



2022-2023

Junior Optimist International

PLANNING GUIDE

This guide is available online at junioroptimist.org



Dear fellow Junior Optimists!

My name is Fatima Zaidi, and I'm very excited to be your Junior Optimist International President for the 2022/23 year! I'm a Senior at White Oaks Secondary School in Oakville, Ontario, Canada. I first joined my local JOI Club in 2018 when I was in middle school, and since then I have served as a leader on the Municipal, District, and International levels. I have experience being a Club President, Vice President, District Lieutenant Governor, and International Board Director prior to my Presidency this year.

As an ethnic and gender minority, I've faced many obstacles throughout my lifetime. Facing these challenges allowed me to become the person I am today, but all the same made it harder to find opportunities for myself in order to succeed. Due to these experiences, I strive to help others facing similar hardships. Hence, my theme for this year is "Breaking Barriers Through Optimism."

With our Members located worldwide, we have thousands of Members each with their own set of unique skills and traits. Instead of isolating one another because of these differences, we should be using our diversity to uplift and support others to power our service and projects and spread Optimism throughout our individual communities. My mission is to allow JOI Members worldwide to unite, to accept their differences and use it to their advantage, and to share perspectives as individuals. By tackling important social issues that face our youth today, such as equity and environmentalism, we can collectively make a bigger impact on the world, raise awareness amongst others, and create an accepting society for generations to come.

So this year let's join together as a community; let's celebrate our individuality and use our determination, perseverance, and citizenship as JOI Members to help our neighbors and friends. I hope to grow our Optimist family and expand our Membership to new countries and regions. In addition to this, I aim to increase communication. Whether it be from our Board to our Members, or connecting Clubs from varying nations, we can share our ideas and goals to play our part in making the world a happier place for all. My goal this year is to listen to and support YOU, JOI Members, and work as a team to expand our contributions through our work.

A special thank you to all the Advisors, adult allies, and JOI friends who have helped me become who I am today. To my incredible International Board and Committee, I look forward to making a lasting impact by collaborating with you all this year. Finally, thank you to all JOI Members - you are the reason our organization is so great and without you, we could not spread the much-needed message of Optimism across the world.

FATIMA ZAIDI

2022-2023 Junior Optimist International President

Share our passion:

1. Build a Club in a country new to Junior Optimist
2. Personal growth and service: PGI, Souper Bowl of Caring and Junior Optimist Reading
3. Get excited about the work you do

Hello Junior Optimists,

I am Maya Gluck, your Junior Optimist International Past President for the 2022-2023 year. I live in Orlando, Florida. I am currently at the University of South Florida studying Political Science. I have been in JOI for over 8 years and continue to make my mark in the organization. The positions I have served include: International



President, International Board Director for two consecutive years, District Governor, Lt. Governor, Club President, VP, and Secretary/Treasurer - in addition to many other committee positions. I received the 2017-2018 Member of Excellence award and Distinguished Governor ring for the 2019-2020 year.

I am so thankful for all the support and hard work of my Committee and International Board of Directors. It was such an honor to be able to work with such an amazing group of people. We were able to accomplish so much including the first ever legacy project, ABC book "Zoe the Zowie." The book was able to and continues to reach many people, children, schools, and libraries. I am also thankful for the cooperation on our podcast, webinars, and my monthly meetings, "Mondays with Maya." Furthermore, throughout the year we have been reaching to Clubs and Districts through attending conferences online including the Southeast Regional Conference online. This sharing and collaboration has helped create better awareness and fellowship for Junior Optimist. Lastly, I am overjoyed about how amazing our International Convention went. At the Convention, attendees were able to engage and participate in teamwork activities, our talent show, community service project, and our banquet.

As we look forward into the new Optimist year, I am so grateful to have worked with such an amazing team. I cannot wait for what we will do this year and I am so honored to be working alongside this year's International President, Fatima Zaidi, as well as the International Board Directors and Committee who will do an excellent job. There is so much enthusiasm aspiring from this group of people, and I know this year will be incredible!

- Maya Gluck

Hello/Bonjour fellow Junior Optimists,,

For those who do not know me, my name is Chloé-Angélique Bourré and I am truly honoured to represent you once again as one of your Directors on this year's Junior Optimist International Board. I live in Ottawa, Ontario, Canada's Capital, where I am an 11th grade student at Samuel-Genest High School. My Junior Optimist journey officially began five years ago, however I have been a part of many JOI activities for the past 9 years. I have held the position of Club President (3 years), Vice-President, and this year I am Secretary/Treasurer of the Junior Optimist Francophone Canadien (JOFC), a new pilot project replacing the St-Laurent Region. I truly love how this organization includes all generations and makes you feel that you are part of a big family that really makes a difference in our communities all over the world!



One of my goals this year is to continue improving our communications internationally, as well as sharing our projects and ideas with one another. I would also like to challenge you to share your JOI with everyone around you. If every one of you invites at least one person to join our organization, we would easily double our membership - so let's get recruiting!!

I take pride in being an Optimist and plan on helping this great organization grow in new countries as well as within our existing regions. I can't wait to hear about all your accomplishments and can't wait to see you at our International Convention in Arlington, Virginia.

- Chloé-Angélique Bourré

Hello Junior Optimists,

name is Charel El-Habib. I am a 17 year old girl, born and raised in Ottawa, Ontario Canada with Lebanese origins. I am fluent in English, French and Arabic. Since a very young age, I have always wanted to be a person that helped others and always aspired to give back to my



community. When I began at Samuel-Genest High School, I found a place that did exactly that. My JOI club has helped me tremendously. It has helped me make my life complete, and with it I have found a second family that has helped push me and grow as a person. The encouragement I have received from its members has helped and encouraged me to apply and try for higher positions such as Club President (last year) and this year - as well as my position on this year's International Board as one of your Directors. I am also this year's President of the Junior Optimiste Francophone Canadiens (JOFC), the pilot project in the St-Laurent Region that is in its second year.

This year one of my goals is to work with the other Board members to find new ways to build a better communication system between every Club, adult and JOI member to ensure our Optimist family continues to grow moving forward and ensure all our voices be heard. As this is my last year as a JOI member, I want to make sure that I make a difference for the JOI organization for years to come.

Thank you for trusting me to represent you as one of your Directors on this year's Junior Optimist Board

- Charel El-Habib

Hello Junior Optimists,

My name is Tahjey Lawson. I'm a Sophomore at Kettering Fairmont High School in Kettering ,Ohio. I have been with JOI for a total of 6 years. I have a held a Secretary/Treasurer and President position for my school's Club. I'm also the 2021-2022 Governor for the Ohio District.



I can't wait to work with so many new people and be more active in the International level.

- Tahjey Lawson

Hey Everyone,

My name is Mason McSwegin, and I am so excited to be one of your International Board of Directors for the 2022-2023 year! I have been in JOI for about seven years now. During this time, I have held the position of Club President and Lt. Governor. I have been to six District Conventions and six International Conventions starting with Albuquerque, New Mexico. I live in Dayton,



Ohio and I am a sophomore at The Dayton Regional STEM School. I have been going to a STEM school since the 6th grade, where I have learned a lot about how communication is vital for any functioning thing.

This is why one of my main goals for this year is to work on and improve communication between the Club, District, and International levels. I plan on doing this by expanding our social media outreach. By doing this, we will be able to provide all clubs and districts with important information, making sure no one feels secluded.

I look forward to working with all of you and meeting you at the 2023 International Convention in Virginia!

- Mason McSwegin

Brochures/Information:

Junior Optimist for students

The Torch (Newsletter)

Public Service Announcement

Souper Bowl of Caring

PowerPoint:

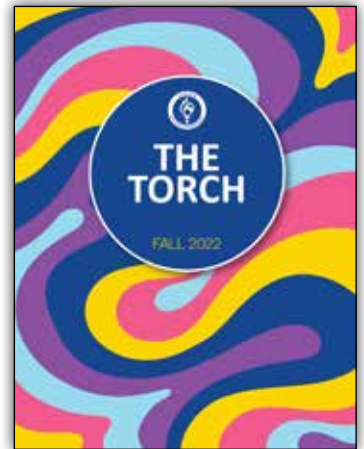
What is Junior Optimist International?

Building a Junior Optimist International Club

Junior Optimist Awards Program

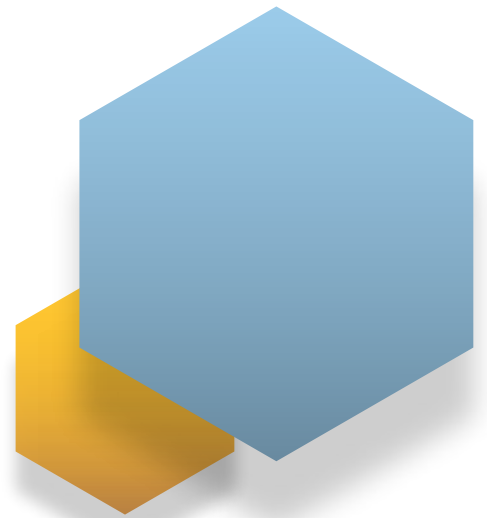
junioroptimist.org

(800) 500-8130



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The Truth About Youth Volunteers

Youth like to help others, and there are plenty of surveys and statistics that show teen volunteer rates continue to increase. Check out some of these numbers from a recent survey in the U.S.

Majority rules

Approximately 15.5 million youth – 55 percent of young people ages 12 to 19 – volunteer each year. This rate is close to double that of adult volunteerism, with a rate of 29 percent.

More than a billion hours served

Youth dedicate more than 1.3 billion hours to community service each year. Most individuals annually set aside almost 30 hours per year to volunteering.

Location, location, location

18 percent of youth volunteer through school-based groups, and 12 percent volunteer through youth leadership organizations.

Youth want to volunteer!

Only 5 percent of youth say they volunteer because their school requires it.

Like parent, like child

Teens from families in which at least one parent volunteers are almost twice as likely to volunteer as those with no family members who volunteer. In families where both parents and siblings volunteer, 86 percent of youth also volunteer and 47 percent volunteer on a regular basis.

Volunteering makes the grade!

Youth who report succeeding in classes are more likely to volunteer than students with lower academic performance levels.

Source: Corporation for National and Community Service, 2005 survey of U.S. youth ages 12 to 18



OCTOBER 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10 Columbus Day (US) Thanksgiving (Canada)	11	12	13	14	15
16	17	18 Annual Junior Optimist Billing is sent to Advisors and Sponsoring Club Secretary/Treasurer	19	20	21	22
23	24	25	26	27	28	29
30	Halloween	31				

NOTES:

* Access records at Optimist Leaders – www.optimistleaders.org

USING YOUR EMAIL ADDRESS

- Go to www.optimistleaders.org and click on “Log-in”
- Select “Login Using E-mail & Password”
- Enter your personal email address as it appears on your club roster
- Enter your password**
- Click the “Log-in” button

* Note: Your password has been assigned to you individually. We encourage you to change your password to something memorable. You may retrieve your password using your personal email address through the instant password recovery function on the login page. Your password retrieval email address must match the information on your club roster in the Optimist International database.

