



New Club Building Handbook

Special Note To New Club Builders

In our many years of building new Clubs one thing is **sure**— ***There Is More Than One Way To Build A Club.*** This handbook will present some of those ways. You may know of or find a way which fits your needs better. By all means, try it!

The bottom line is **you must get started.** The reason most Clubs fail is because they do not begin the project and open the New Club kit.

This handbook will encourage you to use a group of **local people to build your Club.** It has been found that when you use local people you will build a stronger, healthier Club in a shorter period of time.

We have also shown some examples of **target markets**, such as *Close Communities and Young Professional Clubs.* Try these ideas if they fit your situation. A new Club project is not easy, but any individual or Club can be successful if you try and follow a set plan.

All of this material can be found at
www.optimist.org/newclub



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Table of Contents

New Club Philosophy	2
Foreword	3
Step by Step Process	4
Building The Club: Go To Work	4
Foundations	5
The Organization Meeting Process:	6
The New Club Follow-Up Program: A Must	6
Not for Profit Classifications Status	7
How to Expedite Organization	8
Topical Hints Index	9
Planning The New Club	10
Building The Club Roster	12
Organization Meeting	14
Follow-Up Program	17
Reference Material Index	20

You don't buy a newspaper, you buy news.

You don't buy life insurance, you buy security.

You don't buy glasses, you buy vision.

You don't buy awnings you buy shade.

You don't buy membership in an organization, you buy cooperation of people with whom you can join hands to do things you cannot do alone.

New Club Philosophy

Optimist International— Adopted December 1996

The Board of Directors of Optimist International has adopted an official: “New Club Philosophy” and directed that every effort be made to share it with Optimists everywhere, especially those interested in the New Club program. Optimist leaders are encouraged to share this philosophy at New Club workshops and wherever it is deemed appropriate. This philosophy is as follows:

The primary goal of Optimist International in the area of growth is to build and develop Clubs that contribute to the betterment of their communities and play a major role in the development of our youth.

Clubs should be built to attain maximum strength for the Club as well as Optimist International. Strong, viable Clubs are of paramount importance to Optimists everywhere.

A well-built and properly structured Club, with complementing leadership, will give strength to new Members and seasoned Optimists alike. The ultimate goal is a Club composed of Members proud to share their time, talents and experiences.

Sponsors across the organization are encouraged to approach their goal expeditiously and with great enthusiasm. As a builder seeks his or her objective, it should be done with a positive attitude, always keeping in mind that new Clubs are built today to last.

Prospective charter Members must be given an opportunity to really understand the full benefits of affiliation. New Clubs should be officially organized only after the candidates for charter membership have a thorough familiarization with the objectives of the organization as well as the real purpose of their Club.

Every Club built should and must become an active, contributing force in this organization, and in its community. Each should be comprised of dedicated Members who yearn for an opportunity to grow in and with Optimism, and in meaningful service to youth and community.



Foreword

Congratulations New Club builder! You are about to embark upon perhaps the greatest service project possible: The building of a new Optimist Club! There are three statements that best describe this undertaking: It takes the greatest commitment; it offers the greatest challenge; and it returns the greatest reward. You will also enjoy a great feeling of accomplishment by helping another community reap the rewards of an Optimist Club. In addition, you will make great life long friendships and, as a caveat, you will experience tremendous personal and professional growth.

Suppose you build a Club that lasts years or even centuries. You will affect the lives of many generations, most of whom are not born yet. There is great truth to the saying that, "By helping others achieve what they want out of life, you can get anything out of life that you want."

Whatever your primary reason might be, you can rest assured that your post NCG life will never be the same.

You may have asked yourself several questions: What does it really take to build an Optimist Club? The answers are simple: it takes a firm determination (a commitment), a positive mental attitude and know how. The commitment is up to you. If you really want to build the Club you will make the commitment, and the positive mental attitude will come with the territory. The "know how" you can learn once you study this book. It contains everything you ever wanted to know about building a new Club. (These are models that demonstrate all of the effective new methods for building strong Clubs, both close to home and in distant locations)

There are four basic components to a NCG program.

1. **Commitment/Getting Started:** Making a commitment and planning the project.
2. **Roster Building/Developing Structure of Club:** Building the Club roster and developing a Club organization.
3. **Charter Organizational Meeting:** The official Organizational Meeting.
4. **Follow Up Support:** Completing the "New Club Follow-Up Program."

This handbook contains successful guidelines on the first three components. A new Club project is not officially finished until the follow-up has been successfully completed. New Club Follow-up and Follow-through programs are under the Member Services Department. This department is ready, willing and able to help you succeed in this important aspect.

Study and apply all guidelines and your sponsorship will be completed within a reasonable period of time and with a minimum of complication.

Leave nothing to chance!

In the reference material section there are plenty of graphics, forms, sample letters and invitations that were used in real new Club efforts. All materials can be downloaded from www.optimist.org/newclub. Use them. Make sure that you plan well, pay close attention to the details and most of all keep the momentum high!

Building The Club: Go To Work!

The key to success: Begin immediately!

1. Develop a Core Group as soon as possible. They should be:
 - A. Well known in the community.
 - B. Community or business leaders.
 - C. Persons with good reputations, respected by everyone.
 - D. Aggressive, interested and willing to help build an Optimist Club.
2. Schedule a meeting with these five or six people (core group).
 - A. Have 15 minutes of discussion on reasons for an Optimist Club in their community.
 - B. Ask them to list benefits they see for a Club.
 - C. Ask them if there is a need for a Club.
 - D. When they have determined benefits and need for a Club explain the next step of conducting informational meetings.
 - E. Have them schedule the day, time and place for the first Informational meeting. Once the day and time are chosen, do not change. The next meeting should be within ten days.
3. Meeting Place. Select a good meeting place, a private room that can accommodate 35-40 people.
 - A. Meetings should last one hour at the most.
 - B. Alcoholic beverages should not be served during meetings.
4. Publicize First Informational Meeting.
 - A. Use sample letter in Reference Material section in this NCG handbook online.
 - B. Ask each Member of the core group to contact at least three people now and three people four days before meeting.
5. Informational Meetings should be conducted weekly.
 - A. Creed banner should be displayed.
 - B. A committed Optimist should be assigned to each "candidate" at these meetings to help complete the invitation.
 - C. Make sure needed supplies are available ahead of time.
 - D. Use different speakers at every meeting, but bring familiar faces.
 - E. Keep as informal as possible with ample opportunity for questions from prospects.
6. Building The Roster. Your goal is at least 15 charter Members.
 - A. Start recruiting charter Members as soon as possible.
 - B. A candidate must remit a membership fee of \$30 minimum (\$30-\$40 range) with their completed application.
 - C. Maintain a prospect list on the New Club database. www.optimistleader.org/newclubdatabase Add to it regularly.
 - D. Get leads from everyone you talk with, even from a prospect who declines your invitation.
 - E. Plan canvas days. Set up two-Member teams and canvas the community once or twice a week.
 - F. Ask charter Members to personally recruit other Members.
7. Between Meetings. There is much to be done between meetings. Remember the following:
 - A. Contact your key person (key people) frequently. At least every other day.
 - B. Personally visit with your key person at least once between meetings.
 - C. Publish a bulletin and mail it or email it on schedule.
 - D. Review your progress; get input from Optimist International and your District on how to overcome challenges.
 - E. Inventory your supplies.
 - F. Stay in touch with Optimist International, the Governor and District Chairperson.
 - G. Persist . . . Be Confidential!
 - H. Make sure everything is ready for your next meeting. Check details.
 - I. Have the core group take ownership of the project, by having them lead the informational meetings and invite you to speak to the group.
 - J. Develop strong, local leaders by having them take personal control of the process of identifying prospective Members and recruit them to attend meetings.



The Optimist International Foundation and Optimist International Foundation of Canada

The Optimist International Foundation was established in 1971 to create a mechanism whereby Members could support financially the programs of Optimist International on a tax-deductible basis. Donations to the US Foundation fund programs in the United States.

The Optimist International Foundation of Canada was formed in 1988 to give Canadian Members the ability to support program costs in Canada on a tax-deductible basis. All donations to the Canadian Foundation are used in Canada only, to fund Canadian Optimist programs.

While the Foundation is the entity charged with the responsibility of raising money to fund programs like the Essay and Oratorical Contest Scholarships, JOOI and most recently the grant to establish the Childhood Cancer Campaign (CCC), this is only one of its many facets.

The Optimist International Foundation and Optimist International Foundation of Canada have many programs in place to assist Clubs in soliciting tax-deductible donations from local businesses, to offset the program costs of your Club. Some of those programs are:

The Pass Through Grant Program (US) -

The Pass Through Grant program was designed to assist Clubs in getting grants from corporations, foundations and individuals with charitable intent.

A Club used the Pass Through Program to receive a \$75,000 corporate grant to build a skating rink.

The Pass Through Program helped deliver a corporate donation of sleeping bags valued at over \$368,000 to impoverished children in the West Missouri and Kansas Districts.

A Club received a grant of \$40,000 from a community foundation, to remodel their clubhouse.

Since the program was started, over \$800,000 has come through the Foundation to help Clubs make a real difference.

The Club Campaign Fund (US) -

The Club Campaign Fund was designed to assist Clubs that raise money for a particular Club project. While the money is kept with the Foundation, the Club earns 4%.

Using the Club Campaign Fund, a Club in Colorado raised over \$26,000 to build a family lounge at a local hospital. They continue to use the program to reach their \$100,000 goal.

The Club Campaign Fund helped a Club in Great Falls, VA raise over \$90,000 in just four months to build a much needed playground.

The 21st Century Endowment (US & Canada) -

The 21st Century Endowment was created as an alternative to a Club foundation. Clubs using this program earn interest in a variety of manners.

Clubs are using the 21st Century Endowment instead of establishing their own Club foundation. This enables them to take the money that would have been spent on setting up the foundation to be used for Club programs instead.

Clubs are using this program to administer and fund scholarship programs.

Clubs are using the 21st Century Endowment to create a perpetual fund, guaranteeing an income forever to fund Club programs.

The Outsourcing Program (Canada) -

This program was established to assist Canadian Clubs in a manner similar to the Pass Through Grant and Club Campaign Fund Programs. Clubs using this program act as agents for the Canadian Foundation, and are able to solicit tax-deductible gifts to fund its community projects. While the Club seeks funds for these projects, the Canadian Foundation holds them aside. As the projects progress, the Canadian Foundation distributes funds the Club has raised, to the Club.

For further information on these programs, please contact:

The Optimist International Foundation 800-500-8130

The Optimist International Foundation of Canada 800-363-7151

Please visit our web site at www.oifoundation.org

The Organization Meeting Process:

The most exciting moment of a new Club process is the official birth of a new Club itself-the organization meeting.

1. **When is your new Club ready for formal organization? When you have:**
 - A. 25 Charter Members (25 completed applications and 25 checks).
 - B. Standard Club bylaws studied and ready for adoption.
 - C. A Nominating committee ready to present a slate of nominees for office.
 - D. Reports on hand at Optimist International in St. Louis on each of the last two informational meetings.
2. **Preparing for the organization meeting**
 - A. Call the Optimist International New Club Building Department and set a date for the official organization meeting.
 - B. Once the date has been confirmed, notify all Charter Members by special bulletin, telephone and email.
 - C. Notify your Lieutenant Governor (and he/she should inform the Governor and the District NCG Chairperson of the scheduled date).
 - D. Make sure that all Charter Members know about the meeting. Not less than 15 charter members, signed and paid, must attend the organization meeting in its entirety before the club may be declared officially organized.

E. Are the applications, fees, Bylaws and Nominating committee reports ready to be reviewed by the Optimist International Field Representative?

3. **Pre-organization meeting.** This meeting is scheduled with the Field Representative about two hours before the official organization meeting. The purpose of this meeting is to:
 - A. Review progress to date
 - B. Review applications/invitations
 - C. Check that membership fees (minimum \$30 each) are in
 - D. Bylaws are ready
 1. Club name
 2. Day and time of meeting
 3. Membership fee (\$30 minimum, range from \$30-\$40)
 4. Annual dues (range from \$50 to \$80 annual)
 5. Regular meetings a must
 - E. Review Nominating committee report
 - F. Prepare for official organization meeting
4. **The organization meeting.** Remember, you must have:
 - A. 25 Charter Members (applications and fees).
 - B. Not less than 15 charter members, signed and paid, must attend the organization meeting in its entirety before the club may be declared officially organized.
 - C. Reports ready.
5. Following the Organization Meeting, the first meeting of the Board of Directors will be conducted to acquaint board Members with their responsibilities and to set policy.

