAR DUES	LIFE MEMBER	COLLEGE MEMBER
September-November	January 1	$20.79	$8.67	$7.61
December-February	March 1	$20.79	$8.67	$7.61
March-May	November 1	$20.79	$8.67	$7.61

Note: Canadian Clubs will be billed in Canadian dollars with the exchange rate determined at the time of the billing.

Coverage depends on the actual facts of each case and the terms conditions and exclusions of the policy. For a complete description of the scope and limitations of coverage, you may request a copy of the policy from the Optimist headquarters.

Attention Canadian Clubs: Mercer Consumer no longer writes coverage for your clubs as of May, 2012.
Please contact 1-800-363-7151 for information on Insurance for Optimist Canada.

Named Insureds: Optimist International, Inc., Optimist International Foundation, Optimist Districts and Optimist Clubs, Member Club Foundations, Optimist Collegiate Clubs, Youth Clubs (including Junior Optimist and Octagon), Optimist International Youth Program Foundation, Inc., Corporate Partner and Optimist Clubs, and their individual Club Members.

GENERAL LIABILITY INSURANCE (U.S. Only)

Policy Term:	Policy Number:	Carrier:	Limits of Liability:	Type of Coverage:
May 1, 2016 – May 1, 2017	PHPK1484846	Philadelphia Indemnity Insurance Co.	$1,000,000(US)	Per Occurrence
			$2,000,000 (US)	Products/Completed Operations
			$2,000,000 (US)	General Aggregate
			$1,000,000 (US)	Personal & Advertising Injury
			$100,000 (US)	Rented to you

Designated Limit provided to each Club (CG2504)

MAJOR EXCLUSIONS TO GENERAL LIABILITY POLICY

- Any premises owned in the name of any Optimist Club, subsidiary entity or Extended Named Insureds. (See Q&A section for more details.)
- Medical Payments
- Motorized activity, including aircraft or watercraft.
- All sports participants
- Shooting/Firearms
- Asbestos, Silica, Lead, Fungi and Bacteria
- Igniting or Discharging of Fireworks
- All professional services
- Workers compensation or Employers Liability
- Operation or maintenance of any mechanically operated amusement devices (including dunk tanks and inflatables).
- Pollution
- Rodeo
- Political Rallies
- Animals (other than house pets)

HIRED AND NON-OWNED AUTOMOBILE LIABILITY

Policy Term:	Policy Number:	Carrier:	Limit of Liability:	Type of Coverage
May 1, 2016 – May 1, 2017	PHPK1484846	Philadelphia Indemnity Insurance Co.	$1,000,000 (US)	Commercial Auto

MAJOR EXCLUSIONS TO HIRED & NON-OWNED AUTO LIABILITY

- Autos owned in the name of Optimist Clubs or Foundations (US Only)

ABUSE AND MOLESTATION LIABILITY (US ONLY)

Policy Term:	Policy Number:	Carrier:	Limit of Liability	Type of Coverage
May 1, 2016 – May 1, 2017	PHPK1484846	Philadelphia Indemnity Insurance Co.	$100,000	Per Occurrence
			$300,000	General Aggregate

MAJOR EXCLUSIONS TO ABUSE AND MOLESTATION LIABILITY

- Workers compensation, disability benefits or unemployment compensation laws
- Criminal defense costs associated with a criminal trial
- Liability assumed by the insured under any contract or agreement
- "Defense costs" will be paid for an "employee" who is alleged to be directly involved in "abusive conduct" until such time as that individual is adjudicated to be a wrongdoer or enters a plea of no-contest

FOREIGN GENERAL LIABILITY INSURANCE (OUTSIDE U.S. & CANADA)

Policy Term:	Policy Number:	Carrier:	Limit of Liability:	Type of Coverage
May 1, 2016 – May 1, 2019	PHFD38424336002	Ace USA	$1,000,000(US)	Each Occurrence
			$2,000,000 (US)	Aggregate Limit
			$2,000,000(US)	Products/Completed Operations
			$1,000,000 (US)	Premises Damage Limit

NOTE: This policy covers authorized Clubs outside the US & Canada.

FOREIGN GENERAL LIABILITY POLICY (OUTSIDE U.S. & CANADA)

COVERAGE: Commercial General Liability (excess & DIC over valid & collectible primary insurance)

- Products/completed operations
- Defense & Supplementary Costs
- Personal & Advertising Injury
- Worldwide Coverage & Jurisdictions (excludes USA)
- Contingent Auto Coverage not subject to policy aggregate

MAJOR EXCLUSIONS TO FOREIGN GENERAL LIABILITY

- Professional Liability
- Nuclear Power-related Coverage
- Contractual Sole Negligence
- Aircraft Liability
- Bodily Injury to Athletic Participants
- Non-owned & Hired Auto Liability to persons under the age of 18
- Asbestos

UMBRELLA LIABILITY INSURANCE (US ONLY)

Policy Term:	Policy Number:	Carrier:	Limit of Liability:	Type of Coverage:
May 1,2016 – May 1,2017	PHUB538045	Philadelphia Indemnity Insurance Co.	10,000,000	Per occurrenc

*NOTE: This policy covers only those entities insured by the underlying Philadelphia Indemnity Insurance Company Policy.

MAJOR EXCLUSIONS TO UMBRELLA LIABILITY POLICY

All Exclusions on the Philadelphia Indemnity insurance Company General Liability policy;

All Automobile Liability, Foreign Liability and Professional Liability, including:

- Directors and Officers Liability
- All athletic participants and Officials
- Abuse and Molestation
- Legal Liquor Liability
- Automobile Liability
- ERISA and Employers Liability
- Pollution, Silica, Lead, Fungus
- Aircraft or Watercraft
- Asbestos
- Workers Compensation

MERCER

Mercer Consumer
a service of Mercer Health &
Benefits Administration LLC
PO Box 14575
Des Moines, IA 50306
Phone: 1-800-503-9227

Optimist International Certificate of Insurance Request Form

Are you a current, active member of your organization? ☒ Yes ☐ No

This Certificate request form is for professional individuals, clubs, and chapters.

Club/Chapter Name:

Policy Number or Client Number (www.oiclubinsurance.com , Insurance Products, Optimist Club Liability, Summary of Insurance):

Name, Title, & Address of insured/Member Requesting Certificate:

Telephone Number: Email Address:

How would you like the Certificate of Insurance sent to you?

Fax to: ☐ Insured: ☐ Certificate Holder:

Email to: ☒ Insured: ☐ Certificate Holder:

Mail to: ☐ Insured: ☐ Certificate Holder:

1. Name of event:
2. Location of the event (Name and Address):
3. Date of the event/function:
4. Name of entity (including mailing address) requesting proof of liability coverage:

***PLEASE ADVISE IF ENTITY IS A CITY, COUNTY OR STATE ORGANIZATION ☐ Yes ☐ No

***IF THE LIMIT OF LIABILITY IS OUTSIDE THE NORMAL LIMITS (1/MIL PER OCCURRENCE/2MIL PER AGGREGATE) PLEASE INDICATE HERE THE REQUIRED LIMITS._____

MERCER

Mercer Consumer
a service of Mercer Health &
Benefits Administration LLC
PO Box 14575
Des Moines, IA 50306
Phone: 1-800-503-9227

5. Is the entity requesting to be named as an Additional Insured? ☐ Yes ☐ No

   - ☐ Does the additional insured own the event location? ☐ Yes ☐ No
   - ☐ If no, please provide explanation of relationship between your club and the entity requesting the Additional Insured status:

6. With regards to this event is your club/group:

   - ☐ Sponsoring ☐ Yes ☐ No
   - ☐ Volunteering ☐ Yes ☐ No
   - ☐ Participating ☐ Yes ☐ No

7. Please list your/your club's function and/or activities for the event (Explain exactly what your role is with respect to the event. More information is needed other than simply "sponsoring/volunteering):

   - ☐ Please explain the Additional Insured's role/actions in the event:
   - ☐ Is alcohol being served? ☐ Yes ☐ No
   - ☐ Is food being served? ☐ Yes ☐ No
   - ☐ Is this an athletic event? ☐ Yes ☐ No
   - ☐ Are you using trailers / mobile equipment? ☐ Yes ☐ No

Important-Mercer Consumer is unable to process incomplete and/or unsigned Certificate requests.

Signature: Date:

Please fax or email your request to: Fax-515-365-3005 or Email-PLSDSTEAM.service@mercer.com

TYPICAL QUESTIONS AND ANSWERS

The scenarios summarized below are offered only as examples. Coverage depends on the actual facts of each case and the terms, conditions, and exclusions of the policy. For a complete description of the scope and limitations of coverage, you may request a copy of the policy from the Optimist headquarters.

Liquor

Q. What is Liquor Legal Liability?
A. Liquor Legal Liability provides coverage for Bodily Injury or Property Damage for which you may become legally liable as the result of contributing to a person's intoxication. This type of coverage is available on a separate policy for those "in the business of manufacturing, selling, serving or furnishing alcoholic beverages" for a fee or in some cases if a license is required for the activity. This is not covered by the Commercial General Liability (CGL) policy.
Q. Does this policy cover the sale of alcoholic beverages?
A. In a limited sense, yes, but see response to question below.
Q. What is host liquor liability?
A. The CGL policy provides host liquor liability for those businesses that are not "in the business of manufacturing, selling, serving or furnishing alcoholic beverages." It provides protection against bodily injury and property damage suits brought by parties injured as the result of an intoxicated guest who was served alcohol at an event your Club sponsored.

General Coverages

Q. Is there Medical Payments coverage for an accident at an Optimist sponsored event regardless of negligence?
A. Yes. Medical Payments coverage is provided by this policy; however, any injury should be promptly reported to Univesta so that we have advance notice should it turn into a suit later. See claim reporting procedures below.
Q. Is an injury to a non-member caused by an Optimist member assisting on an Optimist project covered?
A. Yes, there may be coverage if there is legal liability resulting from negligence by the Club or Club member.
Q. Are workers' compensation benefits provided?
A. No. Clubs would need to purchase separate policies for this.
Q. Our Club owns a refreshment trailer from which we sell food and beverages at fairs, carnivals, picnics or other functions. Does our policy cover this?
A. Products Liability for the sale of food and beverages may be covered but the policy affords no coverage for the refreshment trailer itself.

Bodily Injury

Q. Is this an Accident Medical policy?
A. No. This policy covers bodily injury as a result of negligence. If your club is interested in obtaining Accident Medical coverage, please contact our office to further discuss.

Property

Q. Is there coverage for damage to Optimist owned property?
A. No.

Examples of Types of Events that may be Covered or Not Covered

Q. If our Club contracts with others to conduct a special event, does this policy protect us?
A. Yes, subject to the exclusions and conditions of the policy. Professional show participants are not covered. It is strongly recommended for the Club to request additional insured status on the policies of those you contract with.
Q. If an Optimist club hires an outside vendor to provide professional service for an Optimist event will the Optimist policy extend coverage to the vendor?
A. No. The vendor should have their own coverage in place and a proof of insurance should be required.
Q. Are athletic events, picnics, parades, pancake days, dances, contests and similar activities covered for claims arising out of injury to the public?
A. Yes, subject to the exclusions and conditions of the policy and when there is legal liability resulting from the Optimist club's negligence.
Q. Is my Club covered for sponsoring or organizing an athletic league or team, such as Tri-Star Program, baseball, football, hockey, etc.?
A. Yes, you may be covered for any athletic activities, except direct injury to any member of an Optimist Club or any boxing events. But, coverage only applies when there is legal liability resulting from negligence of the Optimist club.
Q. My Club is co-sponsoring an event. Is my Club covered in such an activity?
A. Yes, if your club is found legally liable. The General Liability coverage applies to Optimist sponsored and directly controlled activities. It's recommended that your club confirm the other sponsoring organizations have appropriate coverages.
Q. If my Club owns a BMX track, a Clubhouse or any other type of property does this policy cover those locations?
A. No, as a property that is owned by your Club, this location is specifically excluded from coverage by the policy. You must get your own premises liability coverage for this location. However, there may be coverage for Optimist sponsored events at the owned premises.

All claims, incidents or notices of a loss regardless of severity or location must be reported to the Univesta as soon as the Club is made aware. Any delay could result in denial of the claim. Please submit your claim by :

E-mail : optimist@univesta.ca
Fax : (514) 899-5378
Phone : 1-855-864-8378
Mail : Univesta Assurances, c/o : Optimist Team
3925, Rachel Est Street, # 100, Montreal (Quebec) – H1X 3G8

Effective May 1, 2016

SUMMARY OF INSURANCE

Coverage depends on the actual facts of each case and the terms conditions and exclusions of the policy. For a complete description of the scope and limitations of coverage, you may request a copy of the policy from the Optimist headquarters.

Attention Canadian Clubs: Mercer Consumer no longer writes coverage for your clubs as of May, 2012.
Please contact 1-800-363-7151 for information on Insurance for Optimist Canada.

Named Insureds: Optimist International, Inc., Optimist International Foundation, Optimist Districts and Optimist Clubs, Member Club Foundations, Optimist Collegiate Clubs, Youth Clubs (including Junior Optimist and Octagon), Optimist International Youth Program Foundation, Inc., Corporate Partner and Optimist Clubs, and their individual Club Members.

GENERAL LIABILITY INSURANCE (U.S. Only)

Policy Term:	Policy Number:	Carrier:	Limits of Liability:	Type of Coverage:
May 1, 2016 – May 1, 2017	PHPK1484846	Philadelphia Indemnity Insurance Co.	$1,000,000(US)	Per Occurrence
			$2,000,000 (US)	Products/Completed Operations
			$2,000,000 (US)	General Aggregate
			$1,000,000 (US)	Personal & Advertising Injury
			$100,000 (US)	Rented to you

Designated Limit provided to each Club (CG2504)

MAJOR EXCLUSIONS TO GENERAL LIABILITY POLICY

- Any premises owned in the name of any Optimist Club, subsidiary entity or Extended Named Insureds. (See Q&A section for more details.)
- Medical Payments
- Motorized activity, including aircraft or watercraft.
- All sports participants
- Shooting/Firearms
- Asbestos, Silica, Lead, Fungi and Bacteria
- Igniting or Discharging of Fireworks
- All professional services
- Workers compensation or Employers Liability
- Operation or maintenance of any mechanically operated amusement devices (including dunk tanks and inflatables).
- Pollution
- Rodeo
- Political Rallies
- Animals (other than house pets)

HIRED AND NON-OWNED AUTOMOBILE LIABILITY

Policy Term:	Policy Number:	Carrier:	Limit of Liability:	Type of Coverage
May 1, 2016 – May 1, 2017	PHPK1484846	Philadelphia Indemnity Insurance Co.	$1,000,000 (US)	Commercial Auto

MAJOR EXCLUSIONS TO HIRED & NON-OWNED AUTO LIABILITY

- Autos owned in the name of Optimist Clubs or Foundations (US Only)

ABUSE AND MOLESTATION LIABILITY (US ONLY)

Policy Term:	Policy Number:	Carrier:	Limit of Liability	Type of Coverage
May 1, 2016 – May 1, 2017	PHPK1484846	Philadelphia Indemnity Insurance Co.	$100,000	Per Occurrence
			$300,000	General Aggregate

MAJOR EXCLUSIONS TO ABUSE AND MOLESTATION LIABILITY

- Workers compensation, disability benefits or unemployment compensation laws.
- Criminal defense costs associated with a criminal trial
- Liability assumed by the insured under any contract or agreement
- "Defense costs" will be paid for an "employee" who is alleged to be directly involved in "abusive conduct" until such time as that individual is adjudicated to be a wrongdoer or enters a plea of no-contest

FOREIGN GENERAL LIABILITY INSURANCE (OUTSIDE U.S. & CANADA)

Policy Term:	Policy Number:	Carrier:	Limit of Liability:	Type of Coverage
May 1, 2016 – May 1, 2019	PHFD38424336002	Ace USA	$1,000,000(US)	Each Occurrence
			$2,000,000 (US)	Aggregate Limit
			$2,000,000(US)	Products/Completed Operations
			$1,000,000 (US)	Premises Damage Limit

NOTE: This policy covers authorized Clubs outside the US & Canada.

FOREIGN GENERAL LIABILITY POLICY (OUTSIDE U.S. & CANADA)

COVERAGE: Commercial General Liability (excess & DIC over valid & collectible primary insurance)

- Products/completed operations
- Defense & Supplementary Costs
- Personal & Advertising Injury
- Worldwide Coverage & Jurisdictions (excludes USA)
- Contingent Auto Coverage not subject to policy aggregate

MAJOR EXCLUSIONS TO FOREIGN GENERAL LIABILITY

- Professional Liability
- Nuclear Power-related Coverage
- Contractual Sole Negligence
- Aircraft Liability
- Bodily Injury to Athletic Participants
- Non-owned & Hired Auto Liability to persons under the age of 18
- Asbestos

UMBRELLA LIABILITY INSURANCE (US ONLY)

Policy Term:	Policy Number:	Carrier:	Limit of Liability:	Type of Coverage:
May 1,2016 – May 1,2017	PHUB538045	Philadelphia Indemnity Insurance Co.	10,000,000	Per occurrence

*NOTE: This policy covers only those entities insured by the underlying Philadelphia Indemnity Insurance Company Policy.

MAJOR EXCLUSIONS TO UMBRELLA LIABILITY POLICY

All Exclusions on the Philadelphia Indemnity Insurance Company General Liability policy;

All Automobile Liability, Foreign Liability and Professional Liability, including:

- Directors and Officers Liability
- All athletic participants and Officials
- Abuse and Molestation
- Legal Liquor Liability
- Automobile Liability
- ERISA and Employers Liability
- Pollution, Silica, Lead, Fungus
- Aircraft or Watercraft
- Asbestos
- Workers Compensation

FOR U.S. POLICIES

The scenarios summarized below are offered only as examples. Coverage depends on the actual facts of each case and the terms, conditions, and exclusions of the policy. For a complete description of the scope and limitations of coverage, you may request a copy of the policy from the Optimist headquarters.

Liquor

Q. What is Liquor Legal Liability?

A. Liquor Legal Liability provides coverage for Bodily Injury or Property damage for which you may become legally liable as the result of contributing to a person's intoxication. This type of coverage is available on a separate policy for those "in the business of manufacturing, selling, serving or furnishing alcoholic beverages" for a fee or in some cases if a license is required for the activity. This is not covered by the Commercial General Liability (CGL)

Q. Does this policy cover the sale of alcoholic beverages?

A. In a limited sense, yes, but see response to question below

Q. What is host liquor liability?

A. The CGL policy provides host liquor liability for those businesses that are not "in the business of manufacturing, selling, serving or furnishing alcoholic beverages." It provides protection against bodily injury and property damage suits brought by parties injured as the result of an intoxicated guest who was served alcohol at an event your Club sponsored. We recommend checking with your local government official to determine if host liquor coverage is adequate for your event. If Liquor Legal Liability is needed for your event, please contact Mercer Consumer at 1-877-451-4003 for a Special Event quote.

Automobile

Q. Is there liability coverage for automobiles (including buses and trailers) hired by, rented by or loaned to the Optimist organization?

A. Yes. There is coverage for Optimist members when they hire a car or use their personal vehicle for club business.

Q. Is there physical damage coverage for hired or non-owned autos?

A. No, this is liability coverage only.

Q. Is this an Accident/Medical policy?

A. No, this policy only covers bodily injury as a result of negligence. If accident/medical coverage is needed, please contact our office at 800-503-9227 to discuss further.

Q. Our Club owns a refreshment trailer from which we sell food and beverages at fairs, carnivals, picnics or other functions. Does our policy cover this?

A. The policy could cover the sale of the food or beverages under the product liability coverage, but the policy affords no coverage for the trailer itself.

Property

Q. Is there coverage for Optimist owned property?

A No

Examples of types of events that may or may not be covered

Q. If our club contracts with others to conduct a special event, does this policy cover us?

A. Yes, subject to the terms and conditions of the policy. Professional show participants are not covered. It is strongly suggested, but not required that the Optimist Club request additional insured status on the policies from those that you contract with.

Q. If an Optimist Club hires an outside vendor to provide professional services for an Optimist event, will the Optimist policy extend coverage to the vendor?

A. No, the vendor should have their own coverage in place. It is recommended that prior to the event taking place, the club request a proof of coverage from the vendor with the Club listed as an Additional Insured on the vendor's Certificate of Insurance.

Q. Is my club covered for sponsoring or organizing an athletic team or league, such as Tri-Star program, Baseball, Football, Hockey, etc.?

A. Yes, you may be covered for these athletic activities/leagues as long as they fall within your clubs normal operations. Coverage would not be provided to any direct injury to any participant of these events.

Q. My club is co-sponsoring an event, is my club covered for such an event?

A. Yes, if your club is found legally liable for damage. The general liability coverage applied to Optimist sponsored and directly controlled activities. It is recommended that your club confirm that the other sponsoring organization(s) have appropriate coverage prior to the start of the event.

Q. What about Optimist sponsored float trips?

A. Subject to all exclusions, terms and conditions, there may be coverage if the club does not own the watercraft, it is less than 26ft in length and there is no charge for transporting people or property.

Q. If my club owns a BMX track, a clubhouse or any other type of property, does this policy provide coverage for these locations?

A. No, any property owned by the Optimist club is excluded from this policy. The club would need to obtain its own premises liability coverage for this location. This policy may cover any Optimist sponsored events on the owned property.

General Coverages

Q. Is there medical payments coverage for an accident at an Optimist sponsored event regardless of negligence?

A. No, medical payments are excluded from this policy, HOWEVER, any injury should be promptly reported to YORK so there is advance notice should it turn into a suit later.

Q. Is an injury to a non-member caused by an Optimist member assisting on an Optimist project covered?

A. Yes, there may be coverage if there is legal liability resulting from the negligence by the club or the club member.

Q. Does this policy provide products liability coverage?

A. Yes

Q. Are workers compensation benefits provided?

A. No

Q. Does this policy cover participants of events such as racing, speed, or demolition contest, etc.?

A. No, All losses related to autos is excluded.

Claim Reporting Procedures

All claims, incidents or notices of a loss regardless of severity or location must be reported to Philadelphia Insurance as soon as the Club is made aware. Any delay could result in denial of the claim.

Online: www.Philv.com – click on CLAIM CENTER, then 'Report a PHLY Claim' located under STEP 2

Claims Phone#: 800-765-9749
Claims Fax#: 800-685-9238
Email: claimsreport@phlv.com

New Abuse & Molestation Coverage for US Clubs

Optimist International strives to create a safe environment for youth and Members to grow, learn, and have fun. Beginning May 1, 2016, the Optimist International Club General Liability policy coverage will include Abuse & Molestation Coverage.

Here are highlights of this added insurance benefit:

- Coverage Limits: Occurrence Limit - $100,000; Aggregate Limit - $300,000.
- No additional application required.
- Free training courses and risk management tools are available to Club Members. This training provides information about:
    - The Risk of Abuse
    - Facts and Misconceptions
    - Abuser Characteristics
- The abuse and molestation coverage offers coverage for damages because of "bodily injury" to which this insurance applies, if the insured is alleged to be liable for another person's "abusive conduct" as a result of the insured's negligence. For additional details regarding coverage and what is considered abusive conduct, please contact an Insurance Specialist at Mercer Consumer, a Service of Mercer Health & Benefits Administration LLC.

MERCER

Mercer Consumer
a service of Mercer Health &
Benefits Administration LLC
PO Box 14575
Des Moines, IA 50306
Phone: 1-800-503-9227

Optimist International Certificate of Insurance Request Form

Are you a current, active member of your organization? ☒ Yes ☐ No

This Certificate request form is for professional individuals, clubs, and chapters.

Club/Chapter Name:

Policy Number or Client Number (www.oiclubinsurance.com , Insurance Products, Optimist Club Liability, Summary of Insurance):

Name, Title, & Address of insured/Member Requesting Certificate:

Telephone Number: Email Address:

How would you like the Certificate of Insurance sent to you?

Fax to: ☐ Insured: ☐ Certificate Holder:

Email to: ☒ Insured: ☐ Certificate Holder:

Mail to: ☐ Insured: ☐ Certificate Holder:

1. Name of event:
2. Location of the event (Name and Address):
3. Date of the event/function:
4. Name of entity (including mailing address) requesting proof of liability coverage:

***PLEASE ADVISE IF ENTITY IS A CITY, COUNTY OR STATE ORGANIZATION ☐ Yes ☐ No

***IF THE LIMIT OF LIABILITY IS OUTSIDE THE NORMAL LIMITS (1/MIL PER OCCURRENCE/2MIL PER AGGREGATE) PLEASE INDICATE HERE THE REQUIRED LIMITS._____

MERCER

Mercer Consumer
a service of Mercer Health &
Benefits Administration LLC
PO Box 14575
Des Moines, IA 50306
Phone: 1-800-503-9227

5. Is the entity requesting to be named as an Additional Insured? ☐ Yes ☐ No

   - Does the additional insured own the event location? ☐ Yes ☐ No
   - If no, please provide explanation of relationship between your club and the entity requesting the Additional Insured status:

6. With regards to this event is your club/group:

   - Sponsoring ☐ Yes ☐ No
   - Volunteering ☐ Yes ☐ No
   - Participating ☐ Yes ☐ No

7. Please list your/your club's function and/or activities for the event (Explain exactly what your role is with respect to the event. More information is needed other than simply "sponsoring/volunteering):

   - Please explain the Additional Insured's role/actions in the event:
   - Is alcohol being served? ☐ Yes ☐ No
   - Is food being served? ☐ Yes ☐ No
   - Is this an athletic event? ☐ Yes ☐ No
   - Are you using trailers / mobile equipment? ☐ Yes ☐ No

Important-Mercer Consumer is unable to process incomplete and/or unsigned Certificate requests.

Signature: Date:

Please fax or email your request to: Fax-515-365-3005 or Email-PLSDSTEAM.service@mercer.com

FOR U.S. POLICIES

The scenarios summarized below are offered only as examples. Coverage depends on the actual facts of each case and the terms, conditions, and exclus of the policy. For a complete description of the scope and limitations of coverage, you may request a copy of the policy from the Optimist headquarters.

Liquor

Q. What is Liquor Legal Liability?

A. Liquor Legal Liability provides coverage for Bodily Injury or Property damage for which you may become legally liable as the result of contributing to a person's intoxication. This type of coverage is available on a separate policy for those "in the business of manufacturing, selling, serving or furnishing alcoholic beverages" for a fee or in some cases if a license is required for the activity. This is not covered by the Commercial General Liability (CGL)

Q. Does this policy cover the sale of alcoholic beverages?

A. In a limited sense, yes, but see response to question below

Q. What is host liquor liability?

A. The CGL policy provides host liquor liability for those businesses that are not "in the business of manufacturing, selling, serving or furnishing alcoholic beverages." It provides protection against bodily injury and property damage suits brought by parties injured as the result of an intoxicated guest who was served alcohol at an event your Club sponsored. We recommend checking with your local government official to determine if host liquor coverage is adequate for your event. If Liquor Legal Liability is needed for your event, please contact Mercer Consumer at 1-877-451-4003 for a Special Event quote.

Automobile

Q. Is there liability coverage for automobiles (including buses and trailers) hired by, rented by or loaned to the Optimist organization?

A. Yes. There is coverage for Optimist members when they hire a car or use their personal vehicle for club business.

Q. Is there physical damage coverage for hired or non-owned autos?

A. No, this is liability coverage only.

Q. Is this an Accident/Medical policy?

A. No, this policy only covers bodily injury as a result of negligence. If accident/medical coverage is needed, please contact our office at 800-503-9227 to discuss further.

Q. Our Club owns a refreshment trailer from which we sell food and beverages at fairs, carnivals, picnics or other functions. Does our policy cover this?

A. The policy could cover the sale of the food or beverages under the product liability coverage, but the policy affords no coverage for the trailer itself.

Property

Q. Is there coverage for Optimist owned property?

A No

Examples of types of events that may or may not be covered

Q. If our club contracts with others to conduct a special event, does this policy cover us?

A. Yes, subject to the terms and conditions of the policy. Professional show participants are not covered. It is strongly suggested, but not required that the Optimist Club request additional insured status on the policies from those that you contract with.

Q. If an Optimist Club hires an outside vendor to provide professional services for an Optimist event, will the Optimist policy extend coverage to the vendor?

A. No, the vendor should have their own coverage in place. It is recommended that prior to the event taking place, the club request a proof of coverage from the vendor with the Club listed as an Additional Insured on the vendor's Certificate of Insurance.

Q. Is my club covered for sponsoring or organizing an athletic team or league, such as Tri-Star program, Baseball, Football, Hockey, etc.?

A. Yes, you may be covered for these athletic activities/leagues as long as they fall within your clubs normal operations. Coverage would not be provided to any direct injury to any participant of these events.

Q. My club is co-sponsoring an event, is my club covered for such an event?

A. Yes, if your club is found legally liable for damage. The general liability coverage applied to Optimist sponsored and directly controlled activities. It is recommended that your club confirm that the other sponsoring organization(s) have appropriate coverage prior to the start of the event.

Q. What about Optimist sponsored float trips?

A. Subject to all exclusions, terms and conditions, there may be coverage if the club does not own the watercraft, it is less than 26ft in length and there is no charge for transporting people or property.

Q. If my club owns a BMX track, a clubhouse or any other type of property, does this policy provide coverage for these locations?

A. No, any property owned by the Optimist club is excluded from this policy. The club would need to obtain its own premises liability coverage for this location. This policy may cover any Optimist sponsored events on the owned property.

General Coverages

Q. Is there medical payments coverage for an accident at an Optimist sponsored event regardless of negligence?

A. No, medical payments are excluded from this policy, HOWEVER, any injury should be promptly reported to YORK so there is advance notice should it turn into a suit later.

Q. Is an injury to a non-member caused by an Optimist member assisting on an Optimist project covered?

A. Yes, there may be coverage if there is legal liability resulting from the negligence by the club or the club member.

Q. Does this policy provide products liability coverage?

A. Yes

Q. Are workers compensation benefits provided?

A. No

Q. Does this policy cover participants of events such as racing, speed, or demolition contest, etc.?

A. No, All losses related to autos is excluded.

Claim Reporting Procedures

All claims, incidents or notices of a loss regardless of severity or location must be reported to Philadelphia Insurance as soon as the Club is made aware. Any delay could result in denial of the claim.