What is Junior Optimist International?

Junior Optimist International is the umbrella organization that links local Clubs to others throughout North America. Much like Optimist International, the Clubs are governed by an International Board of Directors as well as by District officers. Each year, Club Members attend District and international conventions to elect their peers to fill important offices. Administrative support for all Clubs comes from the Junior Optimist Department at Optimist International.

Why Sponsor a Junior Optimist Club?

Sponsoring a Club can be very beneficial to you and your Optimist Club! Many Optimist International leaders have been supportive of Junior Optimist Clubs over the years because long-term involvement with youth embodies the true meaning of our motto, "Friend of Youth."



Junior Optimist International – What's it All About?

Junior Optimist International is the umbrella organization for Alpha, Junior and Octagon Clubs which are youth Clubs throughout the United States, Canada and the Caribbean. They are governed by an international Board of Directors, as well as District and Club officers.

Each Club has an adult that is involved in the day to day operations of a Club. The Club Advisor attends all the meetings and projects the Club does and oversees all aspects of the Club. The Club Advisor does not have to be an Optimist Member and in many cases is a faculty member of a school where a Club exists.

Alpha Clubs are for children ages 6 to 9 years of age. These Clubs focus on learning about volunteerism and teamwork. The Club Advisor plays a large role in these Clubs coordinating simple community service projects and fundraisers. Alpha Clubs do not elect officers.

Junior Clubs are for youth ages 10 to 13. These Members elect officers and plan their projects with a lot of help from the Club Advisor. This particular age group focuses on learning leadership skills and serving the needs of others. This group also does more social events with other Club Members.

Octagon Clubs are for youth ages 14 to 19 and are still in high school or its equivalent. These Clubs should be Member driven with the Club Advisor being available to point to the right direction. This group hones their leadership skills and identifies needs in their local community and plans projects and fundraisers to address those needs. This group works hard and plays hard in various social activities.

Most Clubs are built in schools but do not have to be. There are many community-based Clubs and some Clubs partner with other organizations such as Boys and Girls Clubs to form a Club.

An Optimist Club should sponsor Clubs but it is not a requirement. The Members benefit from being mentored by Adult Club Members and it is one of the best ways to have a direct influence in "Bringing out the Best in Kids."

In areas where sponsorship by an Optimist Club is not available, Clubs may be built after receiving permission from the District Governor. These Clubs fall under the administration of the District and are usually built in a school.

The cost for a Club breaks down like this. There is a one-time fee for Enrollment which is \$50.00 when the Club charts along with the following costs. Each year there is a Club Registration fee of \$60 per Club and membership dues are \$10 per year for Junior and Octagon Members and \$8 per year for Alpha Members. Membership dues cap at 50.

Advisors: The Adult Mentor

Tips for Success

The Club Advisor acts as a guiding hand for the Club. An effective Advisor has the energy to help spark the imaginations of the youth Members, the patience to help Members follow through with projects, and the bureaucratic skills to help cut red tape for potential community service activities. In short, the Advisor works closely with the Club Members and provides varying amounts of guidance depending on age and maturity.

Alpha Clubs require more direction than Octagon Clubs, but each level has different challenges and rewards. For the first few meetings, students will look to you for guidance. Encourage the students to work through ideas on their own. Try to keep your role as non-intrusive as possible. You may need to help keep the meeting on track, explain any procedures that the Members do not understand, help publicize events, or help find chaperones or adult participants for projects.

A few guidelines to keep in mind: meetings should last approximately 30 minutes to an hour, Clubs can meet during, immediately after or before school, or on weekends. Try to maintain about 20 Members for effective projects.



Getting Started

Read through the Youth Code on the last page of this handbook. This will acquaint you with what Clubs are all about. If your Club is not a new charter, check to see that you have written bylaws to run your Club. Optimist International will provide you with suggested bylaws, and you can make any appropriate changes.

When Your Club will Meet

Choose a time and day of the week that fits your needs and those of your Members. It is suggested that your Club meet often so Club Members can get to know each other and plan activities together. Occasionally, you may want to meet on some Saturdays for a service project or a social activity. When starting out, keep your activities simple to help build confidence in the Club's accomplishments. As time progresses, you may choose to take on larger activities.

Where Your Club will Meet

The Optimist Club sponsor has probably already made arrangements for your Club to meet at a particular location, such as a school or community center. As an Advisor you will need to find enough space to fit all of your Club Members comfortably, for example a classroom or corner of the gymnasium.

Club Activities in a Nutshell

Planned activities are the heart and soul of every Club. Since there are so many projects a Club can do, it is often difficult for Members to narrow the list down! A simple way to choose projects is to decide what your Club can afford to do and how much work is required to organize the activity. Many Clubs like to invent their own projects or conduct the same projects every year. However, if your Club needs a little imagination boost, a list of projects and fundraisers is available through the Junior Optimist Department at Optimist International.

Community Service

Community Service is the basis of Junior Optimist Clubs. Each Club should plan and complete at least one community service project each year. The project can be anything from visiting a nursing home to cleaning up a beach to organizing a teacher appreciation day. The purpose of your Club is to assess the needs of the community and answer those needs through community service. While on the surface community service sounds easy, sometimes it is difficult to find a project that will make a difference in the community and pique the interest of the Club Members. You will find many community service ideas in this book. However, never underestimate the creative ideas your Club will come up with.

Fundraisers

Don't let fundraisers scare you! They can be a lot of fun. Plan a simple fundraiser for your first time, such as a car wash or a bake sale. Make it clear to everyone that there is a direct relationship between fundraising success and the effectiveness of their service projects. You will find many fundraising ideas in this booklet.

Social Events

You may want to plan a social event to allow the kids to get to know each other or to celebrate Club milestones. "Socials" can be a no-cost activity to the Members. Try a potluck picnic or a trip to a local youth entertainment facility. Your bank account or sponsor Club contribution will probably determine the activity for you. Use your imagination. Remember the more fun Members have, the more excited they will be about every project. All work and no play is no fun for anyone!

Advisor of Excellence Award

Throughout the years, Club Advisors dedicate countless hours to ensuring Junior Optimist Clubs run smoothly and effectively. To honor their commitment to being a “Friend of Youth,” we’ve developed the “Advisor of Excellence Award.”

Club Presidents can nominate their Advisor if she/he meets the following criteria:

1. The Advisor has had at least one Distinguished Junior Optimist Club in the last 10 years.
2. The Advisor has attended at least one Junior Optimist International Convention.
3. The Advisor’s Clubs have submitted all rosters, election reports and dues on time.
4. The Advisor must have been a Club Advisor for a minimum of three years.

In addition, the President must submit an essay of 100 words or less on his/her Advisor’s service to youth and why he/she is deserving of this award.

Prize:

The winner will be selected by the Junior Optimist International Board of Directors, recognized at the Convention and will be honored with a plaque.



Advisor of Excellence Award

Application

Club President or District Officer submitting nomination: _____

Address: _____

City: _____ State/Prov: _____ ZIP/Postal Code: _____ Country: _____

Telephone: (____) _____ Fax Number: (____) _____

E-mail Address: _____

Signature: _____ Date: ____/____/____

Nominated Advisor: _____

Address: _____

City: _____ State/Prov: _____ ZIP/Postal Code: _____ Country: _____

Telephone: (____) _____ Fax Number: (____) _____

E-mail Address: _____

Number of years served as an Advisor: _____

Names of Clubs served: _____

Which of these earned Distinguished status? _____

Cities and years of Junior Optimist Conventions attended: _____

Signature: _____ Date: ____/____/____

President's or District Officer's essay on why his/her Advisor has earned "Excellence" status (100 words or less):

Nomination forms and essays due no later than May 30.

Optimist International
 Junior Optimist Department
 4494 Lindell Boulevard
 Saint Louis, MO 63108
 Fax: (314) 371-6006
junioroptimist@optimist.org

Club Chair Evaluation Form

Year _____

District Number _____ District Name _____

When did/will you charter a Club? MM/YY _____

We are most interested in an Alpha Junior Optimist Octagon Club

I did did not receive any written information directly from the District chair.

Comments on planning guide and materials: _____

I liked the following things about my involvement with a Club: _____

I feel the following should be addressed to improve the overall administration: _____

Any procedures you would like to share with other chairs that worked well for your Club: _____

This form should be submitted to:

Optimist International
 Junior Optimist Department
 4494 Lindell Boulevard
 Saint Louis, MO 63108
 Fax: (314) 371-6006
junioroptimist@optimist.org

Why Should You Join?

Junior Optimist Clubs provide a cool way for you and your friends to help solve real problems facing your hometown and links Members of all Optimist Clubs throughout North America and around the world. An adult Optimist Club sponsors Junior Optimist Clubs, which live by the motto "Friend of Youth," consisting of adult business and community leaders who want to help youth in their hometowns. Clubs perform community service projects just like adult Optimist Clubs. All Clubs share the same mission, "Kids Helping Kids," and students like you organize and run the Clubs.

So What's the Catch?

There isn't one! Clubs are run by kids, for kids. We want to help your communities and improve your own skills while you're at it!

Learnin', Servin' and Having a Blast

Every summer, Members from your hometown and all over the world come together to get to know each other, share ideas and talk about tough issues facing teens today at the International Convention. The agenda varies, but you can be sure you'll make great friends and take home new ideas to improve your leadership, public speaking and team-building abilities.



Members describe the youth convention as tons of fun and claim it's one of the best parts of joining! When you come to convention, you'll check out area attractions with fellow Members, you'll have a chance to strut your stuff in the talent show and you can boogie down at the President's Dance. You'll attend enlightening workshops, hear first-rate motivational speakers, elect international officers and have a voice in planning the future.

The Annual Junior Optimist Convention is generally held in July in conjunction with the Optimist International Convention. Please go to junioroptimist.org for additional information.

Money for Nothing Scholarships

Well, almost nothing! Junior Optimist offers scholarships for stuff you want to do anyway – such as building new Clubs and doing excellent community service projects. Here's the skinny: if you're a District Governor you can compete for thousands of dollars of awards to use for college expenses. Anyone can become a District Governor, so read up on the District structure and organize a District convention in your area. And if you're not a Governor, you're not left out! The Members of Excellence Scholarship allows Club Members who are dedicated to serving their Club and community an opportunity to be rewarded for their hard work. Also, Members may compete in a speech or essay contest sponsored by a local Optimist Club and you can win up to a \$2,500 scholarship at the international level. For scholarship and contest information, contact the Programs Department at Optimist International (800) 500-8130, ext. 201.

Well, What are You Waiting For?

Are you ready to start a Club? All right! You'll need 8 interested kids, a location to hold your meetings and lots of energy and enthusiasm.

Tricks of the Trade!

The More the Merrier. To keep your Club active and strong, you'll need to recruit new Members. You'll need new Members to replace those who move away or graduate. If your Club is tired of doing the same old service project, but can't seem to think of anything new, or if your Members want to tackle bigger projects, but don't have the manpowers, then you need to recruit new Members! Start by telling your fellow classmates, teammates and friends about your Club activities. Invite them to a Club meeting so they can see your Club in action. Follow up with an invitation for membership.

