



# DMM Annual Club Planning Guide

The Lt. Governor should provide guidance and assist the Club President in completing this "road-map to success" guide by Nov. 15 and distribute it to those listed in the box below.

The Club President should refer to this Guide throughout the year in order to complete their goals.

Photocopy and distribute to those listed below.

# Dakotas Manitoba Minnesota # \_\_\_\_\_  
 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 CLUB LEADERS TO IMPROVE UPON THE ADMINISTRATION AND SERVICES OF THE CLUB**

Number of members \_\_\_\_\_ Club incorporation # \_\_\_\_\_ Frequency of Club bulletin \_\_\_\_\_

Day/time/place of meetings \_\_\_\_\_ When were Club policies and Bylaws last updated? \_\_\_\_\_

Annual Dues \_\_\_\_\_ New Member Initiation Fee \_\_\_\_\_ US Clubs -Who is responsible for IRS form 990 to be filed by Feb 15? \_\_\_\_\_

Has budget been approved? Yes  No

Club Chair Names \_\_\_\_\_ Fellowship \_\_\_\_\_

Community Service \_\_\_\_\_ Finance \_\_\_\_\_

Director of Professional Development \_\_\_\_\_ OI Foundation Rep (CFR) \_\_\_\_\_

Youth Activities \_\_\_\_\_ Programs \_\_\_\_\_

Publicity \_\_\_\_\_ Membership Growth \_\_\_\_\_

New Club \_\_\_\_\_ Other \_\_\_\_\_

Does the Club participate in the Personal Growth and Involvement Program?  No

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

Net gain in membership \_\_\_\_\_

Sponsorship of new Club(s) Yes  No

Achieve Honor Club Yes  No

Achieve Distinguished Club Yes  No

Sponsorship of Jr. Optimist Club Yes  No

Do you plan to present some of the ['Skills Development Modules'](#) at Club Meetings? Yes  No  (Refer to DMM Reference Guide or the OI Web Site)

Will the Club be represented at District meetings? Yes  No

Does Club provide financial assistance for District meetings? Yes  No

How many community/youth-serving projects are planned for the year? \_\_\_\_\_

How many fund-raising projects are planned for the year? \_\_\_\_\_

What are your major projects (or fundraisers)? \_\_\_\_\_

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

Does your Club plan to contribute to the Optimist International Foundation? Yes  No

Additional comments:

Submitted by: \_\_\_\_\_

Title \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Submit completed form [here](#)

**Distribution - by Nov 15**  
 District Secretary - Treasurer  
 Governor  
 Lieutenant Governor  
 Club File