Online: www.Philv.com – click on CLAIM CENTER, then 'Report a PHLY Claim' located under STEP 2

Claims Phone#: 800-765-9749
Claims Fax#: 800-685-9238
Email: claimsreport@phlv.com

Tab 10

2017 OPTIMIST ORATORICAL CONTESTS

LT. GOVERNORS RESPONSIBILITIES AND PROCEDURES

Title of 2017 Talk: **"What the World Gains from Optimism."**

Lt. Governor Responsibilities for the Club and Zone Contests for your Zone

1. The top item is to be sure you understand that the Lt. Gov. is responsible for determining what clubs will be having a Club Contest, and how many contestants will be competing in your Zone. That will tell you whether you need to have a Zone Contest or not.
2. The next item is how will your Zone finance sending the Zone Winner(s) to the District Meeting to compete in the District Contest. Note: We will discuss this at the Lt. Gov. training.
3. If a Zone Contest for your Zone will be required, it is the Lt. Gov. responsibility to set the Zone Contest date and location for this contest. The Zone Contest MUST be completed no later than Saturday, April 22 and the earlier the better.
4. A hard copy of the District Planning Guide is included in your materials and identifies your responsibilities. To find the Planning Guide - google Optimist Oratorical Contest and click on Oratorical Contest Optimist International: On the right side of the page you will find: Contest Application, Club Planning Guide, and District Planning Guide highlighted in orange. As Lt. Gov., you want the "District Planning Guide."
5. If you have any questions about the Oratorical Contest, you can contact me (Dave Nichols) at: nicholsedina@aol.com, or call 612-209-2656, or text me at the phone number.
6. When looking for a location to hold your Zone Contest:
    a. you will want an area where the contestants can meet to check in and get instructions.
    b. you will want a private room for the judges to meet before the contest to get organized and get instructions, and then to meet after the contest to determine the two contest winners.
    c. you want a room with a podium for the contest to be held.
7. The District Contest will be held during the 3rd Qtr. Meeting, which is Friday and Saturday, April 28 and 29 in St Cloud, MN. Check in time will be 3-5 Friday afternoon, with the contest starting at 6:00 PM. The contestants will be split into two groups but the same judges will judge both contests. The 1st, 2nd, and 3rd place contestants from each of the two groups will move on to the District Final at 10:00 Saturday morning with new judges. The 1st and 2nd place contestants from the District Final Contest will each receive a $2,500 scholarship to the college of their choice, and the 1st place contestant will move on to the Optimist International Regional Contest and the Regional winner will compete in the Optimist International World Contest.
8. The District Contest will be a Combined Gender Contest and therefore the Zone (and Club) Contest must be a Combined Gender Contest. The Club may send two winners to the Zone Contest, and the Zone may send two winners to the District Contest, which may be one boy and one girl, two boys, or two girls.
9. You MUST email the names of the Zone Winners to the District Chairperson (Dave Nichols) no later than Saturday, April 22 to allow time to verify non-plagiarism material by the winners going to the District Contest. Items that must be received by that date are: (See Page 18 of Club Chair Planning Guide)

a. Names of the contestants competing in the District Contest (Printed or typed).
b. Parent name with phone number and email address.
c. How many people will be attending the District Contest to get meal count for Pizza Party and Saturday luncheon? Remember to include parents, siblings, and other guests.
d. Official Zone/District Regional/District Entry form. Signatures are required on this form by Club President, Club Contest Chairperson, Zone chair, and District Regional Chair (if there is District Regional Contest).
e. Student Club Contest Evaluation Form.
f. Application for 2016-2017 Optimist International Oratorical Contest.
g. Printed copy of speech. Must be sent by email and in Microsoft Word Format.
h. Copy of Birth Certificate or Passport to prove age.
i. Registration fee of $100 made out to DMM. (You may bring this instead of mailing if you choose.)
j. There is also an additional fee for the parents, siblings, and other guests to attend the Friday night Pizza Party and Saturday luncheon.

10. The District provides one motel room per contestant as part of the entry fee. If more is required, it is the Zone's responsibility to handle the reservation and cost.
11. You need to find three qualified judges and a timekeeper for the Zone Contest if you are having one. Remember judges may not be Optimist members but the timekeeper may be an Optimist member. Having the timekeeper a non-Optimist member is a good idea in case a judge get sick, you have a replacement.
12. You will need a Sgt. of Arms to monitor the door(s) while the contest is in progress.
13. You may want a Master of Ceremonies to help you – your choice.
14. You may want one or two extra people to help check the judge's scoresheets and fill out the Contest Report form.

REGIONAL AND WORLD ORATORICAL CONTESTS

The winner of the District Contest may move on to the Regional and World Contests. The responsibility for submitting the paperwork and being a part of that program is with the District Oratorical Chairperson, but help from the winners Club and Zone will be appreciated.

The District has decided it will not pay the expenses to send the winning contestant, family members, and an Optimist leadership person to St Louis for these two contests. The District will use the special Internet Application and the DMM contestant winner will be judged using "on-line streaming". This process was used in 2016 and it worked very well.

In order to reduce expenses, the District Committee has decided the on-line streaming would be located in the community where the winning contestant lives. All that is needed is a room with excellent lighting and acoustics, and a good internet connection. Fuze Software is used and that can easily be downloaded on any phone or tablet that has a front and rear camera setup. That hardware will be the responsibility of the District Oratorical Chairperson, but finding a good room with audio and acoustics is where help will be requested from the sponsoring Club. Also it is a good idea to give the Contestant an audience and so the local Club and all interest people will be asked to be the audience.

Oratorical Contest

2016-2017

District Chair Planning Guide

Purpose

Since its start in 1928, the Oratorical Contest has become the longest-running program sponsored by Optimist International. The contest is designed for youth to gain experience in public speaking and provide them with the opportunity to compete for a college scholarship.

District Contests

Districts may choose to hold combined gender or separate gender contests. The decision must be made during the fourth quarter District conference. There is no minimum or maximum number of years a District must hold their selected type of contest. **Clubs, Zones and District Regions are required to conduct the type of contest chosen by the District.**

The World Championship Optimist Oratorical Contest

Districts may enter one contestant into the Regional/World Championships Contests held June 15-16, 2017 at Saint Louis University in St. Louis, Missouri. Please refer to the Regionals/World Championships Planning Guide for further information.

How to Enter

Interested youth should prepare a 4 to 5 minute speech on the assigned topic to be presented at their local Optimist Club's contest. The speeches are judged at the Club level, Zone level, District Regional level (if needed) and then at the District level.

Eligibility Criteria

The contest is open to youth under the age of 18 as of October 1st of the current Optimist International Contest year (October 1 – September 30). For 2016-2017, contestants must still be 17 as of October 1, 2016.

Topic

"What the World Gains from Optimism"

Minimum Number of Participants

There is no minimum required number of participants for Club Contests. Combined gender Zone, Regional and District contests must have no fewer than three participants. Separate gender Zone, District Regional and District contests must have no less than six participants (three boys and three girls).

In cases where the minimum number of 3 contestants at the Zone or District Regional contest cannot be met, there are two options:

A. Send winners directly to the next level of the contest. If your Zone or District Regional competition has at least 3 contestants of one gender, you can hold the contest for that gender and send the winner on to the next level. Again, if there are less than 3 contestants for either gender, please forward them to the next level of competition.

B. Combine Zone or District Regional level contests.

Contest Deadlines

Club contest date is set by the Club Chair, once the Zone and District dates have been obtained. Zone contest date is set by the District Oratorical Chair with the Lieutenant Governors to occur prior to the District contest date.

The District contest date is set by the District Oratorical Chair. **The deadline to submit District winners to Optimist International is May 15, 2017.**

District winners will be notified by a letter from Optimist International between May 30th and June 15th. Districts should notify the Programs Department if they would like winner notification to be delayed.

Districts may enter one contestant to participate in the Regional / World Championships Contest held at Saint. Louis University. Entry Form from the Regional / World Championships Planning Guide must be received by Optimist International no later than May 15, 2017.

Prizes

Scholarships are awarded to students in the United States and the Caribbean in US dollars and in Canadian dollars for Canadian students.

Club Level - medallion
Clubs are allowed to give monetary/cash* awards for the Oratorical contest in addition to the official medallions. The Club level awards may be given in the form of a scholarship, savings bond or cash prize but are completely discretionary. Please contact the Optimist International Foundation or Canadian Children's Optimist Foundation for setting up a Club scholarship.

* Disclaimer - Clubs planning to present cash or savings bond awards to student winners should first consult the association for their state or province that coordinates scholastic activities and competitions to determine if such payments would result in the

recipient's forfeiture of amateur status. If a student loses their amateur status, they may be unable to compete in collegiate athletics and activities.

Zone and District Regional Level – plaque – certificates may be created by the Zone or District and templates are available on www.optimist.org.

District Level - plaque and a college scholarship
District should order plaques directly from Shumsky in the U.S. and Caribbean or Ansell in Canada.

Scholarship amounts may vary. Combined gender Districts may award two $2,500 scholarships or one each in the amount of $2,500, $1,500 and $1,000. Districts with separate gender contests award each boy and girl first-place winner a $2,500 scholarship.

Districts choosing to increase funding for the scholarships or fund additional scholarships will need to manage those funds through other resources. Optimist International will not handle the awarding of any scholarships not funded by the Optimist International Foundations. The responsibility for record-keeping and awarding of additional funds or scholarships will be the District's. Districts may choose to hold the additional funds in District accounts or contribute those funds to the Optimist International Foundations. Individual donors and Clubs will receive lifetime credit for gifts for increased or additional scholarships.

The Foundations will process requests from the Districts to have scholarship funds returned to them. Requests must be in writing and specify the type of scholarship and the amount. The Foundations will not award the scholarships or write checks to the individual scholarship recipients or their schools.

Regional / World Championships –Scholarships are awarded to each Regional winner in United States dollars (unless otherwise stipulated) in the amount of at least $5000. In addition, scholarships in the amounts of $15,000, $10,000, $5,000 will be given to the first, second, and third place World Champions, respectively. An additional scholarship may be awarded to participants by Saint Louis University at its discretion.

Each Regional winner and World Champion will receive a certificate of participation. The first place World Champion will have his/her speech presented to the delegates of the Optimist International Convention.

Judges' Criteria and Duties

Select three qualified judges who are not acquainted with the contestants. At the Club level, the judges may be Optimist Members. At all other levels of the competition, judges must be non-Optimists. Judges should have expertise in the field of public speaking. Consider using past Oratorical Contestants, retired debate, speech, or drama teachers, and community business leaders.

Always have a back-up judge, in case of an emergency. Judges are also potential new Members, so don't forget to recruit them! (It is strongly suggested that the same judges be used for boy/girl contests)

The Oratorical Contest Chair supplies each judge with a copy of the rules and the judging forms. Judges should never discuss or compare their impressions of the speakers or their scores. Each judge must score independently from other judges and Optimists. No one is permitted to view the scores except the Oratorical Contest Chair.

Timekeepers

One timekeeper should be appointed. This person can be an Optimist Club Member. The timekeeper is responsible for recording the official length of each speech and assessing penalties if needed, noting failure to announce the topic, verbal identification of non-original material as noted in the printed copy of the speech and totaling all penalties on the timekeeper's score sheet. The timekeeper will need the official form, pen, stopwatch and a copy of each participant's speech. The completed timekeeper's score sheet is turned in to the Contest Chair to be included in the master scores of each speaker.

Handling Protests

A Sergeant-at-Arms should be the contact for protests and given index cards and pens/pencils to distribute when necessary. Anyone who wishes to protest should raise their hand at the completion of the student's speech before the next speaker begins. The Sergeant-at-Arms gives the person protesting an index card and pen/pencil. The protest must be written on the card. The Sergeant-at-Arms collects the card as soon as it is completed. This process is repeated for any person who wishes to make a protest. The Contest Chair collects the protest cards before leaving the room to compile scores. Protests are addressed at that time by the Chair and decided. Any adjustments judges need to be aware of will be made at that time. This procedure allows the students to compete without interruption or embarrassment, allows for an accurate description of the protest to be reviewed and should prevent any disturbance or public discussion.

Videotaping Guidelines

All Oratorical contests must be conducted live, not judged on videotape. However, you may allow for the use of one video camera at a contest to give participants a take-home copy of their speech. Each contestant shall have the option of having the camera off during his/her presentation. An Optimist Club Member should run the camera. A tape supplied by the Club or contestant is put into the camcorder at each break between speakers. The tape should be labeled with the speaker's order designation. When the speaker is finished, the tape is removed and a new one is inserted. This process is repeated for each child who wants a copy of their speech. A master copy could also be recorded of all speakers, then copied for contestants. This gives everyone the chance to have a copy of their speech, and allows the contestants to make their speech with minimal interference.

The District Oratorical Contest Chair is responsible for all phases of the Oratorical Contests in the District. All District competitions must be conducted by Optimists only, and this responsibility must not be delegated to outside groups.

Each Club should submit for each of their winners:

_____Zone/District Regional/District Entry Form
_____Copy of speech
_____Copy of birth certificate or passport
_____ Copy of Student Club Contest Evaluation
_____Entry fee (if applicable)

Zone Contests

Zone contests will be held at times and places determined by the District. The Chairperson of the Zone contests will be determined by the District and supervised by the District Oratorical Contest Chair.

In cases where the minimum number of 3 contestants at the Zone contest cannot be met, there are two options:

A. Send winners directly to the next level of the contest. If your Zone or Regional competition has at least 3 contestants of one gender, you can hold the contest for that gender and send the winner on to the next level. Again, if there are less than 3 contestants for either gender, please forward them to the next level of competition.
B. Combine Zone or Regional level contests.

All Zone contests must comply with the official rules and only the Zone winners shall be eligible to compete at the District Regional or District Contest. Each Club is allowed to send two contestants to the next level. If the District decides in advance to hold combined gender contests, the representation to the next level from each Club in that District can be from two boys, two girls or a boy and a girl. If the District decides in advance to hold separate contests for boys and girls, the representation from each Club to the next level will be from one boy and one girl only.

After the Zone Contest

The Zone Chair should:

1. Announce the winners to the audience and present their winner plaques.
2. **Submit for each winner to the Regional (if applicable) or District Oratorical Chair:**

_____Completed Zone/Regional/District Entry Form
_____Copy of birth certificate or passport
_____Copy of speech
_____Copy of Student Club Contest Evaluation
_____Entry fee (if applicable)

District Regional Contest

This is a mandatory level for Districts with 11 or more Zones, but it is optional for smaller Districts. This level is designed to reduce the contestant pool to 20 students. Depending upon District decision, this pool can be 10 boys and 10 girls (separate gender contest) or any combination of 20 contestants (combined gender contests).

The District Regional Chair should:

1. Announce the winners to the audience and present their winner plaques.
2. **Submit for each winner to the District Oratorical Chair:**

_____Completed Zone/District Regional/District Entry Form
_____Copy of birth certificate or passport
_____Copy of speech
_____ Copy of Student Club Contest Evaluation
_____Entry fee (if applicable)

Contest Day Checklist

Get to the contest location early and make sure:

_____Seating is sufficient
_____Podium/lectern is present (with portable steps is suggested)
_____Microphone is working
_____Awards for winners are present
_____ Recognition Certificates or Plaques are present to any District sponsor or donor to the program.
_____Certificates are signed and present
_____Video camera (optional) is set up in an appropriate place
_____Assistants are aware of their responsibilities
_____Sergeant-At-Arms are aware of their responsibilities in recording protests (see guidelines)
_____Contestants' briefing is held
_____Judges' briefing is held. (It is strongly suggested that the same judges be used for boy/girl contests)
_____Contestants draw letters for speaking order
_____The emcee begins the contest on time

Once All Speakers have Finished:

_____Judges and timekeepers total their individual scores for each contestant, sign their score sheets, and give them to the Contest Chair
_____Contest Chair leaves the room to review and rule on protests, and to complete scoring procedures
_____Announce the winners
_____Present each winner with their award and give the date and location of the next contest level
_____Introduce the judges and timekeeper
_____Take lots of pictures to use with post-event press releases
_____Have the first-place winners sign any required forms for the next contest level before they leave

District Contest

The District administration shall determine the date and location of the District Contest. If District preliminary contests or regionals are necessary, they may be held as determined by the District administration, at locations other than at the site of the District Contest.

After the District Contest

The District Chair should:

1. Announce the winners to the audience and present their winner plaques.
2. Have the winners provide their social security numbers/SIN for the Winner's Information Form. Social Security numbers/SIN must be given for the District winners in order to aid in tracking of scholarship funds to colleges and universities.
3. Have the District Governor sign each Winner's Information Form.
4. **Submit for each winner:**

_____District Winner's Information Form
_____Regional/World Championship Contestant's Information Form
_____Zone/District Regional/District Entry Form
_____Copy of birth certificate or passport
_____Copy of Student Club Contest Evaluation
_____Copy of speech to:

Optimist International Programs
Department • Attn: Oratorical Coordinator
4494 Lindell Blvd. • St. Louis, MO 63108
or fax to: 314-735.4100
email: programs@optimist.org

In Canada:
Optimist International Programs
Department • Attn: Oratorical Coordinator
5205, boul. Metropolitain Est, bureau 200
Montreal QC H1R 1Z7 Canada
or fax to: 514-721-1104
email: service@optimist.org

Please Note: Scholarships will not be processed until all paperwork has been completed in its entirety and received by Optimist International.

Application for 2016-2017 Optimist International Oratorical Contest

Name_____

Address _____

City _____

State/Country_____Zip Code _____

Telephone (_____)_____E-mail_____

Date of Birth_____/_____/_____Age _____

Have you participated in any other Optimist Club's Oratorical Contest this school year? ☐ Yes ☐ No

Gender: ☐ Male ☐ Female

Contestant Agreement:

I have studied the rules of the contest, and I will be bound by all of the requirements.

Contestant's Signature_____Date____/___/___

Parent or Guardian Permission:

I give my permission for my child/ward to participate in this contest.

Signature_____Date____/___/___

Relationship _____

I,_____grant the Optimist Club/International my permission to use a picture of my son/daughter_____for their public relations purposes. Optimist Club/International may use the photo in any publication they see fit.

Sponsoring Optimist Club Name_____

Sponsoring Optimist Club Number_____

Please send application to address below:

Topic: **"What the World Gains from Optimism"**

Official Rules

Section I — *General Rules*

1. The Optimist International Oratorical contest will begin at the Club level, proceed to the Zone level and end with a contest at World Championships level.
2. Contestants must enter through a local Optimist Club.
3. The official application must be completed by each contestant and submitted to the sponsoring Club's Contest Chair.
4. The District has the right to decide whether to have a combined gender contest or a separate gender contest.
5. No Zone, Regional, or District level contest shall have fewer than 3 or more than 20 contestants competing.
6. Optimist International has the right to edit, publish and record any speech used in any contest without payment to the author.

Section II — *Qualifications for Contestants*

1. The contest is open to students under the age of 18 as of October 1st of the current Optimist International Contest year (October 1 – September 30). Contestants must be educated in the United States, Canada and the Caribbean. There is no minimum age.
2. A contestant is eligible to enter/compete in only one Optimist Oratorical contest during a contest year.
3. Each contestant shall prepare his or her own speech. The contestant may receive advice in the preparation of the speech and may make minor changes or improvements in the speech at any time.
4. A student who has won a District Oratorical scholarship is not eligible to compete at any level of the Oratorical competition again unless selected to compete at in the World Championships. A contestant shall compete in the World Championship only once.
5. All contestants at each level of the contest must show proof of age before competing. Optimist Clubs may require a copy of birth certificate or passport if offering a club scholarship separate from Optimist International. District winners must provide a copy of the birth certificate or passport with District entry documentation. A printed copy of the speech must be furnished either before or after the speech.

Section III — *Contest Rules*

1. All contestants must speak on the official topic.
2. A speech may be delivered in a language other than English if the language used is an official language of the country in which the sponsoring Club is located.
3. All contestants must state the official topic before beginning their speech in order for the timekeeper to record the exact time of the speech. A 3-point penalty is automatically assessed by the timekeeper for failure to state the official topic.
4. Any quotation or copyrighted material used in the speech must be identified verbally during the presentation and in the written copy of the speech with the original author's name. The contestant shall be fully responsible for the use of any quoted material and Optimist International shall assume no responsibility. Failure to identify non-original material will result in disqualification.
5. The use of props, special costumes or clothing, or the use of prompters will not be permitted. The penalty will be disqualification. Notes and lecterns can be used if the contestant desires.
6. The time allowed will be not under 4 minutes or over 5 minutes. Contestants going over or under will not be cautioned, and will be penalized one point for each 15 seconds or fraction of over or under the allotted time. This penalty will be determined by the official timekeeper.
7. Timing will begin immediately after the official topic is expressed. Any salutation to judges, audience, etc., should precede the announcement of the topic. Timing will stop when the contestant finishes.
8. No reference can be made that identifies the student, parents, school, community, sponsoring Optimist Club or District. This will result in a deduction of 5 points or a fraction of based on the degree of identification.
9. Contestants shall not be identified by name or sponsoring Clubs until after the last oration has been presented and the judges and timekeeper have left the room.
10. Any protest in the conduct at any level of this contest must be made immediately after the condition is noted. Protests received after the next contestant has been introduced, or in the case of the last contestant, after the judges leave to total the scores, will not be accepted under any circumstances.
11. The Contest Chairperson will decide all protests in accordance with the official rules. The decision of the Contest Chair is final and no higher appeals will be recognized. In the case of Club contests, the Club Contest Chair has this authority. In the case of Zone and District contests, the final authority is vested in the District Contest Chair. The Zone Chair has the authority to handle protests that may arise during the Zone competition with the District Chair having the final authority.

Section IV — *Scoring*

Scoring in all Club, Zone and District contests will conform to the following criteria.

1. Poise – appearance and personality: 20 points
2. Content of Speech – subject adherence, theme, content, logic and color: 35 points
3. Delivery & Presentation – voice, volume, pronunciation, gestures, eye contact, sincerity and emphasis: 35 points
4. Overall Effectiveness – appeal, impression, attitude and effect: 10 points

Section V — *Penalties*

1. Failure to announce the official topic - 3 points
2. Failure to identify non-original material - disqualification
3. Use of props, etc. – disqualification
4. Time penalties – 1 point for each 15 seconds or fraction of over or under the allotted time
5. Self-identification – 5 points or fraction of based on degree of identification

Section VI — *Awards*

1. Club Level – Medallion
2. Zone Level – Plaque
3. District Regional Level – Plaque
4. District – Plaque and Scholarship
   A. Each winner of the District level contest will receive a scholarship for use at a college, university or trade school only. In a combined gender contest, there will be two winners awarded $2,500 each, or three winners awarded scholarships of $2,500, $1,500 and $1,000 respectively for first, second and third place. In Districts conducting separate gender contests, the first-place boy and girl will receive a scholarship of $2,500.
   B. All scholarships will be payable to the educational institution of the recipient's choice, subject to the approval of Optimist International.
   C. Scholarships must be used in a school located in the United States, Caribbean or Canada. All scholarships will be administered by Optimist International.
   D. Winners of an Optimist International scholarship must claim their scholarship by the age of 25.
5. World Championship Optimist Oratorical Contests – Plaque and Scholarship
   A. Each winner of the Regional level contest will receive a scholarship for use at a college, university or trade school only. There will be one winner awarded a $5000 scholarship at the Regional Level. All winners of the Regional Contests will be eligible to compete in the World Championship Contest with awards for first, second, and third place of $15,000, $10,000, and $5,000 respectively at Saint Louis University in St. Louis, Missouri.
   B. All scholarships will be payable to the educational institution of the recipient's choice, subject to the approval of Optimist International.
   C. Scholarships must be used in a school located in the United States, Caribbean or Canada. All scholarships will be administered by Optimist International.
   D. Winners of an Optimist International scholarship must claim their scholarship by the age of 25.

For more information contact:

Contact Person: _____

Contact address: _____

_____

Contact phone or email: _____

Official Rules

Section I — Contest Organization

1. All Optimist Oratorical contests must be sponsored in their entirety by an Optimist Club, Zone or District.
2. Zone and District contests should be conducted by the District administration.
3. An Optimist Club must be in good standing in its District and with Optimist International to be eligible to sponsor participants in the Zone or District Oratorical contests.
4. The contest will begin at the Club level, proceed to the Zone level, then the District Regional level (if needed) and end with a contest at the World Championships level.
5. Club Contest —
   A. A Club may be represented by only two qualified contestants. If the District decides in advance to hold combined gender contests, the representation to the next level from each Club in that District can be two boys, two girls or a boy and a girl. If the District decides in advance to hold separate gender contests, the representation from each Club to the next level will be one boy and one girl only.
6. Zone contests —
   A. Zone contests will be held at times and places determined by the District. The Chairperson of the Zone contests will be determined by the District and supervised by the District Oratorical Chair.
   B. All Zone contests must comply with the official rules and only the Zone winners shall be eligible to compete at the District contest.
   C. Each Zone is allowed to send two contestants to the next level. If the District decides in advance to hold combined gender contests, the representation to the next level can be from two boys, two girls or a boy and a girl. If the District decides in advance to hold separate gender contests, the representation to the next level will be one boy and one girl only.
   D. Zone level contests shall have no fewer than 3 or more than 20 contestants participating. If the District is holding a separate gender contest, there must be at least 3 boys and 3 girls participating.
   E. In cases where the minimum number of 3 contestants at the Zone or Regional contest cannot be met, there are two options:
      1. Send winners directly to the next level of the contest. If your Zone or Region has at least 3 of one gender, you can hold the contest for that gender and send the winner on to the next level. Again, if there are less than 3 contestants for either gender, please forward them to the next level of competition.
      2. Combine Zone or District Regional level contests.
7. District Contest —
   A. The District administration shall determine the date and location of the District contest.
   B. If District preliminary contests or Regionals are necessary, they may be held as determined by the District administration, at locations other than at the site of the District contest.
   C. The District Oratorical Chair is responsible for all phases of the Oratorical contest in the District. All District competitions must be conducted by Optimists only, and this responsibility must not be delegated to outside groups.
   D. The District has the right to decide whether to hold a combined gender contest or separate gender contests.
   E. District level contests shall have no fewer than 3 or more than 20 contestants participating. If the District is holding a separate gender contest, there must be at least 3 boys and 3 girls participating.

Section II- General Rules

1. Contestants must enter through a local Optimist Club.
2. The official application must be completed by each contestant and submitted to the sponsoring Club's Contest Chair.
3. No Zone, District Regional or District-level contest shall have fewer than 3 or more than 20 contestants competing. If the District is holding a separate gender contest, there must be at least 3 boys and 3 girls participating.
   In cases where the minimum number of 3 contestants at the Zone or District Regional contest cannot be met, there are two options:
   A. Send winners directly to the next level of the contest. If your Zone or Region has at least 3 of one gender, you can hold the contest for that gender and send the winner on to the next level. Again, if there are less than 3 contestants for either gender, please forward them to the next level of competition.
   B. Combine Zone or Regional level contests.
4. Optimist International has the right to edit, publish and record any speech used in any contest without payment to the author.
5. In keeping with the prestige of the Oratorical contest and Optimist International, alcoholic beverages shall not be sold, consumed or possessed at any Optimist Oratorical

contest.

6. Any award bearing the words "Optimist Oratorical Contest," "Optimist International," "Friend of Youth" and/or the emblem of Optimist International must be obtained from Shumsky in the U.S. and Caribbean or Ansell Awards in Canada. These marks are owned by Optimist International and may not be manufactured without the permission of the Optimist International Board of Directors.

Section III - Qualifications for Contestants

1. The contest is open to students under the age of 18 as of October 1st of the current Optimist International Contest year (October 1 to September 30). Contestants must be educated in the United States, Canada and the Caribbean. There is no minimum age.
2. A contestant is eligible to enter/compete in only one Optimist Oratorical contest during a contest year (October 1 to September 30).
3. Each contestant shall prepare his or her own speech and submit a written copy. The contestant may receive advice in the preparation of the speech and may make minor changes or improvements in the speech at any time.
4. A student who has won a District Oratorical scholarship is not eligible to compete at any level of the Oratorical competition again unless selected to compete at in the World Championships. A contestant shall compete in the World Championship only once.
5. All contestants at each level of the contest must furnish a copy of their birth certificate or passport with their entry before competing.
6. Each contestant entered in the Zone or District contest must present one typewritten copy of their speech, double-spaced and identified with the contestant's name and sponsoring Optimist Club. This copy must be attached to the official entry form with the contestant's birth certificate or passport before competing in the contest. The contestant must sign the entry form.

Section IV - Contest Rules

1. All contestants must receive a copy of the official rules and be instructed to thoroughly familiarize themselves with the rules.
2. The Contest Chair, prior to the beginning of the contest, shall conduct a drawing with all the contestants present for the speaking order. All contestants will then be introduced as "Speaker A," "Speaker B," etc.
3. All contestants must speak on the official topic.
4. A speech may be delivered in a language other than English if the language used is an official language of the country in which the sponsoring Club is located.
5. All contestants must state the official topic before beginning their speech in order for the timekeeper to record the exact time of the speech. A 3-point penalty is automatically assessed by the timekeeper for failure to state the official topic.
6. Any quotation or copyrighted material used in the speech must be identified verbally during the presentation and in the written copy of the speech with the original author's name. The contestant shall be fully responsible for the use of any quoted material and Optimist International shall assume no responsibility. Failure to identify non-original material will result in disqualification.
7. The use of props, special costumes or clothing, or the use of prompters will not be permitted. The penalty will be disqualification. Notes and lecterns can be used if the contestant desires.
8. The time allowed will be not under 4 minutes or over 5 minutes. Contestants going over or under will not be cautioned, and will be penalized one point for each 15 seconds or fraction of over or under the allotted time. These penalties will be determined by the official timekeeper.
9. Timing will begin immediately after the official topic is expressed. Any salutation to judges, audience, etc., should precede the announcement of the topic. Timing will stop when the contestant finishes.
10. No reference can be made that identifies the student, parents, school, community, sponsoring Optimist Club or District. This will result in a deduction of 5 points or a fraction of based on the degree of identification.
11. An interval of at least one minute shall be allowed between contestants.
12. At all District final contests, a wireless and lectern microphone will be available for contestant's use, if desired.
13. No spectator may enter or leave the audience while a contestant is speaking. The audience must be alerted to these rules before the competition begins, and at various intervals, by the Contest Chair. A Sergeant-at-Arms should be appointed to enforce these rules.
14. Contestants shall not be identified by name or sponsoring Clubs until after the last oration has been presented and the judges and timekeeper have left the room.
15. No contest shall have more than 20 contestants competing. Depending upon District decision, this pool can be 10 boys and 10 girls (separate gender contests) or any combination of 20 contestants (combined gender contests). When a contest has more than 20 contestants, preliminary contests, in turn, shall have no more than 20 contestants.

16. In the event that a first-place winner in a Club or Zone contest cannot compete in a subsequent contest for any reason, the second-place winner shall be declared as an alternate contestant.
17. Any protest in the conduct at any level of this contest must be made immediately after the condition is noted. Protests received after the next contestant has been introduced, or in the case of the last contestant, after the judges leave to total the scores, will not be accepted under any circumstances.
18. The Contest Chairperson will decide all protests in accordance with the official rules. The decision of the Contest Chair is final and no higher appeals will be recognized. In the case of Club contests, the Club Contest Chair has this authority. In the case of Zone and District contests, the final authority is vested in the District Contest Chair. The Zone Chair has the authority to handle protests that may arise during the Zone competition with the District Chair having the final authority.