Who Runs the Show?

You do! Club Members run their own meetings, plan events and elect all officers. As a Member, you'll make almost all your Club's important decisions! You will decide where and how often to meet. Most Clubs meet in a central location. Popular sites include schools, community centers and churches. Many Clubs meet as often as once a week; other Clubs meet only once a month. Some Clubs, such as computer Clubs, plan activities and projects via e-mail and get together to perform activities on weekends or school breaks. You'll decide which service projects you want to do – from fundraising to tutoring – you, and the rest of the Members, run the show!

Can Anyone Belong?

Junior Optimist welcomes everyone from ages 6 through 18! For younger students, Alpha Clubs (ages 6 to 9) provide simple and fun activities parents and younger kids can do together. Middle school and junior high students join Junior Optimist Clubs (ages 10 to 13) for more involved and independent activities. High school students fulfill community service graduation requirements, improve their hometowns and develop skills for college or careers by joining Octagon Clubs (ages 14 to 19.)

Benefits of Membership

Junior Optimist lets you make a real difference right in your hometown and helps kids be a strong force in their communities. You can change the world – start with your corner of it!

Membership Offers

Fun!

You'll get to know other kids in your school and community! You'll do great things for your hometown and have a fantastic time doing it. If your town has an Alpha Club and a Junior Optimist or Octagon Club, the transition from elementary school to junior high, or junior high to high school will be much easier. You'll have a built-in network of friends and partners in service.

Skills and experience!

You'll develop leadership skills at local, regional and national levels. The skills you learn now will help you grow and make your next step – whether it's junior high, high school or college – much easier. You can fulfill community service requirements for graduation and build impressive credentials for college and a résumé. You'll learn about citizenship, teamwork, communication and organization.

Experience other cultures!

Members come from all 50 states, several Canadian provinces and even the Caribbean. You'll share unforgettable experiences that you'll always treasure.

Networking!

You'll meet adults in your community who care about kids and want to make the world a better place. These adults help you with service projects and fundraisers. You'll meet people who will be great resources as you apply to college or seek a job. Optimist Members write outstanding letters of recommendation for potential employers, scholarships and colleges. Activities provide great stuff for the elusive "experience" spot on job and college applications!



The Club's Action Plan

This important section includes resources to give you all the materials needed to make sure your Club gets seen and heard. Under each goal, you will find a list of support materials available from the International Office for you to use throughout the year.

Your goals this year should include the following:

- To provide support to your Club Members and District leaders
- To promote Club sponsorship to your Optimist home District
- To recruit new Members
- To encourage graduating Members to join an Optimist Club
- To increase Club visibility and name recognition locally, regionally, and internationally
- To promote the Club to local business and political leaders

Good luck this year! If you ever have any problems, questions or great ideas remember that Members, the Board of Directors, the Clubs Committee and International Staff work together as a team to provide the best possible resources and services to our Members.

Goal 1

Provide Support to Members and Clubs

Most of the answers to frequently asked questions can be found in this program guide. If you can't find the answer to a question, try contacting another Officer, your District Governor, your Board representative or the International Office staff.

Hint: E-mail your questions to other Members or the International Office (juniroptimist@optimist.org). It is the best way to get a quick, thorough response from your fellow team Members.

Hint: Encourage your fellow Members to explore juniroptimist.org. Most publications are available for downloading.

Goal 2

Promote Club Sponsorship

Encourage your fellow Members to share their successful fundraising ideas, community service projects and the dedication of their Members with their sponsor Club. If sponsor Clubs hear the success stories of their Clubs they will be more likely to sponsor more than one Club. Let the Junior Optimist Department know what your Club is doing. We love to highlight Club projects in *The Torch*, *The Optimist* magazine, and on our website. When Members call and ask why they should sponsor a Club, we tell them about the successes of our Clubs. Optimist Members want to hear real stories of active Clubs before they invest time and money. Suggest that key Members of your Club make themselves available for Optimist District workshops and other Optimist events.

Hint: Dress in business attire (suit or dress) and wear your lapel pin at all times while on Optimist visits.

Hint: Ask other Club officers, Advisors, and sponsors to send the Junior Optimist Department copies of newsletters so staff knows what is going on.

Hint: Encourage Club and District officers to attend Optimist Club meetings, Optimist zone meetings and Optimist District conferences. Members at Optimist meetings may inspire adults who have always thought about starting a Club but never have.

Hint: Encourage Members to write articles for *The Torch* and send them to the International Junior Optimist Clubs Department. And remember, pictures are worth a thousand words.

Goal 3

Recruit New Members

Dedicated Members make Clubs productive and ensure the tradition is kept alive. Therefore, it is so important that new Members are recruited into each Club every year. Share your secrets of successful recruiting with Club and District leaders.

Hint: Have membership applications on hand at all times. Be sure a meeting time, place and date is noted on each application before handing them out.

Hint: Create a contest with prizes to reward Members who have recruited the most Members or new Clubs.

Hint: Understand and be prepared to explain the awards, which recognize membership growth at both the Club and District level.

Goal 4

Recruit Graduating Members into Optimist Clubs

Graduation is a time of new beginnings, but the lessons learned should not be forgotten. Graduating Members of Junior Optimist make great Optimist Members, as after all, they have been a part of the Optimist Club family for quite some time. Hold a special meeting to wish graduating Members good luck. Don't forget to invite Optimist Members, parents, teachers and Advisors. All of these people have contributed to the success of each individual graduating.

Hint: Remind sponsor Clubs that they can invite graduating Members to join their Club during this last get-together (they can even ask parents, teachers, etc., to attend an Optimist meeting).

Hint: Keep a record of graduating Members and send their addresses to Optimist International. Staff can then invite these former Members to attend and help at the annual Convention.

Hint: Send press releases to local newspapers, television and radio stations about each and every Member, Club accomplishment and project.

Hint: Make sure your Club takes part in other community events. Volunteering time at county fairs, festivals and other events lets adults see Members at work. It is also a great time for people to ask, "Now, what is Junior Optimist again?"

Hint: Wearing Club T-shirts can help advertise. Encourage Members to wear Junior Optimist T-shirts during projects, Club meetings and District conferences.

Hint: Do you have a community spotlight segment on your local news broadcast or cable access channel? If so, invite the press to your next big event. Or better yet, volunteer to appear on their broadcast in person!

Hint: National coverage is also wonderful. Do you think you have what it takes to plaster the 'faces' of Junior Optimist across the United States and Canada? We have enclosed a sample press release. Use the letter as a guide to reach news shows or your local newspaper. Always send a copy of your letter and any response back to the Junior Optimist Department at the International Office! (Please see a sample press release on the following page.)

Goal 5

Increase Club Visibility and Name Recognition Locally

Club Members work hard to make the world a better place...so why doesn't anybody know who we are? Help spread the word to youth who aren't Members, their teachers and their parents!

What are we?

A community service youth membership organization with Clubs and Districts all over North America.

Help your Club get the word out about Junior Optimist – in your schools, churches, community centers, shopping malls and libraries.

Hint: Submit articles to your school paper and radio stations. Not only does this help teachers and students understand the mission, it provides a great recruiting tool for new Members.



FOR IMMEDIATE RELEASE

[Date]

New Junior Optimist Club Announcement

The Optimist Club of _____ is honored to announce that a new Junior Optimist Club has been chartered at _____. Junior Optimist International, the youth club's component of Optimist International, one of the world's largest service club organizations. Junior Optimist has a membership of more than 15,000 students in over 500 Clubs throughout the United States, Canada and the Caribbean.

[Add a quote from a Junior Optimist Member or Officer]

[List a few projects in the works]

To learn more about Optimist International and Junior Optimist Clubs, please call (800) 500.8130 or visit junioroptimist.org.

NOVEMBER 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4 Send a Reminder of Upcoming Dates and Activities	5
6 Daylight Savings Time Ends	7	8	9	10	11	12
13	14 Remind the Club and Sponsoring Club of Souper Bowl of Caring	15	16	17	18	19
20	21	22	23 Coordinate and Promote Holiday Party	24 Thanksgiving (US)	25	26
27	28	29	30			

NOTES:

- Plan a community service project for Thanksgiving.
- Collect updated contact information from Members and Advisors and submit to Optimist International or update your Club roster and officers using www.optimistleaders.org.
- Recruit new Members.

Club Officers: A Guide to Preside in Style

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

Being a Club officer is an exciting and prestigious position, but along with the title comes special responsibilities and duties.

This section has been prepared to help you fulfill those responsibilities your Club has entrusted you to carry out. By familiarizing yourself with this section and keeping it with you, you will be able to effectively lead the Members of your Club.

“People look at you and me to see what they are supposed to be. And, if we don’t disappoint them, maybe, they won’t disappoint us.” – Walt Disney



Building Leadership Skills

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

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

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

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

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

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

The President

Executive Responsibilities

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

The Secretary/Treasurer

Executive Responsibilities

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

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

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

Close-Up on Club Committees

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

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

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

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

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

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

The Making of the Minutes

“Getting something done is an accomplishment; getting something done right is an achievement.” – Anonymous

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

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

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

What are All These Forms For? AAAH!

“The secret of success is to do the common things uncommonly well.” – John D. Rockefeller Jr.

Did we forget to mention that one of the duties of officers is paperwork? Well, don't resign yet. Filling out forms and meeting deadlines will be as easy as pie if you abide by the following guide. Remember all forms must be submitted to the Junior Optimist Department at: Optimist International, 4494 Lindell Blvd., St. Louis, MO 63108 or fax (314) 371-6006.

Forms Made Easy

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

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

Club Calendar

One way to help your Club be successful is to plan in advance. As Club Officers, you may want to develop a Club calendar for the year. Include planning for projects and events as well as when they will happen. Important deadlines and Club Members birthdays should also be a part of the calendar.

How to Get the Most Out of Meetings

“It takes two to speak the truth - one to speak and another to hear.” – Henry David Thoreau

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

1. The purpose is to share ideas

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

2. Keep the discussion moving

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

3. Ask for input from everyone

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

4. Work on a cooperative rather than competitive basis

- Working together fosters a team spirit and makes everyone feel like they have contributed.

5. Remember that this is a time for sharing concerns and ideas

- Make a list of the concerns and ideas of Members. Try to focus your sharing of concerns so that you identify a) what the problem is, and b) how you would like to handle it.
- Make a list of ideas. Share those ideas with people who can help get your message across. Decide how to implement those ideas and then take action.

Agenda for All Meetings

“In all things, success depends upon previous preparation, and without such preparation, there is sure to be failure.” – Confucius

- 1. Call to order** – Meeting called to order by the President or Presiding Officer
- 2. Invocation**
- 3. Pledge of Allegiance or Toast to the Countries** – Led by a different Member at each meeting
- 4. Roll Call** – Made by the Secretary with each Member responding verbally
- 5. Reading of Minutes** – Secretary reads the minutes of the previous meeting
- 6. Approval of Minutes** – Corrections or additions may be made by Members and then approval must be voted on
- 7. Treasurer’s Report** – Treasurer informs Members of any revenues or expenses and announces the Club’s treasury balance
- 8. Announcements & Reports** – Committee reports, reminder of special events, etc.
- 9. Old Business** – Members may discuss issues or items which were discussed at previous meetings
- 10. New Business** – Members may discuss new issues, items or activities which have not been discussed at previous meetings
- 11. Comments** – Comments by President, reminders, etc.
- 12. Adjournment**

Where to Get Help

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

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

For the names, addresses and phone numbers for any of these sources, please contact the Junior Optimist Department of Optimist International.



