



November

		1	2	3 Send a reminder of upcoming dates and activities	4	5
6 Daylight Savings Time Ends 	7	8	9	10	11 Veteran's Day (U.S.)	12
13	14	15 Remind JOOI Club and Sponsoring Club of Souper Bowl of Caring	16	17	18	19
20 International Children's Day	21	22	23	24 Thanksgiving (US) 	25	26
27	28	29	30			

Notes:

- *The Torch will be sent to JOOI Club Advisors
- *Plan service project for December
- *Send Ol pictures and articles of your club Projects
- *Review the PGI Program and other awards and introduce to the JOOI Club

Club Officers: A Guide to Preside In Style

Congratulations on your election as a Club officer! You should be eager to begin a terrific year as a leader in your Club. By showing good judgment and possessing an enthusiastic, caring spirit, you can make a positive impact on your Club and community.

Being a Club officer is an exciting and prestigious position, but along with the title comes special responsibilities and duties. This section has been prepared to help you fulfill those responsibilities your Club has entrusted you to carry out. By familiarizing yourself with this section and keeping it with you, you will be able to effectively lead the Members of your Club.

"People look at you and me to see what they are supposed to be. And, if we don't disappoint them, maybe, they won't disappoint us."

Walt Disney



Leadership: What It Is, How to Get It and What to Do With It

“Leadership is the ability to put the right people in the right jobs and then sit on the sidelines and be a rousing good cheerleader.”

Anonymous

The success of any organization depends upon the leadership and guidance given by elected officers. But, leadership means more than just sitting at the head of a table at meetings. It means motivating Members to accomplish Club goals, establishing open and honest communication, and sharing your enthusiasm and excitement with other Members. Lastly, leadership means accepting responsibility for the decisions you must make on behalf of the Club.

Sometimes it's difficult to know exactly what leadership is and how to use it; but, there are certain universal qualities that identify good leaders. If you want to be a respected leader in your Club, develop and learn to use the following qualities:

- Enthusiasm - A “can-do” attitude can make an enormous difference!
- Sensitivity - Sensitivity to the concerns and feelings of others is essential to the success of any leader. You can't succeed without the troops!
- Decisiveness - Make informed decisions, and try not to wait until the last minute to make them. Procrastination is a definite no-no.
- Communication - Use your gift of gab! Club officers need to communicate important information to their Clubs.
- Listening - This is the twin sister of communication. An effective leader knows that Club Members have great ideas, too. Listen to those ideas!
- Delegation - There's enough work and glory to go around. Why not share both?
- Innovation - Free the artist in you! Be creative, welcome change and look for new, imaginative projects and activities.
- Cooperation - Just like delegation, cooperation can contribute to the well-being of a Club. Leaders often learn that

cooperating with Members works much better than commanding them.

- Integrity - Stick to your code of values. Members will respect you for your honesty and dependability.
- Sense of Humor - If you can laugh and not take yourself too seriously, you will succeed!

The Official, Set-in-Stone, Duties of Club Officers

The President

Executive Responsibilities

- Presides at all Club meetings
- Suggests and organizes Club activities
- Represents the Club at Optimist or JOOI functions
- Attends the JOOI District conference which is held once a year
- Appoints and supervises committee Members
- Helps to publish a Club newsletter
- Votes in the case of a tie

The Secretary/Treasurer

Executive Responsibilities

- Maintains all financial records
- Collects dues from Club Members
- Keeps the minutes of all Club meetings
- Distributes copies of the minutes to all Club Members
- Handles all Club correspondence
- Sends meeting reminders to all Club Members

While the President and Secretary/Treasurer are important positions, your Club may want to elect or appoint other officers who could share some of the responsibilities suggested. Some suggestions are:

- Vice President
- Public Relations Officer
- Club Historian
- Fundraising Chairperson
- Activities Chairperson

Close-up on Club Committees

"All, from the greatest to the humblest, must work together in harmony and devotion. We can make no advances with only solo work. Unless the soloists and the Members of the chorus are ready to work together in harmony, there can be no symphony."