Section V — Judging and Timing

1. Each contest shall have three qualified judges and one timekeeper. At the Club level, judges may be Optimist Members. At all other levels of the competition, judges must be non-Optimists. Judges must not be acquainted with the contestants. **If separate gender contests are conducted, the same set of judges will be used.**
2. The judges and the timekeepers cannot be identified at the time of the contest or by advance publicity, but only after the last oration has been presented.
3. Judges and the timekeeper must use the official score sheets provided in this guide.
4. During the contest, the judges and timekeeper shall each be in different locations within the room.
5. The timekeeper shall be provided with a stopwatch or equivalent timing device.
6. Each judge must render a final decision on all contestants without consultation with other judges or any other person. Each judge and timekeeper must sign his/her official score sheet.
7. The result of a judge's decision must be kept confidential. No one shall attempt to discuss a contestant's score with a judge.
8. After the judges have totaled their scores for each contestant, deducted penalty points and ranked each contestant, the judges shall sign their score sheets and give them to the Contest Chair. Each judge's score and rank for each contestant shall then be entered and tabulated on the Official Contest Report Form. From this form, the winner will be determined.
9. In all Club and Zone contests, the first, second and third runner-up contestants shall be determined and announced. However, if preliminary contests are held, then only the first-place winner will be announced; or if desired, the top two or three contestants, without reference to their actual position in the contest.
10. **Each District will declare either two or three winners. In combined gender contests, there will either be two winners awarded $2,500 each, or three winners awarded scholarships of $2,500, $1,500 and $1,000 respectively for first, second and third place. In Districts conducting separate gender contests, each first-place boy and girl will receive a scholarship of $2,500.**
11. No judge may serve at more than one level of competition in the contest, i.e. Club, Zone, Regional or District.

Section VI - Scoring

Scoring in all Club, Zone, District Regional and District contests will conform to the following criteria:

Poise – appearance and personality: 20 points
Content of Speech – subject adherence, theme, content, logic and color: 35 points
Delivery & Presentation – voice, volume, pronunciation, gestures, eye contact, sincerity and emphasis: 35 points
Overall Effectiveness – appeal, impression, attitude and effect: 10 points

Section VII – Penalties

1. Failure to announce the official topic - 3 points
2. Failure to identify non-original material - disqualification
3. Use of props, costume, etc. – disqualification
4. Time penalties – 1 point for each 15 seconds or fraction of over or under the allotted time
5. Self-identification – 5 points or fraction of based on degree of identification
6. Failure to complete speech – disqualification

Section VIII - Awards

The following are the only awards to be given in the Optimist International Oratorical Contest at all Club, Zone, District Regional and District contests. These official Optimist International awards are available from Shumsky in the U.S. or Caribbean or Ansell in Canada. Awards will not be ordered or sent automatically.

1. Club Level – The official Optimist International medallions must be awarded. They may be awarded as first, second and third, or as first, second and runner-up. Any combination of medallions may be presented at the option of the Club. Clubs are allowed to give monetary awards of up to $500 per winner in addition to the official medallions. The Club level awards may be given in the form of a scholarship, savings bond or cash prize but are completely discretionary.
2. Zone Level – Zone winner plaques and Certificates of Participation
3. District Regional Level – District Regional winner plaques and Certificates of Participation
4. District Level – District winner plaques
   A. Each winner of the District level contest will receive a scholarship for use at a college, university or trade school only. In a combined gender contest, there will be two winners awarded $2,500 each, or three winners awarded scholarships of $2,500, $1,500 and $1,000 respectively for first, second and third place. In Districts conducting separate gender contests, the first-place boy and girl will receive a scholarship of $2,500.
   B. Scholarships are paid through the Optimist International Foundation in the United States and Caribbean and the Canadian Children's Optimist Foundation in Canada.
   C. All scholarships will be administered by Optimist International.
   D. All scholarships will be payable to the educational institution of the recipient's choice, subject to the approval of Optimist International.
   E. Winners of an Optimist International scholarship must claim their scholarship by the age of 25.
   F. If a District chooses to raise the amount of a scholarship funded by either of the Optimist International Foundations or award additional scholarships, the District will be responsible for the management and awarding of those funds.
5. Regionals Championships -
   A. Each winner of the Optimist Regional level contest will receive a scholarship of $TBD for use at a college, university or trade school only.
   B. Scholarships are paid through the Optimist International Foundation in the United States and Caribbean and the Canadian Children's Optimist Foundation in Canada.
   C. All scholarships will be administered by Optimist International.
   D. All scholarships will be payable to the educational institution of the recipient's choice, subject to the approval of Optimist International.
   E. Winners of an Optimist International scholarship must claim their scholarship by the age of 25.
   F. If a District chooses to raise the amount of a scholarship funded by either of the Optimist International Foundations or award additional scholarships, the District will be responsible for the management and awarding of those funds.
6. The World Championship Optimist Oratorical Contest -
   A. Each winner of the Optimist Regional level contest will be eligible to compete in the World Championship Optimist Oratorical Contest. Contestants will be comprised of each Optimist Regional winner and the Saint Louis University Global Regional winner. Scholarships will be awarded for first, second, and third place in the amounts of $15,000, $10,000, and $5,000 respectively for use at a college, university or trade school only.
   B. Scholarships are paid through the Optimist International Foundation in the United States and Caribbean, the Canadian Children's Optimist Foundation in Canada, or Saint Louis University.
   C. All scholarships will be administered by Optimist International or Saint Louis University.
   D. All scholarships will be payable to the educational institution of the recipient's choice, subject to the approval of Optimist International or Saint Louis University.
   E. Winners of The World Championship Optimist Oratorical scholarship must claim their scholarship by the age of 25.

Visitor Sign-In Sheet

Name:_____ Home phone:_____

Business phone:_____ Cell phone:_____

Address: _____

City:_____ State/Country:_____ Zip Code:_____

Notes: _____

_____

Name:_____ Home phone:_____

Business phone:_____ Cell phone:_____

Address: _____

City:_____ State/Country:_____ Zip Code:_____

Notes: _____

_____

Name:_____ Home phone:_____

Business phone:_____ Cell phone:_____

Address: _____

City:_____ State/Country:_____ Zip Code:_____

Notes: _____

_____

Name:_____ Home phone:_____

Business phone:_____ Cell phone:_____

Address: _____

City:_____ State/Country:_____ Zip Code:_____

Notes: _____

_____

Bringing Out the Best in Kids. . .Join Today!
www.optimist.org

Instructions to Judges

The contest scoring has been divided into four phases. The general intent of each phase is as follows:

1. Poise . . . . . .20 points

2. Content of Speech . . . . . .35 points
(Subject Adherence, Theme, Logic, Content, Color)
In this category just the material and its organization as presented by the contestant should be judged. A judge should consider the importance of adherence to the subject of the speech, the proper introduction and the logic and coherent development of the theme which brings about a successful and adequate conclusion. Figures of speech, similes, metaphors, colorful choice of words and zestful, descriptive phrases are important qualities.

3. Delivery and Presentation . . . . . .35 points
(Voice, Pronunciation, Enunciation, Gestures, Emphasis)
Delivery and presentation shall be judged on several factors. Voice quality should be recognized in tone, pitch and volume. Delivery should be continuous without hesitation or halting. Enunciation and pronunciation are most important. Gestures should be appraised for frequency, nature and effectiveness. Desire to be convincing should be obvious and emphasis should be well placed and dynamic.

4. Overall Effectiveness . . . . . .10 points
(Appeal, Impression, Attitude, Effect)
In this category the overall impression created by the speaker and the speech should be rated. In this phase of scoring, the general overall impression is given actual point values. While it must not be used as such, it is in making this particular score that a judge would most closely approach a conclusion that would actually rank the contestants in his or her own opinion.

Penalty Explanations

A. **Use of props, costumes, etc.** - The use of props, special costumes or clothing or the use of teleprompters will not be permitted. The penalty is disqualification. Notes and lecterns may be used if the speaker desires to do so.

B. **Self-identification** - To eliminate any potential bias or prejudice, no reference can be made that identifies the student, parents, school, community, sponsoring Optimist Club or District. This will result in a deduction of 5 points or a fraction of based on the degree of self-identification.

C. **Time penalties** - The time limit for speeches is not less than 4 minutes or over 5 minutes in length. Contestants going over or under the time limit will not be cautioned, but will be penalized one point for each 15 seconds or portion thereof over or under the limits. These penalties will be determined by the timekeeper.

D. **Failure to announce the official topic at the beginning of the speech** - To assist the timekeeper in establishing a uniform starting time, all contestants must express the official topic of the speech before beginning the speech. A 3-point penalty must be assessed by the timekeeper for failure to state the official topic.

E. **Failure to complete the speech.** Each contestant must complete the entire speech. The penalty is disqualification.

F. **Failure to identify non-original material.** Any quotation or copyrighted material used must be identified verbally. The failure to do so will result in disqualification.

Make 6 copies

Combined Male Female
(Circle One)

Official Oratorical Contest Judge's Score Sheet

SPEAKERS' ORDER	A	B	C	D	E	F	G	H	I	J
Judging Criteria										
Poise 20 points *(Appearance, Personality)*										
Content of Speech 35 points *(Subject Adherence, Theme, Logic, Content, Color)*										
Delivery & Presentation 35 points *(Voice, Volume, Pronunciation, Gestures, Eye Contact, Sincerity, Emphasis)*										
Overall Effectiveness 10 points *(Appeal, Impression, Attitude, Effect)*										
Total Judge's Points										
Each judge shall assess the following penalties against a contestant as infractions of the rules occur.										
Contestant	A	B	C	D	E	F	G	H	I	J
Use of props, costume (Disqualification)										
Self-identification (1 to 5 points)										
The timekeeper will assess the following penalties only after a judge has totaled the speech score for each contestant.										
Time Penalties (1 point each 15 seconds or portion over or under official limits)										
Failure to announce the official topic at beginning of speech (3 points)										
Failure to complete speech (Disqualification)										
Failure to identify non-original material verbally (Disqualification)										
Total Penalty Points										
Net scores of points *(no ties permitted)*										
Contestant's rank										

Signature_____ Date_____/_____/_____

Judge's Name

Make 2 copies

Combined Male Female
(Circle One)

Official Timekeeper's Score Sheet

For all Zone, District Regional and District contests

The official timekeeper shall use a regulation stopwatch or equivalent timing device which will be supplied by the Contest Chairperson.

Time Penalties

The time limit for speeches will be not under 4 minutes or over 5 minutes in length. Contestants going over or under the time limits will not be cautioned, but will be penalized one point for each 15 seconds or fraction over or under the time limit. These penalties will be determined by the official timekeeper.

Timing will begin immediately after the topic of the speech is stated. Any salutation to the judges, audience, etc., should precede the statement of the topic. Timing will stop when the contestant finishes the speech.

Failure to Announce the Official Topic at the Beginning of the Speech

All contestants must express the official topic before beginning the speech, or a 3-point penalty is automatically assessed by the timekeeper.

Failure to Identify Non-original Material Verbally

Any non-original material in the speech must be noted verbally and in the written copy of the speech. If a contestant fails to identify non-original material, the result is disqualification. The printed copy of the speech is to be followed to verify the verbal identification. The penalty is assessed by the timekeeper.

Speakers in order of appearance	Time minutes/sections	Over/Under time-point penalties	Failure to announce topic at the beginning of the oration	Verbal ID of non-original material	Total penalty points

Signature_____ Date_____/_____/_____

Timekeeper's Name

Make 2 copies

Combined Male Female
(Circle One)

Official Report Form

For all Zone, District Regional and District Contests

The Oratorical Contest Chair should check the math for each contestant's score. Enter the final point grades and ranks on this report form. The Contest Chair should announce the results from this form. For preliminary contests, the Chair will name by letter the two or three best contestants without announcing first, second or third-place. For final contests, the Chair will name by letter the third, second, then first-place winner.

Contestant's Speaking Order	First Judge		Second Judge		Third Judge		Total of Point Grades	Total of Rank	Place
	Point Grades	Rank	Point Grades	Rank	Point Grades	Rank			
A									
B									
C									
D									
E									
F									
G									
H									
I									
J									

To determine rank in Zone, District Regional and District each judge ranks the speakers as 1, 2, 3, etc., according to their scores. Ties are not permitted. At the end of the contest, the Chair collects the judges' score sheets and checks the math. The point grade and position of rank for each contestant is entered on this form. The winning contestant is then determined as follows:

1. If any contestant is ranked first by a majority of the judges, he or she is automatically declared the winner.

2. All other contestants are ranked by the "total of rank" system. This means that the rank, not the points each judge has given each contestant, is added and this figure is placed in the Total of Rank column. First-place is determined by this means also, if no one qualifies under the method explained in #1 above. The lowest total wins first-place, the next lowest wins second-place and so on.

3. If a two-way tie results for any place, it is broken by a preferential vote. Using the rankings given on the ballots, a tabulation is made on the number of judges who placed one of the tied contestants higher than the other. Example: Two contestants, speakers D and H, are tied for third place and each has received a rank of nine.

Speaker H would be declared the third-place winner as two judges (#2 and 3) ranked H higher than speaker D, who would be ranked fourth in the contest.

4. If a three-way tie results by the total of rank system, then and only then, are the point grades for each contestant totaled to break the three-way tie.

Caution: Scores and rankings should be checked by a second person to ensure accuracy, but remember this information is confidential! Announcing winners incorrectly can be disastrous!

Make 2 copies

Combined Male Female
(Circle One)

Zone/District Regional/District Contest Worksheet

Zone _____ Facility _____

District _____ Date _____

City _____ Time _____

It is the responsibility of the sponsoring Club to provide the Zone/District Regional/District Entry Form, copy of the birth certificate or passport and the speech to the Zone Contest Chair. It is the responsibility of the Zone Contest Chair to provide this information to the District Chair.

Speaking Order	Contestant's Name, Sponsoring Club Name & Number	Entry Form Received	Birth Certificate or Passport Received	Copy of Speech Received	Copy of Student Club Contest Evaluation	Place in Contest

This form and its contents should be viewed by contest officials only.

Make 2 copies

Combined Male Female
(Circle One)

Official Zone/District Regional/District Entry Form

Be sure that your contestants are fully qualified to compete by filling in each line of this entry form. Your Club should complete all requirements including signatures. Attach the speech and a copy of the birth certificate or passport and submit them to the Chair of the next level at least two weeks prior to the contest date.

District Oratorical Chair is _____

Contestant's Name _____

Address _____

City _____ State/Country _____ Zip Code _____

Date of birth _____/_____/_____ (month/day/year) E-mail Address: _____

Phone (_____) _____

"As a contestant, I received a copy of the official rules for the Optimist International Oratorical Contest and fully understand them. I agree to be bound by all requirements. I have prepared my own speech with limited assistance on the topic, and have given due credit in writing and verbally in my speech. I understand that any omission or violation of the rules on my part will mean immediate disqualification."

Contestant's signature _____ Date _____/_____/_____

To Club and District Officers:

The following contest information should be completed by the appropriate level's Chair as the paperwork progresses with the winner.

Number of Clubs in District Participating in the Oratorical Contest: _____

Combined Gender Contest:

Number of youth in **Club** contest _____

Was Zone contest held? ☐ yes ☐ no

Number of youth in **Zone** contest _____

Number of youth in **Regional** contest _____

or Separate Gender Contest:

Number in **Club** contest _____ boys _____ girls

Was Zone contest held? ☐ yes ☐ no

Number in **Zone** contest _____ boys _____ girls

Number in **Regional** contest _____ boys _____ girls

Name(s) of District Donors to the Contest: _____

For Club, Zone, District Regional Chairs' signatures

"We, the undersigned, in full compliance with the Optimist International Oratorical Contest rules, enter this contestant in the Zone/District Regional/District Contest. We understand that this form, the speech and a copy of the birth certificate or passport must be submitted to the Contest Chair before this contestant competes in the next level of the contest."

Optimist Club of _____ District Name _____

Club Number _____

Club President's Signature _____

Club Contest Chair's Signature _____ Phone: _____ Email: _____

Zone Chair's Signature (to enter District Regional or District level) _____

Regional Chair's Signature (to enter District level) _____

DO NOT FORGET TO INCLUDE THE STUDENT'S CLUB CONTEST EVALUATION FORM!

Please keep in mind that District level scholarships cannot be funded if the required minimums at the Zone, District Regional and District contests are not met.

<u>Separate Gender Contests</u>
-must have a minimum
of 3 boys and 3 girls participating

<u>Combined Gender Contests</u>
-must have a minimum
of 3 contestants participating

Zones and District Regions are required to conduct the type of contest chosen by the District.

If the minimum number of participants cannot be met, winners should be sent on to the next level of competition or Zone or District Regional contests should be combined. There are no exceptions.

Make 2 copies

Combined Male Female
(Circle One)

District Oratorical Winner's Information Form

To Be Completed by the District Oratorical Chair Only

Please print or type

Name of District Winner _____

Address _____

City_____State/Country_____Zip Code _____

Date of birth_____/_____/_____SSN/SIN _____

month/day/year

Phone (_____) _____

Sponsored by the Optimist Club of _____

District Name & Number_____

Number of contestants in **District** contest:

Combined Gender contest:_____youth **or** Separate Gender contest:_____boys and_____girls

Number of Clubs participating in the District Oratorical Contest: _____

Number of Contestants in Winner's Club Contest: _____

We certify that the above named contestant is the winner of the _____

District

Oratorical Contest conducted on_____/_____/_____.

month/day/year

Signed _____

District Governor

Signed_____Phone (_____) _____

District Oratorical Chair

E-mail Address _____

To be received no later than May 15, 2017!

Optimist Regional Information Form

SAINT LOUIS UNIVERSITY. EST. 1818

To be Completed by the District Oratorical Chair Only
Please print or type

Name of Regional Contestant _____

Address _____

City_____State/Country_____Zip Code _____

Date of birth_____/_____/_____SSN/SIN _____
month/day/year

Phone (_____) _____ Email: _____

We certify that the above named contestant is the official Regional Contestant of the _____ in the
District

_____Region Scholarship Contest to be held in St. Louis, Missouri.
Region Name

The contestant will be traveling to St. Louis, Missouri to attend the Regional/World Championships at Saint Louis University. Yes_____ No_____
Is podium needed Yes_____ No_____

Name and relationship of chaperone: _____
Phone Number to be reached at all times: _____

Signed _____
District Governor

Signed_____Phone (_____) _____
District Oratorical Chair

Email Address _____

Submit this form (with all required signatures) along with the following no later than May 15, 2017:

_____Official Zone/District Regional/District Entry Form
_____District Oratorical Winner's Information Form
_____Copy of Birth Certificate or Passport
_____ Copy of Student Club Contest Evaluation Form
_____Copy of Speech

To :
Optimist International Programs Department
Attn: Oratorical Coordinator

4494 Lindell Blvd. • St. Louis, MO 63108 or
fax to: 314.735.4100
or email to: programs@optimist.org

ORATORICAL CONTEST
STUDENT
EVALUATION FORM

BEFORE CONTEST

ORATORICAL CONTEST
STUDENT
EVALUATION FORM

AFTER CONTEST

Name: _____

Place where contest was held:

_____

From Club Planning Guide

BEFORE THE CONTEST:

I feel: _____
(nervous, excited, scared, bored, etc.)

I have enough information on what to expect:
_____ Yes
_____ No

I know I will be able to express my thoughts clearly:
_____ Yes
_____ Somewhat
_____ Not very well
_____ Not at all

I am planning to attend college/university:
_____ Yes
_____ Probably
_____ Probably not
_____ No

My outlook on life right now:
_____ Things are pretty dismal
_____ Things are just what they are
_____ Sometimes Good/Sometimes Bad
_____ For the most part – pretty good
_____ Great! Bring on the Future!!!

AFTER THE CONTEST:

I now feel: _____
(nervous, excited, scared, bored, etc.)

I was told what to expect next:
_____ Yes
_____ No

I will participate in this contest again, if eligible:
_____ Yes
_____ No

I was able to express my thoughts clearly:
_____ Yes
_____ Somewhat
_____ Not very well
_____ Not at all

I am planning to attend college/university:
_____ Yes
_____ Probably
_____ Probably not
_____ No

My outlook on life right now is:
_____ Things are pretty dismal
_____ Things are just what they are
_____ Sometimes Good/Sometimes Bad
_____ For the most part – pretty good
_____ Great! Bring on the Future!!!

2016-2017 Oratorical Contest District Chair Evaluation Form

District Name _____

Number of males_____, females_____, competing in contest. Number of Clubs competing in Contest: _____

Are you a first-time or repeating Chair? _____

What was your favorite part of the contest as Chair?

_____

_____

_____

_____

What was your least favorite part of the contest as Chair?

_____

_____

_____

_____

What was your opinion on this year's topic? Do you have an suggestions for future topics?

_____

_____

_____

_____

What recommendations, if any, would you propose for improving the Oratorical contest?

_____

_____

_____

_____

Please share any procedures that worked well for your Club.

_____

_____

_____

_____

Please list any changes your club will make for next year's contest.

_____

_____

_____

_____

This form should be submitted to:

Optimist International Programs Department
Attn: Oratorical Coordinator
4494 Lindell Blvd. • St. Louis, MO 63108
or fax to: 314-371-6006; or email: programs@optimist.org

OPTIMIST ESSAY CONTEST

OPTIMIST ORATORICAL CONTEST

COMMUNICATION CONTEST for the Deaf & Hard of Hearing
OPTIMIST INTERNATIONAL

Everything You Want to Know About

2016-2017 Optimist International

PROGRAMS & COMMUNITY ACTIVITIES

Internet Safety

TRI-STAR
Optimist International

OPTIMIST INTERNATIONAL YOUTH SAFETY

RESPECT FOR LAW
OPTIMIST INTERNATIONAL

,D

New Officer Installation

Fellow Optimists, when the _____ Optimist Club was formed it was created with high ideals. It was established to promote the purpose of our organization and all that it symbolizes; to accelerate active interest in good government; to plan and participate in needed community service activities; to inspire respect for law; to promote patriotism; to help develop friendship and understanding toward people throughout the world; and, to the maximum extent of your ability - both personally and as organized Optimists - to aid and encourage all activities and measures that contribute to a better future for the youth of our nation.

Board of Directors:

*(names)*_____,
as members of the Board of Directors you have the important responsibility of determining the destiny of the Club. Your duties include assisting the President, being open-minded to suggestions from members, and making wise decisions for solving any and all problems for the good of the Club and Optimist International.

Secretary-Treasurer (or Secretary and Treasurer):

*(name)*_____ and *(name)*_____, next to the President, as the Secretary and Treasurer you have a most important position - to keep the record of Club activities - to make timely reports to Optimist International - to handle necessary correspondence - to handle financial affairs to serve the best interests of your Club - to receive, handle, and account for all funds.

Vice-Presidents:

*(name)*_____ and *(name)*_____, the office of Vice President is as important as you choose to make it. Your duties include assisting the President, accepting delegations of important Club duties, encouraging member participation in meetings and projects, and presiding at Club meetings when the President is unable to be in attendance.

President-Elect:

*(name)*_____, the President-Elect has the responsibility of not only assisting the President and the Board of Directors, and presiding at Club meetings when the President is unable to be in attendance, but just as importantly, learning, planning and getting ready for your coming year, so as to ensure the continued success of the Club and the continued positive impact on your community.

President:

*(name)*_____, in years to come, the members of your club won't refer to this coming year as the 2006/2007 year, it will be referred to as *(name)*_____'s Year. The members of your Club have chosen you to be their leader for this coming year. No higher compliment can be paid to you by your Club. It is now your responsibility to continue your Club's outstanding record of accomplishment, to lead your Club to even great achievement, and to settle for nothing less than a Distinguished Club that makes itself felt in the community.

As the new Officers and Members of the Board of Directors of the _____ Optimist Club, please repeat the Oath of Office with me.

I hereby solemnly promise, on my honor as an Optimist, that I will carry out the duties of the office, to which I have been elected, to the best of my ability, in loyalty to my Club, and in harmony with the constitution, of my Club and Optimist International. So help me God.

On behalf of the authority vested in me by Optimist International, I am happy to declare you duly installed to your respective offices.

My compliments to each of you and best wishes for a most successful year!

Congratulations to you all!

CLUB OFFICER INSTALLATIONS:

"Ladies and Gentlemen: When your club was formed it was created with high ideals. It was established to:

1. to promote the purpose of our organization and all that it symbolizes;
2. to accelerate active interest in good government;
3. to plan and participate in needed community service activities;
4. to inspire respect for law;
5. to promote patriotism;
6. to help develop friendship and understanding toward people throughout the world; and,
7. to the maximum extent of your ability - both personally and as organized Optimists - to aid and encourage all activities and measures that contribute to a better future for the youth of our nations.

You have been elected to a position of trust and responsibility. You have demonstrated your leadership and devotion to the club. By your election, the club has expressed confidence in your ability and has placed in your hands the administration of your club for the coming year.

I. **Board of Directors**: An important position - the Board determines the destiny of the club.

Duties:

a. Assist the president
b. Be open-minded to suggestions from members
c. Be familiar with conditions within the club...seek perfect attendance at club and board meetings
d. Give serious consideration to all problems
e. Make wise decisions for solving any and all problems for the good of the Club and Optimist International

II. **Secretary-Treasurer**: Next to the president, yours is the most important office.

Duties

a. Keep records of club activities, including Board meetings
b. Make reports to Optimist International on time
c. Attend to necessary correspondence; get well cards, thank you notes, etc.
d. Handle financial affairs to serve the best interests of the club
e. Receive, handle, and account for all funds

III. **Vice Presidents**: Office is as important as you choose to make it.

Duties:

a. Assist the president
b. Accept delegations of important club duties
c. Preside at Club meetings when president is unable to be in attendance

IV. **President**: Chosen to serve because of outstanding leadership ability. No higher compliment can be paid you by your Club.

a. Leading your club to greater achievements - set goals. Settle for nothing less than a Distinguished Club that makes itself felt in the community
b. Obey the Bylaws of Optimist International and your own Club
c. Be eager to take counsel from members and committees, but also be ready to give it
d. Read the literature Optimist International sends you
e. Represent Club at district and zone meetings

We may not always agree to what is planned and what occurs, but we must take part. No one can sit in the grandstand while things are being planned, decided and accomplished.

On behalf of your members, your predecessors, and the leadership of Optimist International, I challenge each and every one of you - as the officers and directors of this club - to provide the leadership, inspiration, recognition and initiative necessary to elevate and maintain your club in its proper position in community affairs.

OATH

"I hereby solemnly promise, on my honor as an Optimist, that I will carry out the duties of the office to which I have been elected to the best of my ability, in loyalty to my club, and in harmony with the bylaws of my club and Optimist International, so help me God:"

On behalf of the authority vested in me by Optimist International, I hereby declare each of you officially installed in your respective offices." My compliments to each of you and best wishes for a most successful year." "

Reflections Installation Ceremony

_____ (current President), on behalf of Optimist International, I would like to thank you and your team for the accomplishments achieved by the _____ Optimist Club during this past year. We are using this mirror and reflections as our installation theme tonight. I hope you will look into this mirror from time to time and reflect on the accomplishments of your year of leadership. I ask that you also use it to see how you can continue to serve your club during the coming year. With the right attitude, we know that __CITY_____, ___STATE_____, will be a place where kids will be provided hope and a positive vision of the future. Thank you, _____. Let's all express our appreciation to _____ and his/her team. (Applause)

_____ (President-Elect), this mirror will only cast a true reflection. There will be no fantasies shown. In other words, what you see is what you get! The reflection shown will depend upon your attitude and accomplishments. You will need to consult the mirror quite frequently to determine if the reflections are benefiting the _____ Optimist Club, the _____ District, and Optimist International. You might ask:

"Mirror, Mirror, tell me now
What and Where and When and How"

_____(Vice Presidents), you should not only look into your mirror, but that of the President as well. You will need to look into your mirror frequently to determine if what you see reflected is leading toward the accomplishment of the goals you club has set. If your club goals are achieved, the zone and district goals will also be met. The reflection shown will depend upon your attitude and accomplishments. You might ask:

"Mirror, Mirror on the wall
What shall I do to accomplish it all?"

_____(Secretary/Treasurer), you have many duties assigned to you in the by-laws. Your mirror should reflect an accurate way to keep the minutes up to date and dollar signs to indicate balanced books and accurate financial records for the _____ Optimist Club. You might ask:

"Mirror, Mirror let me know
Proper things for the minutes to show.
Mirror, Mirror on the wall,
Teach me to count and balance and all"

_____ _____
_____ _____
_____ _____

Board of Directors, you are the decision makers for your club. Your reflections should reflect the needs of the children so every decision made will meet their needs and provide hope and a positive vision of the future. You might ask:

"Mirror, Mirror help us know
Which projects will cause the kids to grow."

Now, before I administer the oath of office, I want to remind the members that you must also look into mirrors. Ask yourselves if you are fulfilling your responsibilities as members. You know, followship is as important as leadership. These officers will be counting on your help in the coming year, and I challenge each of you to sponsor a new member and wear the one-member sponsor pin (a lovely heart!). Please do not fail in your responsibilities.

Officers of the _____ Optimist Club, please repeat the oath of office with me as you look into your mirrors and PROMISE YOURSELF:

I hereby solemnly promise
On my honor as an Optimist
That I will carry out the duties
Of the office to which I have been elected,
In loyalty to my club,
And in accord with the by-laws of Optimist International,
The _____ District and the _____ Optimist Club.
So help me God.

We know that as all of you look into your mirrors during this next year you will see a most successful year. I hope you see your goals achieved and an increase in membership. Then, at the end of your year of service, you can all look into your mirrors and truly say:

"Mirror, Mirror on the wall
Which is the best club of all?"

With sincere pleasure, I now declare you are duly installed officers of the _____ Optimist Club. Congratulations!

Installation of Club Officers
"Sweet Reminders"

Tonight I would like to begin by recognizing our outgoing Optimist Club President, _____, for his/her hard work during the LOVE year. For them I have a TAKE 5 candy bar.

You've served us well; you've passed the test;
Now your time's up, so take a rest.

But not for long, because our club needs your continued input into important decisions. So please share your knowledge and experience with next year's club officers.

Before we start the installation for next year's officers, I would like to point out that each of our attendees tonight has received candy:

Life Savers, because it is because of your work that our children's lives are saved;
M&Ms to remind you of the Mission Statement for Optimist International (first M) and of the importance of bringing new members into our clubs (second M);
And a chocolate kiss as a thank you for all you do to provide hope and a positive vision of the future to our children.