Junior Optimist International Personal Growth & Involvement Program

The Junior Optimist Personal Growth and Involvement (PGI) Program, like the Optimist International (adult) PGI Program, is designed to encourage active participation in both meetings and activities by Members; to increase the opportunities for developing personal and leadership skills while learning about Optimism as a philosophy of life; and to honor and recognize individual Members for their own growth, personal accomplishments and contributions to their Club. There are three levels of recognition (Bronze, Silver, and Gold) in the PGI Program with a separate program for each of the three different types of Clubs (Alpha, Junior, and Octagon). A Member may complete the level requirements simultaneously and in any order over the entire course of membership within a Club; thus the requirements may be completed over multiple years of Club membership. Each level of recognition is earned only once per type of Club and a Member's progress continues from one year to the next – you don't start over each year; you simply continue on from where you left off the year before – the exception, is when moving up to the next type of Club, in which case the requirements must be met while a Member at that level of Club, i.e. being an officer in a Junior Club does NOT meet the requirement for someone that is a Member of an Octagon Club – they must run/serve as an officer at the Octagon Club level.

ALPHA CLUBS

BRONZE LEVEL

1. Attend at least 6 Club meetings
2. Bring a guest to a Club meeting or activity
3. Participate in a Club project or activity

SILVER LEVEL

1. Attend 4 more Club meetings (total of 10)
2. Bring a guest to a Club meeting or activity who joins (sponsor a new Member)
3. Participate in 2 more Club projects or activities (total of 3 projects or activities)
4. Participate in a project or activity with another Optimist Club (junior or adult)

GOLD LEVEL

1. Attend 5 more Club meetings (total of 15)
2. Bring a 2nd guest to a Club meeting or activity who joins (sponsor a 2nd new Member)
3. Participate in 2 more Club projects or activities (total of 5)
4. Participate in a Childhood Cancer Campaign (CCC) project or event, a Junior Optimist International Reading project, Play Day, or a Souper Bowl of Caring Project or event
5. Renew membership in an Alpha Club or join a Junior Optimist Club

JUNIOR OPTIMIST CLUBS

BRONZE LEVEL

1. Attend at least 6 Club meetings
2. Bring a guest to a Club meeting or activity
3. Participate in 2 Club projects or activities
4. Participate in a project or activity with another Optimist Club (junior or adult)

SILVER LEVEL

1. Attend 4 more Club meetings (total of 10)
2. Bring a guest to a Club meeting or activity who joins (sponsor a new Member)
3. Participate in 2 more Club projects or activities (total of 3)

4. Participate in a Childhood Cancer Campaign (CCC) project or event, a Junior Optimist International Reading project, Play Day, or a Souper Bowl of Caring Project or event
5. Attend an adult Optimist Club meeting or event (not a joint project)

GOLD LEVEL

1. Attend 5 more Club meetings (total of 15)
2. Bring a 2nd guest to a Club meeting or activity who joins (sponsor a 2nd new Member)
3. Participate in 2 more Club projects or activities (total of 5)
4. Run/serve as a Club Officer or Board Member
5. Organize a Club project or activity
6. Attend a District Convention or District adult Conference/Convention
7. Renew membership in a Junior Optimist Club or join an Octagon Club

OCTAGON CLUBS

BRONZE LEVEL

1. Attend at least 6 Club meetings
2. Bring a guest to a Club meeting or activity who joins (sponsor a new Member)
3. Participate in 2 Club projects or activities
4. Participate in a project or activity with another Optimist Club (junior or adult)
5. Attend an adult Optimist Club meeting or event (not a joint project)

SILVER LEVEL

1. Attend 4 more Club meetings (total of 10 meetings)
2. Bring a 2nd guest to a Club meeting or activity who joins (sponsor a 2nd new Member)
3. Participate in 2 more Club projects or activities (total of 3)
4. Participate in a Childhood Cancer Campaign (CCC) project or event, a Junior Optimist International Reading project, Play Day, or a Souper Bowl of Caring Project or event
5. Run/serve as a Club Officer or Board Member
6. Organize a Club project or activity
7. Participate in a Junior Optimist presentation

GOLD LEVEL

1. Attend 5 more Club meetings (total of 15)
2. Participate in building a new Club or bring a 3rd and 4th guest to a Club meeting or activity who joins (sponsor a 3rd and 4th new Member)
3. Participate in 2 more Club projects or activities (total of 5)
4. Participate in a 2nd Childhood Cancer Campaign (CCC) project or event, a Junior Optimist International Reading project, Play Day, or a Souper Bowl of Caring Project or event
5. Organize a 2nd Club project or activity
6. Participate in a presentation to adults
7. Attend a District or International Convention
8. Attend an adult Zone Meeting or District Conference/Convention
9. Renew membership in an Octagon Club, join an adult Optimist Club or recruit a new Octagon Club Member (this would be the 3rd new Member, if you help build a new Club, or a 5th new Member)

All Members who reach bronze, silver, or gold level will receive a medallion and certificate from Optimist International and be recognized in *The Torch* and on their name badge at the Junior Optimist International Convention.

All Members who reach the gold level will also receive special recognition at the Junior Optimist International Convention.

Clubs and/or Districts may opt to present additional awards.

ALPHA

Personal Growth & Involvement Tracking Form

Name: _____ Level Achieved: _____

Club Name and Number: _____

Sponsoring Club Name and Number: _____

Advisor: _____ Advisor: _____
Print Name Signature

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

ALPHA CLUB

BRONZE LEVEL

- _____ Attend at least six (6) Club meetings
- _____ Bring a guest to a Club meeting or activity
- _____ Participate in a Club project or activity

SILVER LEVEL

- _____ Attend four (4) more Club meetings (total of 10 meetings)
- _____ Bring a guest to a Club meeting or activity who joins (sponsor a new Member)
- _____ Participate in two (2) more Club projects or activities (total of 3 projects or activities)
- _____ Participate in a project of activity with another Optimist Club (junior or adult)

GOLD LEVEL

- _____ Attend five (5) more Club meetings (total of 15 meetings)
- _____ Bring a another guest to a Club meeting or activity who joins (sponsor a 2nd new Member)
- _____ Participate in two (2) more Club projects or activities (total of 5 projects or activities)
- _____ Participate in a Childhood Cancer Campaign (CCC) project or event, a Junior Optimist International Reading project, Play Day, or a Souper Bowl of Caring Project or event
- _____ Renew membership in an Alpha Club or join a Junior Optimist Club

**All Members who reach bronze, silver, or gold level will receive a medallion and certificate from Optimist International and be recognized in *The Torch* and will also receive special recognition at the Junior Optimist International Convention. Clubs and/or Districts may opt to present additional awards.

Please submit this PGI Tracking Form directly to:

Optimist International
 Junior Optimist Department
 4494 Lindell Boulevard
 Saint Louis, MO 63108
 Fax: (314) 371-6006
junioroptimist@optimist.org

JUNIOR OPTIMIST Personal Growth & Involvement Tracking Form

Name: _____ Level Achieved: _____

Club Name and Number: _____

Sponsoring Club Name and Number: _____

Advisor: _____ Advisor: _____
Print Name Signature

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

JUNIOR OPTIMIST CLUB

BRONZE LEVEL

- _____ Attend at least six (6) Club meetings
- _____ Bring a guest to a Club meeting or activity
- _____ Participate in two (2) Club projects or activities
- _____ Participate in a project of activity with another Optimist Club (junior or adult)

SILVER LEVEL

- _____ Attend four (4) more Club meetings (total of 10 meetings)
- _____ Bring a guest to a Club meeting or activity who joins (sponsor a new Member)
- _____ Participate in two (2) more Club projects or activities (total of 4 projects or activities)
- _____ Participate in a Childhood Cancer Campaign (CCC) project or event, a Junior Optimist International Reading project, Play Day, or a Souper Bowl of Caring Project or event
- _____ Attend an adult Optimist Club meeting or event (not a joint project)

GOLD LEVEL

- _____ Attend five (5) more Club meetings (total of 15 meetings)
- _____ Bring a another guest to a Club meeting or activity who joins (sponsor a 2nd new Member)
- _____ Participate in two (2) more Club projects or activities (total of 6 projects or activities)
- _____ Run and/or serve as a Club Officer or Board Member
- _____ Organize a Club project or activity
- _____ Attend a District Junior Optimist Convention or a District adult Conference/Convention
- _____ Renew membership in a Junior Optimist Club or join an Octagon Club

**All Members who reach bronze, silver, or gold level will receive a medallion and certificate from Optimist International and be recognized in *The Torch* and will also receive special recognition at the Junior Optimist International Convention. Clubs and/or Districts may opt to present additional awards.

Please submit this PGI Tracking Form directly to:

Optimist International
 Junior Optimist Department
 4494 Lindell Boulevard
 Saint Louis, MO 63108
 Fax: (314) 371-6006
juniroptimist@optimist.org

OCTAGON Personal Growth & Involvement Tracking Form

Name: _____ Level Achieved: _____

Club Name and Number: _____

Sponsoring Club Name and Number: _____

Advisor: _____ Advisor: _____
Print Name Signature

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

OCTAGON CLUB

BRONZE LEVEL

- _____ Attend at least six (6) Club meetings
- _____ Bring a guest to a Club meeting or activity who joins (sponsor a new Member)
- _____ Participate in two (2) Club projects or activities
- _____ Participate in a project of activity with another Optimist Club (junior or adult)
- _____ Attend an adult Optimist Club meeting or event (not a joint project)

SILVER LEVEL

- _____ Attend four (4) more Club meetings (total of 10 meetings)
- _____ Bring a second guest to a Club meeting or activity who joins (sponsor a 2nd new Member)
- _____ Participate in two (2) more Club projects or activities (total of 4 projects or activities)
- _____ Participate in a Childhood Cancer Campaign (CCC) project or event, a Junior Optimist International Reading project, Play Day, or a Souper Bowl of Caring Project or event
- _____ Run and/or serve as a Club Officer or Board Member
- _____ Organize a Club project or activity
- _____ Participate in a presentation

GOLD LEVEL

- _____ Attend five (5) more Club meetings (total of 15 meetings)
- _____ Participate in building a new Club or bring a third and fourth guest to a Club meeting or activity who joins (sponsor a 3rd and 4th new Member)
- _____ Participate in two (2) more Club projects or activities (total of 6 projects or activities)
- _____ Participate in a second Childhood Cancer Campaign (CCC) project or event, a Junior Optimist International Reading project, Play Day, or a Souper Bowl of Caring Project or event
- _____ Organize a second Club project or activity
- _____ Participate in a presentation to adults
- _____ Attend a District or International Convention
- _____ Attend an adult Zone Meeting or District Conference/Convention
- _____ Renew membership in an Octagon Club, join an adult Optimist Club or recruit a new Octagon Club Member (a 3rd new Member if you helped build a new Club or a 5th new Member if you did not)

****All Members who reach bronze, silver, or gold level will receive a medallion and certificate from Optimist International and be recognized in *The Torch* and will also receive special recognition at the Junior Optimist International Convention. Clubs and/or Districts may opt to present additional awards.**

Please submit this PGI Tracking Form directly to:

Optimist International
 Junior Optimist Department
 4494 Lindell Boulevard
 Saint Louis, MO 63108
 Fax: (314) 371-6006
junioroptimist@optimist.org

Junior Optimist International Club Awards

Club Project Awards

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

The official categories are:

Service Projects
Fundraising Projects
Club Building Projects

- The Alpha Club and Junior Optimist Club entries will be judged separately from the Octagon Club entries unless fewer than 30 books are submitted.
- The decisions of the judges are final.