The New Club Follow-Up Program: A Must!

Credits for New Clubs will not be given to Sponsors, Zone or Districts until the Follow-Up is completed. There are four steps to the Follow-Up Program.

1. The Sponsor Club presents three informational programs (one during each of the first three months.)
Note: For Clubs formed in September, the Follow-Up must be completed by November 30.
2. The Sponsor must assist the new Club in organizing its first activity or service project.
3. The Sponsor must assist the new Club in organizing its first fund raising project.
4. Two Charter Officers, preferably the Charter President and Secretary-Treasurer, must attend the next District board meeting.
5. Reports on the Follow-Up meetings must be prepared and submitted to the Member Services and Awards Department.
6. Once the program is completed, the Governor or Lieutenant Governor should complete the "Certificate of Completion" and submit it to Optimist International without delay.

OPTIMIST CLUBS OPTIMIST CLUB FOUNDATIONS NOT-FOR-PROFIT CLASSIFICATIONS STATUS

Volunteers and new members sometimes ask questions regarding the not-for-profit status of their Clubs. The following information is provided for your assistance in responding to these questions.

In July, 1958 the I.R.S. issued group ruling number 1344 in reference to Optimist International and individual Optimist Clubs.

Under this ruling all Optimist Clubs are classified as 501 c4, not-for-profit, civic service Club organizations. As such, Optimist Clubs are exempt from Federal and State income taxes.

In many states in the United States, they are also exempt from state sales taxes. Clubs must apply individually for sales tax exemptions within their state. Canadian Clubs are exempt from Canadian Federal and Provincial income taxes. However, they must check their local laws regarding Provincial sales taxes.

While the 501 c4 classification qualifies the Club to be not-for-profit organizations, they are not considered "charitable organizations". Dues and donations made to Optimist Clubs are not deductible by the donor for income tax purposes.

When a Club has substantial income to support their programs, they may want to set up a Club foundation. Club foundations are separate corporations controlled by the Club and established to support Club programs. These foundations are considered not-for-profit 501 c3 charitable organizations by the I.R.S. and donations made to the Club foundations are tax deductible.

**For information and a package explaining how to establish a Club foundation, please call the International office
1-800-500-8130.**

How to Expedite Organization

1. At the First informational meeting, set a target date of four to six weeks later for official organization. Point out that to be a Charter Member, Members must be paid and signed by that date.
2. Keep the new group on a weekly meeting schedule. This is the best method of maintaining enthusiasm and desire for organization at a high pitch.
3. Start collection of membership fees and acceptances at the first meeting. Money on the line eliminates the "lookers" and increases interest. Don't delay.
4. Never ask the group when you should come back. Tell them you will be back and name the place, time and date. Let nothing interfere with regular meetings.
5. Determine the regular meeting date of the new Club and build the membership around that day.
6. The selection of those to receive invitations to become Charter Members should be the chief business at each preliminary meeting. Each should be approved by all Members of the current group and assigned to one of them for personal invitation.
7. If the Charter roster does not grow satisfactorily after one or two meetings, check your key people! Do they have the ability to attract others?
8. When the group numbers ten to fifteen, appoint and activate committees on bylaws and nominations to start preparation for formal action at the official organization meeting.
9. Effect the early appointment of a Membership committee to call or email Charter Members for each meeting. Remember - Members have not yet acquired the regular meeting habit.
10. Supply the Bylaw committee with Standard Club Bylaws. Do not suggest adoption of the Sponsor Club's bylaws.
11. Make it clear to the core group that it is their Club, composed of individuals they select, and that they must assume leadership.
12. Maintain frequent contact with the temporary chair and key people. Keep interest at a high pitch. Demonstrate your own interest by regular, frequent contact, calls and attendance - never let interest subside!
13. Supply reasons for early official organization such as a visit of a District official, Zone meetings, District meetings. Promote that target date!

Topical Hints Index

Planning The New Club	10
What Constitutes "Sponsorship"?	10
New Club Committee	10
Sponsor And New Club Costs	10
Sponsorship Across District Lines	10
Selecting The New Club Site	10
The Meeting Place	10
Builders Of Excellence	11
Building The Club Roster	12
Building The Roster	12
What Is A Charter Member?	12
New Club Finances	12
The Need For Meetings	13
What To Do Between Meetings	13
Club Names	13
Time Of Club Meetings	13
Converting Pre-Existing Clubs	13
Organization Meeting	14
Request For Authorized Representative	14
Application For Affiliation	14
Essential Steps In Preparation For Official Organization	15
For Official Organization	15
Date Of Official Organization	15
Preliminary Organization Conference	15
Organization Meeting Agenda	15
Membership (Initiation)	15
Club Dues	15
Bylaws	15
Nominations And Elections	15
Charter Fee	15
Liability Insurance	16
International Dues	17
Orientation And Education	17
Functions Of The Field Representative	17
Follow-Up Program	17
Post-Sponsorship Responsibility	17
Charter Presentation Banquet	18
Needed And Desired Supplies For New Club	18
Incorporation Of Clubs	19

Planning The New Club

What Constitutes “Sponsorship?”

Active sponsorship of a new Club involves the participation in the selection of and regular contact with the nucleus of the new Club’s Charter roster, guidance through preliminary steps and attendance at the preorganization meeting and successful completion of the “New Club Follow-Up Program.”

The New Club Committee

The New Club committee should include one to three people with the time and interest to devote to the task. They should be people capable of presenting the philosophy of Optimist Clubs. A small committee is usually more effective than a large one which may outnumber prospective Members of a new Club at meetings.

The sponsorship of a new Club is a four to six week project and should not be confused with year-round activities. Thus, it is one of the most satisfactory and effective activities in which an Optimist Club may engage.

Building a Club requires desire; commitment; perseverance and pride; dedication to task; time and a strong, positive attitude to succeed. Your committee will turn these qualities into success. The new community and Charter Members will thank you forever.

The Sponsor And New Club Costs

Sponsor Clubs pay no fees and sponsorship should never involve more than minor administrative costs of building the Club. The cost of meals should, from the start, be on a “dutch treat,” pay-as-you-go basis.

Selecting The New Club Site

No new Club should be built without a preliminary site study. Before getting underway, it is essential that you know what the needs of the community are, whether there are available manpower resources and if the community is receptive to having a new Club.

This study should be careful and well-thought out, recognizing that each area will have some negative thinkers who don’t believe that anything should or can be changed.

The selection of a new Club site is best made by the Sponsoring Club or the District. Some Districts assign sponsorship responsibility to Member Clubs. However, the opportunities for the establishment of new Optimist Clubs are almost unlimited.

A fundamental goal of the Club sponsorship program is the building of new Clubs at points not too far distant from the sponsoring Club. However, some sponsorships are completed at great distances.

Builders Of Excellence

The concept of the Builders of Excellence program is to build stronger Clubs and encourage new Club builders who have pride in building Clubs that will last. The program recognizes the individual efforts of the key builder of a new Club. It is designed to encourage experienced builders to build additional Clubs and encourage new individuals who have never thought about building a new Club before to get involved in this exciting and rewarding process. It also focuses the Sponsor Club efforts on establishing a strong foundation for the new Club.

The Builders of Excellence are individuals designated by the Sponsor Club President for providing the key leadership in building the new Club. At the formal organization meeting, the Field Representative will ascertain who are the designated Builders of Excellence and certify on a special form (see reference material).

It is important to note that the Sponsor Club is to be an active participant in the new Club process. The Club should be assisting the Builders of Excellence during the preliminary stages and provide him or her with any help requested. It is the primary responsibility of the Sponsor Club to complete the Follow-Up program as defined by Optimist International. The successful completion of this program and consistent oversight by the Sponsor Club is needed to make sure this new Club will be an asset to the community.

Please review the Awards Handbook for current rules for designating Builders of Excellence.

Do's And Don'ts

Do make statements such as this about fees/dues:

“The \$30 represents your portion of the Club — it’s like a single share of stock in the Club.

“Every Member pays the sum -\$30 - as their share of the Club administration.”

“\$30 is a small amount to pay for what the Club does - and for what you’ll probably get out of it.”

“What we’re talking about is a \$30 investment in your community and its youth.”

Do follow such statements with a leading question, e.g., “Don’t you agree that this is a small amount to pay for building a better community and giving the kids a better future?”

Do be personal in all contacts. The Club is a friendly fellowship.

Do be direct and open. Tell it like it is, emphasizing the strong points of the Club.

Do be prompt and courteous. Remember, you are dealing with a busy person.

Don't talk down other Clubs.

Do praise community accomplishments.

Do encourage development of the Optimist Club to meet community needs, but

Don't put down the community for having those needs.

Do talk about the Creed and the Optimist purposes.

Don't hand the prospect literature at the beginning of your conversation, it may cause distraction.

Do leave literature, especially with those who show the possibility of invitation. Members of other Clubs are often interested in recommending a friend or associate to help establish a new Club. Solid Lions, Kiwanians, Rotarians and the like will appreciate the fact that a new service Club is coming to town.

Available New Club Literature

The New Club kit, of which this handbook is the basic tool, gives the Sponsor Club everything needed to get underway — everything, that is, except manpower and enthusiasm. That’s up to you! This material may also be downloaded at www.optimist.org/newclub.

Building The Charter Roster

Building The Roster

An Optimist Club must have an adequate Charter membership. It assures a Club of better personnel, good selection of leadership, adequate financing, and attendance conducive to good meetings.

It is not intended that the sponsoring Club solely assume the task of assembling a new Club's Charter roster. Here are a few suggestions for the sponsor Club:

1. Establish a core group of individuals of good community standing who have the ability to attract others of equal status.
2. Remember that compatibility in a Club is necessary.
3. Select a representative cross-section of the business, industry and professions of the community.
4. Provide for leadership of the membership building effort by arranging for the appointment of a temporary membership chairperson.
5. It is important that the Charter Members be involved in building the roster. Members of the new Club should be the ones to invite other friends and associates to share with them in leadership. The selection and invitation to additional Charter Members should be an order of business at every meeting.
6. Set the Charter roster goal sufficiently high to guarantee an adequate Charter roster, from 35 to 50 in small communities to 75 or more in the larger cities.
7. Hold regular meetings, one or more a week.

9. Membership fees (\$30 minimum, range \$30-\$40) and acceptances should be collected as soon as there is tentative agreement on the amount of Club dues and fees. There is no better way to determine bona fide intent of a potential Member than to obtain their acceptance and fee.

Most new Clubs are built around a key individual in the selected community who has the necessary personality, stature and community prestige to attract other civic-minded individuals.

However, a key individual of this type is not always available or may not emerge until later in the sponsorship process. This should not interfere with the sponsorship process. A group selected by the sponsor Club may easily elect a temporary chairperson to operate under sponsorship guidance.

Membership becomes "real" when the Charter invitation has been accepted, the application completed, and the Charter membership fee has been submitted.

What Is A Charter Member?

The Charter membership of a new Club consists of those individuals who submit acceptances and fees as required by the new Club's bylaws at or before the new Club's official organization meeting.

Those individuals seeking Charter membership who, for good and legitimate reason, could not be present at the official organization meeting, may become Charter Members, providing their completed acceptances and required fees are approved and submitted to the Secretary-Treasurer in time to be included on the Club's Charter roster. All Charter rosters close after a special 15 day growth plan which the Field Representative will explain at the formal organization meeting. The only exception is in September. All Charter rosters close on September 30.

New Club Finances

New Charter Members must have a thorough understanding and awareness of the financial responsibilities of a Member toward the Club and those of the Club toward Optimist International and the District.

Essential facts which every sponsor Club should make clear to Charter Members at meetings are:

1. Tentative agreement on amounts of Club fees and dues, so they may be collected with acceptances prior to the official organization meeting.
2. Amounts of fees and dues are tentative until finalized by adoption of Club bylaws at the official organization meeting, thus assuring every Charter Member an opportunity to participate in its adoption.
3. Due to varying conditions, the Sponsor Club Members should not attempt to establish their own fee schedule in a new Club. New Clubs have the right to establish their own fees and dues so long as they meet requirements of affiliation. Club dues range from \$5 to \$7 per month.
4. Make it clear that the temporary Secretary-Treasurer is to handle all funds until a permanent Secretary-Treasurer is appointed. Sponsor Clubs and Field Representatives should not handle a new Club's funds.
5. Make it clear that funds for civic projects are provided by fund raising projects, not by the direct contribution of Members. This will help prevent erroneous estimates of the cost to Members.
6. **Fundraisers may also be used to assist with administrative costs of the Club. The public must be informed of this use. Corporate funding may also be solicited.**

The Need For Meetings

A key step in the formation of the new Club is the establishment of a regular meeting schedule. It is the first thing that should be done once the key group, however small, is created. Regular meetings are a key factor in the rapid creation of a new Club.