For our new Club Officers I have something sweet. It has been my privilege to be in Optimism for a long time. Beyond a doubt, Optimists are the sweetest people. I know that caring through sweetness cannot be wasted. It makes no difference whether it is bestowed upon our children, community leaders, or our fellow Optimist members; it always brings big returns. Work is LOVE made visible. Certainly, Optimism is work if we do our jobs well. I think it is fitting and proper that a sweet reminder be given to you as a memento of the big responsibility you have for next year.

To our incoming President, _____, we give a Milky Way candy bar.

The Milky Way is made by Mars.
Your job is to make our children stars.

To our incoming Vice Presidents, _____ and _____, we give a Twix candy bar.

Maybe many times during next year's race
You'll help the President TWIX a rock and a hard place.

To our incoming Secretary, _____, we give a Skor candy bar.

When it comes to records, you know the Skor;
And for the Club Membership Roster, "we need more."

To our incoming Treasurers, _____, we give a Payday candy bar.

It seems right you should have a Payday;
"Please handle this bill today," people may say.

To each of our incoming Board Members, we give a Zero candy bar

_____ _____
_____ _____
_____ _____

You'll zero in on any feat,
Your decisions just can't be beat.

As you hold these sweet reminders of your responsibility in your left hand, please raise your right hand and repeat the oath of office with me:

I hereby solemnly promise
On my honor as an Optimist
That I will carry out the duties
Of the office to which I have been elected,
To the best of my ability,
Always abiding by the bylaws
Of Optimist International
The Kentucky-West Virginia District
And my club
So help me God.

By the authority vested in me by Optimist International, I am happy to declare all of you duly installed in your respective offices. My best wishes for a most successful year.

Ladies and gentlemen, please join me in offering congratulations to our club officers.

New Member Induction

It is our pleasure today to welcome _____ as a new member of the _____ Optimist Club. This Club has a tradition of fellowship and citizen involvement. We invite you to share your talents and resources by serving on Club Committees and working on projects. Sharing common interests and aspirations is one of the many satisfactions of membership. We ask that you support your Club and its objectives freely, and enjoy and participate in the true fellowship of Optimism.

Please join me in the following pledge:

I, _____, pledge to develop Optimism as a philosophy of life, to promote an active interest in good government and civic affairs, to inspire respect for law, to promote patriotism and work for international accord, and friendship among all people, to encourage development of youth, in the belief that, giving of oneself in service to others will advance the well being of my community, humankind and the world.

President _____ will now place the Optimist membership pin upon your lapel. Wear it with always and with pride as it identifies you as a community leader and it is a testimonial to your commitment to service the community. By the authority vested in my by the _____ District Optimists and Optimist International, I declare you inducted into the _____ Optimist Club. In the spirit of Optimism, it is a pleasure to personally congratulate and welcome you.

New Member Induction and Pledge

Ladies and Gentlemen:

This occasion marks the beginning of your opportunity for participating through fellowship and friendship, in the activities of your Club on behalf of your community. Through your personal service as an Optimist you will have the opportunity to help repay, in various ways, the debt we all owe our community for the privilege of enjoying its many benefits. You will learn the Optimist Creed and its significance, a genuine challenge to the life of all men and women. You will be inspired by our slogan, "Friend of Youth".

In all these things we seek to make our indelible mark on the life, progress and welfare of our communities, our nation and our peoples. But only by your regular attendance at meetings, and active participation in your Club's activities, can you be rewarded with a fuller life and the self-satisfaction that comes to each of us as we serve our community and its youth.

We therefore ask, as we admit you to the fellowship of Optimism, if you too, will join our company, our friendship and our fellowship, in an effort to strive toward these objectives. If you do, please answer, "I DO".

I_____ do hereby pledge / that I will do my best /at all times / to live by the spirit of the Optimist Creed / and I will also give of my time /and talents / as generously as possible / to support the activities / of my Club, /my District /and Optimist International.

Now, being aware of the responsibilities, opportunities and privileges available to you as a member, on behalf of the officers and members of the Sponsor Club, the _____ District and Optimist International, I am happy to offer you my hand of Optimist Friendship. We are happy to have you as a member.

Your President _____ will present you with your new member kit and your membership pin. President _____will then review the expectations of each new member to join our Optimist Club.

(If the President is conducting the Induction, the new member's sponsor could present the new member kit and their membership pin.)

2015-2016
Optimist International Oratorical Contest

The International Oratorical Club and District Planning Guides are on the Optimist International website at www.optimist.org. The Guides contain instructions, applications and judging forms.

What is the 2015-2016 topic?

"How My Best Brings Out the Best in Others"

New Age Rule! Students under the age of 18 as of October 1, 2015 are eligible to compete.

Club level awards may be given in the form of a scholarship, savings bond or cash prize but are completely discretionary.

Each District is given $5,000 in scholarships. Districts with separate gender contests shall award the top boy and girl winner with a $2,500 scholarship. Districts with combined gender contests may award two $2,500 scholarships or a $2,500, a $1,500 and a $1,000 scholarship to the first, second and third place winners respectively.

The District winners' materials must be turned in to the Programs Department no later than **May 15th, 2016**. Upon receipt of **all** the winner's paperwork, each student will be sent a congratulatory letter, an Enrollment Confirmation Statement, and a scholarship provisional. Districts will need to determine which of the District's winners will be competing in the Optimist Oratorical World Championship contest. Upon completed paperwork the contestant will receive information from Optimist International and Saint Louis University on the details of the contest.

Where do I order medallions, etc.?
US and Caribbean Clubs can order materials from Shumsky by calling toll free 877.678.2582 or programs@shumsky.com. Canadian Clubs can order materials from Ansell Awards & Specialties by calling 800-565-7062 or email at info@ansellsawards.com.

What if my District wants to raise the amount of the scholarships or award additional scholarships?
Districts choosing to increase funding for scholarships or fund additional scholarships will need to manage those funds through other resources, such as District accounts or contributing those funds to the appropriate Optimist International Foundation.

If I have a question about the Oratorical Contest, who do I contact?
If you cannot reach your District Oratorical Chair, contact the Programs Department at 800-500-8130, ext. 201, or email programs@optimist.org.

OPTIMIST ORATORICAL CONTEST

SAINT LOUIS UNIVERSITY

NEW OPTIMIST REGIONAL / WORLD CHAMPIONSHIP ORATORICAL CONTEST

Optimist International and Saint. Louis University have partnered to host an exciting new enhancement to the Optimist Oratorical Contest and scholarships. Each Optimist District will have the exciting opportunity to send one of their District Oratorical Winners to St. Louis to compete with the winners of the Districts in their Region for at least a $5000 scholarship. The winner of each Region (8) will compete with the winner from Saint. Louis University's Global Region for a $15,000, $10,000, or $5,000 World Championship scholarship. **There is the potential for a student to win $22,500 or more in scholarships!**

The first annual Regional/World Championships Oratorical Contest is scheduled for Thursday, June 23 and Friday, June 24, 2016. Please keep in mind that the 2015-2016 District Oratorical contests will need to be conducted earlier than usual to accommodate this timeframe. **Districts must submit the 2015-2016 winners' paperwork to Optimist International no later than May 15, 2016.** Start planning now to adjust your Oratorical timelines if your District's contest is held at a 3rd Quarter meeting.

With the partnership with Saint Louis University, we are increasing funds for youth scholarships, giving our Optimist organization a higher profile, and Bringing out the Best in Kids!

COMMUNICATION CONTEST
for the Deaf & Hard of Hearing
OPTIMIST INTERNATIONAL

2015-2016
Optimist International
Communication Contest for the Deaf & Hard of Hearing (CCDHH)

The International Club and District Planning Guides are on the Optimist International website at www.optimist.org. The CCDHH Guides contain instructions, applications and judging forms.

What is the 2015-2016 topic?

"How My Best Brings Out the Best in Others"

Clubs are allowed to give monetary awards of up to $500 per winner for the Essay, CCDHH and Oratorical contests in addition to the official medallions. The Club level awards may be given in the form of a scholarship, savings bond or cash prize but are completely discretionary.

Each District is given one $2,500 scholarship. The District winner's paperwork must be turned in to the Programs Department no later than **June 16th**. Upon receipt of **all** winner's paperwork, the student will be sent a congratulatory letter, an Enrollment Confirmation Statement, and list of scholarship provisions.

Where do I order medallions, etc.?
US and Caribbean Clubs can order materials from Shumsky by calling toll free 877.678.2582 or programs@shumsky.com. Canadian Clubs can order materials from Ansell Awards & Specialties by calling 800-565-7062 or email at info@ansellsawards.com.

What if my District wants to raise the amount of the scholarships or award additional scholarships?
Districts choosing to increase funding for scholarships or fund additional scholarships will need to manage those funds through other resources, such as District accounts or contributing those funds to the appropriate Optimist International Foundation.

If I have a question about the contest, whom should I contact?
If you cannot reach your District Chair, contact the Programs Department at 800-500-8130, ext. 201, or email programs@optimist.org.

Offering a friendly basketball, baseball, soccer, football, in-line or ice hockey skills, lacrosse, curling, or golf competition may be just what your Club needs to serve your community's youth. The Tri-Star program enables your Club to run one or several successful sports skills contests efficiently and with as little manpower as possible. More than 1,000 Optimist Clubs across North America currently participate in or sponsor sports leagues or teams.

Similar to a punt-pass-kick skills competition, the Tri-Star Sports Skills Contests are the perfect way to bring together the youth of your community in a spirit of fun competition. Each skill offers exciting opportunities to promote self-confidence and physical fitness, even if your Club has limited resources. Because this program does not involve physical contact or advanced skills, it is an ideal activity for every child, even those who may be physically challenged.

Tri-Star Sports Skills Contests are designed for youth ages 8-13, and test three skills in the sport of your choice:

Baseball:	Base-running, Hitting, and Throwing
Basketball:	Dribbling, Passing, and Shooting
Football:	Passing, Place-kicking, and Punting
Soccer:	Dribbling, Shooting, and Throwing
Hockey:	Shooting, Skating, and Stick-handling
Lacrosse:	Throwing, Catching, and Scooping
Curling:	Drawing, Hitting, and Scoring
Golf:	Drive, Chip, and Putt

Internet Safety

What is this program?
Statistics show that 99% of all teens have access to the internet and 94% of students admitted to being cyber bullied and did not tell an adult. The importance of protecting the children in your community is a major undertaking and your Club can play a vital role.

Internet Safety became an Optimist International program in December 2008. The program is underwritten by the Optimist International Foundations and was developed through a partnership with the Internet Keep Safe Coalition.

Adult Internet Safety Education Program

What is this program?
This program is geared for adults to be presented in groups, large or small with an interactive discussion format being utilized and is designed so that Clubs can make the presentations with as few as two people or as many as they choose.

Life in the Online World – a program for teens

What is this program?
Optimist International is proud to have partnered with Junior Optimist Octagon International to develop an Internet safety program geared toward teens. The program is for teens by teens. The goal is to acknowledge that teenagers use the internet on a daily basis and to encourage diligence, awareness and safe practices. Topics discussed include posting inappropriate pictures or damaging information on social networking websites, internet predators, identity theft and cyber-bullying.

Faux Paw the Techno Cat

What is this program?
The Faux Paw the Techno Cat program teaches Internet Safety to children 1st – 4th grade.

Where do I find the Internet Safety Program materials?
Clubs will find all of Optimist International's materials on www.optimist.org. The supplemental documents that provide instructions on how to present the programs and information that can be utilized during the presentations are also available on the Optimist International website www.optimist.org.

Optimist Childhood Cancer Campaign (CCC)

"Providing the Care, Finding the Cure"

What is this program?
Cancer has resulted in more deaths among children than any other disease. Optimist International has developed a program suited to the strengths and resources of its members. Clubs and Districts have the opportunity to provide assistance and services directly to children receiving treatment for cancer, their care partners and service providers, as well as contribute to ongoing research efforts.

What is the focus of this program?
Optimist International is committed to being the leading force to rid the world of childhood cancer. In December 2009, Optimist International met a $1 million commitment to establish the Endowed Research Fellowship at Johns Hopkins. The organization has pledged an additional $500,000 to fund and create the Optimist International Innovative Research Fund at Johns Hopkins. To donate to this worthy cause, please send funds to the US Optimist International Foundation and designate they are for "childhood cancer research" on the check memo line or in an attached letter.

Optimist Clubs and Districts sponsoring CCC projects may apply for a matching grant from Optimist International to maximize the impact made on childhood cancer patients, their families and their healthcare providers. An application can be found on the Optimist website at www.optimist.org/ccc.

How can I get involved?
Optimist International annually hosts an organization-wide walk to promote childhood cancer awareness and raise much needed funds. All Clubs are asked to sponsor a CCC Walk during June, Optimist International Childhood Cancer Awareness Month. This show of unified support will demonstrate the organization's mission to "be the leading force to rid the world of childhood cancer."

Where do I order support materials?
Contact the appropriate Optimist International Foundation.

For more information, call the appropriate Optimist International Foundation.

YOUTH SAFETY

What is this program?
The Optimist International Youth Safety program encompasses all of the activities originally included in the Safety on Wheels Program.

What kind of projects can my Club plan?
The Youth Safety Community Activities Planning Guide has numerous project ideas from bike inspection and skating skill events to a comprehensive school bus safety program. The Planning Guide is available on the Optimist website, http://www.Optimist.org

For more details, call the Programs Department at 800-500-8130, ext 201, or email programs@optimist.org.

YOUTH APPRECIATION

Are there specific dates for this program?
No, Youth Appreciation activities can be scheduled anytime, according to your Club's preference.

What kind of projects can my Club plan?
The Youth Appreciation Community Activities Planning Guide contains all types of ideas ranging from Youth in Government Day, parades, parties, banquets, to recognizing a Youth of the Month. The Planning Guide is available on the Optimist website at www.optimist.org.

For more information, contact the Programs Department at 800-500-8130, extension 201, or email programs@optimist.org.

Respect for Law/Promotion of Non-Violence

Are there specific dates for this program?
No, Respect for Law/Promotion of Non-Violence activities can be scheduled anytime, according to your Club's preference.

What kind of projects can our Club plan for this program?
Projects can include law enforcement officer awards, citizen awards, a family rally, victims of violence vigil or child fingerprinting, for example. Ideas are detailed in International Programs Planning Guide available on the Optimist website.

Contact the Programs Department at 800-500-8130 extension 201 or email programs@optimist.org for more details.

Fundraising

Where should my Club go for help on raising funds?
The International Programs Planning Guide is filled with information and ideas to assist your Club in conducting a well organized and successful event. This packet is available on the publications page of the Optimist website, www.Optimist.org

The Online Resource Library features suggested ideas and successful fundraising projects completed and documented by Clubs. The Resource Library can be found on the Optimist website, www.Optimist.org

President's Pride Report

Where can I find and fill out the President's Pride?
The form can be accessed by Club officers at http://www.OptimistLeaders.org . It can be filled out and submitted via the website. If you would like to print a copy of the form, it is available on the Forms page of the Optimist website, http://www.Optimist.org. **Submission of a completed form is an Honor Club requirement as a club must sponsor at least three service projects a year.**

Copies will be mailed only upon request. Faxed or photocopied forms will be accepted, if legible.

When is the report due?
The completed form is due to Optimist International by **September 30.** Any questions on this form, contact the Programs Department at 800-500-8130, extension 201, or email programs@optimist.org.

TAKE PRIDE IN YOUR CLUB'S WORK

Your Club can help Optimist International improve the quality and effectiveness of the International Programs and Community Activities that our great organization provides to young people in the United States, Caribbean, and Canada. All it takes is for your Club Officer to complete the President's Pride Report and submit it to Optimist International. The report provides a wealth of information that shows which programs and activities Clubs are participating in and which ones may need to be reviewed to encourage participation.

Why Optimist International NEEDS Your Club's Input:

While submission of the President's Pride Report is a requirement for both Honor and Distinguished Club, this information is needed from ALL Clubs to ensure that our programs are meeting the needs of Optimists and the children they serve throughout the organization. Optimist International is trying VERY hard to obtain sponsorship and grant money from other companies and organizations to help support our efforts. Without the information obtained from your President's Pride Report we cannot explain who and what we are. So PLEASE make sure you submit this form each and every year!

How to Submit:

The 2015-16 report can be filled out online at www.optimistleaders.org or printed and completed by hand at www.optimist.org. There are a few demographic questions about the size and age of your Club. The report also asks officers to indicate which projects your Club has conducted, what organizations you have partnered with and the fundraisers you have held during the Optimist year. You will be asked how many children you have served, the cost of your activities and whether funds were distributed to other charitable organizations.

Your Club Officer can enter and change information on a periodic basis by clicking on the "Save" button. When the form have been entirely completed, an Officer should click on the signature button and then click "Submit." Once your Club Officer has clicked "Submit," no changes can be made to the form.

Programs Support Materials

Where do I order support items and awards?
US and Caribbean Clubs can order materials from Shumsky by calling toll free 877.678.2582 or programs@shumsky.com. Canadian Clubs can order materials from Ansell Awards & Specialties by calling 800-565-7062 or email at info@ansellsawards.com.

The International Programs Planning Guides

The International Programs Planning Guides are available for download from the Optimist International Website. The guides are dedicated to the following programs and community activities: CCDHH, Essay, Oratorical/Kids Speak Out, Tri-Star Sports, Respect for Law/Promotion of Non-Violence, Youth Appreciation and Youth Safety.

WHO DO I CONTACT AT OPTIMIST INTERNATIONAL WITH QUESTIONS ABOUT PROGRAMS?

St. Louis Office - International Headquarters Programs Department

☎ Phone 800-500-8130, Ext. 201 or 235
Fax 314-371-6006
✉ Email programs@optimist.org

Canadian Service Centre

☎ Phone 800-363-7151 Fax 514-721-1104
✉ Email canadianservice@optimist.org

PROGRAMS DEPARTMENT DEADLINES AND DATES

Date	Program
February 28, 2016	Club winning Essay submitted to District Chair deadline
April 15, 2016	District winning Essay submitted to Optimist International deadline
May 15, 2016	District deadline to submit District Winners of District Oratorical Contest AND declare the two District winner information to Optimist International to compete in the Regional/World Championship contest.
June 15, 2016	District deadline to submit CCDHH winners to Optimist International.
September 30, 2016	Club deadline to submit 2014-2015 President's Pride Report to Optimist International

Tab 11

Types of Membership

Club Member
As Members of Optimist Clubs, individuals have the opportunity to "Bring Out the Best in Kids" along with other like-minded citizens. Through an Optimist Club, volunteers can answer the needs of local youth by organizing meaningful service projects. To pass the idea of becoming an Optimist along to someone you know, see the **Membership Brochure**. For a list of Clubs by District, please **click here**.

Life Member
Life Membership is an honor often bestowed by a Club on an Optimist who has shown years of dedication to the Club and the organization. Optimists can also enroll themselves in Life Membership. Through Life Membership, a one-time fee is paid and the Optimist pays lower dues for life. See the **Life Member Application** for additional information.

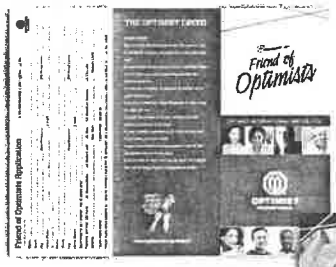
College Member
Any Optimist Member who is enrolled as a full-time college student (minimum of 12 credit hours) is eligible to have their annual dues reduced.

Friend of Optimists
Individuals can show their support of Optimist International by becoming Friends of Optimists. A Friend of Optimists may be someone who does not have an Optimist Club in their area, or they may not have time to dedicate to a local Optimist Club. Optimist Clubs can also bestow a Friend of Optimists membership on a community member who has shown great support for the Club. To learn more, check out the **Friend of Optimists Brochure** and read the **Frequently Asked Questions**. To apply for membership online, **click here**.

> Available for a limited time only, the **Community Impact Bundle** is a way for your Club to honor and recognize the difference-makers in your community who share the same values as your Club.

30 and Under for $30
Optimist International is offering a one year, introductory membership to civic-minded individuals. Any new traditional Member inclusive of 18-30 years of age who joins an Optimist Club will receive this special dues offer. For one year, young adults can enjoy the benefits of an Optimist Club with less of a financial impact! For more information, please **click here**.

Friend of Optimists



Type

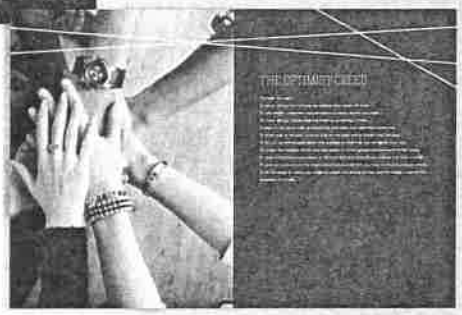
The *Friend of Optimists* membership is a separate class of membership from traditional membership. Its goal is to accept people in the community as supporters of your club and Optimist International through awareness, involvement, and participation.

Use

Gain community awareness and support through this membership. Many clubs also utilize their *Friends* as a volunteer pool for special projects. Stay in contact and keep your *Friends* involved.

Tip: Consider asking people to join at your next BBQ, Tree lot, or service activity. Parents of children your club serves make great *Friends*.

New Member Folder



Type

The new member welcome folder is the first official impression from Optimist International to the new member of your club. The contents of the folder include a frameable Creed and Purposes, as well as a member certificate and information for new members.

Use

Welcomes new members into Optimism with a visual impact of who we are and what we do. The cover photo shows a mix of people representing Optimist members and the youth we serve. The inside displays many hands working together.

Tip: Optimist International sends new member kits to the club president as new members are added.

New Optimists Welcome

Type

NOW stands for New Optimists Welcome. This should be an event: a dinner, wine & cheese, beer & food pairing, video game night, watch an exciting local artist create art as entertainment, etc. Think big because the work you do is important.

Use

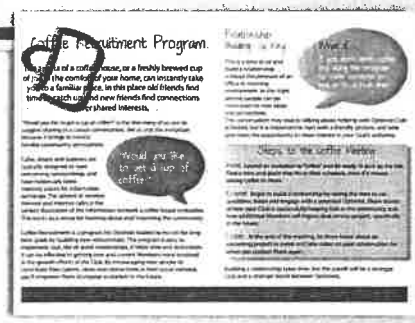
Clubs use these types of events to recruit about 10 new members on the same night. The booklet itself shows clubs the process of organizing a NOW event. It is not intended to be handed out to guests of a NOW event.

Tip: Think and plan creative twists on this type of event. Make your NOW event fit your club and community. Info on p 10-11 of Spring 2012 magazine.

Coffee Recruitment

Type

The Coffee Recruitment card is intended to show members that recruiting is as simple as a having a cup of coffee and some conversation. It is a just one way to relax, enjoy company, LISTEN, build a rapport, and talk about your favorite project in Optimism.



Use

Cultivate community one person at a time. If you're at a café, buy the person in line behind you a beverage and tell them about your Optimist Club. It can also be a prearranged meeting. We're trying to find Common Grounds – get it?

Tip: Consider your approach. Be kind and friendly, but pick up on other social cues. Listening is more important than overriding the conversation. Enjoy!

The Optimist

Type

This publication comes from the Communications Department at Optimist International. *The Optimist* magazine is published quarterly and comes loaded with useful stories about members' success in the club, in service to children, and in the organization.

Use

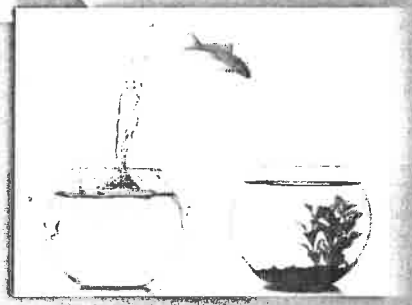
The Optimist also has informative articles written by professional staff. These article help members grow, learn, and become better Optimists through history, service, and membership recruitment. Sometimes there are inserts.

Tip: *The Optimist* magazine sometimes has inserts that put an application, a Friend of Optimists application, or other useful material at arm's reach.

Thank You Notes

Type

Handwritten thank you notes are one of the best ways to touch people's hearts. Handwritten? Yes, because it means more. The Member Services Department at Optimist International sends handwritten thank you notes year round.



Use

You can do it too. It's simple and it makes the sender and the receiver feel good about a warm message. Thank you notes build rapport, and those social connections move people to make things happen.

Tip: Although Optimist International does not furnish District, zone, or club leaders with a supply of note cards, the dollar store has some that work perfectly.

Frequently Asked Questions About Friend of Optimists

OPTIMIST INTERNATIONAL

www.optimist.org

What is Friend of Optimists?

The Friend of Optimists Membership category was created to accommodate people who believe in what Optimist International stands for and what Optimist Clubs do in their communities. However, not everyone has the time to fully commit as a regular Member of an Optimist Club or perhaps they live in an area that does not have an Optimist Club. Joining as a Friend of Optimists allows people to Bring Out the Best in Kids apart from Club affiliation.

Can a Friend of Optimists participate in Club or District activities?

Absolutely! A Friend of Optimists may choose to participate in service projects and fundraisers with a local Club or District or they may choose to support the Optimist cause with their Membership fee only.

Are Friends of Optimists covered under Optimist International insurance?

Only when participating in an Optimist Club or District activity.

How much does it cost to be a Friend of Optimists?

A one-year Friend of Optimists membership is $100. Of this amount, $40 will go back to the local Optimist Club if the Club is mentioned on the application. If no Club is mentioned, the $40 will go back to the District in which the Friend of Optimists resides. The Club or District will receive a $40 rebate per Friend of Optimists the month after the application is processed.

What does one receive as a Friend of Optimists?

A Friend of Optimists receives a one-year subscription to ***The Optimist*** magazine, a membership card, a copy of The Optimist Creed and a cling-on Friend of Optimists decal.

Are Friends of Optimists eligible to vote at District and International Conventions?

No, Friends of Optimists do not have voting rights at District and International Conventions.

Do Friends of Optimists count toward Membership totals for Awards purposes?

Yes, Friends of Optimists will be counted for Awards purposes.

Can I sponsor a Friend of Optimists?

Yes, you can sponsor a Friend of Optimists and receive sponsorship credit for recruiting your Friend.

Can a Friend of Optimists eventually join an existing Club?

Yes! The Friend of Optimists membership is a great way to get people hooked on Optimism. If someone cannot fully commit to an Optimist Club, Just Ask them to join as a Friend of Optimists. It is a great way to get a taste of the organization and after a year of showing support and participating in a few projects, joining an Optimist Club may be their next step.

Can a Friend of Optimists eventually help build a Club?

Yes! If someone lives in an area without an Optimist Club, joining as a Friend of Optimists allows them to support the organization's mission. It could even inspire them to help us build a new Optimist Club in their community.

Can a Friend of Optimists Membership be presented as a gift?

Sure, an Optimist Club can present a loyal supporter with a Friend of Optimists membership as a way of saying thank you for the support they have received. This would be for someone outside of their Club, perhaps someone who often serves as a sponsor or gives them items at a reduced cost for the Club's projects.

There are countless opportunities that surround the Friend of Optimists membership, and it is just one more way to make sure Optimist International is "Bringing Out the Best in Kids."

For additional information about Friend of Optimists, check out the website at www.optimist.org, call (800) 500-8130 or e-mail membership@optimist.org.

An Optimist's mug is always half full.

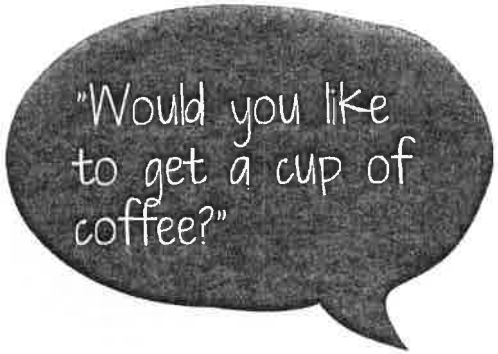
OPTIMIST
INTERNATIONAL
Member Services Department
(314) 371-6000
newclubs@optimist.org
www.optimist.org/coffee

A Membership program for every Optimist

Coffee Recruitment Program

The aroma of a coffee house, or a freshly brewed cup of joe in the comfort of your home, can instantly take you to a familiar place. In this place old friends find time to catch up, and new friends find connections over shared interests.

"Would you like to get a cup of coffee?" is the line many of us use to suggest sharing in a casual conversation. We accept the invitation because it brings to mind a familiar community atmosphere.



Cafés, diners and bakeries are typically designed to have welcoming surroundings, and have historically been meeting places for information exchange. The advent of wireless internet and internet cafés is the perfect illustration of the information network a coffee house embodies. This works as a venue for learning about and improving the community.

Coffee Recruitment is a program for Optimist leaders to recruit for long term goals by building new relationships. The program is easy to implement, but, like all good relationships, it takes time and dedication. It can be effective in getting new and current Members more involved in the growth efforts of the Club. By encouraging new people to contribute their talents, ideas and connections in their social network, you'll empower them to engage as leaders in the future.

Relationship Building is Key

This is a time to sit and build a relationship without the pressure of an office or meeting environment. In the right setting people can be more open to new ideas and possibilities.
This conversation may lead to talking about helping with Optimist Club activities, but it is important to start with a friendly gesture, and later give them the opportunity to show interest in your Club's activities.

Steps to the Coffee Meeting

Invite Extend an invitation to "coffee" and be ready to pick up the tab. Find a time and place that fits in their schedule, even if it means taking coffee to them.

Engage Begin to build a relationship by taking the time to ask questions, listen and engage with a potential Optimist. Share stories of how your Club is successfully helping kids in the community and how additional Members will impact that service project, specifically in the future.

Listen At the end of the meeting, let them know about an upcoming project or event and take notes on your conversation for when you contact them again.

Building a relationship takes time, but the payoff will be a stronger Club and a stronger bond between Optimists.

The Report Form

To qualify for the Optimist International NOW Program banner patch your Club must recruit at least three (3) New Members as a result of your NOW Program. Please fill out the following form and submit it to the Membership Services Department of Optimist International, 4494 Lindell Boulevard, St. Louis, MO 63108.

(1 PATCH PER CLUB PER OPTIMIST YEAR)

When did you hold your NOW Banquet (Date)? _____

How many guests were invited? _____How many guests attended? _____

How many new Members joined your Club because of the NOW Program? _____

How many potential Members need to receive additional follow-up? _____

Were there any guests who were just not interested? _____If so, how many? _____

When do you plan to do another NOW Program? _____

What did your Club do that made your NOW Program unique? _____

_____

Did you have any problems? If so, what happened and how do you plan to correct the problem?