Prize:

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

Second Place Winners – Official Certificate and Banner Patch

Please submit Club Project Awards no later than Sept. 30 to:

Optimist International
Junior Optimist Department
4494 Lindell Boulevard
Saint Louis, MO 63108
Fax: (314) 371-6006
junioroptimist@optimist.org



CLUB PROJECT FORM

Club Name: _____ Club #: _____ Project Date: _____

Name of Project: _____

Type of Project: Service Fundraising Club Building

Number of Members Participated _____

Number of Adults Participated _____

Number of People Served _____

Amount of Money Raised \$ _____

Number of Hours Worked _____

Give a brief description of the Project: _____

Please attach any back-up materials such as pictures, programs, announcements, newspaper clippings, etc., that you feel would help someone else understand how to conduct this project. Any materials that you submit with this form will not be returned to you.

This form should be submitted no later than September 30 to:

Optimist International
Junior Optimist Department
4494 Lindell Boulevard
Saint Louis, MO 63108
Fax: (314) 371-6006
juniroptimist@optimist.org

Service Projects that Work

Octathon Little Olympics

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

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

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

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

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

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

Variety Shows and Ice Cream Socials for Senior Citizens

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

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

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

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

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

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

Local Parks and Playgrounds

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

Literacy

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

Check Out Your School

- Are there enough bike racks?
- Are crosswalks safe and marked appropriately?
- Is the library well-stocked?
- Does the school have an adequate number of computers?
- Are there Clubs or sports teams needing new equipment or uniforms?

Senior Citizens

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

Homeless

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

Town Safety

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

Community Improvement

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

Good luck with your project! If you have any questions, please contact:

Optimist International
Junior Optimist Department
4494 Lindell Boulevard
Saint Louis, MO 63108
Fax: (314) 371-6006
junioroptimist@optimist.org



DECEMBER 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Begin planning Holiday Service Project	2 Coordinate and Promote Holiday Party	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18 Hanukkah Begins	19	20	21	22	23	24
25 Christmas Day	26 Hanukkah Ends	27	28	29	30	31 New Year's Eve

NOTES:

- Coordinate a Holiday Service Project.
- Club Fundraising Project.
- Plan for Souper Bowl of Caring (in January).

Fundraisers

If your Club isn't sure where to start with fundraising, consider some of these:

- Raise money for school library
- Hold a garage sale
- Have a car wash
- Organize a bake sale
- Sell Christmas stockings
- Have an ice cream social
- Baby-sit
- Sponsor a talent show
- Sell pizzas
- Hold a dance
- Hold a spaghetti dinner
- Work a concession stand
- Sell school spirit items
- Sell pictures with Santa
- Create and sell calendars
- Sell flowers and cards for holidays
- Do odd jobs
- Sponsor a marathon dance contest
- Hold a fashion show
- Sell tickets for a raffle
- Sponsor a bowl-a-thon

Tips for successful planning

Perform these steps and answer a few key questions before you begin a new project:

- Form a team. Club officers or Advisors choose Members to form the nucleus of the project team.
- How much money will you need to run the project?
- Do you need to do a fundraiser before you start?
- Choose a date on which many of the Members can participate and make sure enough Members sign up to pitch in.



JANUARY 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 New Year's Day	2	3	4	5	6	7
8	9 Plan Junior Optimist Reading Activities	10	11	12	13	14
15	16 Martin Luther King Day	17	18	19	20 Junior Optimist Dues Deadline	21
22	23 Souper Bowl of Caring Project Begins!	24	25	26	27	28
29	30	31				

NOTES:

- Souper Bowl of Caring project begins this month through the Super Bowl game.
- District begins preparation for the District Conference where District Officers are elected.
- Remember to submit the District Conference Form along with the agenda to Optimist International.
- Optimists, Clubs and Districts begin organizing delegations to the Junior Optimist International Convention.



Souper Bowl of Caring

Souper Bowl of Caring is a national youth-led movement of giving and serving that is transforming Super Bowl Weekend into a time to think of our neighbors in need. In schools, participation takes place during the weeks leading up to Super Bowl Sunday. Your Club can join in this movement and make a significant impact in your local community.

It's Easy!

1. Register your Club at souperbowl.org.* You'll receive a FREE Resource Kit that includes an educational DVD, pointers and ideas, posters and more!
2. Collect money and/or canned goods the weeks before Super Bowl Sunday to benefit a nonprofit in your community that serves those in need.
3. Report the amount of your Club's collection to the Souper Bowl of Caring to make your effort part of the national total.
4. Donate 100% of your collection to the nonprofit of your choice.

Make sure that the word "Junior Optimist" is in your Club name somewhere so that the Souper Bowl of Caring is aware that your Club is a Junior Optimist Club. This way they will be able to track what Clubs were able to collect nationwide.

Register today at souperbowl.org!



Now You're a Junior Optimist District/International Officer!

The District Structure

You can be a Governor – how cool is that?

Optimist Clubs comprise 49 Districts. Some Districts consist of whole states or provinces. For instance, Nebraska is one District. Other Districts are parts of states or groups of states. Each Optimist District is given a name and a number.

Junior Optimist Districts elect youth officers, including Governors, Secretary/Treasurers and Lieutenant Governors. District Governors may then appoint chairs to share the responsibilities of keeping all Clubs and all Members informed and inspired. Do you know who your District Club's Chair is? Adult Optimists act as Club Chairs and dedicate themselves to helping Clubs succeed and grow. Club Chairs provide excellent resources for information about and Optimist International.

Check to see if your District has a Governor. If so, give him or her a call. The Governor should be happy to talk with you. If there's no Governor, you can organize a District conference and elect one – maybe you should nominate yourself! District Governors vie for scholarships and other awards. You can find *A Guide to Organizing a Junior Optimist District* beginning on page 45.

Job Descriptions

I. The Governor's Job

Executive Responsibilities

- Presides at all District Board meetings and District convention
- Represents Junior Optimist at all Optimist District functions
- Works with District Clubs Chair to run the District
- Plans the annual District convention and all other meetings with Chair
- Encourages Clubs to conduct service projects and promotes joint Club activities
- Supports, invites and encourages all District officers to participate in activities

Communications

- Publishes District newsletter
- Communicates information from Junior Optimist Clubs Department to District Clubs
- Reminds all Clubs to send in necessary rosters, election reports and all other forms to the Department
- Notifies District Clubs about meetings and convention dates
- Maintains communication with Optimist District Officers about the District

Promoting Junior Optimist and the International Convention

- Promotes at Optimist District meetings and visits with District Clubs
- Attends the International Convention
- Assists in fundraising to send District officers and Members to the International Convention
- Promotes the International Convention within the District

II. The Secretary/Treasurer's Job

Executive Responsibilities

- Stands in for Governor as requested
- Keeps and maintains all records of the District
- Maintains all financial records
- Attends all District meetings
- Helps plan District meetings and convention
- Performs activities as requested by the Governor and District Clubs Chair

Communications

- Attends and takes minutes at all District meetings
- Handles all District correspondence
- Assists Governor with the District newsletter
- Works with the Optimist District Secretary/Treasurer when necessary

Promoting Junior Optimist and the International Convention

- Attends the International Convention
- Assists Governor with promotion of International Convention within the District

III. Lieutenant Governors

Some Districts choose to elect Lieutenant Governors to represent zones in the District. This is common if a District is particularly large or active. In these Districts, Lieutenant Governors lend a helping hand by representing the Governor in their zone.

Executive Responsibilities

- Represents a District zone and communicates information to the Governor
- Attends all District meetings and communicates information back to Clubs
- Conducts zone meetings (twice a year) to share ideas and plan joint activities
- Visits as many Clubs in his/her assigned zone as possible
- Helps plan the District convention

Communications

- Advises zone Clubs about filing reports and explains the awards program
- Contributes items to the District newsletter
- Communicates information from Governor to Clubs

Promoting Junior Optimist and the International Convention

- Attends the International Convention
- Assists Governor with promotion of International Convention within the District
- Promotes the International Convention in zone

A Surefire, Fool-Proof, No-Doubt-About-It Plan for a Successful Year

Want your year as a District Officer to be successful? Here are some easy steps you can use to prepare for your year in office. Work closely with the District Officer(s) and the District Clubs Chair to:

- Establish your goals, both short-term and long-term
- Develop a calendar, schedule, or timetable to accomplish your goals
- Decide how much help will be needed to accomplish your goals
- Delegate responsibilities and establish committees if necessary to help
- Establish good communication so that you know if goals are being met
- Provide enthusiasm and leadership
- Keep focused on the goal
- Praise and thank those who helped when the goal is reached

Tools of the Trade

Carpenters have their hammers, lawyers have their law books, doctors have their stethoscopes, and District officers...yes, you have "tools" that will make your job easier. After all, sometimes you need a little more than your ingenuity to be successful!

District Conference Rebate

Did you know that by holding a District Conference you are eligible for a rebate? The District gets back \$1 for every Active Member (up to 50 Members in each active Club) in the month the District Conference is held. The District must submit the necessary District Conference Form and the agenda to Optimist International in order to receive the rebate. After you hold your Conference, simply fill out the District Conference & District Officer Form (located in the Forms section of this section of the Planning Guide) completely and submit it to the Junior Optimist Department.

The District Conference: Let the Meetings Begin!

District conferences are as unique as the District hosting the event. Some meetings last one day, most however include an overnight stay. Popular places include hotels and motels, campsites and school gymnasiums.

Registrations

Each Member should receive a packet containing tourism information about the area, a schedule of convention activities and a badge indicating name and hometown. Each participant should receive information describing the workshops and where to present him/herself. It is important to furnish credentials and official voting ballots.

Workshops

Workshops should last approximately 30-45 minutes. Optimist Members holding District-level offices should teach the workshops.

The Junior Optimist Board of Directors: The Inside Track on Your Policy Makers

Each year at the annual Convention, Members compete for one of the six Board of Directors titles. The Board reviews any suggestions from convention attendees, chooses the annual theme and selects a charity for the annual fundraising drive. The Board of Directors consists of four Directors and the current and immediate past Presidents. Any eligible Member may nominate him or herself for a Board position by submitting an application to the Junior Optimist Department. Refer to the policies to see if you qualify.