Jackson Wilcox

Committees!! Banish the thought! Why have committees when Club officers have been elected?! Aren't they supposed to do all the work?! Actually, the answer is NO. Club officers are elected to preside at meetings, plan, and direct the Club along the path to success. While they must do their share of work, Club Members too must donate a little elbow grease to Club activities. That's why committees are sometimes useful in organizing activities and programs that are time consuming and long-term.

On the other hand, a Club does not want to establish a committee if there is no specific goal or agenda for the committee to fulfill. How do you know your Club needs to establish a committee? Easy, just answer the following questions. If you answer "yes" to a majority of the questions, it's probably wise to consider appointing a committee.

- Is there a special project/activity that requires the efforts of several Club Members?
- Is there a long-term project that will require extra special preparation and attention?
- Is there an issue before the Club that will take some research and debate?
- Are the officers overwhelmed with projects?
- Are some projects/activities receiving less attention than they deserve by the Club?
- Does the Club want to divide, as much as possible, responsibilities among all Club Members?

You may now realize that your Club needs a committee. Only one problem remains, how to form the committee? An officer can take two approaches to that problem. First, the President can appoint Members to serve on the committee. The President should also appoint a

Chair to preside at all committee meetings.

The second approach is to ask for volunteers to serve on the committee. In either case, officers should make sure that all Members who serve on the committee are sincerely interested in doing so and will perform the required amount of work. If you have committee Members who are dedicated to the goals of the committee, your committee should be an asset to the overall success of your Club!

The Making of the Minutes

"Getting something done is an accomplishment; getting something done right is an achievement."

Anonymous

Probably one of the most important duties of the Secretary/Treasurer is writing the minutes of each meeting. Because minutes are more than just notes for members who missed the meeting. They are reminders of previously discussed business, a chronicle of important Club decisions and eventually, a written history of the Club.

That is why it is so important the minutes be taken with care and accuracy. "But," many Secretary/Treasurers will ask, "how do you know what should be written in the minutes and what shouldn't?" The most obvious answer is to record any action, vote or decision the Club takes. Beyond that, here are a few suggestions that will help you keep excellent minutes:

- Date of the meeting
- Time meeting was officially called to order
- Presiding officer
- Who delivered the invocation
- Who let the Pledge of Allegiance or Toast to the Countries
- Members, non-members and guests who are in attendance
- Minutes were approved with/ without corrections or additions
- Treasurer's report was read and approved
- Announcements and Committee reports
- Old Business (what was discussed, what action was taken)
- New Business (which new items were discussed, what action was taken)

- Any other activities or discussions
- Time of adjournment

What Are All These Forms For? AAAH!

"The secret of success is to do the common things uncommonly well."

John D. Rockefeller Jr.

Did we forget to mention that one of the duties of officers is paperwork? Well, don't resign yet. Filling out forms and meeting deadlines will be as easy as pie if you abide by the following guide. Remember all forms must be submitted to the JOOI Clubs Department at: Optimist International, 4494 Lindell Blvd., St. Louis, MO 63108 or fax (314) 735-4118.

Forms Made Easy

- **Officer Information Sheet/Election Report**
Due by September 30 for Distinguished Club Award or immediately after the election of new officers for the following year (remember to include the names and address of the Chair and advisor).
- **Membership Roster**
Complete and send in by October 1.
- **Awards Applications**
Consult the JOOI Awards chapter for deadlines.
- **New Chairperson or Advisor Name and Address**
Although there is no form for this information, you are asked to report any changes in the Chair or advisor position to the JOOI Clubs Department. This will help the department provide your Club, Chair and advisor with accurate and timely information.

Not very difficult is it? Keep in mind that you are the direct communications link between your Club and all JOOI Members – so even though filling out forms is a breeze, it's very important!