_____

_____

Club Information:

Club Name _____Club Number _____

District _____District Number _____

Club President Name_____

Address_____

City/State/Province _____ ZIP/Postal Code_____

Signature _____Date _____

You can also submit your form to membership@optimist.org or fax it to (314) 371-6006

RENEW, REFRESH & REVITALIZE

Club Name: _____

Club Number: _____

Club Address: _____

Club President: _____

Club Contact Information: _____

Club Meets: _____

Action Plan

Goals: _____

_____

Objectives: _____

_____

S.W.O.T. Analysis of Club

Strengths: _____

_____

Weaknesses: _____

_____

Opportunities: _____

_____

Threats: _____

_____

One activity planned with the District Leadership Chair which includes participation in the PGI program with at least 60% of the Members advancing at least one level during a year: _____

_____

Second activity planned with the District Membership Chair which results in the addition of at least three new Members:

_____

_____

Local media outlets: _____

_____

Return form to:

Optimist International | Attn: Renew, Refresh and Revitalize
4494 Lindell Blvd. | St. Louis, MO | communications@optimist.org

Renew, Refresh and Revitalize

Begin now to Renew, Refresh and Revitalize your Club to be the best that it can be! What is the 3 "R" program and what can it do for your Club? Experience the results of this program designed especially for your Club IF you:

- **Renew:** Embrace Teamwork by utilizing all of your resources at your disposal efficiently
- **Refresh:** Take steps to discover improvement opportunities and find new challenges
- **Revitalize:** Follow-up on the development of your Members – Share information

Adopt the program within your Club by following the steps below to complete the three "R" program to ensure a healthy and stable club for you and your Members. Your District Club Fitness Advisor stands ready and anxious to help you achieve your Club goals!

Program Requirements

1. Club Leadership conducts personal communication with at least 75% of Club Members determining what the Club is doing well and what areas could be improved upon. During this process, you might also find new activities your Club should consider doing.

2. Develop an action plan to find ways to improve on what your Club is doing well and also define actions that will be taken to address challenges that your Club is currently facing. Communicate this action plan to all Members of the Club, Zone and District. Plan at least one activity with the help of either your District Leadership Development Chair or your District Membership Chair with the goal of adding at least 3 new Members.

3. Share the revised Activities, Goals and Objectives with all Club Members, along with ways they will be accomplished. In addition, participation in the PGI program should be started or continued by at least 60% of the Members advancing at least one level during a year.

Upon completion of this three "R" program, your Club will receive a customized **Press Release** that can be submitted for use by the local media including pictures. Additionally, information about the Club could appear on social media sites and could appear in "The Optimist" magazine. Find out more about this program by contacting your District Club Fitness Advisor.

MEMBERSHIP RETENTION

The Ultimate Bottom Line

The First Year Member

While the first year of membership offers the best opportunity to lay the foundation for long-term loyalty to your Club, it's also the year that Members are most likely to leave your Club.

Successful businesses not only go after new customers, but also spend a considerable amount of time and effort retaining current customers. Whether you are focusing on first or second year Members, take the time to find out what each individual wants from his or her Club. When new Members feel they are getting a lot out of their Club, they will be more willing to dive deeper into their participation and commit to remaining a Member for years to come.

Is it a "privilege" to be a Member of your Club?

- **Retention starts with recruitment.**
- **When you lose a Member you must recruit two in order to show growth.**
- **Renewal is only the last step in the long process of retention.**
- **Members are neither identical nor interchangeable.**
- **Pay special attention to new Members so they will convert to lifetime Members.**

Raising Attendance

Poor attendance and excessive losses are symptoms of the same problem. Steps to improve one usually improve the other. The Membership Committee's method of enrolling and involving new members, an active Fellowship Committee, and good meeting programs have a beneficial effect upon attendance and member tenure.

Correcting the basic problems requires broad perspective and actions not available to Club Committees. A Club's Board of Directors is uniquely suited to make necessary evaluations and initiate corrective actions.

Correcting basic underlying problems is far more important than quick cures and simple answers.

Reasons for Losing Members

A small fraction of losses can't be prevented. Most uncontrollable losses fall into one of the following categories:

1. Death
2. Economics
3. Health
4. Military Service
5. Business Conflicts
6. Moving from the Community

Historically, all Optimist Clubs combined lose 20% of their membership each year!

The effective Board will concentrate on dealing with controllable losses and will avoid wasting energy and time trying to solve uncontrollable losses.

An analysis of Club practices and procedures will reveal reasons that fall into a few broad categories. Depending on the Board's willingness to take action and effect improvements, all categories are manageable.

CONTROLLABLE LOSSES

Club Leadership

Failure to assign responsibility.
Old-timers usurp leadership.
Internal politics.
President operates one-person administration.

Club leadership problems are immediately corrected by applying the right remedial measures. An effective President will:

+ Distribute responsibilities to give more Members the opportunity for service and recognition.
+ Understand the type of organization he or she leads and recognize the reasons individuals join.
+ Provide opportunities for all Members to use their talents and leadership skills.

Club Activity

Service activities program too narrow; lacks variety.
Absence of service opportunities.
Too much time or work required.
Neglect of Club objectives.
Lack of social affairs.
No activities including spouses/families.

The Club with a wide variety of activities will motivate a greater number of Members than the Club with limited projects. Without activity, a Club's membership will soon diminish to the few who joined simply to belong to something.

Most Members will object to too much work, like ticket selling or fundraising. Share assignments and responsibilities to prevent resentment and ill feeling.

Overcoming inactivity will revitalize a Club and make it an integral part of a progressive community, give current Members pride in membership, and motivate other individuals in the community to join.

Club Meeting

No programs or poor programs.
Business at meetings.
Lack of punctuality in starting and adjourning.
Poor meals or service.
Less than desirable meeting place.

Problems in this category are easily corrected. Varied, interesting and meaningful meeting programs are the key. Experience proves that the absence of meeting programs is sufficient in itself to cause a Club's eventual downfall.

Another factor affecting attendance is meeting punctuality. A member may refuse to attend if meetings consistently start late and run overtime.

The meeting place, location and menu are also important factors affecting attendance and tenure. Optimist International's recommended policy on meeting places and use of alcoholic beverages was established to maintain a good public image for every Club.

Education and Orientation

Members not acquainted with Club objectives.
Lack of proper orientation for new Members.
Lack of opportunity for participation.
Absence of, or poor, induction ceremony.
No assignments of new Members to Committees.

Establish a routine for making each new Member a part of Club activity. This will result in more Members becoming active, interested and proud participants in the Club's operation. Too often, the working, dedicated Member acquired these qualities by accident. An annual reindoctrination for ALL Members is a good procedure with many benefits.

Personal Objections

Personal slight or embarrassment of Members.
Dislike of Club officers.
Lack of recognition for efforts.
Lack of fellowship.

Various kinds of personal objections contribute to membership loss. They are seldom voiced; the very nature of the reason inhibits the individual. A Member may instead claim lost interest, little time or business conflicts as a reason for resignation.

The Board should create policies and practices that will reduce, if not eliminate, the chance of insult or embarrassment of Members. Even the most playful ridicule may cause the loss of a Member.

Club officers should constantly watch their relationships with Members. The President should strive to seek the friendship and confidence of every Member. Fellowship is the keystone of Optimist Club membership.

Financial

Objection to the practice of fining Members.
Fines too high.
Expensive meals.
Excessive demand for cash contributions from Members.

Financial objections cause Member losses.

Excessive fining and frequent demands for cash contributions are the leading objections. They are best eliminated by an adequate dues structure and a successful fundraising project.

Club leaders should realize that costs are a factor in Members' tenure and attempt to prevent unusual, unexpected financial demands.

BOARD ACTION

If the disenchantment of Members is to be checked, the Board must take remedial action.

The only alternative is continued membership decline and eventual disintegration of the Club.

There are strong, active Clubs everywhere that set splendid examples of what can be accomplished with the proper approach to preventing controllable membership losses.

THE ROOTS OF
TRUE ACHIEVEMENT
LIE IN THE WILL
TO BECOME
THE BEST
THAT YOU
CAN BECOME.

-HAROLD TAYLOR

Tab 12

Benefits of Being an Optimist Club

- Use of the Optimist name and logos.
- Youth-service projects developed by Optimist International; i.e., Oratorical Contest, Essay Contest, CCDHH, Childhood Cancer Campaign, Internet Safety, Youth Appreciation Week, Youth Safety, Respect For Law/Promotion of Non-Violence, Optimist Junior Golf, Tri-Star Sports.
- A structured youth organization-JOOI.
- Liability Insurance which covers Club activities at a fraction of the cost of individual event coverage from an outside source. Protects individual Club members and all Club officers.
- Administrative and leadership guidance from experienced Optimists within the District and from Optimist International.
- Access to information on Club programs, administration, training and leadership through the Optimist websites.
- Leadership training for Club officers provided by the District and Optimist International.
- The Optimist Magazine
- Club marketing material provided free of charge.
- Affiliation with over 2,500 other Optimist Clubs throughout the world.
- Recognition of Club projects through the Community Projects Awards (CPA) program.
- The ability to request Club program matching grants through the Optimist International Foundations.
- Networking with other local Clubs in activities and projects.
- Leadership opportunities for members to serve at District and International levels.
- District meetings and the annual International Convention to meet, share ideas and build friendships with Optimists outside your own Club.
- Being part of the heritage of an organization with nearly a century of outstanding service to our communities and youth.

OPTIMIST
INTERNATIONAL

Starting a New Club
Step-by-Step

Types of Optimist Clubs

Traditional Club – A traditional Optimist Club conducts a number of exciting, youth-oriented events and fund raisers each year. The Club meets on a regular basis at a fixed location.

Non-Traditional Club types:

Sports Club – A Sports Club is built with the primary goal to serve youth through athletics.

College Club - A College Club is built around a college or university and is primarily made up of college students interested in service, leadership and professional development.

Step 1 Needs Assessment - A way to accurately identify and understand the needs within a community in order to build a strong Optimist Club.

3 Steps to a Needs Assessment

1. Perform an Analysis
Conduct a demographic profile of your community. Identify what other organizations exist in the area and what they do for the community. Remember, while there may be other service organizations in your area, Optimist Clubs are unique. Use a City Profile form to get started.

2. Identify Needs & Opportunities
There will always be an opportunity to help others; the key is identifying them. After you have identified the needs, the next step is to identify relevant problems that a Club can help solve. This creates a purpose and focus for the new Club. It also helps the Club form an identity within the community.

Questions to Consider:

What are the opportunities for service?

How will an Optimist Club help the community?

What issues are particular to the area?

3. Identify Solutions
The service opportunities in this community can be fulfilled by starting an Optimist Club. It's up to you to show the new community how an Optimist Club can solve the community's needs. Work with the residents and show them how they have all the resources to better their community, and how an Optimist Club is the vehicle through which they can make changes.

Recruitment - The process of connecting and recruiting with community-minded individuals to an Optimist Club for the purpose of "Bringing out the Best in Kids!"

Step 2

4 Stages of Recruitment

Elevator Pitch -
A brief sound bite that introduces what an Optimist Club is.

1. Develop a short elevator pitch to answer, "What is an Optimist Club?"

2. Develop a "core group" of key people.

3. Invite them to learn more about Optimist Clubs by hosting an Informational Meeting.

4. After they have adequate knowledge of what the Club is, and what they will do, ask them to join.

Step 3

Meetings - The process of coming together as an assembly for a common purpose during the formation of a Club.

There are two types of meetings in New Club Building: Informational and Organizational. Informational meetings are held to inform prospective Members on the mission, values, and structure of Optimist Clubs and to identify service opportunities within the community. An Organizational meeting is held by an International Field Representative and is conducted when a new Club is ready to Charter.

An Informational Meeting usually consists of the following agenda items:

- Welcome & Introduction
- Overview of Optimist International
  - History
  - Optimist Creed
  - Mission Statement
- Programs and Club Projects
- Community Needs Assessment
- New Club Process and Procedures
  - Elect Charter Officers
  - Establish Club meeting location
  - Establish Club dues
  - Set Organizational Meeting Date

Follow Up forms are located at www.optimist.org

Follow up - The ongoing process, led by the District, to ensure that each new Club becomes a strong, viable asset with effective leadership that provides excellent service to the community.

Step 4

Who is involved in the Follow up process?

- Builder of Excellence
- Sponsor Club Officers
- Lieutenant Governors
- Governor & Governor-Elect
- New Community Growth Chair
- Leadership Development Chair

For more information on building an Optimist Club, please contact the Growth Department.

Phone: 800.500.8130
Fax: 314.371.6006
newclub@optimist.org

OPTIMIST INTERNATIONAL

4494 Lindell Blvd. • St. Louis, MO 63108 • www.optimist.org

OPTIMIST INTERNATIONAL

New Club Building Rules and Requirements

1. A new Club may have up to 2 Sponsor Clubs, but a Sponsor Club is not required

2. A minimum of 15 New Club Members are required to qualify for a Charter of a New Club (Refer to Policy IC-51)

3. A minimum of 9 of the New Club Members are required to be present at an Official Organizational Meeting to hold the meeting

4. New US and Canadian Clubs are required to pay $425 to Optimist International

5. New Clubs in Tier-2 countries must pay $325 to Optimist International and new Clubs in Tier-3 countries must pay $225 to Optimist International

6. Builders of Excellence:
    a. If there is one Sponsor Club there may be a maximum of two Builders of Excellence
    b. If there are two Sponsor Clubs there may be a maximum of 4 Builders of Excellence

7. An Authorized Representative of Optimist International must be present to conduct the Official Organizational Meeting and certify the paperwork for a New Club

8. Optimist International will file for a Tax ID number for New Clubs once the Clubs Organizes and OI had received their paperwork.
    a. If a Tax ID is required to open a bank account Optimist International should be informed

9. A New Club's Charter Roster stays open for 15 days following the Official Organization of a New Club

For more information, refer to www.optimist.org and International Policies on www.optimistleaders.org

Optimist International New Club Building Department
phone: (800) 500-8130 ext. 210 Fax: (314) 371-6006 email: newclubs@optimist.org

New Club Sponsor Commitment Form

(Sponsor 1) On behalf of the:

Club Name _____ Club No. _____

(Sponsor 2 if applicable) On behalf of the:

Club Name _____ Club No. _____

I hereby commit to sponsor a New Club in the location known as:

_____

❑ **I would like to receive a New Club Kit** ❑ **I will use the New Club Kit at www.optimist.org**

Please mark below if your Club is any of the following:

❑ College Club ❑ Sports Club

Name: _____

Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____

Home Phone: _____ Business Phone: _____

FAX Number: _____ E-mail: _____

Project Start Date: _____ Target Completion Date: _____

Signature: _____ Title: _____
Representing the Sponsor Club

Mailing Instructions:

In the U.S.:
Optimist International
New Club Building Department
4494 Lindell Boulevard
St. Louis, MO 63108
314-371-6006 FAX

In Canadian:
Optimist International Canada
5205 Blvd Metropolitain East, Suite 200
Montreal, Qc H1R 1Z7
Fax: (514) 721-1104

The proposed name of the New Club is subject to the approval of Optimist International. New Club progress reports should be submitted to Optimist International during the New Club Building process by filing the Progress Report form, or by email to newclubs@optimist.org.

This form is valid for 90 days of target completion date.

Please send copies of this form to each of the following: Governor, Lieutenant Governor, District NCB Chairperson

New Club Database Training Guide

www.OptimistLeaders.org/NewClubDatabase

New Club Database Training Guide

The best way to be informed about New Club Building projects

Table of Contents:

Features Overview.....1

New Clubs in Progress.....2

Adding a New Club Project.....3

Tracking and Updating Clubs Projects.....4

Progress Check List.....4.1

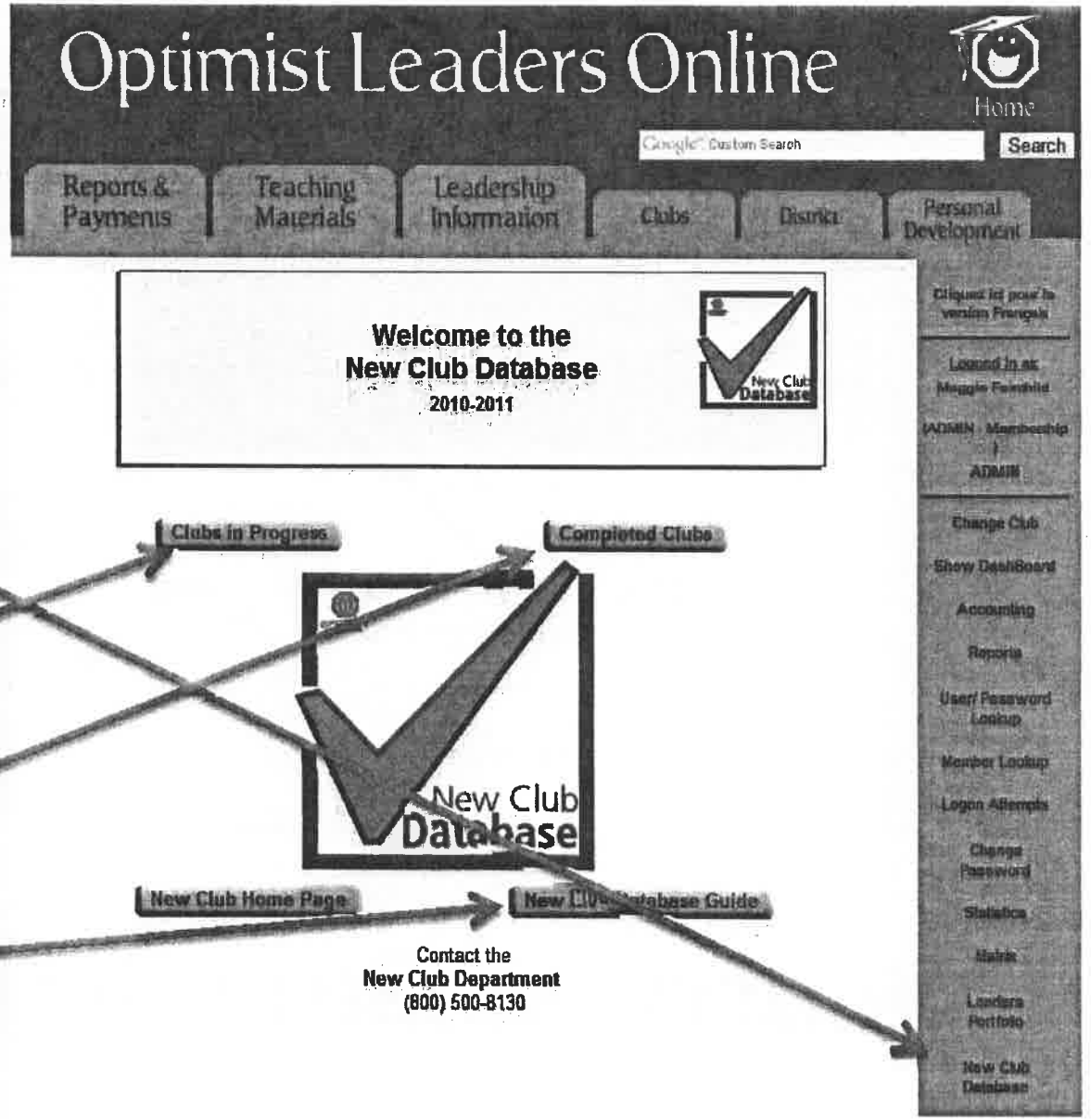
Charter Club Roster.....5

Status Report.....6

Features Overview

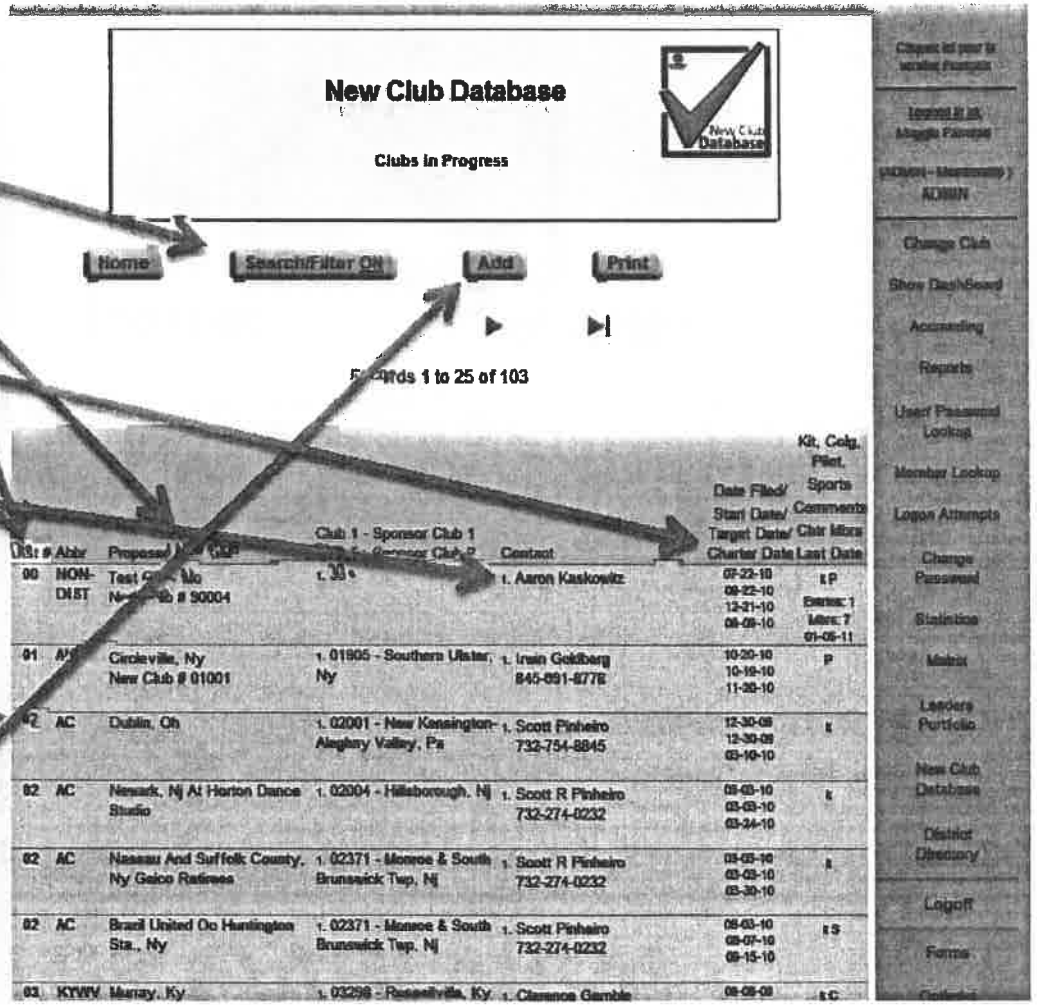
To access the New Club Database, go to **www.OptimistLeaders.org**, be sure you are logged in to be permitted to make edits and additions

- Open the New Club Database homepage from the navigation panel.
- New Club Projects in progress are accessed using this button
- Clubs that have Chartered and used the Database are listed
- This guide can be accessed through the homepage



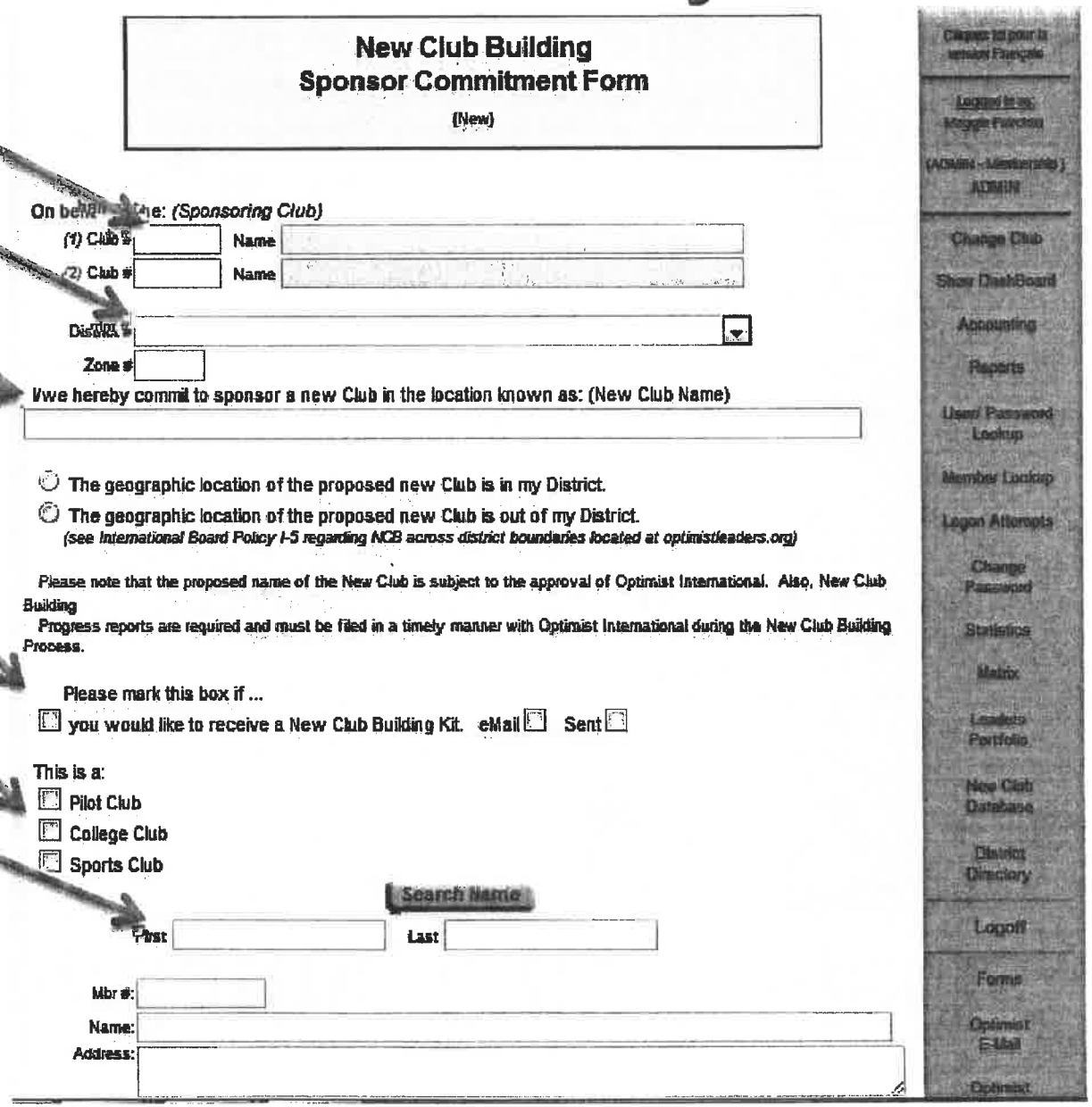
New Clubs in Progress Listing

- This primary listing page is sorted automatically by District
- The list can be filtered or sorted by each column header
- Details give a snapshot of each Club's progress
- The key person working on building the Club has contact information listed
- Open a Club listing by clicking on is on this list to view the entire Club record
- Click to add a new Club to the Clubs in Progress listing (pg.3)



Adding a New Club Project

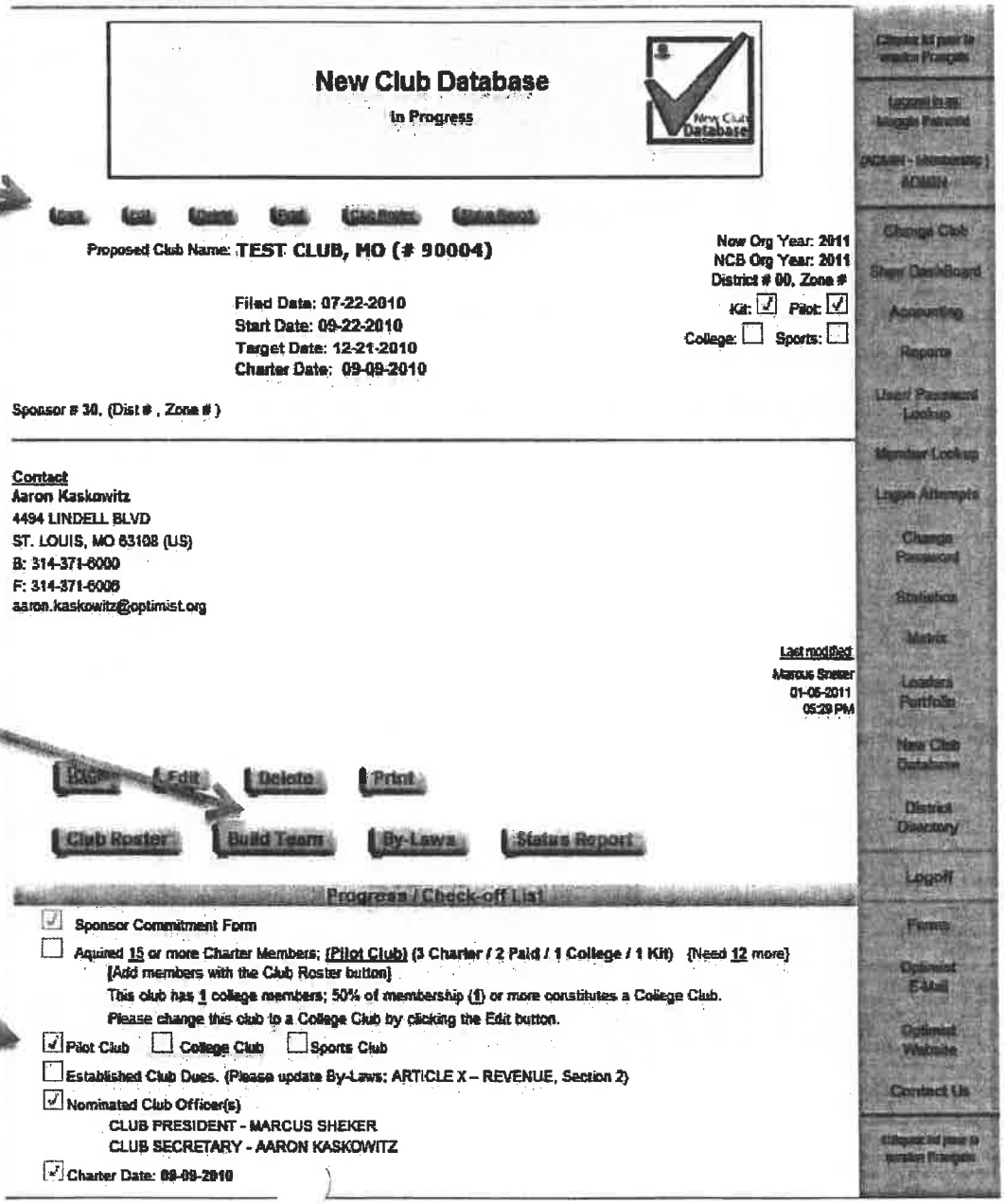
- Enter Sponsor Club number(s)
  - Auto-fill will take effect for the Club name and District & Zone numbers.
- Enter the new Club name.
- Check the box if you would like a New Club Kit shipped to the key contact (address below)
- Check all boxes that apply for Club type.
- Enter the primary contact's name and click *Search Name.*
  - A pop-up will appear to select contact information



New Club Database

Tracking & Updating Club Projects

- Navigation buttons
- Click edit to make updates anytime
- Contact information for the Sponsor Club, District Officers and the key builder
- Click the Build Team button to add information for your team mates in building the Club
- See how Checklist works on next page

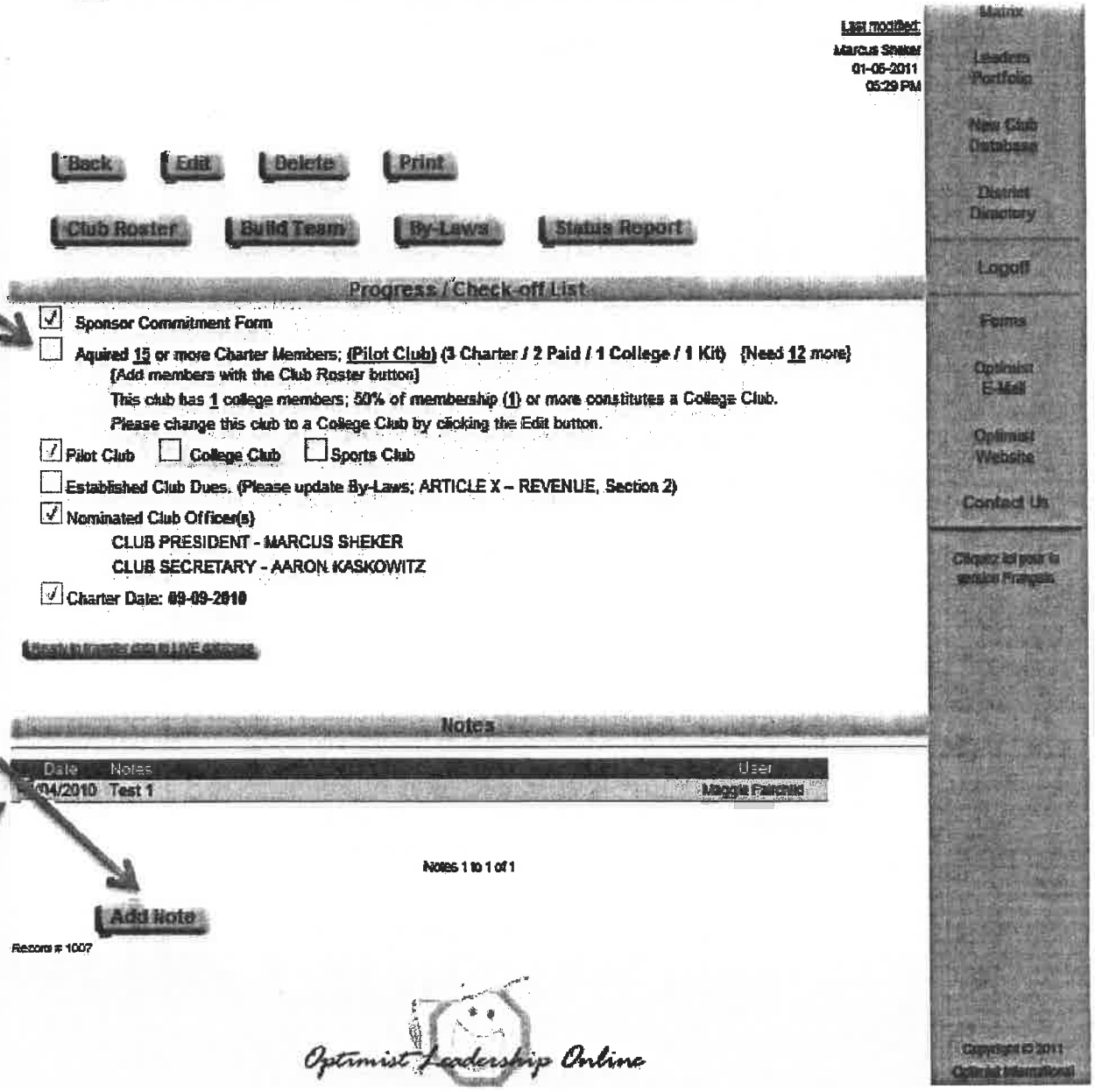


Progress Check List

- The Progress List automatically checks off completed items You know you're getting close to Chartering when everything has been checked off

- Click *Add Note* to communicate between builders, Officers and Field Representatives, etc.