The Board meets twice a year, and Members represent Junior Optimist at all Optimist International events.

Elections are held during the International Junior Optimist Convention.

BYLAWS

The District bylaws must be reviewed and any changes must be ratified at the District Convention. Now, this is the part where many people have an anxiety attack: “Bylaws, WHAT?! You must be kidding!” Don’t worry, bylaws aren’t that difficult to understand, and they’re not difficult to change either. With a little patience and preparation, you can master bylaws without breaking a sweat.

- **Interpretation:** Formal language is always used when writing bylaws. Words like “quorum,” “adopted,” “appeals” and “amended” can often confuse a reader. So take your time to read the bylaws. Read it a second time if necessary. If it still confuses you, ask for help from your Advisor or the Junior Optimist Department. There’s absolutely no shame in asking, the tragedy is not understanding!
- **Availability:** Make sure every Club in the District has a copy of the bylaws. Distribute copies to Club Presidents, Advisors, and the Optimist Sponsor Club Chair. If you don’t have the names and addresses of these people, contact the Junior Optimist Department and we can supply them.
- **Amendments:** Any Club that is in good standing can suggest changes to bylaws. Changes are called “amendments,” and it’s really not that hard to write one. First, a Club must write down the suggested bylaws change making sure that it does not conflict with Policies XXI-XXVII of the Policy for Governance of Junior Optimist Octagon International. Then, the suggested amendment must be sent to the Governor and other District Officers and all Club Presidents in the District.
- **District Dues:** Many Districts charge dues to run the District, help pay for mailing newsletters and notices, hold conferences and conventions, and pay for special District programs or projects. If your District wants to establish or change District Dues, this must be approved at your District convention. After all, since it is the Clubs which will be paying dues, it is only fair that they have a vote in the matter. Remember, all District payments should be made to the District.
- **Voting:** Now it’s time to vote. Generally, only Clubs in good standing are allowed to vote. That means their District dues must be paid. Some Districts demand that the International Club membership dues and registration fees must also be paid in order for the Club to be in good standing. The decision is up to your District. An amendment will only pass if two-thirds of the delegates at your convention approve it.
- **Ratification:** Finally! The last step. If the bylaws are changed in any way at your convention, make the changes and then send copies of the new bylaws to the Optimist District Governor, District Clubs Chair, Junior Optimist Clubs Department, and each Club in the District.



Guide to Organizing a Junior Optimist District Junior Optimist Octagon International

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What is a Junior Optimist District?

Junior Optimist International was created to enable kids to do community service. Junior Optimist reached the International level in 1989. There are Clubs throughout the United States, Canada and the Caribbean. The Junior Optimist Board of Directors comprises a President, a Past President, and four (4) Directors. The Junior Optimist Policy for Governance governs the Board of Directors as well as all Clubs.

A District plays the same role as an Optimist International District. It serves as a geographical and administrative subdivision and in general, a District possesses the same territorial boundaries as its corresponding Optimist International District.

A District allows Member the opportunity to create ties with each other, exchange ideas, assist each other in times of need, strengthen the organization as a whole, to better know the objectives of Clubs and to facilitate communication among Clubs.

How a District Functions

A District's structure strongly resembles that of an Optimist International District, but some specific differences exist between Optimist International and Junior Optimist, and for this reason Junior Optimist needs its own structure.

First, a District exists within the same territorial limits as its corresponding Optimist International District. Therefore, all Clubs affiliated belong to a District. To organize a District, at least four Clubs are required.

We can compare the construction of a Junior Optimist District to that of a building. A certain number of Clubs are necessary for the foundation with new Clubs continuously added to build a solid construction. Of course, we need workers, in this case Members of Optimist Sponsor Clubs and, above all, Optimist District Officers who will be ready to work with Clubs and give their time, time and more time.

Just as each Club has a Chairperson to serve as a liaison between the Club and the Sponsor Club, the Optimist Sponsor District must nominate a District Clubs Chairperson. The Chairperson has the responsibility of working with the officers of the District. The Chair's role is described in detail later in the Guide.

The District Chairperson may designate "assistants" responsible for different regions within the District. We strongly recommend naming several assistants. The Chair is the only Optimist Member included in the District structure.

Concerning basic administrative structure, we recommend that it include a Governor, several Lieutenant Governors, a Secretary-Treasurer, a Governor-Elect and a Past Governor. Lieutenant Governors should be elected by a group of two or three Clubs, based on the size of the zone. For example, three Clubs from the same zone should elect one Lieutenant Governor. It is recommended that a Club zone be assigned the same zone number as the corresponding Optimist Club zone. If a zone has only one Club, it should be joined with a neighboring zone. Or, a Lieutenant Governor could be in charge of several zones containing one Club per zone.

The Governor will be elected at the first District Convention. The Governor's term begins at the start of the next fiscal year. (The Convention generally takes place in May and the fiscal year begins October 1).

The Secretary-Treasurer is either elected or appointed by the Governor. We recommend that he or she be appointed, since the Governor will be working closely with the Secretary-Treasurer whose role is mainly administrative.

The most powerful governing body in the District is the General Assembly of the District Convention. Each Club is invited to send delegates to the Convention who then vote on important issues and help decide what direction the District will take. All Clubs, as well as the District Board of Directors, are governed by the decisions of the General Assembly.

That is basically how a District functions. As you read on, you will learn more specific aspects of organizing a District. We will examine in detail the procedures for organizing a District, how to promote an awards program, district committees and, finally, following up.

If you need more detailed information or assistance, call the Junior Optimist Department at (800) 500-8130.

Each Club is invited to send delegates to the Convention who then vote on important issues and help decide what direction the District will take.

Establishing a Plan to Organize a District Convention

The District Clubs Chairperson may appoint a committee to plan the Convention, which will be held in April or May. This committee should include the Clubs Chair and several Club leaders, one of whom could potentially serve as Governor. An Advisor from a host-area Club may also serve on the committee.

One of the first tasks for the committee is to set the date of the Convention. It should last one to two days. Since the objective of the Convention is to formally organize the District, planning the Convention represents the most important goal for the first year.

During the course of the year until the Convention is actually held, committee Members should attend all Optimist District Assemblies in order to get an idea of the role each District Officer plays and to learn as much as possible about Optimist operations in general. The Convention should be promoted at Optimist meetings as much as possible.

During the year of preparation, the committee should locate Club Members in each zone willing and able to serve as Lieutenant Governor for the following year. The Optimist Lieutenant Governor should convene and preside at a zone meeting for all Clubs in the zone at which time the Clubs will elect their Lieutenant Governor. Zones containing only one Club should be annexed by an adjoining zone. The elected Lieutenant Governors must attend the Convention but only begin their term in October.

A written invitation to the Convention should be sent to all Lieutenant Governors- Elect, Clubs, and the Optimist District Governor. It is essential to have the largest number of Club Presidents, Secretary-Treasurers and Advisors present at the Convention. Do not forget to nominate a candidate for the office of Governor and to obtain rosters for all Clubs in the District from the International Office at least one month before the Convention.

The First District Convention

The Convention Planning Committee should determine the date (Saturday and/or Sunday) and the location of the Convention.

Since the Convention lasts one to two days, it is best to find a school or a campground large enough to accommodate the participants. Hotels and restaurants are not recommended since they tend to be expensive and one of the organization's goals is to get as many young people involved as possible.

Because the Club District has not yet been organized, the Optimist Governor or the District Chair can preside at this assembly. What follows is a sample agenda including the most important points, along with a brief description of each point.

This is also the most important moment in the history of any District: official organization. This is the day the Clubs must decide whether they want to form a district organization governed by Junior Optimist Members.

The Optimist Governor or District Chair may preside over the beginning of this assembly, but once the elections have taken place, the newly elected Junior Optimist Governor will preside over the assembly.

Junior Optimist District Agenda

Call to Order

The Governor calls the assembly to order

Introductions

Introductions of District/International leaders

- The Optimist Governor
- The Optimist Secretary-Treasurer
- The Junior Optimist Representative
- The Junior Optimist Clubs Committee Chair

Welcome

Governor, District Chair and other officials

Adoption Of Agenda

Read and adopt agenda

- The participants must approve the agenda. However, it is not necessary to take notes because the assembly is not governed by a constitution.

Mixers/Icebreaker

Club Reports

District Explained

A District/International Representative explains the nature of a District, its operation, and the organizational chart of both Junior Optimist and Optimist International.

Motion to Organize a District

The Clubs vote on whether or not the District should be formally organized. At this stage, each Club has only one vote.

District Bylaws

The Optimist Secretary-Treasurer should pass around a copy of the proposed Bylaws to each Club and briefly explain the issues to be voted. The Junior Optimist Policy for Governance should also be distributed.

At this time, the Clubs Committee Chair, with the help of the Optimist Governor should read the District Bylaws prepared beforehand. It is extremely important to explain to the delegates that now is the time to speak out and ask any questions they may have. The meeting room should have a microphone to allow delegates to express their opinion.

The Optimist Members present should keep in mind that they are there to act as counselors/ advisors and that decisions should be made exclusively by Members.

All amendments and propositions must be proposed and seconded by the Clubs.

When the Bylaws are completed, they must be read and adopted in their entirety by the assembly. The District is considered officially organized after the Bylaws are adopted.

Role of District Officers

The District Clubs Committee Chair explains the role and responsibilities of each District Officer.

Election of Governor and Other District Officers

The Optimist Governor introduces the candidates for the office of Governor, Secretary-Treasurer, Lt. Governors, and Governor-Elect. The election process is explained.

A Governor must be elected from among the official candidates. It is recommended to have already impressed upon each of the candidates, through personal interviews, the great responsibility of the position.

For this election, each Club should have a certain number of votes as determined in the District Bylaws.

Junior Optimist International Convention

Other Business

Closing Remarks

Junior Optimist Governor and District Chair

Optimist Creed/Youth Code

Adjourn

The first District convention is now completed. The District has been officially organized. Relations between the Junior Optimist District and the Optimist District should be very close for the next two years, with the District becoming gradually more autonomous thereafter but never losing a close sense of cooperation with the Optimist District.



JUNIOR OPTIMIST INTERNATIONAL DISTRICT BYLAWS

As of _____

DISTRICT OF: _____

ARTICLE I: NAME

This District shall be known as the District of Junior Optimist International of:

_____.

ARTICLE II: OBJECTIVES

The sole purpose of this District shall be:

- a. To function as an administrative division of Junior Optimist in the attainment of the purposes set forth in the Policies of Junior Optimist and to make effective the policies, programs and purposes of Junior Optimist.
- b. To give direction to and stimulate leadership, administration and growth of Member Clubs and to encourage their participation in the purposes, programs and Policies of Junior Optimist to the benefit of their communities and nations.

ARTICLE III: MEMBERSHIP

Section 1: The membership in this District shall consist of Alpha, Junior and Octagon Levels in the _____

District of Optimist International.

Section 2: Eligible Clubs may apply for membership in the form and manner prescribed by the Board of Directors and may be admitted to membership upon affirmation of good standing and dues paid.