Club Calendar

One way to help your Club be successful is to plan in advance. As Club Officers, you may

want to develop a Club calendar for the year. Include planning for projects and events as well as when they will happen. Important deadlines and Club Members birthdays should also be a part of the calendar.

How to Get the Most Out of Meetings

"It takes two to speak the truth - one to speak and another to hear."

Henry David Thoreau

Club meetings are the backbone of any Club. Good Club meetings can mean the difference between achieving your Club's goals or failing to reach those goals. As an officer, you will play a vital role at Club meetings. Whether you are the President and must preside at meetings or you are the Secretary/Treasurer and must take minutes, the success and productivity of Club meetings will depend on you. So, here are a few tips to help you make the most of your meetings:

1. The purpose is to share ideas.

- Make clear statements of your own thinking.
- Listen to what others say. This does not mean that you indiscriminately accept everything that someone says, but do listen to what others have to say, so that you can respond appropriately.

2. Keep the discussion moving.

- Keep the clock in mind. It is important to stay on the subject so that you end the meeting with concrete ideas and suggestions as to what to do next.

3. Ask for input from everyone.

- Participate, talk and listen.
- Every Member represents a different point of view.

The one person who doesn't participate may have the best idea, but no one will ever know if this person is left out.

4. **Work on a cooperative rather than competitive basis.**
 - Working together fosters a team spirit and makes everyone feel like they have contributed.
5. **Remember that this is a time for sharing concerns and ideas.**
 - Make a list of the concerns and ideas of Members. Try to focus your sharing of concerns so that you identify a) what the problem is, and b) how you would like to handle it.
 - Make a list of ideas. Share those ideas with people who can help get your message across. Decide how to implement those ideas and then take action.

Agenda for All Meetings

"In all things, success depends upon previous preparation, and without such preparation, there is sure to be failure."

Confucius

1. **Call to order** – Meeting called to order by the President or Presiding Officer
2. **Invocation**
3. **Pledge of Allegiance or Toast to the Countries** – led by different Members at each meeting.
4. **Roll Call** – Made by the Secretary with each Member responding verbally
5. **Reading of Minutes** – Secretary reads the minutes of the previous meeting
6. **Approval of Minutes** – Corrections or additions may be made by Members and then approval must be voted on.
7. **Treasurer's Report** – Treasurer informs members of any revenues or expenses and announces the Club's treasury balance
8. **Announcements & Reports** – Committee reports, etc...
9. **Old Business** – Members may discuss issues or items which were discussed at previous meetings

10. **New Business** – Members may discuss new issues, items or activities which have not been discussed at previous meetings
11. **Comments** – Comments by President, reminders, etc...
12. **Adjournment**

Where to Get Help

Don't let all of these duties and responsibilities scare you! There are plenty of people who are more than willing to help you. If you have any questions, you can contact:

- Sponsoring Optimist Club
- District JOOI Clubs Chairperson
- JOOI Clubs Committee Members
- JOOI Board of Directors
- JOOI Clubs Staff

For the names, addresses and phone numbers for any of these sources, please contact the JOOI Clubs Department at (800) 500-8130 or write to: Optimist International, JOOI Clubs Department, 4494 Lindell Blvd., St. Louis, MO 63108; e-mail youthclubs@optimist.org, or fax (314) 735-4118.



Personal Growth & Involvement JOOI Recognition System

The following is a proposed Personal Growth & Involvement (PGI) program for JOOI Members. It is designed to motivate JOOI Members to participate within their Clubs and learn about the various aspects of JOOI. There are three PGI levels at each stage of JOOI involvement. The JOOI Member will document completion of each PGI level with his/her advisor.