- Click to open or update a note

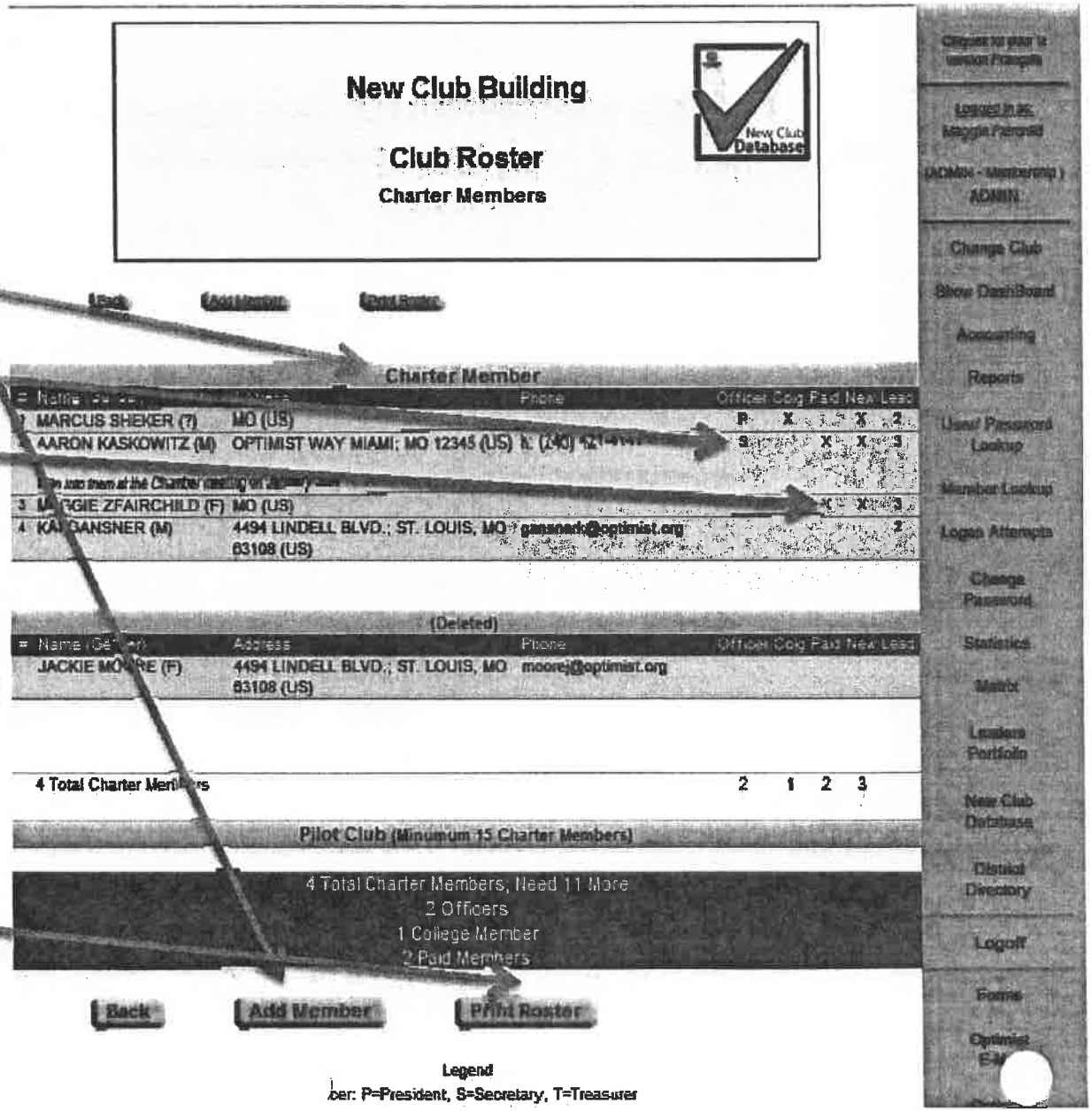


New Club Database

Optimist Leadership Online

Charter Club Roster

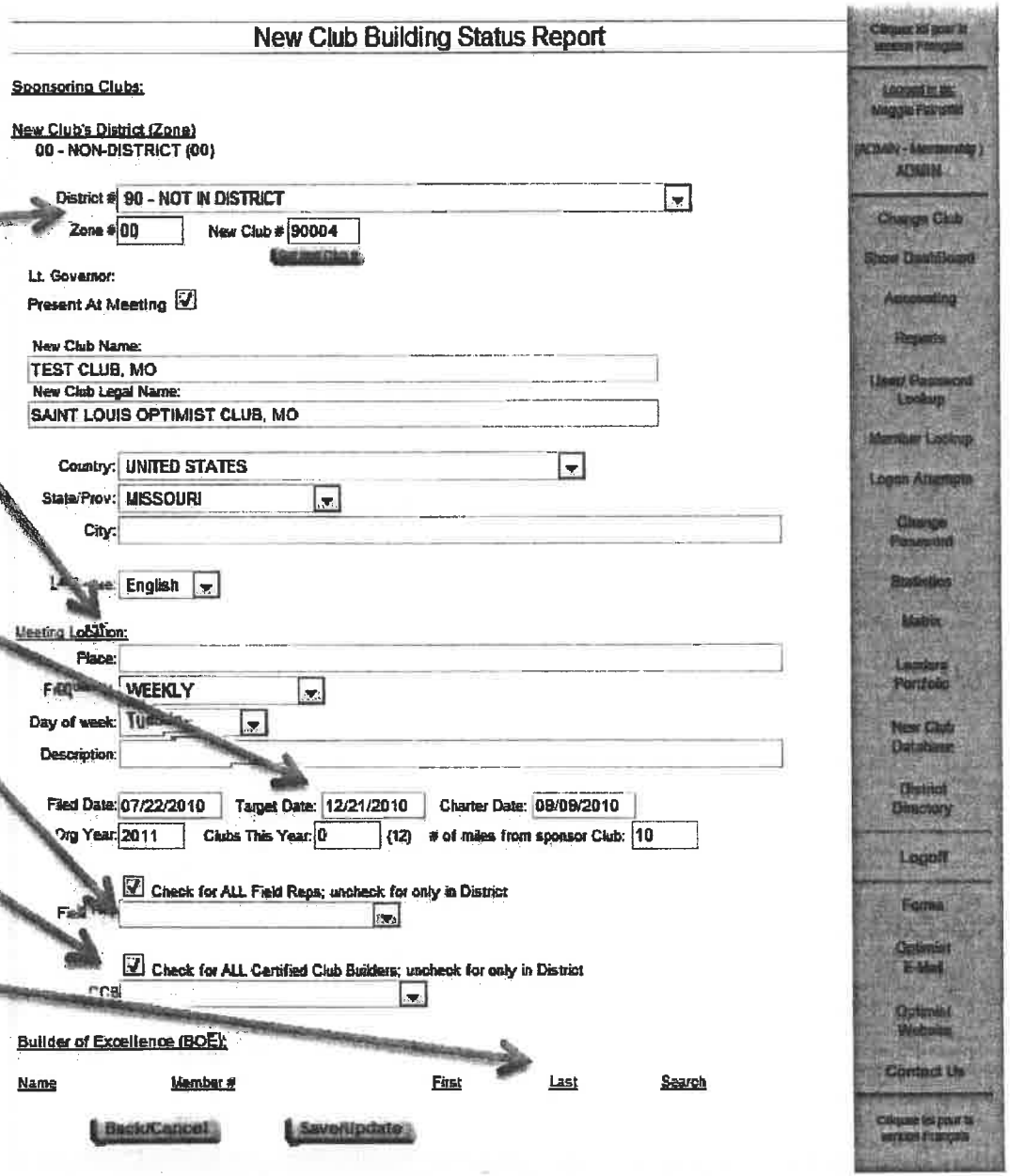
- Add new or potential Members to the Roster.
- Keep a working list of new Members leads.
- Denote Club Officers
- Track who has Paid
- Delete a potential Member from the working Roster list by opening their record
- Deletions remain visible to retain contact information.
- Print the Roster



Status Report

Update the Status Report as you take necessary steps to organize.

- Optimist Club location and meeting information can be entered here
- Set a target date for Organization
- Select a Field Representative for the Organizational Meeting
- Select which Certified Club Builder helped build the Club
- Fill in Builders of Excellence by searching their name



OPTIMIST CLUB
COMMUNITY NEEDS ASSESSMENT

ESTABLISH CLUB COMMITTEE		
Establish Committee	Identify Members who can interview others comfortably Identify Members who will tabulate results of interviews Find Members with Contacts in associations or organizations within the area. Conduct Community Needs Assessment by Club Members*	☐
TYPES OF ORGANIZATIONS TO CONTACT		
Schools	Public, Private and Home School Associations	☐
Social Services	Youth in Need, Crises Centers, Food Pantries, etc.	☐
After School Youth Programs	Boy Scouts, Girl Scouts, Girl Guides, Boys and Girls Clubs, Big Brothers, Big Sisters	☐
Public Services	Red Cross, Fire Departments, Police Departments, Parks & Recreation Departments, etc.	☐
ESTABLISH MEETINGS & INTERVIEWS TO DEFINE NEEDS		
Questions for Organizations & Associations	1. What current programs is your organization conducting? 2. Have any programs have been canceled due to lack of funding? 3. Are there any future programs that are not being conducted and why? 4. Are there any children that are not participating in your programs due to financial considerations? 5. What other groups have you approached for this?	☐
Questions for Individuals	1. What areas do you think are the most critical for local young people that are not being adequately met? 2. What are your suggestions as to how those needs can be met? 3. Do you see any duplication of efforts from other organizations in the area? 4. How can groups work together to avoid duplication or coordinate joint efforts? 5. Do you feel that members of this community are aware of services offered for the local youth? 6. How can this type of information be more effectively communicated? 7. What other fundraising sources have you or will you explore for this request?	☐
ANALYSIS OF RESULTS		
Consolidate all Committee Members Information	Prepare Report for presentation to Club Board of Directors	☐
DETERMINE LEVEL OF SUPPORT NEEDED		
Identify and Avoid Overlap Funding from Several Different Sources	1. Determine the time requirements involved. 2. Determine if there a space issue and determine how it can be met 3. Is there a financial need and how can it be met? 4. Is there professional support needed and can it be provided? 5. Can support efforts be coordinated among other organizations as well as ours?	☐
SURVEY CLUB MEMBERS		
Conduct Member Interest Survey and Tabulate Results	1. Does need fit within Members' interests based on tabulated results? 2. Recommend action to be taken by the Board of Directors based on survey results	☐
IMPLEMENT ACTION PLAN		

*Club Member Community Needs Assessment Survey can be located at:
http://www.optimist.org/Documents/Kit-Community_Needs_Assessment_Survey.pdf

Hello (enter name),

<Your name was forwarded onto me from Jane Doe with the Girl Scout Council.>

My name is (enter name). I represent Optimist International, one of the world's largest civic service organizations. We are an organization whose sole mission is to better the lives of children in every community through one of our 2,600 Optimist Clubs! Each year Optimists conduct 65,000 service projects that reach more than six million young people throughout the world.

We are looking to start an Optimist Club in your community and I would like to meet with you to discuss the ways we can improve the lives of local children.

We will be having an informational meeting on (date/time/location of meeting) and we would love to have you come!

Please let me know if you are available to meet with us, or if you have any questions! Thank you for your time.

Name
Contact number
www.optimist.org

Hello Neighbor!

I represent Optimist International, one of the world's largest civic service organizations. We are an organization whose sole mission is to better the lives of children in every community through one of our 2,600 Optimist Clubs! Each year Optimists conduct 65,000 service projects that reach more than six million young people throughout the world.

We've heard that you are an optimistic person and we need your help! We are looking to start an Optimist Club in this area and I would like to meet with you to discuss the ways we can provide service to local children. We are looking for help in identifying some service opportunities in our community and I feel that your insight and guidance would be of tremendous value!

I will be in (community name) this week on (time, date) and would like to visit with you, if your schedule permits. Please let me know if you are available or if you have any questions!! Thank you for your time.

Sincerely,

Name
Contact number
www.optimist.org

OPTIMIST

OPTIMIST
INTERNATIONAL

We invite you to an Informational Meeting of the Proposed

OPTIMIST CLUB OF

[___NAME___]

For more information, contact:

Susan Fix	507-276-2356
Don Clauson	507-XXX-XXXX

The Optimist Creed

Promise Yourself:

To be so strong that nothing can disturb your peace of mind.

To talk health, happiness and prosperity to every person you meet.

To make all your friends feel that there is something in them.

To look at the sunny side of everything and make your optimism come true.

To think only of the best, to work only for the best, and to expect only the best.

To be just as enthusiastic about the success of others as you are about your own.

To forget the mistakes of the past and press on to the greater achievements of the future.

To wear a cheerful countenance at all times and give every living creature you meet a smile.

To give so much time to the improvement of yourself that you have no time to criticize others.

To be too large for worry, to noble for anger, too strong for fear, and too happy to permit the presence of trouble.

The Optimist Club

Of

[___NAME___]

What is Optimist Club?

An Optimist Club is people...people who care enough to volunteer a portion of their time and effort, simply to help others in their community. Their involvement improves themselves, the community & most importantly, the Youth of the Community.

In short—**We're in the kid business!**

What Does an Optimist Club do?

Mission: By providing hope and positive vision, Optimists bring out the best in kids.
We help kids grow and develop into responsible adults.
Each club determines its projects based on input from club members and the community.
Optimist Clubs conduct program such as:

- Academic Decathlon
- Childhood Cancer Campaign
- Essay Contests
- Oratorical Contests
- Respect for Law
- Safety on Wheels
- Youth Appreciation
- Youth Sports
- Substance Abuse Prevention
- Internet Safety
- Optimist Junior Golf
- You name it!!

Join the Fastest Growing Organization Serving Youth Today!

What will you by joining an Optimist Club?

An Opportunity to:

- Be involved with area youth
- Stay plugged into your community
- Make your community a better place to live
- Meet civic minded adults sharing your ideas and values
- Work with today's youth in order to make a difference today and tomorrow
- Improve your own leadership skills
- Develop social and business relationships
- Learn others' interests & share your own
- Enjoy fun and fellowship while serving

Meetings

You and your club members determine the Time, place, and number of meetings. There is no obligation to attend every meeting.

Fees:

There is a one-time initiation fee of $35.00. Dues are determined by you and your Club's Board of Directors. Other Clubs average about $20.00 per quarter.

Fund Raising

You and your Club determine how you raise money to fund your activities. These vary by your needs, interests, and creativity.

For Additional Information:

President, New Ulm Optimist Club
Susan Fix 507-276-2356
Lt. Governor, DMM Zone 8
Donald Clauson.....507-XXX-XXXX
Past Governors, DMM District
Arnie Odefey.....952-XXX-XXXX
Dick Swanson.....612-XXX-XXXX

Charter Members' Invitation

Please print or type

Name: _____

Male _____ Female _____

Home Address: _____

_____

Business/Employer: _____

Business Address: _____

_____

Occupation: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

E-Mail: _____

Interests: _____

_____

_____

Other potential members:

_____

_____

_____ 1785492.1

MEETING REMINDER!!!
OPTIMIST CLUB OF [Name]

Thursday, June 18, 2015 @ 7:00 PM
Wow Zone Family Entertainment Center
2030 Adams Street, [City], MN

For Additional Questions Contact:
Susan Fix
[Phone]
[Email]

OPTIMIST INTERNATIONAL

www.optimist.org

MEETING REMINDER!!!
OPTIMIST CLUB OF [Name]

Thursday, June 18, 2015 @ 7:00 PM
Wow Zone Family Entertainment Center
2030 Adams Street, [City], MN

For Additional Questions Contact:
Susan Fix
[Phone]
[Email]

OPTIMIST INTERNATIONAL

www.optimist.org

1785491.1

[Invitation for use in letters, emails, newspaper, etc.]

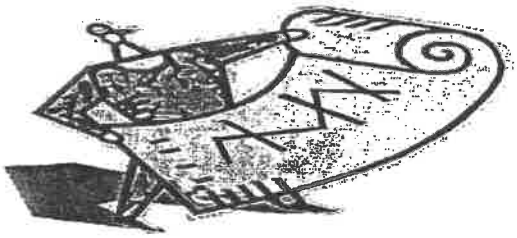
OPTIMIST
INTERNATIONAL

Have you ever wanted to be a part of something that was worthwhile, helps kids, involves personal growth and still have fun? The [Name] Optimist Club is looking for members with a desire to get involved and give something back to the community.

We invite you to come to our next meeting and check us out. The meeting is scheduled to be held on Wednesday, [Date], 2015 at [Time] at [Place], [City]. We meet on the 2nd and 4th Wednesdays of each month.

If you are unable to attend the meeting and would like more information regarding the [Name] Optimist Club, please contact [Name] at [Phone No. or Email Address] or [Name] at [Phone No. or Email Address].

1785493.1



New Club Building-Role of Lt. Governor

1) Team leader-be part of New Club Building (NCB) Committees: act as a resource person; take charge if needed.
2) Goal Setter- Sponsor Club(s) and Lt. Governor, promote district goals.
3) Encouragement-praise progress; suggest methods for recruiting charter members.
4) Lead by Example-work with sponsor club(s) member(s) in NCB activities; relate to past new Club Building experiences.
5) Liaison between club and Governor and Optimist International (OI).
6) Request needed materials; ensure reports are made.
7) NCB Kit-ensure that clubs register with "Permission Forms" Call for more materials as needed.
8) Help club set completion date for new club. Follow-up periodically to ensure that they are on track. Perhaps they need a boost?
9) Attend the First Informational Meeting, the Official Organization Meeting and Charter Banquet.
10) Keep informed of clubs progress.
11) Publicity—news articles on new club's planned activities for kids; Organization Meeting coverage and special article and pictures for the Charter Banquet if not assigned to sponsor club member.
12) Follow-up-Sponsor Club (s) requirements must be certified by Lt.Governor (signature) before new club receives credit for new club. Builder(s) of Excellence (BOE) should be assigned to oversee this program to ensure a strong club.
13) Keep Governor informed of progress and to get approval for dates of the Organization Meeting and Charter Banquet.
14) Congratulations! You have a new club that brings our programs to 900 more kids.

Junior Optimist Octagon International

Welcome to the official website of Junior Optimist Octagon International (JOOI), home to the world's most dynamic coalition of youth volunteers. JOOI members represent the times well by making their communities better - one service project at a time. With more than 15,000 members in more than 500 communities, JOOI members are constantly working to promote positive change in their communities. If you are currently a JOOI member, enjoy the site. If you are not ... join the revolution.

JOOI Board of Directors
Meet this year's JOOI Board of Directors!

How to Start a JOOI Club
If you want to start a JOOI Club, here's what you need to know.

JOOI Programs
There are several programs that are popular with JOOI Clubs across the organization.

Planning Guide
The JOOI Planning Guide is available to help Clubs in organizing all aspects of JOOI.

Awards and Forms
JOOI Advisers and Members can find all JOOI awards information and other forms in one place.

JOOI Convention
JOOI is headed to Quebec City, Quebec, for the 2016 Convention.

JOOI Districts
Discover what it takes to organize a JOOI District.

JOOI Club Directory
Locate the JOOI Clubs near you.

JOOI Legacy Fund
The JOOI Legacy Fund helps service outreach programs at the international level.

JOOI Meeting Minutes
Find out the latest developments in the JOOI organization.

Marketing
Make sure your community knows just what your JOOI Club does.

***The Torch* Newsletter**
The Torch is the official newsletter of JOOI and is published several times each year.

JOOI Youth Code and Creed

Contact Us
Amy Keller, Director of JOOI
4494 Lindell Blvd.
St. Louis, MO 63108
Phone: (800) 500-8130 or (314) 371-6000, ext. 218
Fax: (314) 735-4118

Canadian Service Centre
5205 Metropolitan Blvd. East, Suite 200
Montreal, QC H1R 1Z7
Canada
Phone: (800) 363-7151 or (514) 593-4401
Fax: (514) 721-1104

E-mail: **youthclubs@optimist.org** or **amy.keller@optimist.org**

Charter JOOI Clubs	
Alpha Club	6
Junior Club	22
Octagon Club	17
Total	45
since October 1, 2014	

Charter JOOI Members	
Alpha Club	104
Junior Club	388
Octagon Club	216
Total	708
since October 1, 2014	

Tab 13

International Recognition Program **ICD-135**

A. CLUB RECOGNITION

1. "Bringing Out the Best" Club
   (Banner Patch the year bar thereafter)
   a. Complete two or more service projects each year
   b. Complete the President's Pride Report
   c. Be Current on District & and OI dues
   d. Add two or more members
   e. Conduct a Membership Recruitment Drive (i.e. NOW Program)
   f. Recognize a Club member or local community individual

2. Honor Club
   (Banner patch, year bar with Club President's name and year; thereafter a year bar with Club President's name)
   a. Complete three or more service projects each year
   b. Complete the President's Pride Report and Club Officer-Elect Form
   c. Recognize a Club member or local community individual
   d. Grow Club by Net of +3 in membership
   e. Appoint a Club Foundation Representative and make a non-restricted contribution to the OIF or CCOF
   f. Conduct a Membership Recruitment/Drive (i.e. NOW) Program
   g. Club President, Club President-Elect (or two Designees) attend District Convention (or two other District meetings/conferences)
   h. Be current on District and OI Dues and Fees

3. Distinguished Club
   (Watch for Club President and Secretary and/or Treasurer, a banner patch with the Club President's name; thereafter a year bar with Club President's name and watch)
   a. Meet Honor Club Criteria plus one of the following:
   b. Add Net + 15 in membership OR
      Build one or more new Clubs OR
      Increase by Net + 8 and build two or more JOOI Clubs

B. DISTRICT RECOGNITION

1. Distinguished Lt Governor
   (Desk Clock)
   All Clubs in Zone are Honor Clubs OR
   a. Net + 6 in membership and charter one or more Clubs (JOOI Clubs do not fulfill this requirement)
   b. All Clubs current on District and OI Dues (all financial obligations paid by September 30)
   c. All reports filed with Optimist International on a timely basis

d. 50% of Clubs appoint a Club Foundation Representative and make an unrestricted donation to the OIF or CCOF
e. Attend 75% of all District meetings/conferences
f. Attend all Club meetings once or more, including any new Club that is built.

2. Honor District (Governor)
(Lapel pin for Governor and District Secretary/Treasurer and District banner patch)
a. Grow District by Net +10 in membership
b. All reports filed with Optimist International on a timely basis
c. All clubs current on District and OI Dues (all financial obligations paid by September 30)
d. 50% of Clubs appoint a Club Foundation Representative
e. $7500 or more raised in Unrestricted Funds on behalf of the District
f. Charter one or more new adult Clubs (JOOI Clubs do not fulfill this requirement)

3. Distinguished Governor
(Governor's Ring plus a District banner patch with the Governor's name and year)
a. Grow District by Net +25 in membership
b. All Clubs current on District & and OI Dues (all financial obligations paid/submitted by September 30)
c. District to Build three or more adult Clubs (JOOI Clubs do not fulfill this requirement)
d. All reports filed with Optimist International on a timely basis
e. 50% of Clubs appoint a Club Foundation Representative and make an unrestricted donation to the OIF or CCOF
f. $7500 or more raised in Unrestricted Funds on behalf of the District

4. Distinguished Secretary/Treasurer
("Bringing Out The Best In Kids" logo folder with ink pen)
a. Grow District by Net +25 in membership
b. All Clubs current on District & and OI Dues (all financial obligations paid/submitted by September 30)
c. District to Build three or more Clubs (JOOI Clubs do not fulfill this requirement)
d. All reports filed with Optimist International on a timely basis
e. 50% of Clubs appoint a CFR and make an unrestricted donation to the OIF or CCOF
f. $7500 or more raised in Unrestricted Funds on behalf of the District

5. Governor Pacesetter Award
a. Grow District by Net + 15 ~~+1~~ in membership by June 30.
b. District to build two or more new adult Clubs by June 30.

C. ROOKIE ROCK STAR AWARD (Can be earned ONLY in the first twelve months of membership as recorded in the records of Optimist International)
(an Optimist pin)
Serve on a Club Committee
Work on a Service Project
Sponsor a New Member
Attend one of the following:
District meeting
Regional Summit
OI Convention

D. BUILDERS OF EXCELLENCE

Up to four Builders of Excellence can be named for each new adult Club, regardless of the number of Sponsor Clubs.

E. SPONSOR PIN INCENTIVE

Sponsor pins shall be awarded to Members when sponsoring 1, 5, 15, 20, and 35 New Members.

Notes:
1. Recognition of the Administrative Year will not be announced until after January 10 of the following administrative year,
2. Submission of the President's Pride Report is required for proof of completed service projects.
3. All reports for Distinguished Governor are to be received for year the Governor served.