Section 3: The Board of Directors shall be empowered to suspend or expel a Member Club for non-payment of dues, failure to conform to these bylaws, for conduct unbecoming a Member Club, under the auspices of Optimist International and the _____ District.

ARTICLE IV: OFFICERS

Section 1: The officers of this District shall be the Governor, the Governor-Elect, immediate past Governor, the Lieutenant Governors or Directors, the District Secretary/Treasurer, and one Member from each administrative zone in the _____

District of Optimist International.

Section 2: Under the general supervision of the Junior Optimist Board of Directors, it shall be the duty of the Governor to further the purposes of Junior Optimist International and the District, and to promote the interest and coordinate the work of Clubs within the District. In conjunction with the District Clubs Chair, he/she shall plan the annual District Convention, publish a District newsletter and generally oversee and encourage Club activities within the District. Likewise, he/she will regularly communicate with the Clubs in the District, the Clubs Department and the Optimist International District. The Governor shall, as the Executive Officer of the District, preside at all meetings of the Board of Directors, be an ex-officio Member of all committees except the Nominating Committee and perform such other duties as ordinarily incumbent upon a Governor.

Section 3: The Governor-Elect shall perform such duties as are ordinarily incumbent upon a Governor-Elect and assist in the planning and promotion of the annual Convention of the District and perform such other duties as may be assigned by the Governor and Board of Directors.

Section 4: The Lieutenant Governor or Director under the general supervision of the Governor, will coordinate the activities of an assigned group of Clubs. He/She shall communicate with the Governor and attend all District meetings. In cooperation with the Governor, he/she shall assist with the annual District Convention and promote the District Convention and the Junior Optimist International Convention.

Section 5: The Secretary/Treasurer under the general supervision of the Governor shall record minutes of the Board of Directors meeting and process all correspondence. He/She shall conduct such correspondence as may be required by the Governor and the District Board of Directors, and generally perform such duties as are incumbent upon a secretary. He/She shall also keep and maintain financial records and books ordinarily kept by a treasurer, and such books shall be open at all times for inspection by the District Board of Directors and any auditor designated by the Board. The Optimist District Secretary shall be responsible for all funds.

He/She shall assist in the planning of the District Convention and shall promote, in cooperation with the Governor, the District Convention and the International Convention.

He/She shall submit regular financial statements in the form, manner and frequency prescribed by the District Board, and generally perform such duties as are incumbent upon a treasurer, under the supervision of the Optimist District Secretary.

ARTICLE V: BOARD OF DIRECTORS

Section 1: The Board of Directors of each District shall consist of the Governor, the Governor-Elect, the Immediate Past Governor, the Lieutenant Governors or Directors, the District Secretary/Treasurer and the President or a representative of each Club in the District.

Section 2: The Board of Directors and the Optimist International District Clubs Chair shall be responsible for the conduct of the business and affairs of the District as an administrative division, as stated in these Policies and as determined by the Board of Directors of Junior Optimist International.

Section 3: The Governor shall call a meeting of the Board of Directors at such time and place as he may determine with the advice and consent of the Board of Directors and the District Clubs Chair.

Section 4: 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.

ARTICLE VI: DISTRICT CONVENTION

Section 1: Annual Convention. A Convention of the Clubs in each District shall be held annually.

Section 2: Convention Date. The annual District Convention shall be held no later than August 15 with an official District Conference

The report needs to be turned into the Clubs Department no later than September 1.

Section 3: Notice of Annual Convention. The District Secretary/Treasurer shall mail to each Member Club in the District an official call for the Annual Convention at least 60 days prior to the date thereof, in which notice the time and place of the Annual Convention set forth. All Districts shall notify the Junior Optimist Department of their Convention date.

Section 4: Number of Votes. In the transaction of Convention business requiring a vote, each Club in the District in good standing with both Junior Optimist and the District shall be entitled to one vote.

Section 5: Accredited Delegates. No Member shall be deemed to be an accredited delegate unless he has registered at the Convention, paid the registration fee and produced such credentials to the Credentials Committee as may be required by the District Board of Directors.

Section 6: Convention Rules. Adoption of Convention rules, shall be the first business in order. These rules shall be adopted by majority vote, but may be suspended, rescinded or amended after their adoption by a two-thirds vote.

ARTICLE VII: DISTRICT REVENUE

Section 1: Annual Dues. The administration of District business shall be financed by District dues and other revenues.

ARTICLE VIII: ELECTION OF OFFICERS

Section 1: Notice of District meeting. The District Secretary/Treasurer shall notify each Club in the District at least 30 days prior to the date thereof, official notice of a District meeting, such notice to contain the time and place of said meeting.

Section 2: Terms and Qualifications.

- a. Terms: All District Officers shall take office on the first day of Optimist International's administrative year.
- b. Qualifications: No one shall be eligible to hold a District office unless he/she is duly enrolled on the Junior Optimist Club roster as a Member in good standing of a Club.

District Conference/District Officer Report

Please submit by September 30 to: Optimist International Junior Optimist Department • 4494 Lindell Boulevard • Saint Louis, MO 63108 • Email: junioroptimist@optimist.org

District _____ Date(s) of Conference: _____

Location: _____ Date of Report: _____

Chairperson: _____

Address: _____

City: _____ State/Prov: _____ ZIP/Postal Code: _____ Country: _____

Telephone: (_____) _____ Fax Number: (_____) _____

E-Mail Address: _____

Agenda

Faculty

General Sessions: _____ Conducted By: _____ Title: _____

Awards Program: _____ Conducted By: _____ Title: _____

Officer Elections: _____ Conducted By: _____ Title: _____

* An attached copy of the Conference Program will be accepted in place of this section.

Budget

Number of Clubs Attending

Registration (income): _____ Expenses: _____ Alpha: _____ Octagon: _____

Was registration charged per Club or per Member? Junior Optimist: _____ Adults: _____

If so, how much was charged: _____

Election Results (Use an additional sheet of paper if necessary)

Governor: _____

Address: _____

City: _____ State/Prov: _____ ZIP/Postal Code: _____ Country: _____

Telephone: (_____) _____ E-Mail Address: _____

Club Name and Number: _____

Secretary/Treasurer: _____

Address: _____

City: _____ State/Prov: _____ ZIP/Postal Code: _____ Country: _____

Telephone: (_____) _____ E-Mail Address: _____

Club Name and Number: _____

Lt. Governor: _____

Address: _____

City: _____ State/Prov: _____ ZIP/Postal Code: _____ Country: _____

Telephone: (_____) _____ E-Mail Address: _____

Club Name and Number: _____

Lt. Governor: _____

Address: _____

City: _____ State/Prov: _____ ZIP/Postal Code: _____ Country: _____

Telephone: (_____) _____ E-Mail Address: _____

Club Name and Number: _____

District Map



Distinguished Junior Optimist International Governor

This award recognizes each Junior Optimist Governor whose District fulfills the requirements listed below.

Requirements:

1. At least 15 percent of the Clubs in your District (based on the total number of Clubs as of October 1) must earn either the Honor Club or Distinguished Honor Club Award.
2. At least 50 percent of the Clubs in your District (based on the total number of Clubs as of October 1) must submit a current membership roster and 50 percent of the Clubs in your District (based on the total number of Clubs as of October 1) must submit the following year's election report to the International Office no later than September 30.
3. The District must compile and distribute a quarterly bulletin or newsletter to all Clubs in the District.
4. Your District must organize and conduct a District Convention. Election results as well as a Conference Report must be submitted to the International Office no later than September 1.
- 5a. Governor must have attended the previous year's International Junior Optimist Convention as the Governor-Elect.

Or

- 5b. Have 5 delegates from District attend the Junior Optimist International Convention (attendance verified by Optimist International Staff).

Prize:

Junior Optimist International Class Ring

The application and related materials for this award must be submitted by September 30 to:

Optimist International
Junior Optimist Department
4494 Lindell Boulevard
St. Louis, MO 63108
Fax: (314) 371-6006
junioroptimist@optimist.org

Distinguished Junior Optimist International Governor Award

Application

Junior Optimist Governor: _____ Ring Size _____

District Name: _____

Address: _____

City: _____ State/Prov: _____ ZIP/Postal Code: _____ Country: _____

Telephone: (_____) _____ Fax Number: (_____) _____

E-Mail Address: _____

Signature: _____

District Junior Optimist Clubs Chairperson: _____

District Name: _____

Address: _____

City: _____ State/Prov: _____ ZIP/Postal Code: _____ Country: _____

Telephone: (_____) _____ Fax Number: (_____) _____

E-Mail Address: _____

Signature: _____

**This form as well as the required newsletter or bulletin samples
must be submitted by September 30 to:**

Optimist International
Junior Optimist Department
4494 Lindell Boulevard
Saint Louis, MO 63108
Fax: (314) 371-6006
juniroptimist@optimist.org

Outstanding Junior Optimist International Governor/Governor Of Excellence Scholarship Competition

To keep Junior Optimist going, it is important that your Members build new Junior Optimist Clubs and volunteer their time as often as possible. Being the best takes hard work and dedication. In appreciation for all that you do as Governor, the Board of Directors expanded this award's scholarship prizes. All cash awards must be used for education. The International Staff calculates the award winners by using all data on file. The decisions of the International Staff are final.

Requirements:

New Club Building Scholarship (\$1,000)

As Governor, you need to encourage your Clubs to be active in chartering new Clubs. The Governor whose District charters the highest number of new Clubs earns a \$1,000 scholarship (minimum of 3 new Clubs required).

Club Services Award Scholarship (\$1,000)

The Governor with a minimum of 50 percent of Clubs submitting elections reports, rosters and submitting a Club Project Form detailing the Clubs' participation in the year's designated Priority Project (example: Souper Bowl of Caring, Junior Optimist Reading Program) will be awarded a \$1,000 scholarship.

Governor of Excellence

Should one Governor excel in both categories, he/she earns the distinction of "Governor of Excellence" as well as the scholarship total of \$2,000.

The application for this scholarship competition must be submitted by September 30 to:

Optimist International
Junior Optimist Department
4494 Lindell Boulevard
Saint Louis, MO 63108
Fax: (314) 371-6006
junioroptimist@optimist.org

Outstanding Junior Optimist International Governor/Governor of Excellence Scholarship Competition

Application

Please accept this as my formal request to compete for the Outstanding Junior Optimist International Governor/Governor of Excellence scholarships. I have read the requirements and understand that the Junior Optimist International Clubs Department will monitor my progress.