Experience proves that nothing much happens until the core group of a new Club starts regular meetings. Once the key group is contacted, the first step is the establishment of a regular meeting schedule.

Study the sample agendas (located in Reference Material) designed to aid the Sponsor Club in the conduct of meetings. Note that the first three agendas are prepared for meetings leading to the fourth, which is the actual official organization meeting. Depending upon the rapidity with which preliminary steps are accomplished, these agendas may be combined for two or three meetings or extended to cover several more.

What To Do Between Meetings

Certain things must be accomplished between meetings. The Sponsor Club must assure that a high degree of activity is maintained from day to day.

1. Choose a competent available contact person in the selected community as temporary chairperson.
2. Urge the core group to pursue its responsibilities between meetings. They should contact all those signed and approved and call them just prior to each meeting.
3. Maintain close personal contact with the temporary chairperson checking in two days prior to each meeting to achieve maximum attendance.

4. Don't leave anything to chance. Constant checking on every point will help produce the desired results.
5. Keep the International Office advised of progress at each meeting to prevent delay in the assignment of a Field Representative.

Regular bulletins and emails are of key importance to Charter Members including those already signed and others on the proposed membership list. They will serve as reports on the previous meeting and as an announcement of the next meeting.

A suggested invitational letter and model bulletin appear in this handbook (located in Reference Material). Use of these will contribute to the maintenance of interest and attendance at meetings.

Club Names

Club names should be simple, dignified and indicative of their location as to state/province and city. Most Club names begin with the words "The Optimist Club of..." Followed by the name of the city and state or province in which the Club is located. However, certain variations are permissible when necessary for Clubs in unincorporated areas and in communities with more than one Club. In such instances directional identification may be inserted before the name of the city. In the case of Clubs in unincorporated areas, specific area identification may be used. Applications may not adopt names which duplicate those of existing Clubs.

Optimist International maintains a policy on Club names and reserves the right to reject objectionable names. If problems relative to Club names are encountered, applicants or Sponsor Clubs should write to the International Office.

Time Of Club Meetings

The time and day for regular meetings of the Club must be determined by the new Club's membership to suit their schedules and interests.

Converting Pre-Existing Clubs

Occasionally, an existing, unaffiliated Club or organization seeks or agrees to become an Optimist Club, providing an excellent opportunity to add to the roles of Optimist International and Optimist Clubs serving the area. When such an occasion arises, the process is very similar to building any other Club. But there are special arrangements which can be made in those situations.

All requirements for affiliation apply. Requests for granting a Charter to such a pre-existing Club must be submitted by the Governor and are subject to action of the International Board of Directors. Sponsor Clubs encountering such opportunities should immediately communicate with the New Club Building Department at the International Office for full details.

The Organization Meeting

Requests For Authorized Representative

To facilitate the assignment of official representatives for the formal organization meeting, to provide adequate time for the arrival of a startup kit for the new Club, to prevent premature assignments which are costly and often deprive others of the services of authorized representatives, and to help safe-guard the Sponsor Club's status in the Awards program, the policy governing the assignment of authorized representatives is:

Before attempting to negotiate a date for official organization, the new Club must be prepared to comply with all requirements for affiliation. Readiness must be an established fact, not merely anticipated. The group must be ready on all points with all intended Charter Members signed and paid and records of same in the hands of the temporary Secretary-Treasurer. Readiness also includes preparations for the adoption of the Standard Form for Optimist Club Bylaws and election of Officers and directors, a requirement of all official organization meetings.

Completed New Club Reports on two or more meetings, conducted during the two weeks immediately preceding the request for such assignment, must be mailed to Optimist International within 24 hours after each meeting.

Each New Club Report, on the prescribed form, must be signed and attested to by the President of the Sponsoring Club, or an authorized representative, who has personally attended the meeting described on the report.

Only the Executive Director or his authorized representative are to set dates and assign authorized representatives for official organization meetings.

Assignment of an authorized representative shall be made when official New Club Reports and supporting data indicate the applicant is prepared for the conduct of the official organization meeting.

Assignment of an authorized representative may be made when the Sponsor Club has made a formal request for assignment, **at least 5 days prior to the date requested.**

As the formal organization meeting of a new Optimist Club is a once-in-a-Club's-life event, it should be treated as a very special occasion. Every Charter Member should exercise his/her right of participation by attending.

Application for Affiliation

The application for affiliation with Optimist International is prepared by the Field Representative, in collaboration with Officers of the new Club. New Clubs must meet certain minimum standard requirements established by the Bylaws and Board of Directors of Optimist International and the application must be prepared in the prescribed manner.

Application papers must indicate that the new Club has complied with the following requirements:

1. Submitted two copies of applicant Club bylaws as evidence of the Standard Form for Club Bylaws, containing specified optional provisions, as required by the Bylaws of Optimist International. The Club's bylaws shall provide for regular meetings throughout the year.
2. Submitted adopted Bylaws provision for membership fees not less than \$30 per Member and dues in an amount sufficient to pay the Member's District and International dues, and to cover administrative expenses.
3. Bylaws provision for annual Election of Officers and Directors not later than April 30. Said Officers and directors to assume their duties as of Oct. 1 following their election.

4. Submitted a list of names, addresses and postal codes of all Officers and Committee chairpersons.
5. Submitted a list of no fewer than 25 Charter Members, each of whom shall have paid full membership fees (regardless of any former status as an Optimist elsewhere) established in the new Club's bylaws, signed by the President and Secretary-Treasurer.
6. An authorized representative of Optimist International shall attend the organization of each new Club. Copies of the minutes of the organization and first Board of Directors meetings shall be sent to Optimist International.
7. Submitted a memorandum to Optimist International, signed by the Club President and Secretary-Treasurer, indicating a complete understanding of the Club's privileges, rights and obligations as an affiliated Member of Optimist International.
8. Check for Charter fee of \$400 + \$1.00 per Charter Member for liability insurance payable to Optimist International.

The organization meeting must be conducted by an authorized representative of Optimist International but shall not be construed as approval, acceptance or admission to affiliation with Optimist International. The application to be prepared following the official organization is subject to approval and acceptance by the Board of Directors of Optimist International. Once approved, it will be effective as of the date of the organization meeting which date will appear on the Club Charter. Sponsors have no responsibility in the preparation of a new Club's application.

Essential Steps In Preparation For Official Organization

The Charter membership of a new Club shall consist of those individuals (not less than 25) who appear and establish membership and submit proper forms, fees and dues, as required by the new Club's bylaws, at the new Club's organization meeting. Additional Charter

Members who submit the required fees and forms in writing, may be added to the roster for up to 15 days. The only exception to this is in September. All Charters close on September 30. All Charter Members shall date from the official organization meeting. Conclusive evidence, such as cash, checks or duplicate deposit slips, must be available to the Field Representative at the organization meeting so that representative may certify the correct number of Charter Members to Optimist International. At the time of the formal organization meeting, at least 25 Charter Members shall be persons who do not hold membership in any other Optimist Club.

Date Of Official Organization:

The organization meeting should be scheduled when the applicant Club is ready to comply with all requirements for affiliation. **The date must be negotiated with Optimist International by the Sponsor Club on behalf and with the approval of the applicant Club.** Optimist International then assigns a Field Representative. The date must be free of conflict with other local events that may deter attendance. Not less than 15 charter members, signed and paid, must attend the organization meeting in its entirety before the club may be declared officially organized. For breakfast and luncheon-meeting Clubs the added time available at an evening meeting is required for the Charter Members to participate in the business to be conducted at this meeting.

Preliminary Organization Meeting:

The temporary Chairperson, Secretary-Treasurer, chairpeople of the Nominating, Bylaws and Charter membership committees, and the Sponsor representative, should be scheduled to meet with the Field Representative following his or her arrival. The experience and information available through the Field Representative will help solve problems, answer questions and complete planning for the organization meeting. The Sponsor Representative and Temporary Chairperson should make arrangements for this essential meeting as soon as the Field Representative's arrival plans are known.

Organization Meeting Agenda:

It is at the formal organization meeting that a New Club achieves official existence by establishing its Charter roster, adopting Bylaws, and electing Officers and Directors with the Field Representative presiding. No other business, program or speaker should be scheduled. Hold the meeting in a private room.

Membership (Initiation)

The membership fee is established by the new Club but must not be less than \$30 per Member and is paid once by each Charter Member to the Club treasury. It may not be applied to dues as its purpose is to create an immediate substantial treasury for the Club. Charter membership fees range from \$30-\$40.

Club Dues:

Club dues, paid annually, semi-annually, or quarterly, at the Club's discretion, are established by the Club. The Bylaws of Optimist International require that individual Member dues be in an amount sufficient to pay the Member's District and International dues and cover the administrative expenses. It is recommended that Member dues be established in the \$50 to \$80 per annum range. As a new Club needs funds immediately, **Club's dues should never be waived.**

Bylaws:

Optimist International provides standard bylaws, with certain provisions for use by all Clubs. Copies are available from Optimist International. **New Clubs should not copy the bylaws of the sponsor Club.** Bylaws must be adopted at the organization meeting.

Nominations And Elections:

Officers and Directors are to be elected following adoption of the bylaws at the organization meeting.

The Nominating committee must be appointed, prepare its nominations in advance, and report at the organization meeting. **Never permit election in advance.** The committee must work with the Bylaws committee, as to offices to be filled, and must determine in advance that nominees will accept. **In preparing for a Club's initial election, it should not be considered objectionable if a nominee is a Member of the Bylaws or Nominating committees.** The Nominating committee shall nominate at least one candidate for each office and directorship.

Charter Fee:

Applications for affiliation with Optimist International must be accompanied by a Charter fee of \$400 paid from the Club's treasury. There will also be a \$1.00 fee per Member for liability insurance premium for the first quarter. This is a token of good faith or "earnest money" indicative of intent to become an active, worthy affiliate of Optimist International and contributes toward the basic costs of establishing your Club on a firm foundation. It also helps defray the cost of a variety of supplies for your Club.

Liability Insurance:

Optimist International provides general liability insurance coverage for property damage, personal injury, advertising injury, and bodily injury to all Clubs and their members while acting on the behalf of the Club. Bear in mind and know that there is no medical coverage on this policy for Members or participants.

This policy is designed to cover the usual and customary activities of your Club or District. It does, however, exclude unusual events such as carnival, amusement rides, power auto, boat, and motorcycle races. The policy includes standard exclusions including claims for war, nuclear, auto, aircraft, watercraft and professional liability. Losses involving property in the Club's care, custody or control, is also excluded.

The limits of liability are \$1,000,000 each occurrence for bodily injury, property damage, and personal injury, with \$2,000,000 of annual aggregate protection (Aggregate means the most the insurance company will pay for the sum of all damages arising out of a claim).

For more information on coverage, exclusions or a copy of the Summary of Insurance, please call the International Office at 800-500-8130 (fax: 314-371-6006, attention insurance) or you may email us at insurance@optimist.org. You can also visit our website www.optimist.org for a Summary of Insurance information.

If you need to have an entity named as an additional insured for a special event, please contact Marsh Affinity Group Services at 800-503-9227/Fax: 847-803-3100 for English language or call 514-899-5377/Fax: 514-899-5378 for French language. You may also contact Marsh Affinity Group Services for any information regarding our insurance policy.

Use of the Optimist International Logo

The title "Optimist International", the Optimist International logo, the slogan "Bringing Out the Best in Kids" and the names and logos of Optimist International programs are all registered trademarks of Optimist International. Article XVII of the Optimist International Constitution requires authorization by the Optimist International Board of Directors for the use of the Optimist International name, logo, and other registered trademarks.

Therefore, Clubs are not authorized to use Optimist International's name, logo, or slogans on fund-raising products. If you have specific questions about the use of the logo, please contact the Finance and Administration Department at Optimist International.

International Dues:

Each Club pays to Optimist International dues and fees on a per Member basis. Payment of such dues and fees shall be quarterly. After the closing of the new Club's Charter roster, Club's pay a processing fee of \$15 to Optimist International from the membership fee of each new Member thereafter admitted to membership. This processing fee pays the cost of adding the new Member to the International rolls and the new Member kit, including the lapel pin, automatically shipped to the Club President.