(Mar 2011; Jul 2011; Dec 2011; Feb 2013; Dec 2015; adopted January 2016 – effective October 1, 2016)

Tab 14

14

2014-15
CLUB DUE DATES AND SPECIAL EVENTS

* Sample *

CONSULT OFFICIAL FORMS FOR DISTRIBUTION REQUIREMENTS
REVISED: 5/13/14

OFFICER	TITLE	DESCRIPTION	DUE DATES	INSTRUCTIONS
DUE AS COMPLETED				
Club President	Club Foundation Rep Appointment Form	Report appointment of Club Foundation Representative (CFR)	Immediately upon appointment/submit updates, if any, as they occur	Club to Optimist International Foundation
Club President	New Club Building Progress Reports	Informs Optimist International & District of progress	Immediately following the follow-up meeting 90 days for completion or November 30 for Clubs built in September	Sponsor Club to Optimist International
Club President	New Club Building Sponsor Permission Request	Required to begin new club building process		Club President to Optimist New Club Building Dept
Club President	Certificate of Completion	Certifies completion of new Club	90 days after organizational date by November 30 or Clubs built in September	Sponsor Club to Optimist International
Club President	Youth Appreciation	Provides Clubs an opportunity to recognize youth for their talents in the arts, athletics, academics, and for contributions to community	At the discretion of the Club	
Club Secretary-Treasurer	Club Roster Adjustments	Adds, deletes, changes in names, addresses, or offices of Club member	IMMEDIATELY after change occurs	Club to Optimist International along with payment if needed
Club Secretary-Treasurer	Club Officer-Elect Report	If changes occur - report names and addresses of new Presidents-Elect and/or Secretary-Treasurer appointee	IMMEDIATELY after change occurs	Club to Optimist International

OFFICER	TITLE	DESCRIPTION	DUE DATES	INSTRUCTIONS
Club Secretary-Treasurer	Club Officer-Elect Report for New Clubs		Due Before September 30	Club to Optimist International
JOOI Advisor or Club Chair	Club Roster Adjustments (JOOI)	Adds, deletes, changes in name, address or office of a Club member	Immediately after change occurs	Submit to JOOI Clubs Department, Optimist International along with payment if needed
JOOI Club Advisor or Chair	JOOI Builder of Excellence	Recognizes both adults & JOOI members who build new JOOI Clubs	Paperwork submitted with new JOOI Club paperwork	Submit the JOOI Builder of Excellence upon completion to the JOOI Clubs Department, Optimist International
JOOI Club Advisor or Chair	JOOI Club Roster	Adds, deletes or changes in names of JOOI Club members	Submit as change occurs	Club to JOOI Clubs Department
JOOI Club Advisor or Chair	JOOI Club Election Report	Report JOOI Club officers or changes in officers	Submit as change occurs	Club to JOOI Clubs Department

SEPTEMBER 2014				
All Members	Convention Housing Open	Book Hotel early for the Optimist International Convention. Rooms may be all booked up if you wait.	June 2014	Members book online or call Hotel Directly
OCTOBER 2014				
Club Secretary-Treasurer	District Dues Billing	Club dues owed District	30 days after receipt	Club pays dues to District Secretary-Treasurer
Club Secretary-Treasurer	International Dues Billing	Club dues owed Optimist International	Upon Receipt	Club pays Optimist International
JOOI Club Advisor or Club Chair	Membership Rosters (JOOI)	List of Club members		Submit roster form with membership dues payment to JOOI Clubs Department, Optimist International
JOOI Sponsor Club Secretary-Treasurer (sent to) Advisor or Club Chair (for membership)	Annual Billing (JOOI)	Invoices are sent to the Secretary-Treasurer of the sponsoring Optimist Club and Advisor for the registration and Club membership dues for their JOOI Club	Invoices are sent out in October. The Club has 30 days from the date posted on the invoice to send their payment.	A copy of the invoice, roster & election report (if they have not already been turned in) must be submitted to the JOOI Clubs Department
Club Secretary-Treasurer	Magazine submissions	Clubs should submit color, action photos & brief summer of Club projects	November 1 for winter issue	Club to Optimist International
DECEMBER 2014				

Club Secretary-Treasurer	Club Roster Adjustment (CRA) Form	All adds & deletes due prior to January dues billing	Received at Optimist International No Later Than December 31	Club Secretary-Treasurer to Optimist International along with payment if needed
JOOI Club Advisor or Club Chair	TORCH	Newsletter providing JOOI members with up-to-date information on Youth Club activities	December 1 for Winter issue	Submit suggestion or articles to the JOOI Clubs Department at Optimist International
JANUARY 2015				
Club Secretary-Treasurer	District Dues Billing	Club dues owed District (some Districts only bill twice per year in October & April)	30 days after receipt	Club pays dues to District Secretary-Treasurer
Club Secretary-Treasurer	International Dues Billing	Club dues owed Optimist International	Upon Receipt	Club pays Optimist International
Club Secretary-Treasurer	Magazine submissions	Clubs should submit color, action photos & brief summary of Club projects.	January 15 for Spring issue	Club to Optimist International
FEBRUARY 2015				
Club Secretary-Treasurer	Form 990	IRS requirement if gross $25,000 or more	February 15	Club to IRS, as required
Club Secretary-Treasurer	District Essay Contest Entry Form & Entry Fee (if applicable)	Submit the winning Essay to the District Essay Chair.	February 28	Club to District Essay Chair

JOOI Club Advisor or Club Chair	TORCH	Newsletter providing JOOI members with up-to-date information on Youth Club activities.	March 1 for Spring issue	Submit suggestion or articles to the JOOI Clubs Department at Optimist International
MARCH 2015				
Club Secretary-Treasurer	Club Roster Adjustment (CRA) Form	Submit all adds & deletes prior to April dues billing	Received at Optimist International No Later Than March 31	Club Secretary-Treasurer to Optimist International along with payment if needed
Club Secretary-Treasurer	Magazine submissions	Clubs should submit color, action photos & brief summary of Club projects`	March 1 for Summer issue	Club to Optimist International
APRIL 2015				
Club Secretary-Treasurer	District Dues Billing	Club dues owed District	30 days after receipt	Club pays dues to District Secretary-Treasurer
Club Secretary-Treasurer	International Dues Billing	Club dues owed Optimist International	Upon Receipt	Club pays Optimist International
All Members	Convention Registration	Optimist International Convention registration forms	May 1 (Early Bird Rate) May 31 Advance Registration	Members send form to Optimist International or register online by visiting the Convention page of www.optimist.org
JOOI Club Advisor or Club Chair	Club Officer Elections (JOOI)		Report due by September 30	Club Submits Election report to the JOOI Clubs Department, Optimist International, and the

				District JOOI Club Chair
MAY 2015				
Club Secretary-Treasurer Club President	Club Officer-Elect Report	Names and addresses of Presidents-Elect and Secretary-Treasurer appointee	Postmarked by May 20	Club to Optimist International
Club Secretary-Treasurer Club President	Club Officer-Elect Report for New Clubs		Submit before September 30	Club to Optimist International
JOOI Club Advisor or Chair	Ruby Blair JOOI Member of the Year Award	International award recognizing one JOOI member as the outstanding member of the JOOI organization and a $2,000 scholarship	Due no later than May 30 Winners to be recognized at the International JOOI Convention	Application and any support materials must be submitted to the JOOI Clubs Department, Optimist International
JOOI Club Advisor or Chair	JOOI Member of Excellence Award	International award recognizing a JOOI member who shows dedication in the fields of JOOI Club involvement and community service. Winner receives $2,000 scholarship.	May 30 Winner to be recognized at the International JOOI Convention	Application and support materials must be submitted to the JOOI Clubs Department at Optimist International
JOOI Club Advisor or Chair	Election/Information Sheet (JOOI)	Used to submit information on incoming Club officers	Report due by September 30	Club Submits Election report to the JOOI Clubs Department, Optimist International, and the District JOOI Club Chair
JUNE 2015				

All Members	Convention Registration	Pre-Registration	Postmarked by May 31	Members to Optimist International
All Members	Convention Housing	Optimist International Convention Housing	Deadline Date: June 4 (as long as rooms are available – may book up before this date)	Members to book online or call Hotel directly
Club Secretary-Treasurer	Club Roster Adjustment (CRA) Form	Submit adds & deletes prior to July dues billing	Received at Optimist International No Later Than June 30	Club Secretary-Treasurer to Optimist International along with payment if needed
JOOI Club Members	JOOI Board of Directors Application	Application for potential candidates for the JOOI Board of Directors	June 1	Submit the application form and other required materials to JOOI Clubs Department, Optimist International
JOOI Club Advisor & Chair	International JOOI Convention Registration	Annual Convention which Clubs from all over the U.S., Canada & Caribbean come together for training and fellowship	Due prior to June 15	Submit registration forms to the jooi Clubs Dept, Optimist International & housing forms to hotel
JULY 2015				
Club President	Convention	International CPA winners are recognized at the International Convention	July	
Club Secretary-Treasurer	District Dues Billing	Club dues owed District (some Districts only bill twice per year in October & April)	30 days after receipt	Club pays dues to District Secretary-Treasurer
Club Secretary-Treasurer	International Dues Billing	Club dues owed Optimist International	Upon Receipt	Club pays Optimist International

Club Secretary-Treasurer	Magazine submissions	Clubs should submit color, action photos & brief summary of Club projects`	August 1 for Fall issue	Club to Optimist International
All Members	International Convention	Attend Convention- Training Fellowship Business Vacation	July	Send form to OI or register online by visiting the Convention page of www.optimist.org
AUGUST 2015				
Club President	President's Citation	One member per Club may be recognized as an "Outstanding Optimist Club Member"	August 31	Club President to Awards Department, Optimist International
JOOI Club Advisor or Club Chair	TORCH	Newsletter providing JOOI members with up-to-date information on JOOI Club activities	August 15 for Fall issue	Submit suggestion or articles to the JOOI Clubs Department, Optimist International
SEPTEMBER 2015				
Club Secretary-Treasurer	Community Projects Awards	Entry of Youth or Community Service Projects	December 15	Club to OI
Club Secretary-Treasurer	Club Roster Adjustment (CRA) Forms	Submit adds & deletes prior to October dues billing	Must be POSTMARKED By September 30	Club Secretary-Treasurer to Optimist International along with payment if needed
Club Secretary-Treasurer	President's Pride Report	Report activities sponsored by Club or in which Club participates	September 30	Club to Optimist International

Parliamentary Procedures at a Glance

Desired Action	What to Say	May You Interrupt the Speaker	Do You Need a Second	Is It Debatable	Can It Be Amended	What Vote is Needed	Can It Be Reconsidered
Adjourn Meeting	I move that we adjourn	NO	YES	NO	NO	MAJORITY	NO
Call an Intermission	I move that we recess for	NO	YES	NO	YES	MAJORITY	NO
Complain about heat, noise, etc.	I rise to a question of privilege	YES	NO	NO	NO	NO VOTE	YES
To set aside for consideration of another issue of greater importance	I move to table the motion	NO	YES	NO	NO	MAJORITY	NO
End debate and amendments	I move the previous question	NO	YES	NO	NO	2/3 VOTE	YES
Limit Debate	I move to limit debate to 3 min. per	NO	YES	NO	YES	2/3 VOTE	YES
Postpone Discussion for a certain time	I move to postpone the discussion until	NO	YES	YES	YES	MAJORITY	YES
Give closer study of something	I move to refer to the matter to committee	NO	YES	YES	YES	MAJORITY	YES
Amend a motion	I move to amend the motion by	NO	YES	YES	YES	MAJORITY	YES
Discard a motion	I move to postpone the motion indefinitely	NO	YES	YES	NO	MAJORITY	YES
Introduce Business	I move that	NO	YES	YES	YES	MAJORITY	YES
THE MOTIONS LISTED ABOVE ARE IN ORDER OF PRECEDENCE		*THOSE BELOW - THERE IS NO ORDER OF PRECEDENCE*					
Test of Rules of Conduct	I rise to a point of order	YES	NO	NO	NO	MAJORITY	NO
Vote on Ruling of Chair	I appeal the chair's decision	YES	YES	YES	NO	MAJORITY	NO
Suspend Rules Temporarily	I move to suspend the rules so that	NO	YES	NO	NO	2/3 VOTE	NO
Avoid Considering an Improper Matter	I object to consideration of this motion	YES	NO	NO	NO	2/3 VOTE	YES
Verify a Voice Vote	I call for a Division or "DIVISION"	YES	NO	NO	NO	NO VOTE	NO
Request Information	Point of Information	YES	NO	NO	NO	NO VOTE	NO
Take up a matter previously Tabled	I move to take from Table	NO	YES	NO	NO	MAJORITY	NO
Reconsider a Hasty Decision	I move to reconsider the vote on	YES	YES	YES if motion to which it applies is debatable	NO	MAJORITY	NO
Change an action Previously Taken or Ordered	I move to amend something previously adopted, namely	NO	YES	YES	YES	2/3 VOTE or MAJORITY with notice	YES

IMPORTANT WEBSITES

Optimist International: www.optimist.org
(Learn about the organization,
programs, forms, leadership, etc.)

- Search
- Site Map (located at bottom)

Optimist Leaders: www.optimistleaders.org

Without logging in you can see:

- Aging Report
- T-shots
- Scoreboard
- Leader board
- New Club Database
- Forms
- Optimist Email
- Optimist Website
- Contact us
- Teaching materials
- Leadership material
- Club materials
- District info
- Personal development
- & Search

Log on to see:

- Club roster
- Invoices/Payments
- Reports, print club roster, generate mailing list
- Add/delete/edit members
- Club-Officer elect reports
- President Pride
- Create member invoice
- Club chart
- Etc.

Optimist Training: www.optimisttraining.org

- Club Presidents
- Lieutenant-Governors

DMM District 35: www.optimist-dmm.org

- Governor's Page
  - Newsletters
- District Meetings
  - Dates/Location of Meetings
  - Registration Forms
  - Agendas
- District Business
  - District Policies
  - District Directory
  - Growth Incentives
  - Optimist District Jr. Golf
  - Oratorical Information
  - CCDHH Information
  - Essay Information
  - District Expense Form
  - Etc.

Welcome Members

About

Mission, Vision & Purpose
Optimist Creed
International Leaders
District Leaders
History: Of Dreams and Deeds

2014-15 International Bylaws
International Board Policies
International Board Minutes

Administration & Tax Information

ACH Debit
Dues and Fees
Insurance
Reinstatement of Tax-Exempt Status
Tax Exempt Letter
Tax Filing Information for Clubs

Latest News

Congratulations to the Bay City Noon Optimist Club for being named the **2013-14 Optimist Club of the Year**!

2015-16 Bylaws Amendment Proposal Results

Online Election of International officers.

June/July Leadership Hotline

2013-14 Awards & Recognitions Special Issue

International Board Seeks Member Input

Club Directory

by Country/State/Province
by District
by Region

Club Resources

Club Resource Videos
Corporate Foundations Offering Community Grants
2014-15 Club President's Packet
Renew, Refresh and Revitalize

Member Services

New Club Building
Welcome New Clubs
Recruitment & Retention
Sponsor a Member
Types of Membership
Recognition and Awards
2014-15 Presidential Incentives
OptimistLeaders.org

Meetings & Convention

Marketing

Leadership Development

Reel Optimism Video Contest
Club Marketing/PR Kit
Logos
Public Service Announcements
Sample News Releases
Social Networking

Leadership Summits
International Convention
Optimist Leadership Academy
Tennessee District Meetings

Leadership Summits
Optimist Leadership Academy
OptimistTraining.org

Programs

Childhood Cancer Campaign
Community Activities
Internet Safety
JOOI Clubs
Junior Golf
Scholarship Contests
Optimists in Action

NEW! **- Optimist International Regional/World Championship Oratorical Contest**

Program Resources

Community Projects Awards
Endorsed Organizations
Package Programs
Programs Brochure
Programs Training Resources
Sponsorships

Forms, Documents & Publications

Forms *(applications, certificates, reports)*
Documents *(bylaws, Club administration, officer duties)*
Hotline *(Leadership newsletter)*

The Optimist Magazine

Read current and past issues
How to submit a story

Suppliers

Official **suppliers** and **authorized distributors** of personalized and promotional products.

Contact a Department

Optimist International is committed to providing professional and prompt service to Optimist Members. If you know which department you would like to contact, please check the e-mail list below. You may also speak to a staff member in that department by calling (314) 371-6000 or (800) 500-8130 and requesting the extension listed next to each department. To speak to someone in the Optimist International Canada office, please call (514) 593-4401 or (800) 363-7151.

Awards - 263

Sitemap

Looking for something on the website? The information contained on www.optimist.org is listed below.

Members

- **Optimist News**
- **About Optimism**
  - **Mission, Vision and Purposes**
  - **The Optimist Creed**
  - **International Leadership**
  - **District Leadership**
  - **Optimist Board Meeting Minutes**
  - **History of Optimist International**
- **Forms/Documents**
  - **Forms**
  - **Documents**
  - **Publications of Optimist International**
    - ***The Optimist* Magazine**
- **Programs**
  - **Childhood Cancer Campaign**
    - **Optimist Cancer Research Initiative with Johns Hopkins**
    - **Matching Grants**
    - **CCC Resources**
  - **Scholarship Contests**
    - **Essay Contest**
    - **Oratorical Contest**
    - **Communication Contest for the Deaf and Hard of Hearing**
  - **Internet Safety**
  - **Community Activities**
    - **Respect for Law/Promotion of Non-Violence**
    - **Youth Appreciation**
    - **Youth Safety**
  - **Planning Guides**
  - **Community Projects Awards**
  - **Programs Training Resources**
  - **Online Resource Library**
    - **Club Activities**
      - **Childhood Cancer**
      - **Citizenship**
      - **Community Improvement**
      - **Culture and Education**
      - **Health and Welfare**

Visitors

- **What Optimist Clubs Do**
- **How to Join**
- **Start a New Club**
- **Club Directory**
- **Internet Safety**
- **Scholarships**
- **Sponsorships**
- **The Optimist Creed**
- **Optimist Junior Golf**
  - **Optimist International Junior Golf Championships**
  - **Optimist International Tournament of Champions**
  - **About Optimist Golf**
  - **History**
  - **Sponsorships**
  - **Contact Us**
- **JOOI Clubs**
- **International Convention**
- **Optimist International Foundations**
- **Social Networking**
- **Contact Us**

- Joint Projects with a JOOI Club or Youth Organization
- Safety
- Sports and Recreation
- Youth Appreciation

Fundraising
- A List of Fundraising Ideas from A to Z
- Fundraising Ideas and Suggestions
- Club Fundraising Projects

Community Resources

Package Programs

Endorsed Organizations

Contact Us

Membership

Projects
- Project Profiles

Kids

Sponsor a New Member

Types of Membership

Member Recruitment and Retention

Start a New Club

Awards and Recognition

New Clubs

Start a New Club

Start a Club Step by Step
- Step 1: Needs Assessment
- Step 2: Recruitment
- Step 3: Meetings
- Step 4: Follow-up

New Club Resource Materials

Certified Club Builders

Leadership Development

Leadership Summits

Marketing

Club Marketing/PR Kit

Sample News Releases for Clubs and Districts

Radio Public Service Announcements

TV Public Service Announcements

Optimist Logos

Trademark Policy

Marketing Tips

Social Networking

Optimist Desktop Images

Optimist Junior Golf

Optimist International Junior Golf Championships

Optimist International Tournament of Champions

About Optimist Golf

- **History**
- **Newsroom**
- **Sponsorships**
- **Contact Us**

JOOI Clubs

- **JOOI Board of Directors**
- **How to Start a JOOI Club**
- **JOOI Programs**
  - **JOOI of Reading**
  - **Personal Growth & Involvement (PGI)**
  - **Souper Bowl of Caring**
- **Planning Guide**
- **Awards and Forms**
- **JOOI Convention**
- **JOOI Districts**
- **JOOI Legacy Fund**
- **Marketing**
- ***The Torch* Newsletter**

International Convention

- **Registration**
- **Housing**
- **Tentative Agenda**
- **Travel Discounts**
- **Rental Cars**
- **Local Attractions**
- **Convention Newsletter**
- **Exhibitors**
- **Future Conventions**

Club/District Directory

Administration

- **ACH Debit**
- **Dues and Fees**
- **Insurance**
- **International Bylaws**
- **Tax Filing Information for Clubs**
- **Tax Exempt Letter**

Suppliers

Social Networking

Contact Us

For more information, e-mail **webmaster@optimist.org**.

Forms

Membership Applications

Membership Invitation (application)
Life Membership Application 2014-2015
Friend of Optimists Application
Friend of Optimists - Apply online

Club Reports and Applications

Club Officer-Elect Report
Club Roster Adjustment (CRA)
International President's Recognition Application
Member Interest Finder
Member Record Form
Membership Sponsor Award Application
Military Service Certificate
NOW Report Form
Optimist Certificate (generic) - Fill in the fields on this basic template to create a certificate to honor a local Optimist or Club
Years of Service Certificate
President's Citation
Award Certification Document
2014-2015 President's Pride Report

District/Lieutenant Governor Reporting Forms

Annual Club Planning Conference Report
Annual Club Review
Club Visitation Report
Zone Meeting Report
Zone Report for District Conference Form* (.xls)
Zone Report for District Conference Instruction Sheet* (.xls)
*The Zone Report for District Conference materials above were created by Robert Sojourner Sr., South Carolina District

Scholarship Contest Forms and Rule Pads

CCDHH Club Chair Registration Form
CCDHH Contest Application
Essay Club Chair Registration Form
Essay Contest Application
Oratorical Club Chair Registration Form
Oratorical Contest Application

Community Activity Evaluation Forms

Respect for Law
Youth Appreciation
Youth Safety

Optimist Leaders Online

Leadership Questions

International Board Policies

Links

Site Map

Copyright © 2015
Optimist International
All rights reserved.

Optimist Leaders Online

Search

Reports & Payments | **Teaching Materials** | **Leadership Information** | Clubs | Districts | Personal Development

French / Français

Login to
Optimist Leaders Online

Year:
- ○ 2013-2014 (Past Officer)
- ○ 2014-2015 (Current Officer)
- ◉ 2015-2016 (Officer-Elect/Designate)
- ○ 2016-2017 (Officer-elect)

Officer: Dist Lt. Governor

User ID: Please enter the 2 digit District number and 2 digit Zone number.
(e.g. 0304; for Dist 3, Zone 4

User ID: 3508

Password:

Logon

If you don't know your password, please use the Password Recovery below.

Password Recovery

Forgot User ID and/or Password?
Please enter your E-mail Address:

(Note: Your e-mail address must match the e-mail address on your club roster.)

Send User ID/Password

If the instant password recovery above fails, click here to send an e-mail to request assistance

The User ID and Password are NOT case-sensitive.
You may enter it in either UPPER-CASE, lower-case, or a mixture of both.

Login
Password Recovery
Reports
New Club Database
Forms
Optimist E-Mail
Optimist Website
Contact Us

Organization Year
2014 - 2015

Oct 1, 2014 - Sep 30, 2015

Copyright © 2015
Optimist International
All rights reserved.

Quarter	
1st:	Oct 1, 2014 to Dec 31, 2014
2nd:	Jan 1, 2015 to Mar 31, 2015
3rd:	Apr 1, 2015 to Jun 30, 2015
4th:	Jul 1, 2015 to Sep 30, 2015

Organization Year	
2013-2014:	Oct 1, 2013 to Sep 30, 2014
2014-2015:	Oct 1, 2014 to Sep 30, 2015
2015-2016:	Oct 1, 2015 to Sep 30, 2016
2016-2017:	Oct 1, 2016 to Sep 30, 2017

This Quarter's Exchange Rate:
$1.00 USD = 1.25$ CAD
US Dollars to Canadian Dollars.

Optimist Leaders Online

Search

Reports & Payments | Teaching Materials | Leadership Information | Clubs | Districts | Personal Development

Reports & Exports

District View
District # 35

As a District Officer, How do you want to view the reports?
(Click "Select Clubs" to change Club, Zone, or District View)

◉ As a District: **35 - Dakotas - Manitoba - Minnesota**

Report Name	Criteria	Sort by
Mailing List	Export mailing list for Club Members. Filter using the "View Report as" above.	
Aging	☑ Balance Due Only	◉ Club # ○ Zone #, Club #
Club Roster - Download (Download only for entire District)	☐ Show Deleted Members	○ Roster # ◉ Last Name
Member Adds/Deletes (CRA)	July 2015 ☑ Adds ☑ Deletes For deleted members, include ... ☑ Non-payment of Dues ☑ Moved ☑ Deceased ☑ Resigned ☑ Transfer ☑ Lack of interest ☑ Club merged ☑ ☑ Didn't Specify	○ Roster # ○ Last Name ◉ Chronological
Club Officers Additions	July 2015	◉ Club # ○ Chronological
T-Shot	August 2015 * * = Not Closed/Final	○ Club # ◉ Zone, Club #
Club Officer-Elect Report (COER) - Status		
COER - Totals	Club Officers-Elect: Club President, Secretary, Treasurer CFR-Elect: Club Foundation Reps	

French / Français

Logged on as
Susan M. Fix

2014-2015
Dist Leadership Development (LD)

District # 35

Select Club

Reports

Leaders' Recognition

New Club Database

Change Password

Logoff

Forms

Optimist E-Mail

Optimist Website

Contact Us

Organization Year
2014 - 2015

Oct 1, 2014 - Sep 30, 2015

Copyright © 2015
Optimist International
All rights reserved.

CFR's - Totals

President's Pride - Percentage [2014-2015]

President's Pride - Submitted List [2014-2015]

Scoreboard

Month/Year August 2015 * * = Not Closed/Final

District:

35 - Dakotas - Manitoba - Minnesota

Leaderboard

Membership Growth

Past how many: 10

Report by: Years

◉ Org Year, District, Zone, Club

To view PDF files, you'll need to have Adobe Acrobat or Adobe Reader installed on your computer.

DIST

If not logged in:

Optimist Leaders Online

Search

Reports & Payments | Teaching Materials | Leadership Information | Clubs | Districts | Personal Development

Reports & Exports

District View
District # 35

View the report as: (Level)
- ○ International
- ◉ District: **35 - Dakotas - Manitoba - Minnesota**

Please select a District:
35 - DMM - Dakotas - Manitoba - Minnesota

Report Name	Criteria	Sort by
T-Shot	August 2015 * * = Not Closed/Final	○ Club # ◉ Zone, Club #
Scoreboard	Month/Year August 2015 * * = Not Closed/Final District: 35 - Dakotas - Manitoba - Minnesota	
Leaderboard		

Get Adobe Reader

To view PDF files, you'll need to have Adobe Acrobat or Adobe Reader installed on your computer.

DIST

Organization Year
2014 - 2015

Oct 1, 2014 - Sep 30, 2015

Copyright © 2015 Optimist International
All rights reserved.

"The best preparation for good work tomorrow is to do good work today."

Elbert Hubbard, American writer

T-Shot Report

(August 2015)

Region: **Great Plains**

District: **35 - Dakotas - Manitoba - Minnesota**

Zone: 0 Club		Status	Oct 1 2014	Aug 1 2015	Aug 8 2015	Month +	Month -	Month Net	Year +	Year -	Year Net	Ctr	LM	Colg	FOO	30
35999	DISTRICT #35, DAKOTAS - MANITOBA - MINNESOTA (DMM)		0	0	0	0	0	0	0	0	0	0	0	0	0	0
35FOB	FRIEND OF OPTIMIST BUNDLE #35	*new*	0	0	0	0	0	0	0	0	0	0	0	0	0	0
35FOO	FRIEND OF OPTIMIST #35		1	1	1	0	0	0	0	0	0	0	0	0	1	0
	Zone total active clubs:	0	1	1	1	0	0	0	0	0	0	0	0	0	1	0

Zone: 1 Club		Status	Oct 1 2014	Aug 1 2015	Aug 8 2015	Month +	Month -	Month Net	Year +	Year -	Year Net	Ctr	LM	Colg	FOO	30
35021	BRANDON, MB		19	18	18	0	0	0	0	1	-1	1	5	0	0	0
35126	WINNIPEG-RIVER EAST, MB		16	15	15	0	0	0	0	1	-1	1	3	2	2	0
35135	WINNIPEG-ST JAMES, MB		19	19	19	0	0	0	1	1	0	0	3	0	0	0
35143	SEVEN OAKS WINNIPEG, MB		22	16	16	0	0	0	0	6	-6	3	5	0	0	0
35153	SOUTH WINNIPEG, MB		35	35	35	0	0	0	4	4	0	2	13	1	3	0
35163	TRANSCONA, MB		10	8	8	0	0	0	0	2	-2	0	6	0	0	0
35210	SAINT BONIFACE, MB		21	19	19	0	0	0	1	3	-2	9	0	0	0	0
	Zone total active clubs:	7	142	130	130	0	0	0	6	18	-12	16	35	3	5	0

Zone: 2 Club		Status	Oct 1 2014	Aug 1 2015	Aug 8 2015	Month +	Month -	Month Net	Year +	Year -	Year Net	Ctr	LM	Colg	FOO	30
35042	DICKINSON, ND		34	39	39	0	0	0	6	1	+5	1	2	0	0	3
35111	MINOT, ND		51	60	60	0	0	0	10	1	+9	3	7	2	0	2
35225	SAKAKAWEA AREA, ND		23	24	24	0	0	0	4	3	+1	19	0	1	0	1
	Zone total active clubs:	3	108	123	123	0	0	0	20	5	+15	23	9	3	0	6

Zone: 3 Club		Status	Oct 1 2014	Aug 1 2015	Aug 8 2015	Month +	Month -	Month Net	Year +	Year -	Year Net	Ctr	LM	Colg	FOO	30
35013	MISSOURI VALLEY BISMARCK-MANDAN, ND		14	12	12	0	0	0	0	2	-2	7	4	0	2	0
35014	BISMARCK, ND		73	69	69	0	0	0	5	9	-4	4	20	0	7	0
35096	JAMESTOWN, ND		52	47	48	1	0	+1	3	7	-4	1	6	0	0	1
35207	BISMARCK-CENTRAL DAKOTA, ND		18	17	17	0	0	0	0	1	-1	4	0	0	1	0
	Zone total active clubs:	4	157	145	146	1	0	+1	8	19	-11	16	30	0	10	1

Zone: 4 Club		Status	Oct 1 2014	Aug 1 2015	Aug 8 2015	Month +	Month -	Month Net	Year +	Year -	Year Net	Ctr	LM	Colg	FOO	30
35065	FARGO, ND		34	34	34	0	0	0	2	2	0	0	5	0	1	2
35078	GRAND FORKS, ND		75	73	73	0	0	0	5	7	-2	3	17	1	11	0
35160	VALLEY CITY, ND		35	35	35	0	0	0	6	6	0	2	8	0	0	0
35167	WAHPETON, ND		35	33	33	0	0	0	1	3	-2	2	4	0	1	0
	Zone total active clubs:	4	179	175	175	0	0	0	14	18	-4	7	34	1	13	2

Zone: 5 Club		Status	Oct 1 2014	Aug 1 2015	Aug 8 2015	Month +	Month -	Month Net	Year +	Year -	Year Net	Ctr	LM	Colg	FOO	30
35020	STURGIS, SD		26	25	25	0	0	0	0	1	-1	11	0	0	0	0
35116	NOON-BLACK HILLS, SD		41	37	37	0	0	0	1	5	-4	0	8	0	2	1
35120	MORNING-RAPID CITY, SD		35	32	32	0	0	0	4	7	-3	0	5	0	0	0
35127	RAPID CITY-RUSHMORE, SD		22	18	18	0	0	0	2	6	-4	4	0	0	2	0
35158	SPEARFISH, SD		51	47	47	0	0	0	4	8	-4	2	4	0	0	0
35224	DEADWOOD-LEAD, SD		12	14	14	0	0	0	2	0	+2	8	0	0	1	0
	Zone total active clubs:	6	187	173	173	0	0	0	13	27	-14	25	17	0	5	1

Zone: 6 Club		Status	Oct 1 2014	Aug 1 2015	Aug 8 2015	Month +	Month -	Month Net	Year +	Year -	Year Net	Ctr	LM	Colg	FOO	30
35000	ABERDEEN, SD		23	21	21	0	0	0	0	2	-2	3	11	0	0	0
35027	BROOKINGS, SD		110	110	110	0	0	0	4	4	0	4	27	3	1	1
35166	WATERTOWN, SD		56	67	67	0	0	0	18	7	+11	1	12	0	2	4
35216	MITCHELL AREA, SD		22	25	25	0	0	0	5	2	+3	5	0	0	0	2
	Zone total active clubs:	4	211	223	223	0	0	0	27	15	+12	13	50	3	3	7