ALPHA CLUB BRONZE LEVEL

1. Attend at least 50% of the meetings
2. Bring a friend to a meeting
3. Participate in at least one Club project or activity

SILVER LEVEL

1. Attend at least 65% of the meetings
2. Bring two more friends to a meeting
3. Participate in two more Club projects or activities

GOLD LEVEL

1. Attend at least 80% of the meetings
2. Have a friend join the Club
3. Participate in two more Club projects or activities (one must be "JOOI of Reading," Souper Bowl of Caring or a CCC project)
4. Participate in a project or activity with your Sponsoring Optimist Club
5. Join a Jr. Optimist Club or renew membership with Alpha Club

JUNIOR OPTIMIST CLUB

BRONZE LEVEL

1. Attend at least 50% of the meetings
2. Bring a guest to a Club meeting
3. Participate in two Club projects or activities

SILVER LEVEL

1. Attend at least 65% of the meetings
2. Bring one friend who joins the Club
3. Participate in two more Club projects or activities (one must be "JOOI of Reading," Souper Bowl of Caring or a CCC project)

4. Participate in a project or activity with another JOOI Club or your Sponsoring Optimist Club

GOLD LEVEL

1. Attend at least 80% of the meetings
2. Bring a second friend who joins
3. Participate in two more Club projects or activities
4. Run for Club Office or Board position
5. Attend a District JOOI or adult Optimist event
6. Join an Octagon Club or renew membership with Jr. Optimist Club
7. Organize a Club project or activity

OCTAGON CLUB

BRONZE LEVEL

1. Attend at least 50% of the meetings or Club activities
2. Bring a guest to a meeting
3. Participate in two Club projects or activities

SILVER LEVEL

1. Attend at least 65% of the meetings or Club activities
2. Bring one guest who joins
3. Participate in two more Club projects or activities (one must be "JOOI of Reading," Souper Bowl of Caring or a CCC project)
4. Attend an adult Optimist event
5. Organize a Club project or activity

GOLD LEVEL

1. Attend at least 80% of the meetings or Club activities
2. Bring a second guest who joins the Club
3. Participate in two more Club projects or activities (one must be "JOOI of Reading," Souper Bowl of Caring or a CCC project)
4. Serve as a Club Officer or Board Member
5. Participate in a JOOI presentation
6. Organize a Club project or activity
7. Attend a JOOI District or JOOI International Convention

ALPHA

Personal Growth & Involvement Tracking Form

Name: _____ Level Achieved: _____

JOOI Club name and number: _____

Sponsoring Club name and number: _____

Advisor: _____ Advisor: _____
Print Name Signature

Advisors must initial the following requirements upon completion as well as provide a signature:

ALPHA CLUB

BRONZE LEVEL

- _____ Attend at least 50% of the meetings
- _____ Bring a friend to a meeting
- _____ Participate in at least one Club project or activity

SILVER LEVEL

- _____ Attend at least 65% of the meetings
- _____ Bring two more friends to a meeting
- _____ Participate in two more Club projects or activities

GOLD LEVEL

- _____ Attend at least 80% of the meetings
- _____ Have a friend join the Club
- _____ Participate in two more Club projects or activities (one must be "JOOI of Reading," Souper Bowl of Caring or a CCC project)
- _____ Participate in a project or activity with your Sponsoring Optimist Club
- _____ Join a Jr. Optimist Club or renew membership with Alpha Club

Bronze, Silver and Gold level winners will receive a certificate from Optimist International headquarters. The Gold level recipients who are in attendance will be recognized at the JOOI Convention and will receive a pin. All winners will be named in *The Torch*. Clubs and/or Districts may opt to award something different if they so choose.