Orientation And Education

A significant factor in Optimist International's method of sponsoring new Clubs is the care exercised in assisting the new Club in establishing a suitable administrative structure and useful effective committees. The chair persons of such committees as those on Membership, Programs, Youth Activities, Publicity, Fellowship, Finance, Community Service and others are appointed by the President as soon as possible after the Organization meeting. A review of these committees will be done by the Field Representative during the Organization meeting and all Charter Members will be encouraged to volunteer for at least one committee.

At the meeting with the Charter President and Secy./Treas. (encourage the Sponsor Club and Lt. Governor to attend) the Field Representative will review the information. It is suggested that the first informational meeting for the Follow-up program by the Sponsor Club be on the committees. By then, the chairs will have been appointed and Members assigned. If the Field Representative is nearby, he or she can conduct this training meeting. Otherwise, the Sponsor Club or Lt. Governor will preside. The Field Representative will follow-up to ensure meeting was held. When the chairs have been filled, the Charter Secy./Treas. will send a report to the International Office.

The Field Representative also aids in preliminary planning of the Charter Presentation Banquet to be held six to eight weeks following the official Organization meeting.

Important Notice:

A new Club project is finished only after the Follow-Up Program has been successfully completed. Awards credits hinge upon certification of the Follow-Up Program.

Functions Of The Field Representative

Optimist Clubs are all constructed along the lines of a general pattern with similar constitutional provisions, objectives and ideals, in order to build into new Clubs those qualities and procedures which create sound, enduring Clubs that promptly become a credit to their communities, the Sponsor Club, and to Optimist International.

Some of the functions of a Field Representative are:

1. Conduct of the organization meeting.
2. Guidance in the conduct of the first Board of Directors meeting.
3. Inauguration of plans for Charter Presentation banquet.
4. Collaboration with Secretary-Treasurer in establishment of Club records.
5. Orientation of Club Officers.
6. Description of District and International functions and services.
7. Distribution of supplies to Club and Members.
8. Preparation of all forms and papers comprising Club's application for affiliation.

Follow-up Program

Post-Sponsorship Responsibility

The Sponsor Club of every new Optimist Club should be proud of its contribution to the growth of Optimist International and to the Members and Officers of the new Club. To guarantee the maximum effectiveness of that contribution the Sponsor Club should offer a watchful, friendly, guiding hand to the new Club. The first year will be its most difficult and will probably establish the pattern for its future. Failure or discouragement in the first year may be disastrous. Here are a

few suggestions on aid to the new Club during that period.

1. To assure the success of your new Club the "New Club Follow-Up" program, which will be outlined by the Field Representative with the Sponsor Club President and zone lieutenant governor, is a mandatory part of the Sponsor Clubs' post-sponsorship responsibility. It must be completed within three months of the organizational meeting.
2. Plan frequent visits to the Club's regular meetings by the Sponsor Club Officers so that they may aid and counsel Officers of the new Club.
3. Arrange for Sponsor Club committee chairs to visit the new Club to sit and counsel their counterparts.
4. Cooperate with the new Club and District Governor in the conduct of the Charter presentation banquet.
5. Collaborate with District officials in providing the customary gifts for the new Club at its Charter presentation banquet.
6. Stage occasional inter-Club meetings, casual events and outings with the new Club.
7. Take new Club Officers to your next zone and District meetings and help them plan District and international representation.

The future of the new Club will depend to a great extent on the help and guidance provided by your Club. Its success will be a tribute to your sponsorship and assistance. However, you should realize that some procedures and practices of your Club may not be the best for the new Club. Urge them to capitalize on the services of Optimist International in all phases of Club administration and activity.

Charter Presentation Banquet

Plans for a new Club's Charter Presentation banquet may be an option upon official organization of the Club. This provides ample time to obtain suitable facilities, publicity, invitations, program planning and promotion of attendance.

Dates of Charter banquets have no relation to the date of the Club's official Charter date. All application papers, and the Charter bear the official organization date, not the Charter presentation date. Here is a Charter Presentation checklist:

1. Committee of 3-4 with representatives of sponsor and new Club named
2. Committee meets and reviews Handbook on Charter Presentation
3. Assignments made and accepted—
 - A. Select site, menu, time
 - B. Set ticket price
 - C. Invitations to other Clubs (by Sponsor Club)
 - D. Issue personal invitation to all Members of Sponsor and New Club
 - E. Maintain air of importance about this event
 - F. Select emcee and schedule order of events
4. Follow-up contact with other Clubs in area to assure their representation
5. Follow-up with Governor
6. Personal (or telephone) contact with every Member of new Club and Sponsor Club
7. New Club President prepares remarks of response to gifts and expresses goals for year
8. Prepare Member certificates and cards for every Charter Member, to be passed out at the banquet
9. The Charter Members should each be introduced along with their spouses/partners (those who are present)

10. Inviting the chief governmental official of the community will help introduce the Club to the community leadership. A brief time for remarks is also acceptable but make sure that a "2 to 3 minute" time frame is understood.

Needed And Desired Supplies For The New Club

When the Field Representative files the Charter application papers for the new Club, following the formal organization meeting, certain materials for the Club are billed to the District and ordered through the District Governor or District Secretary-Treasurer. The items are the bell and striker and the official Club banner. The Governor presents these items at the new Club's Charter Presentation Banquet. Some Districts have a policy of assigning cost of one or both of these items to the Sponsor Club. Please check with your District Governor to clarify your District's policy.

Any other gifts to the new Club are the prerogative of the District, the Zone, the Sponsor Club, neighbor Clubs or individuals and should be ordered through normal supply purchase procedures.

Optimist International, through its Field Representatives, presents every new Club educational material about the Club and organization and other items necessary for the administration of the Club, including lapel buttons, new Member kits and Charter Member certificates.

Incorporation Of Clubs

The Optimist International Board of Directors strongly urges Optimist Clubs to incorporate under the laws or statutes of their respective states or provinces. There are others, but two principal reasons why Optimist Clubs should incorporate are: (1) the limited liability, or insulation of the individual Club members against Club debts and liabilities, and (2) the perpetual (or at least lengthy) existence of a corporation, providing continuity of purpose and direction and in most instances for easier operations.

Although each Club is covered under the comprehensive general liability insurance policy issued to Optimist International and its member Clubs, insurance alone does not always provide the individual Club Members with complete immunity from liability for the debts and obligations of an unincorporated Club.

Most all states and provinces provide for incorporation under "not-for-profit" statutes or laws (as opposed to business corporation statutes). Your Club should be incorporated under the "not-for-profit" statutes. While the services of an attorney will be required in the incorporation itself, normally the procedure is not too complicated, nor is it expensive.

While the attorney in your Club, or one whom you engage, will know of the requirements for incorporation under the "not-for-profit" statutes in your state or province, in stating the purposes and objects for which your corporations organized, the following is applicable and will be of assistance.

“To function as an Optimist Club affiliated with Optimist International; to conduct a civic and social welfare organization for the common benefit of the members and the community; 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 aid and encourage the development of youth; and to takeover, carry on and continue the affairs, property, obligations, business and objectives of the unincorporated Club known as the _____ Optimist Club of _____.

While again your attorney will advise you covering the provisions of your particular state or province law, provisions similar to the following will also no doubt be called for by the statutes under which your corporation is organized:

“The corporation shall not engage in ay business of a kind ordinarily carried on for profit, and nothing in the Articles of Incorporation of in the bylaws shall authorize the corporation tio, and the corporation shall not enter any transaction, carry on any activity, or engage in any business for pecuniary profit, and any income received by the corporation shall be applied only to the non-profit purposes and objectives of the corporation set forth herein, and no part thereof during membership or upon termination of membership shall inure to the benefit of any private member or individual.”

“Upon termination or dissolution of the corporation the distribution of any surplus or property andassets remaining after all of the debts and obligations of the corporation have been paid and satisfied shall be governed under the appropriate provisions granted to and vested in non-profit corporations organized and existing under the present statutes of state/province of and any acts supplementary or amendatory thereof.”

The comprehensive liability policy now in effect has some of the usual exclusions found in all general liability policies, such as races and speed contest, auto liability and property damage for owned or leased automobiles and aircraft liability, among others. After your Club has been incorporated, your attorneys can advise you concerning its need for special hazard insurance such as cited above and other types of insurance not covered under a general liability policy.

Annual renewal of the Club’s incorporation is a responsibility of the Club’s Secretary-Treasurer.

Reference Material Index

A. New Club Sponsor Commitment Form	21
B. New Club Report (Short Form-sent after each meeting)	22
C. Tip Sheets	
1. Selecting the Site	23
2. Developing a Center of Influence	24
3. A Method to Recruit	25
4. Sample Email	26
5. Suggested News Release for New Clubs	27
D. Sample Invitation Letter	28
1. Sample Club News Release	29
E. Sample Agendas	30
1. Agenda Form	31
F. Sample Newsletters	
1. First Meeting Notes	32
2. Second Meeting Notes	33
3. Third Meeting Notes	34
4. Committee Procedures	35
5. Committee Report	36
6. Building an Optimist Club in a Target Market	37
7. Sample Club Bylaws	38
G. Facts About Fees	42
1. New Club's First Payment	43
H. Builders of Excellence	44
I. New Club Follow-Up Program	46
1. Introduction to Basic Program	46
2. Follow-Through Evaluation	47
J. Benefits of Affiliation	48
K. Official Organization Meeting	49
1. Notice of Organizational Meeting	49
L. Sample Artwork	50

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

Pilot 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 Community Growth Department
4494 Lindell Boulevard
St. Louis, MO 63108
314-371-6006 FAX

Canadian Clubs Send to:
Optimist International Canada
5205 Blvd Metropolitan 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 are required and must be filed with Optimist International during the New Club Process.

This form is valid for 90 days of target completion date.

Please send copies to each of the following: Governor, Lieutenant Governor, District NCB Chairperson



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NC1109

New Club Progress Report

Date _____ Sponsor Club _____ Sponsor Club #(s) _____

Sponsor Club _____ Sponsor Club #(s) _____

Proposed name of New Club/Location of New Club _____

Date of reported meeting _____ Date of next meeting _____

Number of Charter Member fees and applications collected? _____ Recruitment Goal? _____

Please select, if applicable. Pilot College Sports

Temporary Chairperson assigned? Yes No Reviewed Club Bylaws? Yes No

Established Club Dues? Yes No Nominated Club Officers? Yes No

Has a temporary Chairperson been assigned? Yes No

Field Representative Assigned? Yes No Name _____

Certified Club Builder Assistance? Yes No Name _____

Assess Community Needs

Ask for help from Certified Club Builders, key contacts and community establishments.

Survey community leaders for an experienced viewpoint.

Start recruiting everyone and building to address the community's needs.

Extend reach to local businesses, school district and other agencies tied to the community.

Send out public service announcements and utilize marketing materials.

Set up informational meetings and maintain momentum.

How does the Club plan to serve the community's needs? _____

Material Request (Please Send):

Name: _____

Address: _____

City: _____ State/Province: _____ ZIP/Postal Code: _____

Materials requested: _____

Date needed: _____ Anticipated Charter Date: _____

Once organizational date is set, please contact the New Club Building Department at Optimist International for New Club number, Field Kit and Field Representative assignment.

Send to: E-mail: newclubs@optimist.org • Fax: 314.371.6006

Mail: New Club Building Department • Optimist International • 4494 Lindell Blvd. • St. Louis, MO 63108



www.optimist.org • www.optimistleaders.org



NC1109



SELECTING THE SITE

1. Using a map, mark the locations of all Optimist Clubs within a chosen radius from your Club.
2. Select a city within the radius that does not have an Optimist Club. You may contact the International Office to verify if there is another Club in the same geographical area.
3. Visit the selected site and meet with the Chamber of Commerce director, the mayor, a bank president and other civic leaders. Determine how many service organizations are in the community; how often they meet and when; and how active these organizations are.
4. Survey the community to decide where the new Club could meet; what facilities (parks, ball fields, etc.) are available to the residents; what projects an Optimist Club could sponsor.
5. If the investigation indicates an Optimist Club is needed and could be successful, the next step is to start contacting potential Charter Members.
6. In the event the survey of the potential site indicates building an Optimist Club is not feasible, a new site should be selected and the study repeated there.
7. Proper planning and study will result in a better sales presentation to prospective Charter Members and a stronger new Club.