Zone: 7 Club		Status	Oct 1 2014	Aug 1 2015	Aug 8 2015	Month MTD +	-	Net	Year YTD +	-	Net	Ctr	LM	Colg	FOO	30
35001	BRANDON VALLEY, SD		16	27	27	0	0	0	15	4	+11	4	0	0	1	3
35115	YANKTON-MORNING, SD		100	86	88	2	0	+2	2	14	-12	3	11	0	0	4
35150	SIOUX FALLS MORNING (SFMO), SD		86	95	96	1	0	+1	27	17	+10	1	24	0	17	7
35151	SIOUX FALLS-SIOUX VALLEY, SD		40	44	44	0	0	0	15	11	+4	0	5	0	4	1
	Zone total active clubs:	4	242	252	255	3	0	+3	59	46	+13	8	40	0	22	15

Zone: 8 Club		Status	Oct 1 2014	Aug 1 2015	Aug 8 2015	Month MTD +	-	Net	Year YTD +	-	Net	Ctr	LM	Colg	FOO	30
35100	LUVERNE, MN		24	25	25	0	0	0	1	0	+1	3	0	0	0	0
35171	WORTHINGTON, MN		50	56	56	0	0	0	9	3	+6	0	18	0	0	6
35204	NEW ULM, MN		47	38	38	0	0	0	3	12	-9	0	1	1	5	0
35221	GREATER MANKATO, MN		1	1	1	0	0	0	0	0	0	1	1	0	0	0
35226	MARSHALL AREA, MN		19	10	10	0	0	0	1	10	-9	8	0	0	0	0
	Zone total active clubs:	5	141	130	130	0	0	0	14	25	-11	12	20	1	5	6

Zone: 9 Club		Status	Oct 1 2014	Aug 1 2015	Aug 8 2015	Month MTD +	-	Net	Year YTD +	-	Net	Ctr	LM	Colg	FOO	30
35005	NORTH SUBURBAN, MN		38	40	40	0	0	0	10	8	+2	0	0	3	8	6
35018	BENNIE-JOHNNIE, MN		52	47	47	0	0	0	0	5	-5	0	0	47	0	0
35045	DULUTH, MN		27	23	23	0	0	0	1	5	-4	1	4	0	0	0
35079	GRAND RAPIDS, MN		16	16	16	0	0	0	0	0	0	0	0	0	0	0
35130	CENTRAL MINNESOTA NOON INC., MN		36	31	31	0	0	0	3	8	-5	5	3	0	1	0
35131	ST CLOUD, MN		98	80	80	0	0	0	5	23	-18	1	7	0	11	1
	Zone total active clubs:	6	267	237	237	0	0	0	19	49	-30	7	14	50	20	7

Zone: 10 Club		Status	Oct 1 2014	Aug 1 2015	Aug 8 2015	Month MTD +	-	Net	Year YTD +	-	Net	Ctr	LM	Colg	FOO	30
35051	EDEN PRAIRIE, MN		24	22	22	0	0	0	2	4	-2	2	6	0	3	0
35070	GLEN LAKE, MN		33	36	36	0	0	0	5	2	+3	0	5	0	0	1
35075	NORTHWEST SUBURBAN, MN		45	44	44	0	0	0	1	2	-1	2	6	0	0	0
35124	PRIOR LAKE-SAVAGE, MN		56	55	55	0	0	0	4	5	-1	1	3	0	0	0
35125	RICHFIELD, MN		56	52	52	0	0	0	6	10	-4	0	16	0	3	0
35156	BLOOMINGTON-BREAKFAST, MN		45	46	46	0	0	0	7	6	+1	0	9	0	0	0
	Zone total active clubs:	6	259	255	255	0	0	0	25	29	-4	5	45	0	6	1

Zone: 11 Club		Status	Oct 1 2014	Aug 1 2015	Aug 8 2015	Month MTD +	-	Net	Year YTD +	-	Net	Ctr	LM	Colg	FOO	30
35110	MINNEAPOLIS, MN		14	14	14	0	0	0	1	1	0	0	3	0	0	0
35123	ROCHESTER, MN		33	37	37	0	0	0	6	2	+4	3	15	0	1	1
35140	ST PAUL, MN		57	52	52	0	0	0	3	8	-5	1	3	0	6	0
35157	WEST ST PAUL, MN		13	14	14	0	0	0	2	1	+1	0	1	1	0	1
35227	SAINT PAUL EAST SIDE, MN	*new*	0	21	21	0	0	0	22	1	+21	14	0	0	0	0
	Zone total active clubs:	5	117	138	138	0	0	0	34	13	+21	18	22	1	7	2

District total active clubs:	54	2011	1982	1986	4	0	+4	239	264	-25	150	316	62	97	48

Legend:

- MTD : Month to Date
- YTD : Year to Date
- Ctr : Charter Member
- LM : Life Member
- Colg : College Member
- FOO : FOO (Friend of Optimist) Member
- 30 : 30 for $30 Member

Optimist Training

Bringing Out the Best in Kids

Trainings contain audiovisual elements, put the volume on!

Club Presidents

Module 1 – Optimist Basics

Module 2 – Administration

Module 3 – Member Involvement

Lieutenant-Governors

Lt-Governor – Module 1 – Roles

Lt-Governor – Module 2 – Meetings

Lt-Governor – Module 3 – Administration

- Module 1 – Optimist Basics
- Module 2 – Administration
- Module 3 – Member Involvement
- Lt-Governor – Module 1 – Roles
- Lt-Governor – Module 2 – Meetings
- Lt-Governor – Module 3 – Administration

OPTIMIST INTERNATIONAL

Online Training for Optimist Leaders

LOGIN

Username

Password

☐ Remember username

Log in

Create new account

Lost password?

NAVIGATION

Home

- Module 1 – Optimist Basics
- Module 2 – Administration
- Module 3 – Member Involvement
- Lt-Governor – Module 1 – Roles
- Lt-Governor – Module 2 – Meetings
- Lt-Governor – Module 3 – Administration

Courses

ONLINE USERS

(last 5 minutes)

Susan Fix

© Optimist International 2014. All rights reserved.

Powered by Poussin jaune

You are not logged in. (Log in)

The roots of
TRUE ACHIEVEMENT
lie in the will
to become
THE BEST
that you
can become.

-Harold Taylor

OPTIMIST INTERNATIONAL

Dakotas-Manitoba-Minnesota District

Main

Governor's Page

District Meetings

About Optimist Clubs

Visit a Club Near You!

District Business

Optimist International

Don Stover
Governor

Tina Froelich
Secretary/Treasurer

Kenneth Schulz
Governor-Elect

Ken Garner
OI President

Janet Lloyd
OI Regional VP

Honoring
Rick Johnson
Imm Past Governor

Wes Shewchuk
Past Gov
District Foundation Rep
Candidate Qualifications

2014 Optimist International Convention: Ken Garner

DMM District Convention 2015

DMM Facebook Page

Main

Governor's Page

District Meetings

About Optimist Clubs

Visit a Club Near You!

District Business

Optimist International

District Business

Useful Information

District Team 2014-2015

District Policies 2014

District Directory 2014-2015

Optimist Internet Information

Club Foundation Representative

President Representative Form
Word Document

President Representative Form
PDF Document

Past Governors

CPA PowerPoint PDF

Link to CPA Examples

Convention Agenda 2014

Member Retention Presentation

Optimist District Jr. Golf

A&A Report Form 2014-2015

A&A Points Sheet 2014- 2015

Growth Incentives 2015

Club Drop Add Chart 2015 (PDF)

Club Drop Add Chart 2015 (Excel)

Scholarship Information 2015

Oratorical Application 2015

CCDHH Application 2015

Essay Application 2015

Essay Contest Info 2015

District Expense Form

New Club Building Grant

Club Grant Application

* Sample *

Access records at Optimist Leaders

Club Officer
2014-2015

www.optimistleaders.org
Effective Immediately

1. Go to www.optimistleaders.org and click on "Logon" in the sidebar.
2. On the next screen, select the year of your administration (2014-2015)
3. Select your office from the drop-down menu.
4. The User ID is your five-digit Club number.
5. Your password has been **assigned to each person individually.** (We encourage you to change your password to something memorable. You may retrieve your password using your personal email address through the instant password recovery function on the logon page.**)
6. Click the "Logon" button.

** Note: Your password retrieval email address must match the information on your club roster in the Optimist International database.

Access Optimist e-mail

www.optimistmail.org
Effective Immediately

Optimistmail has been depreciated. We are currently only using it for CRA's and President Pride Report Acknowledgements. Those will be phased out as well.
Forwarding will be set up to the personal email address on your club roster when your officer elect report is entered. If you change your email address, you will have to manually change your forwarding. You will need to login to your optimistmail.org account to change or cancel your forwarding.
Accessing and using your e-mail box is easy. **Just follow the steps below.**

1. Go to www.optimistmail.org.
2. Your User ID is your first name (or nick name) followed by a dot (.) and your last name. firstname.lastname
3. The password for 2014-2015 has been assigned to each person individually. You may retrieve it using your personal email address through the instant password recovery function on the logon page.**
4. From the next screen you can view and send messages.
5. Go to Account Options in the upper right corner to change your password, modify the forwarding feature and more. You may change your password at any time. Passwords are no longer reset on October 1.

* Your full e-mail address is your User ID followed by @optimistmail.org (Example: ken.garner@optimistmail.org)

For technical people: You can use a POP3 or IMAP4 client. Configuration information can be found at www.optimist.org/emailconfig.

Password synchronization.
Changing your optimistleaders.org password will change your optimistmail.org password. However, changing your optimistmail.org password will NOT change your optimistleaders.org password.

If you have questions, please contact us at PasswordRecovery@optimist.org or (800) 500-8130.

Optimist Leaders Online

Contact Optimist International

Optimist International
4494 Lindell Boulevard
Saint Louis, Missouri 63108
United States
(314) 371-6000
(800) 500-8130
Fax: (314) 371-6006
Office Hours: 8 a.m. to 5 p.m. (Central Time)

Canadian Service Center
5205 Metropolitan Boulevard East
Suite 200
Montréal, Québec H1R 1Z7
Canada
(514) 593-4401
(800) 363-7151
Fax: (514) 721-1104
Office Hours: 8:30 a.m. to 5 p.m. (Eastern Time)

Holiday Schedule

International is committed to providing professional and prompt service to Optimist volunteers and other interested parties. If you know which department you'd like to contact, please check the e-mail list below. For those of you have any questions or comments, please CLICK HERE and we will repond in a timely fashion.

Contact a Department

	Extension	
Awards	263	(314) 371-6000, (800) 500-8130
Childhood Cancer Campaign	201	
Communications	209	
Executive Director	200	
Finance & Administration	202	
International Convention	205	
International Office		
International Programs	201	
JOOI Clubs	218	
Leadership/Personal Development	261	
Member Services	227	
Membership	227	
New Club Building	226	
Optimist Junior Golf	207	
Canadian Service Centre		(514) 593-4401, (800) 363-7151

Contacting Optimist Leaders
To contact a Club, District, or International officer by e-mail, use their {First Name}.{Last Name}@optimistmail.org.

Organization Year
2014 - 2015

Oct 1, 2014 - Sep 30, 2015

Copyright © 2015
Optimist International
All rights reserved.

Tab 15

Lt. Governor Goals for 2016-2017

Zone _____

How many members are in my Zone now? _____

What is my goal for the number of members in my Zone on September 30, 2017? _____

When will my Zone Meetings be held?

Dates: _____ Where will it be held? _____
_____ Where will it be held? _____
_____ Where will it be held? _____
_____ Where will it be held? _____

When will I do Club Visitations? _____

How often will I visit each club? _____

What is my goal for the number of Honors Clubs on September 30, 2017? _____

Will my Zone build a new club? _____

How many new members will I personally sponsor? _____

How will I encourage my clubs to be/stay active?

_____
_____
_____

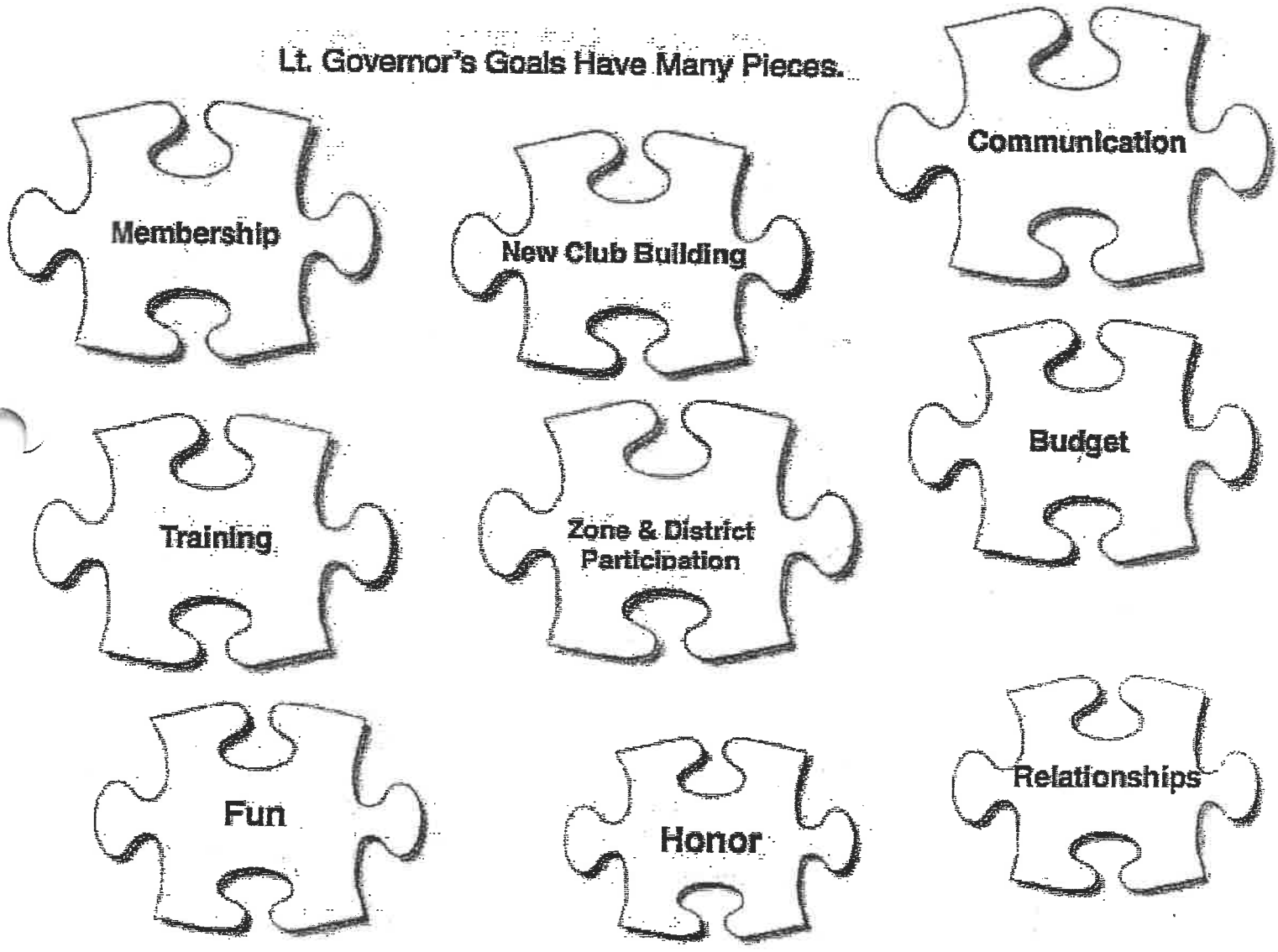
What would I like to accomplish in my Zone next year?

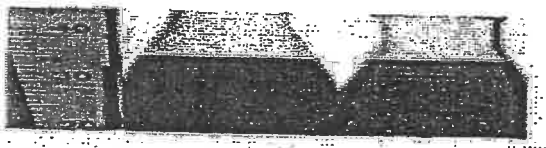
_____
_____
_____

Signed Lt. Governor _____

Please return to Governor Terry Gorman
Insert ADDRESS HERE!!

Lt. Governor's Goals Have Many Pieces.





CREATING S.M.A.R.T. GOALS & OBJECTIVES

Specific
Measurable
Attainable
Realistic
Timely/Tangible

Specific – A specific objective has a much greater chance of being accomplished than a general objective. To set a specific objective you must answer the six "W" questions:
Who: Who is involved?
What: What do I want to accomplish
Where: Identify a location.
When: Establish a time frame.
Which: Identify requirement and constraints.
Why: Specific reasons, purpose or benefits of accomplishing goal.

EXAMPLE: A general goal would be, "Get in shape". A specific objective would be, "Join a health club and workout 3 days a week."

Measurable - When you measure your progress, you stay on track, and reach your target dates. To determine if your goal and its objective is measurable, ask questions such as... How much? How many? How will I know when it is accomplished?

Attainable – When you identify general goals that are most important to you. You begin to figure out ways (objectives) you can make them come true. You develop the attitudes, abilities, skills, and financial capacity to reach them.

Realistic – To be realistic, a goal must represent an objective toward which you are both willing and able to work. A goal can be both high and realistic. A high goal is often easier to reach because a low goal exerts low motivational force. Your goal is probably realistic if you truly believe it can be accomplished.

How to Make Others Feel Like A Million Bucks!

Reference: 25 Ways to Win With People
By John C. Maxwell and Les Parrott, Ph.D.

Overview: Charisma—that winning way with people that draws others like a magnet, bringing respect, achievement and success along with it. You either have it or you don't—right? No! The 25 secrets included in the book are within reach of anyone who wants them, and they are crucial for anyone wanting to achieve goals by winning with people!

1. Start with Yourself: Are you a winner?

"You get the best out of others when you give the best of yourself." Harry Firestone

2. Practice the 30-Second Rule: Say something encouraging to someone.

"A gossip is one who talks to you about other people. A bore is one who talks to you about himself. And a brilliant conversationalist is one who talks to you about yourself."
William King

3. Let People Know You Need Them: People need to be needed.

"When the vision gets bigger than you, you really only have two choices: give up on the vision or get help." John C. Maxwell

4. Create a Memory and Visit It Often: We need to make memories happen.

"You simply can't make memories with people if you don't take time to be with them."
John C. Maxwell

5. Compliment People in Front of Other People: People want to feel worthwhile in life.

"When you give someone a public compliment, you give him/her wings like an eagle."
Les Parrott, Ph.D.

6. Give Others A Reputation to Uphold: Look past people's pasts and give them reputations for their futures.

"Many people go farther than they thought they could go because someone else believed they could and told them so." John C. Maxwell

7. Say the Right Words At the Right Time: Be sensitive to time and place.

"Look for opportunities to uplift others with your words. It just might change their lives."
John C. Maxwell

8. Encourage the Dreams of Others: Offer specific help in bringing another person closer to making his/her dream a reality.

"Keep away from people who try to belittle your ambitions. Small people always do that, but the really great make you feel that you, too, can become great." Mark Twain

9. Pass the Credit onto Others: Check your ego at the door!

"An egoist is not a person who thinks too much of himself; it's someone who thinks too little of other people."
John C. Maxwell

10. Offer Your Very Best: Make the most of your gifts and opportunities.

"Make every day your masterpiece." John Wooden

11. Share a Secret With Someone: This is bound to boost their self-esteem.

"When you share a secret with others, you are doing far more than imparting information. You are increasing the odds of a closer relationship. Les Parrott, Ph.D.

12. Mine the Gold of Good Intentions: Give people the benefit of the doubt.

"Forgiveness is not an occasional act; it is a permanent attitude." Martin Luther King, Jr.

13. Keep Your Eyes Off the Mirror: Focusing on others gives you a sense of purpose, energy, and a sense of contentment.

"I don't know what your destiny will be, but one thing I know: the only ones among you who will be really happy are those who have sought and found how to serve.
Albert Schweitzer

14. Do for Others What They Can't Do for Themselves: Offer others opportunities they can't reach on their own.

"Small opportunities are often the beginning of great enterprises." Demosthenes

15. Listen With Your Heart: The best way to persuade is with your ears.

"The most important thing in communication is to hear what *isn't* being said.
Peter Drucker

16. Find the Keys to Their Hearts: Establish common ground.

"Coaches who can outline plays on a blackboard are a dime a dozen. The ones who succeed are those who get inside their players and motivate them." Vince Lombardi

17. Be the First to Help: Ask, "How can I help you?"

"You can get everything in life you want if you will just help enough other people get what they want." Zig Ziglar

18. Add Value to People: Know what people value.

"Try not to become a man of success, but rather try to become a man of value."
Albert Einstein

19. Remember A Person's Story: Bring up some aspect of a person's story the next time you see him or her.

"Remembering a person's story says, 'You are special'." John C. Maxwell

20. Tell a Good Story: The stories we tell the best are the ones we have lived.

"Stories stick—principles fade." John C. Maxwell

21. Give with No Strings Attached: Be purposely kind and generous to people.

" Studies have shown that the higher one's level of helpfulness to others, the greater well-being one will experience." John C. Maxwell

22. Learn Your Mailman's Name: A person's name is one of his/her most valuable possessions.

"Remember that a person's name is to that person the sweetest and most important sound in any language." Dale Carnegie

23. Point Out People's Strengths: People are motivated in their areas of strength.

"A successful person finds the right place for himself; a successful leader finds the right place for others." John C. Maxwell

24. Write Notes of Encouragement: Notes are remembered long after the writer has forgotten them.

"Written encouragement comes directly from the heart, uninterrupted and uninhibited. That's why it's so powerful." David Jeremiah

25. Help People Win: Believe in people and give them hope.

"The most important measure of how good a game I played was how much better I'd make my teammates play." Bill Russell, winner of more NBA Championships than any other player

Author John C. Maxwell suggests that you put yourself on a 12-week program and select two of these practices and do them every day for an entire week. You may not feel instantly comfortable doing some of them, but there isn't a single one you can't master!

OPTIMISM -- LIVING IT!! by Danny Moss

I Was walking down the street one day
when a stranger I chanced to meet.
His Head was low, his stride was slow,
and he was looking at his feet.

Now, I don't believe in bothering someone
when I know not who they are,
But, this man looked like he needed a friend
and he may have walked very far.

I said, "Good Morning! It's a beautiful day,
a wonderful morning for a walk."
He just looked at me with saddened eyes,
but, I could tell he needed to talk.

"So tell me friend, what's bothering you,
on this bright and beautiful day?
I'd like to help you if I could?"...
Then, he looked, and began to say:

"How can you talk of a beautiful day?
You don't know what's going on.
The sun may be shining, the birds may be singing,
but, it's not a happy song!"

"For you see, my car broke down, I got fired,
and my dog, he ran away.
My wife says she loves another man,
and I've got no place to stay."

"To top it all off, there are nuclear bombs
pointed in our direction.
Nobody knows when they may arrive
based on some MADMAN'S predilection."

"So tell me again how nice it is
walking down this street.
The beauty around us is only illusion,
and with these things it can't compete."

My first reaction -- HMMM -- this man's got a point.
What could I possibly say?
Then I remembered my "OPTIMIST" training
and I responded in this way:

"Dear sir, I know it seems pretty dim
the things that have happened to you.
But, rest assured you're not alone,
OPTIMISM will pull you through."

"There's a group of people that go through life
trying to make the world a better place.
They build communities, they work with kids,
and they do it with a smile on their face."

"Oh, they have their problems, they have bad luck,
their spouses leave them, too!
BUT, it's how they handle it in their minds
that makes them different from you."

"They know that when things happen
which seem beyond their control,
Something better will take it's place
and once again make them whole."

"How do they do this, you might ask,
and keep their spirits strong?
There is something called "THE OPTIMIST CREED"
that they say when things go wrong."

"The creed is not just so many words
To say when you're in a group,
The words are meant to enhance your life,
BUT, you have to "live" them, too."

I can teach you this CREED that you may say
When your life seems amiss,
But, when you say it, you must mean it
And it goes just like this:"

THE OPTIMIST CREED **

PROMISE YOURSELF;

To be so strong that nothing can disturb your peace of mind.
To talk health, happiness and prosperity to every person you meet.
To make all your friends feel that there is something in them.
To look at the sunny side of everything and make your optimism come true.
To think only of the best, to work only for the best and to expect only the best.
To be just as enthusiastic about the success of others as you are about your own.
To forget the mistakes of the past and press on to the greater achievements of the future.
To wear a cheerful countenance at all times and give every living creature you meet a smile.
To give so much time to the improvement of yourself that you have no time to criticize others.
To be too large for worry, too noble for anger, too strong for fear, and too happy to permit the presence of trouble.

** (WRITTEN BY REV. CHRISTIAN D. LARSON (1874 - 1962) AND ADOPTED AS THE OPTIMIST CREED IN 1922 AT THE 4TH ANNUAL CONVENTION OF OPTIMISTS.)

OPTIMIST
INTERNATIONAL

The Value of One Member
Author Unknown

10 little members standing in a line,
One disliked the officers and then there were 9;

9 little members planned to work quite late,
One forgot his promise and then there were 8;

8 little members with good deeds of heaven,
One lost her enthusiasm, and then there were 7;

7 little regular members got into a fix,
they quarreled over a program and then there were 6;

6 little members were very much alive,
One moved away and then there were 5;

5 little members wishing there were more
One became indifferent and then there were 4;

4 little members cheerful as could be
One complained of too many meetings,
And then there were 3;

3 eager members knew what to do,
One joined a bridge club, and then there were 2;

2 faithful members, our rhyme is nearly done,
One just got discouraged, and then there was 1;

One lone member won their neighbor true
Brought her to a meeting and then there were 2;

That doubled their number and then there were 4;

4 sincere members worked and couldn't wait,
Till each had won another, and then there were 8;

8 enthusiastic members worked hard and recruited more,
And in just 6 more versus their club enrollment was over 500 and 12 more!

Words to live by: "I am only one, but I am One; I cannot do everything, but I can do Something: and what I Can do and Should do... "I Promise Myself," I Will Do!"

OPTIMIST
INTERNATIONAL

Tenant 5 of The Optimist Creed

by

Dan Moss
Michigan District

5: To think only the best, to work only for the best and to expect only the best.

When we wake up each morning, we have a choice. Am I going to get out of bed on the right side...OR the wrong side? Am I going to walk down the hallway to the kitchen for a cup of coffee or tea thinking about my aches and pains or am I going to dance down the hallway. Am I going to leave the house with a frown on my face or am I going to grab the door now and say (out loud of course), "Look out world, here I come"!

The thoughts going on in our heads are what is reflected in our behavior, how we interact with others, whether on the road, in a store, or at home with our families.

How we interact with others can make their day bright or dim the light in their day.

Often times when walking through a store or business people keep their heads down, eyes diverted or in today's world...eyes on a cell phone, communicating with someone at a different location. Next time you are in this environment, look up, SMILE, say "hello". These small gestures will brighten the person you took the time to greet. It's sort of like "paying it forward" because if you can help put a smile on someone's face, imagine them helping put a smile on the next person's face.

Approach every moment of every day as an opportunity to have some fun, to learn something new and to support someone else.

When we think only the best and expect only the best from ourselves, and others, together we can move mountains.

As Optimists, we deliver our best effort in so many ways. We encourage others to support the children in our communities by growing membership and clubs. For every member we recruit or retain, we know we will be positively impacting about 37 children.

So, think only the best, work only for the best and expect only the best.

Energizer and Icebreaker Guidelines

- Be prepared.
- Be enthusiastic!
- Make directions clear.
- Provide guidelines.
- Provide time for refection.

Have fun! Good luck and stay energized!

TEN TIPS FOR PUBLIC SPEAKERS

"Be sincere
Be brief
Be seated"
-Theodore Roosevelt"

1. Always speak on a subject you believe in and know about.
2. Speak with enthusiasm or don't speak at all.
3. Unless an audience knows you extremely well they will judge you more by how you say things than by what you say.
4. There are few, if any natural born orators. Most good speakers become good speakers through hard work, practice, and determination.
5. A good speech is always a well-prepared speech but a well-prepared speech is not always a good one.
6. There is no substitute for practice in public speaking.
7. Good facilities in terms of acoustics, lighting, equipment, seating arrangements and social atmosphere are important to the success of your speech.
8. Dress appropriately.
9. Obtain a good reference on public speaking and use it.
10. Perhaps most important-PSYCHE yourself up so that you can do the job! If you are mentally prepared, emotionally prepared and physically prepared there is no way you can fail.

5 Cool Ideas for Effective Speaking

1. **Smiling is a universal language.** A smile goes a long way.

2. **When you speak more slowly, you seem more thoughtful.** Slow your pace when speaking, it will make your talk more deliberate and the message more important.

3. **Get comfortable being uncomfortable.** You may have to prepare for hours giving a 30 minute talk.

4. **Simple is good.** One photo, one idea per two minute slide.

5. **Think big.** People want to hear your message. As long as you present original content in a clever way, people will listen.

Help your Members Demonstrate Respect

Recognize the inherent worth of all human beings.

Eliminate derogatory words and phrases from your vocabulary.

Speak with people – not at them … or about them.

Practice empathy. Walk awhile in others' shoes.

Earn the respect of your co-workers through your behaviors.

Consider others' feelings without speaking and acting.

We are Responsible for Children

We are responsible for children: who put chocolate fingers everywhere, who like to be tickled, who stomp in puddles and ruin their new pants, who sneak popsicles before supper, who erase holes in their math books, who can never find their shoes.

But, we are also responsible for those: who stare at photographs from behind broken windows, who can't bound the street in a new pair of sneakers, who never count potatoes, who were born in places where we wouldn't be caught dead, who never go to the circus, who live in an x-rated world.

We are responsible for children: who bring us sticky kisses and fistfuls of dandelions, who sleep with the dog and bury the goldfish, who hug us in a hurry and forget their lunch money, who cover themselves with band-aids and sing off key, who squeeze toothpaste all over the sink, who slurp their soup.

But, we are responsible for those: who never get dessert, who have no safe blanket to drag behind them, who watch their parents watch them suffer, who can't find any bread to steal, who don't have any rooms to clean up, whose pictures aren't on anyone's dresser, whose monsters are real.

We are responsible for children: who spend all of their allowance before Tuesday, who throw tantrums in the grocery store and pick at their food, who like ghost stories, who shove dirty clothes under the bed and never rinse the tub, who get visits from the tooth fairy, who don't like to be kissed in front of the car pool, who squirm in church and scream into the phone, whose tears we sometimes laugh at, and whose smiles can make us cry.

And we are responsible for those: whose nightmares come in the daytime, who will eat anything, who have never seen a dentist, who aren't spoiled by anybody, who go to bed hungry and cry themselves to sleep, who live and move, but have no being.

We are responsible for children: who want to be carried for, and for those that must, for those we never give up on and for those who don't get a second chance, for those we smother and for those who will grab the hand of anyone kind enough to offer it.

Written by Ina Hughes, displayed on a poster in a St. Louis High School