Please submit this PGI Tracking Form directly to the JOOI Department:
 Optimist International
 JOOI Department
 4494 Lindell Blvd.
 St. Louis, MO 63108
 Ph: (800) 500-8130
 Fax: (314) 735-4118

JUNIOR OPTIMIST Personal Growth & Involvement Tracking Form

Name: _____ Level Achieved: _____

JOOI Club name and number: _____

Sponsoring Club name and number: _____

Advisor: _____ Advisor: _____
Print Name Signature

Advisors must initial the following requirements upon completion as well as provide a signature:

JUNIOR OPTIMIST CLUB

BRONZE LEVEL

- _____ Attend at least 50% of the meetings
- _____ Bring a guest to a Club meeting
- _____ Participate in two Club projects or activities

SILVER LEVEL

- _____ Attend at least 65% of the meetings
- _____ Bring one friend who joins the Club
- _____ Participate in two more Club projects or activities (one must be "JOOI of Reading," Souper Bowl of Caring or a CCC project)
- _____ Participate in a project or activity with an another JOOI Club or your Sponsoring Optimist Club

GOLD LEVEL

- _____ Attend at least 80% of the meetings
- _____ Bring a second friend who joins
- _____ Participate in two more Club projects or activities
- _____ Run for Club Office or Board position
- _____ Attend a District JOOI or adult Optimist event
- _____ Join an Octagon Club or renew membership with Jr. Optimist Club
- _____ Organize a Club project or activity

Bronze, Silver and Gold level winners will receive a certificate from Optimist International headquarters. The Gold level recipients who are in attendance will be recognized at the JOOI Convention and will receive a pin. All winners will be named in *The Torch*. Clubs and/or Districts may opt to award something different if they so choose.

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 JOOI Department
 4494 Lindell Blvd.
 St. Louis, MO 63108
 Ph: (800) 500-8130
 Fax: (314) 735-4118

OCTAGON Personal Growth & Involvement Tracking Form

Name: _____ Level Achieved: _____

JOOI Club name and number: _____

Sponsoring Club name and number: _____

Advisor: _____ Advisor: _____
Print Name Signature

Advisors must initial the following requirements upon completion as well as provide a signature:

OCTAGON CLUB

BRONZE LEVEL

_____ Attend at least 50% of the meetings or Club activities

_____ Bring a guest to a meeting

_____ Participate in two Club projects or activities

SILVER LEVEL

_____ Attend at least 65% of the meetings or Club activities

_____ Bring one guest who joins

_____ Participate in two more Club projects or activities (one must be "JOOI of Reading," Souper Bowl of Caring or a CCC project)

_____ Attend an adult Optimist event

_____ Organize a Club project or activity

GOLD LEVEL

_____ Attend at least 80% of the meetings or Club activities

_____ Bring a second guest who joins the Club

_____ Participate in two more Club projects or activities (one must be "JOOI of Reading," Souper Bowl of Caring or a CCC project)

_____ Serve as a Club Officer or Board Member

_____ Participate in a JOOI presentation

_____ Organize a Club project or activity

_____ Attend a JOOI District or JOOI International Convention

Bronze, Silver and Gold level winners will receive a certificate from Optimist International headquarters. The Gold level recipients who are in attendance will be recognized at the JOOI Convention and will receive a pin. All winners will be named in *The Torch*. Clubs and/or Districts may opt to award something different if they so choose.

Please submit this PGI Tracking Form directly to the JOOI Department:

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 St. Louis, MO 63108
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JOOI Club Awards

Club Project Awards

Every year, the Club Project Awards offer JOOI Clubs the chance to enter their best projects for judging and international recognition in three different categories. All Alpha, Junior Optimist and Octagon Clubs in good standing are eligible. Winners are featured in *The Torch*, and the projects are listed on the Optimist/JOOI Web site. Remember to include lots of photos of your Members in action!

The official categories are:

Service Projects

Fundraising Projects

Club Building Projects

Only one project in each category per Club is eligible to place as an international winner in each category. The Alpha Club and Junior Optimist Club entries will be judged separately from the Octagon Club entries unless fewer than 30 books are submitted. In addition, the judges reserve the right to combine categories with a small number of entries. The decisions of the judges are final.