DEVELOPING A CENTER OF INFLUENCE

1. What are the qualities of people who are centers of influence?
 - a. Influential
 - b. Well-respected
 - c. Decision makers for community
 - d. Well-liked
 - e. Know community well
 - f. Busy active people
2. Specific examples
 - a. Police or Fire Chief
 - b. President of major bank
 - c. Executive director of Chamber of Commerce
 - d. Pastor
3. Interview
 - a. No more than 10-15 minutes
 - b. Call in advance
 - c. Goals
 1. Introduce yourself and service project
 2. Get three names of local people who could make project successful
 3. Arrange for a return visit to update on progress
4. Presentation
 - a. Give your name and Optimist Club
 - b. Explain purpose of your visit
 - c. Describe service project
 - d. Explain Optimist Club features
 1. 95% of projects involve children
 2. All money raised in community stays there
 - e. Explain why you feel community needs an Optimist Club
 - f. Get three names of local people that could help this project be successful
 1. Well respected in community
 2. Strong leadership skills
 3. Able to communicate well
 4. Kid oriented
 5. Open minded
 - g. Leave *Bringing Out the Best in Kids* brochure
 - h. Ask if you could return and update on progress of project
5. Follow-up
 - a. Call and update on progress
 - b. Invite to informational meeting
 - c. Make sure to ask him or her to join
5. Core Group
 - a. Five to six centers of influence comprise the core group
 - b. This group will recruit remaining Members necessary



A METHOD TO RECRUIT PROSPECTIVE MEMBERS

1. It is best to work in teams of two when calling on prospects. This projects stability without overpowering the prospect. When possible, one sponsor Member and one local resident who has agreed to join the new Club should work together.
2. Know what you want to say and practice before contacting potential Charter Members.
3. Introduce yourself, state your purpose, outline what an Optimist Club is and does in a community; give a few examples of projects your Club sponsors; use the *Bringing Out the Best in Kids* brochure as a sales tool; state the goals for the organization of the new Club Charter membership and organization date.
4. When the prospect indicates he/she is interested in the new Club, ask him/her to complete the application and pay the Charter fee. There is no firm commitment until the invitation and payment are submitted.
5. Ask for referrals you may contact as potential Charter Members. Invite new Members to accompany you and/or make calls alone.
6. Urge attendance at the next informational meeting. Make certain the date, time and place are understood.
7. Convincing a prospect to become a Charter Member is salesmanship in the true sense. Your approach must be clear and concise. The prospect must be brought into the discussion; learn his or her concerns, interests and goals for their community. Illustrate how an Optimist Club helps them to become involved in areas in which they are concerned and interested.
8. Plan your work - work your plan. Don't waste your time or your potential Member's time.



Sample Email

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 3,000 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. << I understand that your organization currently does great things for your community and I feel that your insight and guidance would be of tremendous value!>> OR <<We are looking for help in indentifying the needs of your 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.>> OR <<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 or if you have any questions!! Thank you for your time.

Name

Contact number

www.optimist.org



(Fill in appropriate information about your Club. Retype on your optimist Club letterhead)

Release #1 – Following Organization Meeting

For immediate release

(date) _____

For more information

(name, address, and number of contact person)

**New Optimist Club formed to serve
area youth and community**

A group of (name of city or area) community members have announced they have formed the Optimist Club of (name) to conduct positive service projects to benefit area youth and community.

The Optimist Club of (name) is affiliated with Optimist International, one of the world’s largest and most active service Club organizations.

With nearly 100,000 members in more than 3,100 Optimist Clubs across the United States, Canada, and other nations, Optimist Clubs conduct a wide range of positive service projects reaching more than six million young people each year.

Major Optimist programs include substance abuse prevention, the Optimist Oratorical Contest, the Optimist Essay Contest, the Communications Contest for the Deaf and Hard-of-Hearing, Youth Appreciation Week, the Optimist International Junior Golf Championships, and many others.

Officers elected to lead the Optimist Club of (name) during its first year are (name of Club President) and (name of Secretary-Treasurer) as Secretary-Treasurer. Club Vice Presidents include (names of Vice Presidents). Elected to board of directors were (board members’ names).

The Optimist Club of (new Club) will meet (meeting days) at (time) at (meeting location).

A charter presentation banquet for the new Optimist Club will be held on (date) at (place) (more)

For more information on becoming involved, contact:
(name, address, and number of contact person)



Optimist Club of Worthington

Any Street, Worthington, MN 99999

John/Jane Doe
First Bank
123 First St.
Worthington, MN 99999

Dear *first name*,

We are in the process of forming an Optimist Club in Worthington. Optimist International is the fourth largest service organization in the world. Its motto is "Bringing Out the Best In Kids". We have Clubs in 38 countries throughout the world, where more than 3,100 Clubs and nearly 100,000 Members make up the organization. The enclosed brochure explains some of the programs in which Optimists are involved.

Optimist International is a federation of Clubs which allows each of our Clubs to develop projects to meet the needs of their individual community. Three major reasons why we are a successful service Club are 1) 95 percent of the projects our Clubs complete directly involve the children of their community; 2) all of the money raised by our Clubs stays in the community; and 3) we believe in optimism as a philosophy of life.

Your name was given to us by one of six people — Karen Alexander, Frank Pacetti, Pat Deutsch, Ken Smits, Art Robinson or Tom Wendt as a concerned adult who might have an interest in belonging to this Club. We are thus extending an invitation for you to join us at our first informational meeting on Friday the 7th of April at South Port Restaurant 4659 75th St. (Hwy 50) in the Town and Country Shopping Plaza. The meeting will begin at 7:00 a.m. and will last one hour.

The purpose of the meeting is to explain our organization, answer your questions and measure the level of interest in this project. We sincerely hope you will be present. If you have any questions meanwhile, please call Karen Alexander at 694-8238.

We are looking forward to seeing you on Friday the 7th of April at 7:00 a.m. in South Port Restaurant.

Yours in Optimism,

Larry Alits
enclosed: *Bringing Out the Best in Kids* brochure



Release # 2 – Announcing Charter Banquet

For immediate release

(date) _____

For more information

(name, address, and number of contact person)

New Optimist Club to receive Charter

The newly formed Optimist Club of (new Club) will receive its official charter from Optimist International during a banquet on (day) at (location).

Organized on (date), the Optimist Club of (name) will be conducting a wide variety of activities to benefit the area’s youth and community.

Across the United States, Canada, and other nations, nearly 100,000 volunteer members of more than 3,100 Optimist Clubs conduct positive service programs which directly benefit more than six million young people each year. Optimist International is one of the largest and most active service Club organizations in the World

Officers to the Optimist Club will be installed officially at the charter banquet by (name and title of installing official). The (number) charter members of the Club also will be officially inducted by Optimist International.

Club officers are (name), President; (name) Secretary-Treasurer; and (names), Vice Presidents. The Club meetings on (days, time) at (location).

The new Optimist Club is sponsored by the Optimist Club of (sponsoring Club) Carrying the motto, “Bringing Out the Best In Kids,” Optimist Clubs conduct programs including the Childhood Cancer Campaign, substance abuse prevention, the Optimist Oratorical Contest, the Optimist Essay Contest, the Communications Contest for the Deaf and Hard of Hearing, Youth Appreciation Week, the Optimist International Junior Golf Championships, and many others.

For more information on becoming involved, contact:
(name, address, and number of contact person)



First meeting

- Discussion on Optimist International
- Describe organization process
- Discuss and determine meeting place and time
- Distribute *Bringing Out the Best in Kids* brochures
- Discuss financial matters—fees and dues
- Distribute Charter Member invitations
- Set next meeting day
- Question and answer period
- Collect acceptances and fees
- Send out news release (Example page 26)

Second Meeting

- Review facts of Optimist history
- Review organization process
- Distribute *Bringing Out the Best in Kids* brochures
- Determine meeting-time-place
- Review financial facts
- Report on Charter Member acceptances
- Determine organization meeting time-place-day
- Appoint Nomination committee
- Appoint By-laws committee
- Question and answer period
- Collect acceptances and fees
- Send out invitation letter and newsletter(Example page 27 and 31)

Third Meeting

- Review facts on Optimist Clubs
- Review organizational process
- Distribute *Bringing Out the Best in Kids* brochures
- Preliminary By-laws report
- Announce Nominations committee suggestions
- List of those who have received invitations
- Collect acceptances and fees
- List of prospective Members distributed
- Establish telephone committee
- Plan organizational meeting
- Question and answer period
- Send out news release to local media (Sample page 28)

Agenda

TIME

DATE _____

_____ Call to order by presiding officer _____

_____ Invocation or/and pledge of allegiance by _____

_____ Meal Service _____

_____ Introduction of guests by _____

_____ Introduction of new member (s) by _____

_____ Introduction of members with birthdays _____

_____ Reading of new member proposals by _____

_____ Special committee announcements _____

_____ Other announcements _____

_____ Drawing for door prize _____

_____ Introduction of guest speaker or program by _____

_____ Speaker _____

_____ Thanks or response to speaker by _____

_____ Unison recitation of Optimist Creed led by _____

_____ Adjournment _____



(In The Process of Forming)

The Breakfast Optimist Club of Worthington

First Meeting Notes

Breakfast Optimist Club Of Worthington Underway

Today a presentation was made for the proposed Breakfast Optimist Club of Worthington. Twelve people were present at this meeting. All of the people in the room expressed an interest in seeing the formation of this Club.

In attendance was Ken Smits, Past Governor and current President of the Optimist Club of Franklin, Bob Getter, District Governor and 10 people from the Worthington community.

Charter List Being Developed

Ken Smith distributed Charter invitations to those present. He also explained that there are 120 Clubs in this Optimist District with over 5800 Members. All of these Clubs work together to develop programs for the kids in their communities.

Need For An Optimist Club Discussed

A general discussion was held for an Optimist Club. It was pointed out that there are many kids who are doing good things, but are not receiving recognition. It was also noted that as an affiliated Club of Optimist International a liability insurance policy covers the activities that this Club could do.

Governor Bob shared with the group that there is currently an evening Optimist Club in Worthington. This Club's major emphasis is with the Octagon Club at Bradford High School and the Just Say No program as run by Pat Callahan. Worthington has over 20,000 youth and according to representatives from the Unified Schools and the Police Department many opportunities are available to serve kids.

Bob also pointed out that we have found many people who cannot take the time to be involved in an evening Club. The new Club will be actively recruiting women to take leadership roles.

Tentative Fees Discussed

A \$35 initiation fee will be collected with the Charter Acceptances. All checks should be made out to the Breakfast Optimist Club of Worthington. Of this fee, \$400 will go to Optimist International to help defray administrative costs to organize the Club. The balance will remain in the treasury of the Breakfast Optimist Club of Worthington. The Club will also have yearly dues after it is formed of around \$60.00. These will be set by the Club.

Day And Time...When Is It?

After some discussion it was decided to continue meeting on Friday Mornings at 7:00 a.m. at the South Port Restaurant. People do not have to eat to attend the meetings, they can just have coffee.

Get The Word Out: Expanding The Roster

Each person present was asked to take additional *Bringing Out the Best in Kids* Brochures and invite someone to next week's meeting. All present agreed to make some phone calls and bring a guest. Ken Smits announced that he, Bob Getter and Russ Knoth would also be in Worthington calling on prospective Members.

Thanks Expressed

Ken Smits expressed his gratitude to those present for their interest in forming this new Club. He hoped everyone would take the time to attend next week's meeting and ask someone to join them.

For additional information, please call Ken Smith at (507) 555-4567 or email ksmith@email.com

Charter Members Signed and Paid

1. Larry Ailts
2. Elaine Vetter
3. Bitsie Bollen
4. King Riffel
5. Carol Puerling
6. Cindy Weigelt
7. Gary Seymour
8. Jim Jones
9. Clyde Smith
10. Sandy Brown
11. Tim Hogan
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(In The Process of Forming)

The Breakfast Optimist Club of Worthington

Second Meeting Notes

The meeting began at 7:00 a.m. with **fifteen people** from Worthington and five from Franklin present. **Ken Smits, President of the Optimist Club of Franklin**, our sponsor Club, began the meeting with a discussion of how far we have come so far. The Optimist Club of Franklin has been in Worthington for several weeks. The community has received us very well and people have expressed very positive comments. Franklin will continue to work with the people in Worthington for the next two weeks so that this project can come to its logical conclusion, which is the **formation of the Breakfast Optimist Club of Worthington.**

We have 19 people who have signed Charter acceptances and paid the \$35.00 Charter fee. **We need twenty-five (25) adults** to commit to becoming a Member so that we can become organized as an official Optimist Club. The Club, once it is formed, will have annual dues of around \$60.00 which will be determined by the Members.

