

## **Job Responsibilities**

Present idea to Club

Print information from the Optimist International website about CCC coin banks

Club discusses and agrees to order banks and be responsible for their management

Decide how many banks the Club can maintain upkeep on (refilling brochures, collecting funds, etc)

Make a list of businesses in the area that Club can ask to put a bank in their location. These should be businesses with high customer traffic at cash registers, such as restaurants, cleaners, etc.

Divide the businesses between Club Members and visit the location to request approval for bank placement. Give a short explanation of the goals of the Childhood Cancer Campaign and the purposes of the banks.

Draft a request letter that can be sent to management of the location if Club Members are unable to meet with them (sample letter can be used)

Determine number of banks Clubs needs to order

Decide which Club Member will be responsible for each bank and how often funds need to be collected

Print order form from the Optimist International website or call and ask for one to be e-mailed, mailed or faxed. US Clubs should order banks from Optimist International, Canadian Clubs should order from the Canadian Service Centre.

Make sure the order form is signed by a current Club President, Secretary/Treasurer or CCC Chair before mailing or faxing to Optimist International or the Canadian Service Centre.

Send check for \$15.00 US/\$18.50 CN per bank, include credit card information on the order form or check the box asking that your Club be billed for the cost of the banks.

Open bank shipment and have a Club Officer fill out the enclosed Revenue Agreement. Keep one copy for the Club's records and mail one to Optimist International (US Clubs) or the Canadian Service Centre (Canadian Clubs).

Assemble all the banks and fill with the brochures enclosed in the shipment.

Attach a sticker to the bottom of the bank that gives the Club name, a contact person and current telephone number

Deliver banks to businesses and discuss with management how often the funds will be collected, brochures refilled and make sure they have the information of a contact person within the Club.

Check on the banks often. Make sure they each have brochures and are still in good condition.

Collect funds from the banks on a regular basis. It is good to allow them to have a small amount of money in them but do not allow them to get full.

Send a minimum of 50% of the collected proceeds to the Optimist International Foundation on a quarterly basis. Checks should be made out to the OIF-CCC. Write Club number and bank revenues on the memo line or enclose a note. Clubs are restricted to using their share of the proceeds on CCC-related activities.

Discuss progress of banks with the business management. Is the bank placement beneficial? Are funds being collected or brochures picked up by the public? Is it in the best interest of the Club and the business to continue the bank's placement?

Thank the business manager and employees for supporting the Optimist International Childhood Cancer Campaign. This will also give you a chance to talk about your Club and recruit perspective Members.

Clubs can order additional brochures after a minimum donation of \$20.00 US/ \$25.00 CN per bank per year is submitted to the Optimist International Foundation.

Decide if the bank fundraiser is beneficial and if the Club would like to place more banks in local businesses. Make sure the Club can handle the additional responsibilities.

Clubs cannot reorder banks until the Revenue Agreement has been submitted and all fees have been paid.