Prize:

First Place Winners - \$50, Official JOOI Certificate and Banner Patch

Second Place Winners – Official JOOI Certificate and Banner Patch

Club Project Awards must be received by the JOOI Clubs Department at the International Office no later than Sept. 30. Mail to:

Optimist International
JOOI Clubs Department
4494 Lindell Boulevard
St. Louis MO 63108



Service Projects that Work

Octathon Little Olympics

In an effort to provide local elementary school students with a day of fun, competition and camaraderie, the Meeker, Oklahoma Octagon Club put together the Octathon Little Olympics. Ensuring that no child was left behind, the Club opened the competition to every local elementary school student.

Letters were sent to each student a week before the event. Posters were hung in local schools and the newspaper ran an informative article describing the activity. The Club purchased soda and candy bars to serve as refreshments.

On the day of the event, the students participated in eight events at the elementary school playground. The events were: obstacle course, tennis ball throw, water carry, basketball, knock your socks off, 50-yard dash, wheel barrel race and jump rope.

After each grade completed an event, first, second and third place ribbons were presented. At the conclusion of the day, eight overall winners were presented awards. Every student received participation ribbons.

Results: Students received a full day of fun and exercise, which is good for the body and soul. The elementary students also had an opportunity to interact with older local students, giving them role models in the community and encouragement to stay in school.

Club Members also benefited from the event. Members got the chance to experience hands-on service with younger peers. The Club also got excellent publicity in the local school system as well as in the community newspaper, which covered the event.

Variety Shows and Ice Cream Socials for Senior Citizens

Upon realizing that many senior citizens at retirement homes do not receive many visitors, the Woodside, California Octagon Club decided to organize an ice cream social and variety show for residents.

After a chilly spring, the weather had just begun to show signs of summer. Club Members felt it was the perfect time to refresh their senior neighbors with some ice cream. Octagon Members also wished to entertain by orchestrating a show with singing, dancing and music.

The Club publicized the event by placing fliers and reminders around school and at the retirement center. Organizers also met with the center's activity coordinator to help advertise. A short article was printed in the local newspaper and reminders appeared on the Club website.

Results: The show entertained senior citizens who are often bored in the retirement home. The program helped improve the relationship between generations, while giving the community's older generation some faith that the future is in good hands.

Club Members felt the project was beneficial for them as well. Working directly with Members of the Club and the community solidified their interest in JOOI.

If your JOOI Club just can't seem to think of a project, help them brainstorm. Explore the following ideas:

Local Parks and Playgrounds

- Do they have plenty of safe, fun equipment?
- Are they clean and supplied with trash cans?
- Are there enough picnic benches?
- Is there plenty of shade?

Literacy

- Are there younger youth in your school/community who need help mentoring?
- Is there a local library that could use donated books?

Check out your school

- Are there enough bike racks?
- Are crosswalks safe and marked appropriately?
- Is the library well-stocked?
- Does the school have an adequate number of computers?

- Are there Clubs or sports teams needing new equipment or uniforms?

Senior Citizens

- Do seniors have transportation to run errands?
- Does the local nursing home get decorated for holidays?
- Do seniors receive visits from any groups? Chatting and playing games are important activities!

Homeless

- Is there a facility for homeless people to get food and shelter?
- Do food pantries and shelters have enough supplies and volunteers to distribute them?

Town Safety

- Are there enough streetlights to allow people to walk comfortably after dark?
- Does your neighborhood have a watch program and police patrol?
- Are there safe places for kids to play off the streets?

Community Improvement

- Are there trees or flowers along city streets?
- Are nearby beaches, streams, lakes and rivers clean?
- Are buildings and underpasses graffiti free?
- Is the trash picked up along highways, sidewalks and public places?

Good luck with your project. If you have any questions, feel free to call the JOOI Clubs staff at (800) 500-8130, e-mail youthclubs@optimist.org; mail, 4494 Lindell Blvd., St. Louis, MO 63108, or fax (314) 735-4118.