Ken reminded everyone that this is the only time someone can become a Charter Member. After the Club is organized, the Charter roster is closed. **Our goal is to organize with 40 Members or more.**

Russ Knoth, Lt. Governor of Zone 12, then made a few comments. He first thanked **Dennis Bandle, King Riffel, Carol Puerling, Cindy Weigelt, Gary Seymour and Bitsie Bollen** for their efforts in bringing guests to this meeting. He commented that this project is coming together right on schedule.

Russ then introduced **Dennis Bandle** from the Worthington Frontier Bowl who has stepped forward and agreed to become a temporary chairperson for the Club. Dennis discussed the many reasons Worthington needs an Optimist Club. He was followed by **King Riffel** from the Police Department who explained some of the projects his department needs adults to assist them in.

Dennis then suggested that everyone he has talked to has said that we should proceed with organizing a Breakfast Optimist Club in Worthington. He stated that **things only get done when a deadline is set.** Since we have 19 Members signed and we have 7 prospects present at this meeting, we should decide when we will finish the project.

After much discussion, it was agreed that we would **organize on Tuesday the 17th, ten days from today.** Russ Knoth explained that this meeting would be in the evening and would last two hours. It was decided to hold this meeting at the Community Center.

Dennis asked Bitsie to organize a phone committee to contact everyone and make sure they are at the next meeting. It was also decided to **meet both Tuesday and Thursday** morning next week so people would be able to get prospects at a meeting.

Ken Smits announced that next week a by-laws committee would be formed to review the standard by-laws. He also suggested that a **nominating committee of Dennis Bandle, Elaine Vetter and Tim Hogan** had agreed to meet to nominate Officers of the Club.

At this point, Dennis asked if the seven prospects were considering joining. We were pleased when **Jim Borusky**, of West Bend Schools; **Carol Kurth**, of Big Brothers Big Sisters; **Jane Fell**, of Morton, Nehls and Tierney, and Dennis Eisenberg of Centrex Computers all handed in application blanks with the \$35.00 Charter fee. Everyone agreed to bring a guest to the next meeting Tuesday at 7:00 a.m. at Dick's. The meeting ended at 8:00 a.m.

For additional information, call Bitsie Bollen at (507) 555-1234 or email bollen@email.com.

Charter Members Signed and Paid

1. Larry Ailts
2. Elaine Vetter
3. Bitsie Bollen
4. King Riffel
5. Carol Puerling
6. Cindy Weigelt
7. Gary Seymour
8. Jim Jones
9. Clyde Smith
10. Sandy Brown
11. Tim Hogan
12. Jim Borusky
13. Carol Kurth
14. Jane Fell
15. D. Eisenberg
16. Jack Gutter
17. Sandy Brown
18. Mary Hartman
19. Jeff Stone
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(In The Process of Forming)

The Breakfast Optimist Club of Worthington

Third Meeting Notes

Breakfast Optimist Club Of Worthington To Become Reality

On **Thursday, the 17th at 6:30 p.m.**, we will officially organize the Breakfast Optimist Club of Worthington. **David Copperfield**, an Optimist International field representative, will conduct the meeting at Community Center. David is traveling a great distance which means we need to make sure that everyone that can be is present so that the meeting can begin on time.

International by-laws require that we have **60% of our membership present** to conduct an organizational meeting. We now have 35 Members and expect to be at our goal of 40 by the meeting. The meeting will last 1 1/2 hours. We hope that you will make every effort to be present.

Last Call For Charter Members

Anyone wishing to be a Charter Member of the Breakfast Optimist Club of Worthington must have their **Charter application and fees of \$35.00 in by 6:30 on the 17th**. Russ Knoth will be in Worthington Wednesday morning and is willing to stop by and pick it up. You may contact him at the CLUE office 338-6128 or you can contact **Elaine Vetter at the Valley Bank or Dennis Bandle at the Frontier Bowl**.

By-Laws Adoptions

The By-Laws committee, Elaine Vetter Chair, has recommended the following be adopted as part of the Optimist Club By-Laws:

Name is Breakfast Optimist Club of Worthington.

Open to all adults in Worthington area.

Regular Breakfast Meetings on Thursday.

A new Member fee of \$35.00

Annual dues of \$60.00

Officer Nominations

The following Officers have been nominated as Charter Officers. Additional nominations will be taken from the floor at Thursday's meeting.

Bitsie Bollen, President; CLUE

Carol Puerling, Vice-Pres.; Register of Deeds

Dennis Bandle, Vice-Pres.; Frontier Bowl

Elaine Vetter, Sec.-Treas.; Valley Bank

We also will need a Board of Directors: Three people to serve for a one year term and three to serve a two year term. First meeting to be held after organization meeting.

Organization Meeting Agenda

(Tentative Pending Field Rep Changes)

Call to order

Pledge of Allegiance

Welcome

Introduction of Guests

Introduction of Field Representative

Presentation of Charter Acceptances

Introduction of Members

Motions to organize Optimist Club of Worthington

Installation of Members

Approval of By-Laws

Election of Charter Officers and Board

Installation of Officers and Board

Presentation by District Officials

Response by President

First Board Meeting

Adjournment

For additional information, call Bitsie Bollen at (507)555-1234 or email bollen@email.com.

Charter Members Signed and Paid

1. Larry Ailts
2. Elaine Vetter
3. Bitsie Bollen
4. King Riffel
5. Carol Puerling
6. Cindy Weigelt
7. Gary Seymour
8. Jim Jones
9. Clyde Smith
10. Sandy Brown
11. Tim Hogan
12. Jim Borusky
13. Carol Kurth
14. Jane Fell
15. D. Eisenberg
16. Jack Gutter
17. Sandy Brown
18. Mary Hartman
19. Jeff Stone
20. Steve Hart
21. Jim Kondrasuk
22. Joe Jackson
23. Jim Boight
24. Tracy Buchel
25. Steve Seidel
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Committee Procedures

Before The Meeting

- 1 Find the right place to meet. It should be centrally located and conducive to deliberation.
- 2 Decide upon a convenient meeting time.
- 3 Mail or email the meeting announcement and agenda one week in advance. A well-planned agenda will help assure a productive meeting.

At The Meeting

- 4 Start the meeting on time
- 5 Define the committee's objectives. Every Member must know the long-term objective of the assigned activity and the goals for the specific meeting
- 6 Encourage every Member to contribute.
- 7 Maintain a positive approach. Examine each suggestion with respect.
- 8 Do not rush. It takes time to consider all worthwhile alternatives.
- 9 Select the solution most nearly acceptable by all.
- 10 Set a schedule for accomplishing the project.
- 11 Make a reasonable division of responsibilities. The conduct of a project will probably require more manpower than the planning. Subcommittees and, on occasion, the entire Club may be involved in the project.
- 12 Adjourn the meeting on time.

After The Meeting

- 13 Report progress to the Board. A suggested report format is included in the committee chairperson materials. Copies of the report for committee members will help assure continuity.
- 14 Keep in touch. Use the Club bulletin to inform Club Members. When applicable, inform the community through the local news media.

Concluding Committee Activity

- 15 Compile committee records. At the conclusion of a project or a standing committee's term of office, collect and organize all materials for use by future committees.
- 16 Make plans for the past committee chairperson or one of the committee members to meet with the new committee to insure a smooth transition of duties.

Committee Reports

Monthly written reports contribute greatly to the effectiveness of the committee and Club. Report inform the board of committee progress and seek approval of specific requests. The Chairperson should read the report and present copies to the President and Secretary-Treasurer, and may make a brief verbal report to further discussion. Committee reports should state accomplishments and plans rather than details of discussion. If finances are involved, include reports on expenditures. Submit a more detailed report on a completed activity or responsibility.

Committee Report

_____ Optimist Club of _____

Report of _____ Committee _____

Date of Meeting _____ Time Called _____ Time Adjourned _____

Chairperson _____ Date of next meeting _____

Members of Committee (check those present):

Others present:

Business transacted:

Committee recommendations:

Committee requests:

Reported to Board by _____ Date _____



BUILDING AN OPTIMIST CLUB IN A TARGET MARKET

What is a close community?

Examples of close communities are: churches; high rise apartment buildings (especially upper end developments); alumni groups (look at high school class reunions); office towers (great for women professionals); elderly high rises and elderly communities; large associations or existing groups like block Clubs or little league conferences; work groups in places like hospitals; banks or large corporations. A close community for NCG purposes might be loosely defined as any situation where civic minded adults live, work, play, worship or associate together.

How do you build a Club in a Target Market?

Basically, the principles are the same as in any other New Club project. Find a person who is the center of influence, develop your roster, hold informational meetings to build your Charter membership, develop fellowship among the Members, identify the leaders and finally hold an organization meeting which established your group as an official Optimist Club.

The major difference is that you will be working the project as a group activity rather than as individual Member recruitment. This requires effective use of group dynamics to make the project work successfully.

First Step: *Sell the leader—*

It all starts with the “Chief Executive” of the group. You must first completely sell them on the idea of their group sponsoring an Optimist Club. You should try to always meet with the leader on a face-to-face basis. The stronger they are sold, the easier your job will be. Take help along. If there is an Optimist you know who has a personal relationship with a group leader, you may want to garnish his/her help. Many

times a personal relationship will make the difference. Examples of “Chief Executives” are: Pastor of the church; the president or CEO of a medium size corporation, hospital or bank; the division manager, public relations, or even the community liaison person of a large concern. It is important to communicate with the right person. If you look for them, you’ll find them.

Second Step: *Developing a Core Group—*

Building Clubs in target markets should include a strong nucleus of the leaders of that market. This nucleus is referred to as a “Core Group.” By holding a meeting with this core group you can then convince these potential leaders of the Club about the need for an Optimist Club. Once they have become excited about building a Club, they will help encourage the prospective Members to attend your first informational meeting.

In a target market you should be able to include information in material that is already being sent to prospective Members, (i.e. newsletters, electronic mail, church bulletins, association minutes.) You may also be able to speak at a regularly scheduled meeting of this group and extend an invitation for everyone to attend your upcoming informational meeting. If this is the case, try to be introduced by the group leaders. In all cases an individual letter or invitation should be sent to your prospective Members inviting them to the first informational meeting. This letter is even more effective if Members of your core group contact the prospects personally to encourage their attendance at the meeting.

Third Step: *Have an exciting reception/meeting—*

Have name tags, sign-in sheets, your Club banners, the creed banner, and the

Bell and Gavel. Make sure you have a camera. Let them know they are making history and that these pictures will be invaluable at their 25th or 50th anniversary party.

Have a few good speakers talk about Optimist activities and how it influences their personal lives, making sure you get different perspectives. **Your last speaker should be someone who is exciting and can ask for the application and check.** Always make sure that whomever you ask first says yes—people in groups like to follow the leader. So, therefore, it is helpful to know that your first answer will be yes. Always remember to get the name, address and phone number of some new prospects from the new Members.

Fourth Step: *Keep the communications active and positive—*

After your first reception meeting, make sure you send out an effective newsletter. Fill the thermostat up, put names in print as much as possible, Keep everyone excited. Call the prospects and Members between meetings. Confirm their attendance at the next meeting.

Fifth Step: *The organization date—*

This process is usually the same as any other NCG project. The main thing to remember is to be well prepared and make sure you keep up the fellowship. Get your new Club off to the right start.

(Mandatory wording in bold face type)
(Optional wording in regular type)



CLUB
NUMBER _____

OPTIMIST CLUB BYLAWS

Effective December 2010

ARTICLE I – NAME

This Club shall be known as _____ an affiliate of Optimist International.

ARTICLE II – MISSION

By providing hope and positive vision through the members of this Club, this Club will bring out the best in 1)kids/ 2)children/ 3)kids, our members, and our community.

ARTICLE III – MEMBERSHIP

Membership in this Optimist Club shall represent adults, who are persons of good character, from the business, social, and cultural life of the community. All memberships shall be held by individuals and shall not be transferable.

ARTICLE IV – ADMISSION TO MEMBERSHIP

Members shall be admitted to the Club according to such procedures as established by the Board of Directors.

ARTICLE V – TERMINATION OF MEMBERSHIP

Section 1: Any member may resign from the Club provided that all dues and fees have been paid.

Section 2: Any member who is two (2) or more months in arrears in the payment of dues or fees to the Club may be suspended from membership. He or she will be provided written notice by the Secretary. Upon payment of arrears within 30 days of said notice, the member's suspension shall end automatically. If such member has not paid within said 30 days, his membership shall automatically be terminated and the secretary shall so notify him of that termination.

Section 3: Any member charged with conduct unbecoming an Optimist or with any act prejudicial to the best interests of the Club or Optimist International, and against whom such charges are sustained after opportunity to appear before the Board of Directors in his or her own defense, may be expelled from membership, at the discretion of the Board of Directors. Upon such action by the Board of Directors, the Secretary shall immediately notify the member in writing, of said action.

Section 4: In case of the resignation or expulsion of any member, the Secretary shall immediately notify Optimist International and all members of the Club of such action.

Section 5: Any member whose membership in the Club has been terminated for any reason shall forfeit all interest in any funds or property of the Club and all rights to the use of the Optimist name, emblem, or other insignia.

Section 6: It shall be the prerogative of the Board of Directors to confirm any termination of membership on behalf of the Club.

ARTICLE VI – DIRECTORS

Section 1: There shall be a Board of Directors which shall consist of the officers of the club and _____ elected members. Directors shall serve for a period of ____ years or until their successors are duly qualified and elected and ____ shall be elected every year. In the event of a directorship becoming vacant for any reason, such vacancy shall be filled by the Board of Directors, and the appointee shall serve for the duration of the term of the individual being replaced.

Section 2: The Board of Directors shall have control and management of the Club's activities, determine all policies, elect, dismiss and discipline members and generally supervise the affairs of the Club.

Section 3: The Board of Directors shall meet on a regular basis as they shall determine or at the call of the President/Chair. Any three members of the Board of Directors may call a meeting providing a three-day notice is given to all members. A majority of the Board of Directors shall constitute a quorum for the transaction of business, and a majority vote of those present shall be necessary to give effect to any action of the Board.

Section 4: Any member of the Board of Directors who is absent from three consecutive board meetings may be removed from office by the Board of Directors. Notice of said action shall be mailed to all members by the Secretary.

ARTICLE VII – OFFICERS

Section 1: The officers of this Club shall be determined by the Club as per State/Provincial/National law. The officers of the Club shall be the following:

- The Presiding Officer (the actual title may be President, Chair, or other as determined by the Club's Board of Directors) shall serve as the executive officer of the Club, preside at all meetings of the membership and the Board of Directors, be an ex-officio member of all committees, exercise general supervision over Club affairs and perform such other duties as are ordinarily incumbent upon a Presiding Officer; and shall represent the Club in all relations with Optimist International and the District and perform a like function in their behalf in relation to the Club. The Presiding Officer shall attend all duly called District meetings or, in the case of absence for good reason, provide for the Club's representation by an accredited representative.
- The Vice Presidents (or such title as established by the Club's board of Directors) shall perform such duties as are ordinarily incumbent upon Vice Presidents and such other duties as may be assigned to them by the Presiding Officer or Board of Directors.
- The Secretary shall keep and maintain the minutes of all meetings of the Board of Directors, business meetings and all records of membership, attendance and service to the Club, in the form and manner prescribed by the Board of Directors. The Secretary shall also prepare and file all reports required by Optimist International, District administration and generally perform such duties as are ordinarily incumbent upon a Secretary.
- The Treasurer shall keep and maintain all records of fees, dues and monies collected and disbursed. Submit regular financial statements in the form, manner and frequency prescribed by the Board of Directors, prepare an annual statement for the annual meeting of the Club and generally perform such duties as are ordinarily incumbent upon a Treasurer.

Section 2: All officers shall hold office for one year or until their successors are duly elected or appointed as provided in these bylaws. In the event that any office becomes vacant for any reason, the vacancy may be filled by the Board of Directors. The Club Board of Directors can amend or expand these duties as needed, as long as they are within the guidelines of Optimist International and standard Club bylaws.

ARTICLE VIII – ELECTION PROCEDURE

The election of Club officer(s) and Directors should be completed not later than April 30.

Section 1: Separate balloting shall be conducted for each office. Where there is only one nominee for an office, the President/Chair shall request a unanimous ballot for the nominee. A majority of the votes cast shall be required to elect. In the case of directors, if the number of nominees exceeds the number of vacancies, the required number receiving the highest number of votes shall be declared elected.

Section 2: Nothing in this article shall be construed as precluding nominations from the floor.

Section 3: Only members in good standing shall be eligible to hold office or vote.

Section 4: Voting shall be by individuals and no person may cast more than one vote. Proxies will not be recognized.

Section 5: All officers and directors shall assume the responsibilities of their respective offices on October 1 following their election.

Section 6: The Secretary shall report the results of all elections and appointments of Club officers to Optimist International and the District immediately.

ARTICLE IX – MEETINGS

Section 1: Regular meetings of the Club shall be at such time and place as may be determined by the Board of Directors.

Section 2: Special meetings may be called by the Presiding Officer, or by the Secretary upon receipt of a written request signed by at least five (5) members in good standing. Every member shall be notified in writing at least three days in advance of the special meeting and advised what business will be considered. No other business may be conducted at the meetings.

Section 3: One-third (1/3) of the members in good standing shall constitute a quorum at any regular, special or annual meeting of the Club.

Section 4: The current edition of Robert's Rules of Order (or Code Morin for French-speaking Clubs) shall govern all deliberations of this organization and its Board of Directors except as otherwise provided in these bylaws.

ARTICLE X – REVENUE

Section 1: Each new member of the Club shall pay a membership fee of \$ _____, payment of said fee to be a prerequisite for admission to membership, payable on demand of the Treasurer. *Note: Recommended amount not less than \$30 (U.S.).

Section 2: Annual dues shall be \$ _____ per member, payable in advance except that each fully paid life member shall be privileged to deduct from payment of dues the amount equal to the dues payable by the Club to Optimist International for each member. (Note: Membership dues may be voluntary as administrative costs may be offset by fundraisers, grants or business sponsorships.)

Section 3: The Board of Directors may plan or recommend the raising or accumulations of revenue from sources other than those stated in this article.

Section 4: All funds, to which the public or members have contributed for the specific purpose of financing charitable, educational or civic activities of the Club, shall be used solely for those purposes and separate records of such funds shall be maintained.

Section 5: The fiscal year of the Club shall be from October 1 of each year until September 30 next following.

Section 6: The Board of Directors shall arrange for, at a minimum, an annual audit by an audit committee appointed by the Board of Directors. This audit committee shall consist of members not also members of the Board of Directors.

ARTICLE XI – COMMITTEES

Section 1: The Board of Directors shall determine the number and purpose of all special and standing committees required to achieve the purposes of this Club.

Section 2: The Presiding Officer shall appoint the chair and members of all committees and announce such appointments not later than October 1 following his or her election.

ARTICLE XII – MISCELLANEOUS

Section 1: In recognition of the benefits and services available to this Club and its members through its affiliation with Optimist International, this Club shall exercise its rights and privileges of participation in the government and activities of Optimist International. This Club shall provide for its proper representation at all meetings and conventions of Optimist International and the District. It shall provide for such representation when preparing the annual budget.

Section 2: Any person elected to membership in this Club shall be deemed to have accepted these bylaws and the Bylaws of Optimist International, and shall be bound by them in all respects as if he or she had been a member at the time of their adoption.

Section 3: The Board of Directors shall provide for the prompt payment of all dues and other obligations to Optimist International and to the District, and shall require the prompt completion and submission of all reports required by Optimist International and the District.

Section 4: These bylaws shall be reviewed annually.

ARTICLE XIII – NOT-FOR-PROFIT ORGANIZATION

(U.S. Clubs only)

Initial here
to adopt

(U.S. Clubs only) This Club is organized and shall operate as a not-for-profit organization and shall be Initial here incorporated within the state/provincial/ national statutes as such. The Club is organized and to adopt shall operate exclusively for charitable and educational purposes set forth in Section 501 (c)(4) of the Internal Revenue Code of 1986, as now in effect on or as may be amended (the "Code"), including, but not limited to, developing Optimism as a philosophy of life, utilizing the tenets of the Optimist Creed; to promote an active interest in good government and civic affairs; to inspire respect for the law; to promote patriotism and work for international accord and friendship among all people; to aid and encourage the development of youth, in the belief that the giving of one's self in service to others will advance the wellbeing of humankind, community life and the world.

_____ **(All other countries)** This Club is organized and shall operate as a not-for-profit organization and shall be
Initial here
to adopt incorporated within the state/provincial/ national statutes as such, developing Optimism as a philosophy of life, utilizing the tenets of the Optimist Creed; to promote an active interest in good government and civic affairs; to inspire respect for the law; to promote patriotism and work for international accord and friendship among all people; to aid and encourage the development of youth, in the belief that the giving of one's self in service to others will advance the wellbeing of humankind, community life and the world.

ARTICLE XIV – AMENDMENTS

Section 1: Any amendment to these bylaws must be in conformity with the Bylaws of Optimist International, shall be adopted by a two-thirds (2/3) vote of the members present at any meeting, provide written notice of the proposed amendments and date of such meeting shall have been given the members at least two (2) weeks prior thereto.

Section 2: All amendments to these bylaws must be submitted to Optimist International for approval.

ARTICLE XV – DISSOLUTION

_____ **(U.S. Clubs only)** Upon the dissolution of the Club, the Board of Directors shall, after paying or making
Initial here
to adopt provisions for the payment of all of the liabilities of the Club, dispose of all the assets of the Club exclusively for the purposes of the Club in such manner, or to such organization or organizations, including Optimist International or the Optimist International Foundation, organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c)(3) of the Code, as the Board of Directors shall determine.

_____ **(All other countries)** Upon the dissolution of the Club, the Board of Directors shall, after paying or making
Initial here
to adopt provisions for the payment of all of the liabilities of the Club, dispose of all the assets of the Club exclusively for the purposes of the Club in such manner, or to such organization or organizations, including Optimist International or pertinent Optimist International Foundation, organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations so as not to jeopardize tax exempt status, as the Board of Directors shall determine.

Name of Club: _____

_____ Approved _____
(President) (For Optimist International)

_____ Date Approved _____
(Secretary) (By Optimist International)

Date Adopted _____

2010-2011



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.....	\$59.62	\$44.12	\$31.00
Quarterly	\$14.91	\$11.03	\$7.75

COLLEGE MEMBERS (USD)

Any Optimist Member who is a 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.....	\$22.50	\$19.50	\$13.50
Quarterly	\$5.63	\$4.88	\$3.38
Triad.....	\$7.50	\$6.50	\$4.50

FULLY PAID LIFE MEMBERS (USD)

Immediately following complete payment of the \$336.20 Life Membership subscription, a Member is permitted to deduct \$33.62 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

Effective October 1, 2010



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	FIRST DUES DATE	REGULAR DUES	LIFE MEMBER	COLLEGE MEMBER
October	January 1	\$14.91	\$6.50	\$5.63
November	February 1	\$10.00	\$4.36	\$3.75
December	March 1	\$5.00	\$2.00	\$1.88
January	April 1	\$14.91	\$6.50	\$5.63
February	May 1	\$10.00	\$4.36	\$3.75
March	June 1	\$5.00	\$2.00	\$1.88
April	July 1	\$14.91	\$6.50	\$5.63
May	August 1	\$10.00	\$4.36	\$3.75
June	September 1	\$5.00	\$2.00	\$1.88
July	October 1	\$14.91	\$6.50	\$5.63
August	November 1	\$10.00	\$4.36	\$3.75
September	December 1	\$5.00	\$2.00	\$1.88

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

ORGANIZATION MONTH	FIRST DUES DATE	REGULAR DUES	LIFE MEMBER	COLLEGE MEMBER
September-November	January 1	\$19.87	\$8.67	\$7.50
December-February	March 1	\$19.87	\$8.67	\$7.50
March-May	November 1	\$19.87	\$8.67	\$7.50

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

Builders of Excellence

CLUB NAME: _____ CLUB NUMBER: _____

ABOUT BOE...

The Builders of Excellence program is designed to recognize and encourage new Club builders who have pride in building Clubs that will last. The plan honors up to two Builder of Excellence per sponsor club for each New Club. Designating the Builder(s) of Excellence is the responsibility of the President of the Sponsor Club and will usually be the member who was the primary spark plug and one who drove the New Club Building process.

Up to four builders of equal input may be named as Builders of Excellence for building one New Club. The Field Representative will ask the Sponsor President or his/her representative at the organization meeting to confirm the designation of up to four Builders of Excellence. On some occasions, the Builder(s) of Excellence will be a member of a Club other than the Sponsor Club.

RECOGNITION

Following successful completion of the New Club organization meeting, the Builder(s) of Excellence will qualify for recognition by presentation of a certificate of merit and a special lapel pin, each indicating the number of New Clubs for which the member has been designated the Builder of Excellence.

The District will also be presented a banner patch to affix to the Builder of Excellence banner, for display at District events. Both the pin and the banner patch will indicate the number of times the member has been designated a BOE; and the certificate and patch will bear the BOE's name and the name of the Club sponsored. All New Club Building awards will be shipped to the Governor of the Sponsor Club's District.

NEW CLUB FOLLOW-UP PROGRAM

The New Club follow-up program is the responsibility of the Sponsor Club, and when faithfully pursued, will assure an active, effective and lasting New Club.

Inquiries regarding this of any aspect of the new Club building process should be directed to the New Club Building Department.

In U.S.A.

New Club Building Department
Optimist International
4494 Lindell Blvd.
St. Louis, MO 63108 U.S.A.
Tel: 800-500-8130/314-371-6000
Fax: 314-371-6006

In Canada

Optimist International Canada
5205 Blvd. Metropolitan East, Suite 200
Montreal, Qc H1R 1Z7
Canada
Tel: 800-363-7151
Fax: 800-363-7151



Builders of Excellence

(New Club Name) (Club #)

(Sponsor Optimist Club #1 Name) (Club #)

(BOE Name) (Club #-if different than above) (#of times named BOE in past)

(BOE Name) (Club #-if different than above) (#of times named BOE in past)

(Sponsor Optimist Club #2 Name) (Club #)

(BOE Name) (Club #-if different than above) (#of times named BOE in past)

(BOE Name) (Club #-if different than above) (#of times named BOE in past)

The Builders of Excellence will receive a BOE pin and certificate, each indicating the number of New Clubs he/she has built under the BOE designation (since July 1, 1992). The District will also receive a banner patch for the District BOE banner. These items will be shipped to the District Governor for presentation. If this form cannot be completed at the Formal Organization Meeting, either the BOE or the Sponsor Club representative should file it as soon as possible thereafter.

(Signature of BOE or Sponsor Club #1 representative) Date

(Signature of BOE or Sponsor Club #2 representative) Date

(Field Rep signature) Date





INTRODUCTION TO BASIC PROGRAM

This handbook has been developed to help a sponsor Club and District leader fully complete the New Club program with special emphasis on the "Follow-Up/Follow-Through" phases.

New Clubs should be built to last. The Follow-Up/Follow-Through Program is a way to help new Clubs be successful.

Once the new Club is formed, a sponsor Club has specific additional responsibilities. The New Club Follow-Up is a phase which must be carried out during the first three months of a new Club's life. For Clubs formed in September, the Follow-Up Phase must be completed by November 30. The District leadership is then responsible for the Follow-Through phase for 9 months. The completion of the program is to coincide with the first anniversary of the new Club.

The Board of Directors of Optimist International has directed that New Club credits and awards will be given for projects only when the New Club Follow-Up Phase has been completed successfully and certified by the Optimist International Field Representative who chartered the new Club.

The four major components to the New Club Follow-Up Program are:

1. **Three "orientation" programs-** presented by the sponsor Club, one during each of the new Club's first three months (details in section I).
2. Attendance at **one District board** meeting (or District convention) by **two Charter Officers-** preferably the Charter President and the Secretary-Treasurer.
3. **Assist** the new Club in **planning at least one service project.**
4. **Assist** the new Club in **planning at least one fund raising project.**

Certifying completion of all the above items on forms provided in this handbook will entitle the sponsor Club, Zone and District to receive awards credit for a successful new Club building project.

Sponsor Clubs and District officials are encouraged to assist all concerned. The objective is a successful program. The Lt. Governor should set up informal visits between the new Club and other Clubs in the Zone. Social events, and inter-Club visits between sponsor Club and new Club are encouraged.

The Club Service Chairman, Governor, Lieutenant Governor or responsible District Officer must certify that the orientation meetings were conducted and attest that the program was successfully completed.

All questions and/or comments regarding the "New Club Follow-Up/Follow-Through Program" should be directed to:

Member Services Department
Optimist International
4494 Lindell Blvd.
St. Louis, MO 63108
(800) 500-8130
(314) 371-6000

In Canada
Optimist International Canada
5205 Blvd Metropolitan East, Suite 200
Montreal, Qc H1R 1Z7
Fax: (514) 721-1104
1 800 363-7151



EVALUATION CHECKLIST FOR FOLLOW-THROUGH PHASE

District Representative

Verification: First visitation (after 90 days)

1. Provide assistance if necessary on not-for-profit incorporation.
2. List Committee chairmen. Are committees staffed and needs satisfied?
3. Evaluation of Club effectiveness: (rate Poor, Good or Excellent) Average attendance, inter-Club visits, quality of bulletins and program speakers, Club's stability and, where is information/reorientation needed? How do you rate the Club leadership? How did you help? Is the Secretary-Treasurer satisfied with the dues collections? How many Members have been replaced since the organizational meeting? Review your visit and the Club's most important needs with the Lt. Governor and Governor. Identify areas for encouragement and recognition. How will you follow through?

Confirmation: Second visitation (after 180 days)

4. Name several youth activities the Club: a) has completed, b) is researching for adoption. Identify several fund raising activities.
5. Is there a plan to contact or replace inactive Members?
6. Are Members now involved in Club activities, Zone/District meetings?
7. Is the Club experiencing problems? What are they? Have Officers or chairmen changed? What help do they need? How will you follow through?

Investigation: Third visitation (after 270 days)

8. Is the Club healthy financially? Does the Club have good programs? Does the Club have balanced activities? What about esprit de corps?
9. Can the Club identify future leaders?
10. Does the Secretary need help in any area?
11. Is the Club involved in the Awards program?
12. Is the Club entering the community projects competition? Which projects?
13. Is the Club attending District meetings and conventions?
14. Is there any problem? Can your committee help?
15. Are they still having inter-Club visitations?

Congratulations: Fourth visitation (after 360 days)

16. Deliver a first anniversary certificate.
17. How many projects did the Club have?
18. Is the Club well structured? Are the Board and Committees active? Are replacement Chairmen or Officers given complete orientations on their duties?
19. Does the Club need assistance from the Lt. Governor? The District NCG Committee? The International Office?

Thanks for Following-Through



BENEFITS OF AFFILIATION

1. Affiliated Clubs have available a vast reservoir of ideas, know-how and successful projects, which, with practical applications, will help any Club.
2. Affiliation with an international organization gives strength, influence and prestige to a Club.
3. Affiliation provides Members with an opportunity for fellowship with business and civic leaders from all over North America.
4. An experienced, full-time staff provides professional assistance and guidance.
5. Longevity is the rule, rather than the exception, with affiliated Clubs that pursue long-term, multi-purpose objectives.
6. Local, Zone, District and international meetings provide Club leadership with opportunities to expand knowledge and techniques and to participate in the governing process of the organization.
7. The Optimist Magazine features successful Club projects that benefit all.
8. Expertly written and professionally prepared handbooks on all phases of Club administration are available at no charge to Club Leaders.
9. Club Members have an opportunity to develop talents and abilities through election and appointment to leadership roles at all levels.
10. International publicity reflects favorably on all Members and Clubs.
11. Project development in tune with the times is a plus for all affiliated Clubs.
12. Clubs, collectively, are a force for progressive constructive thought and action.
13. Clubs are challenged to meet worthwhile purposes and fulfill local needs.

OFFICIAL ORGANIZATION MEETING

The essential points to be checked in determining a new Club's readiness for conducting the official organization meeting are as follows:

1. Are there a sufficient number of signed and fully paid Charter Members?
2. Are the annual dues and membership fees determined?
3. Is the permanent meeting place selected and available?
4. Is the prospective Club's name acceptable?
5. Is there general agreement on bylaws and is the Bylaws Committee ready to report?
6. Is the Nominating Committee ready to report and have the nominees been contacted regarding acceptance?
7. Will at least 15 of the Charter Members be able to attend the organization meeting in its entirety?
8. Is the date of the anticipated organization meeting free of conflict with other local meetings and events?

It is important that every Charter Member be personally contacted (at least by phone) to obtain maximum attendance of the Charter membership. Nothing should be left to chance. Not less than 15 charter members, signed and paid, must attend the organization meeting in its entirety before the club may be declared officially organized.

Notice of Official Organizational Meeting

CLUB NAME: _____ CLUB NUMBER: _____

CITY: _____ COUNTY: _____ STATE/PROVINCE: _____

ORGANIZATION DATE: _____ DAY & TIME OF REGULAR CLUB MEETINGS: _____

NAME OF REGULAR CLUB MEETING PLACE: _____

ADDRESS OF MEETING PLACE: _____

NUMBER OF CHARTER MEMBERS SIGNED & PAID AT TIME OF ORGANIZATION MEETING: _____

DISTRICT: _____ NUMBER OF MILES FROM SPONSOR CLUB: _____

CHARTER PRESIDENT (FULL NAME): _____

ADDRESS: _____

(No Post-office box numbers please. Include City, State/Province, and Postal Code)

RESIDENCE PHONE: _____ BUSINESS PHONE: _____

EMAIL ADDRESS: _____ FAX PHONE: _____

CHARTER SECRETARY (FULL NAME): _____

ADDRESS: _____

(No Post-office box numbers please. Include City, State/Province, and Postal Code)

RESIDENCE PHONE: _____ BUSINESS PHONE: _____

EMAIL ADDRESS: _____ FAX PHONE: _____

CHARTER TREASURER (FULL NAME): _____

ADDRESS: _____

(No Post-office box numbers please. Include City, State/Province, and Postal Code)

RESIDENCE PHONE: _____ BUSINESS PHONE: _____

EMAIL ADDRESS: _____ FAX PHONE: _____

SPONSOR CLUB NUMBER: _____ CLUB NAME: _____

SPONSOR CLUB NUMBER: _____ CLUB NAME: _____

LIEUTENANT GOVERNOR: _____ ZONE: _____ PRESENT AT MEETING? _____

BUILDER(S) OF EXCELLENCE: _____

#1 (FULL NAME/CLUB #/MEMBER #)

#2 (FULL NAME/CLUB #/MEMBER #)

BUILDER(S) OF EXCELLENCE: _____

#3 (FULL NAME/CLUB #/MEMBER #)

#4 (FULL NAME/CLUB #/MEMBER #)

We hereby certify that the Organizational Meeting of the above Club has been conducted by the undersigned authorized representative on the date specified and that the full Charter Membership Fee of \$_____ has been paid to the Club by each of the _____ Charter Members (at least 25 of whom do not hold membership in any other Optimist Club at the time of the Organization Meeting). We understand that the official application of this Club for affiliation with Optimist International will be prepared jointly by a Field representative of Optimist International as well as the President and Secretary/Treasurer of said Club in the prescribed form and manner and that such application for affiliation is subject to the approval and acceptance of Optimist International when submitted. We also understand that the Sponsor Club has certain responsibilities and we pledge our cooperation in successfully completing the New Club Follow-up Program.

Sponsor Club's Authorized Official Signature

New Club Charter President Signature

SIGNATURE OF AUTHORIZED REPRESENTATIVE OF OPTIMIST INTERNATIONAL _____

PRINTED NAME OF AUTHORIZED REPRESENTATIVE OF OPTIMIST INTERNATIONAL _____

FIELD REP: PLEASE FAX TO OI ALONG WITH THE CHARTER MEMBERSHIP ROSTER ASAP (314-371-6006)



www.optimist.org • www.optimistleaders.org





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.





Mission Statement

By providing hope and positive vision, Optimists bring out the best in kids.

Vision Statement

Optimist International will be recognized worldwide as the premier volunteer organization that values all children and helps them develop to their full potential.

Purposes of Optimist International

To develop optimism as a philosophy of life utilizing the tenets of the Optimist Creed.

To promote an active interest in good government and civic affairs.

To inspire respect for the law.

To promote patriotism and work for international accord and friendship among all people.

To aid and encourage the development of youth, in the belief that the giving of one's self in service to others will advance the well-being of humankind, community life, and the world.

OPTIMIST INTERNATIONAL

4494 Lindell Blvd. • St. Louis, MO 63108
800.500.8130 • 314.371.6000 • Fax: 314.371.6006
E-mail: newClub@optimist.org • www.optimist.org

OPTIMIST INTERNATIONAL CANADA

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E-mail: service@optimist.org • www.optimist.org