Junior Optimist Governor: _____

District Name: _____

Address: _____

City: _____ State/Prov: _____ ZIP/Postal Code: _____ Country: _____

Telephone: (_____) _____ Fax Number: (_____) _____

E-Mail Address: _____

Signature: _____ Date: _____ / _____ / _____

District Junior Optimist Clubs Chairperson: _____

Address: _____

City: _____ State/Prov: _____ ZIP/Postal Code: _____ Country: _____

Telephone: (_____) _____ Fax Number: (_____) _____

E-Mail Address: _____

Signature: _____ Date: _____ / _____ / _____

This application form must be submitted immediately following your year as Governor to be considered by September 30 to:

Optimist International
 Junior Optimist Department
 4494 Lindell Boulevard
 Saint Louis, MO 63108
 Fax: (314) 371-6006
junioroptimist@optimist.org

FEBRUARY 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3 Plan a Valentine's Day project	4
5	6	7	8	9	10	11
12	13	14 Valentine's Day	15	16	17	18
19	20 President's Day	21	22	23	24	25
26	27	28				

NOTES:

- Junior Optimist Reading month!
- Continue collecting for Souper Bowl of Caring project.
- Contact the Junior Optimist Department for Junior Optimist Reading bookmarks.

Junior Optimist Reading Program

Kids who love to read know how much fun it can be to open up a book and discover the story that waits on the pages inside.

Aside from the fun a good book can bring, it gives young readers a brighter future. Children who read are more likely to do well in school and be more successful in all areas of their lives.

Reading also gives kids hope. Reading helps children develop their imaginations so they can dream bigger dreams for the future.

But while children in well-developed countries like the United States and Canada have many advantages in life, the rate of illiteracy and the poor reading levels can be alarming. By getting children excited about reading early in life, they can take this excitement with them as they grow up. And in a few years, they will be passing their love of reading along to other kids!

There are outlined Junior Optimist Reading projects that Clubs can choose to do, or Clubs can develop their own ways to promote reading to other students.

Possible projects include:

Kids Mentoring Kids – Members mentor younger students in their schools or communities to introduce them to the fun of reading at an early age. While the younger students are having fun, they are also sharpening their reading skills!

Junior Optimist Reading Month – Members initiate a fun competition in their schools to get students reading outside of class.

Kids Mentoring Kids

Readers know how fun it is to open up a book and be taken into a story far away – you never know where you will end up when you open up a book and start turning the pages.

Sometimes it takes a special person in a child's life to get them excited about reading. And who better to show them this whole new world in books than other kids!

Children look up to older students and trust them to know what is fun, interesting and cool! If Members show how fun reading can be, they will pass the Junior Optimist Reading Program along to other kids.

If you need some facts to convince you that Kids Mentoring Kids is important, consider this:

According to studies by the U.S. Department of Education and national literacy agencies, the single most important activity for building a foundation for reading skills is reading aloud to children. It's time for Kids Mentoring Kids!

What Kids Mentoring Kids Should Accomplish

Here are some other areas where mentors should see improvement when they start mentoring younger kids:

- Recognizing and naming the letters of the alphabet
- Connecting sounds to letters to establish basic reading skills
- Recognizing words more easily
- Learning and using new words
- Understanding what is read
- Listening and responding to stories read aloud

Junior Optimist Reading Month

Reading should be fun! Many students get so wrapped up in reading for school that they forget to take time to read just because they enjoy it. Junior Optimist has selected February, but Clubs can designate any month to promote reading for fun to the students in their schools.

Junior Optimist of Reading Contest

During February, organize a Junior Optimist Reading Project and your Club could win cash prizes: \$100 for first place, \$50 for second place and \$25 for third place. Just submit your project to the Junior Optimist Department by April 1.

Reading Rates are Dropping

Literacy is on the decline and the number of readers is also declining. It's time for us to turn this trend around!

Objectives and Goals

To increase literacy rates in every classroom and to get every student in school to read a certain number of books in one month

Goals for Junior Optimist Reading Month

- Students choose to read for fun in their free time
- Readers put school and public libraries to good use
- Members gain high visibility in schools
- Program success can lead to sponsorship opportunities to fund the program in the future
- Establish partnerships with organizations/libraries

Suggested Supplies

Bookmarks, promotional posters, goal sheets, T-shirts (for Members), banner to present to school library for participation in the program

Supplemental Materials

The materials in this guide and more are available on the website at junioroptimist.org.

Get the Word Out!

Clubs can promote reading activities and events with press releases that are available on the website and can be modified to fit a Club's promotional needs.



MARCH 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Report Souper Bowl of Caring results	2	3	4
5	6	7	8	9	10	11
12 Daylight Savings Time begins	13	14	15	16	17 St. Patrick's Day	18
19	20 Start looking at the Honor and Distinguished Honor Club qualifications	21	22	23	24	25
26	27	28	29	30	31	

NOTES:

- If you are running for International Office at Convention, start gathering necessary paperwork.
- Junior Optimist Reading Contest – Must turn in project by April 1.

Joint Projects

Joint projects are an excellent way to allow Optimist and Junior Optimist Members to get to know one another. Joint projects allow both Clubs a chance to do a project that the Club could not or would not do on its own. Try to plan a joint project in conjunction with an officer from each Club. One-day events work well for joint projects. Optimist International Programs such as Bike Safety Rodeos, Respect for Law Rallies or essay or speech contests make excellent joint projects. Successful past joint projects include spaghetti dinners before school events, tree planting, holiday decorating and food drives. Encourage as much participation as possible from both Clubs by carefully selecting the event, location and time. Excellent publicity will help ensure the project's success.

Choosing a project:

Ask your sponsoring Club's President to see the *International Programs Planning Guide*, available at junioroptimist.org.

The Programs Department at Optimist International can provide you with a list of past Community Projects Awards winners, which you can repeat. Call (800) 500-8130 for more information.

- Brainstorm for project ideas in which many of the Club Members are interested.
- Identify specific needs in your community.
- Determine how many people your project will benefit.
- Determine if the project is reasonable – can the Club accomplish the project with the Members and resources it has?

The Wonderful World of Activities

- Mentor younger youth by reading to them
- Environmental clean-up
- Christmas caroling
- Organize a teacher appreciation day
- Start a pen pal program
- Peer tutoring
- Visit nursing homes
- Help with Special Olympics
- Donate clothes for the needy
- Hold a Halloween party
- Clean up school grounds
- Toys for Tots
- Conduct a recycling project
- Plant trees
- Sponsor a book drive
- Food baskets for the underprivileged
- Collect school supplies for schools in other countries
- Answer phones at a telethon
- Usher at school plays
- Sponsor a \$50 scholarship

Honor Club Award/Distinguished Honor Club Award

Every year this award recognizes hundreds of Junior Optimist Clubs that recruit new Members, keep good records and conduct great volunteer projects

Application and Checklist (Please print or type)

Club Name: _____ Club # _____

Club President: _____

Address: _____

City: _____ State/Prov: _____ ZIP/Postal Code: _____ Country: _____

Telephone: (_____) _____ Fax Number: (_____) _____

E-Mail Address: _____

Has your Club earned the Honor Club in the past? _____

1. Membership/Growth – Your Club must add at least one Member to its roster during the year. If your Club has 75 Members or more, you will just need to maintain your October 1 membership.
Members as of October 1: _____ Members as of September 30: _____
2. Club Roster & Election Report – Your Club must submit a Club roster for the current year as well as an election report for the following year.
Date current roster sent: ____/____/____ Date following year's election report sent: ____/____/____
3. Annual Fees – Your Club must submit its annual registration fee and membership fee (dues) to the International Office.
Date annual registration fee paid: ____/____/____ Date membership fee (dues) paid: ____/____/____
4. Club Projects – Your Club must complete at least one project in each of these categories during the current year: Community Service, Fundraising, Club Building.

Number of Service Projects completed: _____

Number of Fundraising Projects completed: _____

Number of Club Building Projects completed: _____

Total number of service hours spent on the projects listed above: _____

5. Your Club must complete and submit the Annual Club Report Form by September 30.

6. Your Club must have a minimum of 8 Members.

*In order to receive the Distinguished Honor Club Award, one Member of the Club must reach the Bronze level of the PGI program as well as one of the following:

7a. New Club – Your Club must assist with the building of a new Club. (NOTE: This requirement is for the Distinguished Honor Club Award only.)

New Club Name: _____ Date Chartered: ____/____/____

New Sponsoring Optimist Club: _____ Club #: _____

Or

7b. Have two delegates attend the Junior Optimist International Convention (attendance verified by Optimist International Staff).

This application and your support materials need to be submitted by September 30 to:

Optimist International
Junior Optimist Department
4494 Lindell Boulevard | Saint Louis, MO 63108
Fax: (314) 371-6006
juniroptimist@optimist.org

Prizes:

Honor Club: Banner Patch and President's Certificate

Distinguished Honor Club: Banner Patch, President's Certificate and a President's wristwatch with the Junior Optimist logo.

APRIL 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 April Fool's Day
2	3 Junior Optimist Convention planning and fundraising	4	5	6	7	8
9 Easter Sunday	10	11	12	13	14	15
16	17	18	19 Final Dues deadline! Revocations begin next week	20	21	22
23	24 Convention fundraisiers	25	26	27	28	29
30						

NOTES:

- Final dues deadline is April 20. Club revocations take place in May.
- Look over all awards offered to Members and be aware of all deadlines.

Junior Optimist Member Awards

Member Excellence Award

Each year the Member Excellence Award will be presented to one Junior Optimist Member who shows dedication in the fields of Club involvement and community service. This award represents the true philanthropic spirit and should be considered a great honor.

All nominations and support materials must be received at the International Office no later than May 30.

The screening process will begin with the Staff Review Committee at Optimist International. The top five applicants will be forwarded to the Junior Optimist International Board of Directors who will select the winner of the scholarship. The winner will be announced at the Junior Optimist International Convention.

Requirements:

1. Membership for at least one year at the time of application
2. Completion of the official Member Excellence Scholarship Application Form and all other required documentation.
3. Must have a letter of support from an Advisor or Club President with signatures from both parties. (In addition to the letter of support from the Advisor, the applicant is encouraged to submit other letters of support from school and community leaders).
4. Must have served at least one year on District or International level.

Prize:

College Scholarship worth \$2,000



Member Excellence Award

Nomination Form

Please accept this application for the Member Excellence Award. I have read the requirements listed for this award and have attached all necessary materials.

(Please print or type)

Member Name: _____

Address: _____

City: _____ State/Prov: _____ ZIP/Postal Code: _____ Country: _____

Telephone: (_____) _____ Fax Number: (_____) _____

E-Mail Address: _____

Club Name: _____ Club #: _____

Sponsor Club Name (if applicable): _____ Club #: _____

District Name: _____

Member Since: Month _____ Year _____

Offices Held: _____

Accomplishments: _____

Please list your involvement in any community service activities and duties conducted:

(Please use separate sheet of paper if necessary.)

Signature: _____ Date: _____ / _____ / _____

This completed form with support materials must be submitted by May 30 to:

Optimist International
 Junior Optimist Department
 4494 Lindell Boulevard
 Saint Louis, MO 63108
 Fax (314) 371-6006
junioroptimist@optimist.org

Junior Optimist Member Awards

Ruby Blair Member of the Year Award

Each year, this International award recognizes one outstanding Member of the organization. The Ruby Blair Award is named for a former Staff Member of Optimist International who spent a huge amount of time and effort to help organize the international administration of Junior Optimist International. Ruby Blair's efforts gave Club Members their own newsletter, awards, training, materials and convention. This award is considered a great honor.

All nominations and support materials must be received at the International Office by May 30.

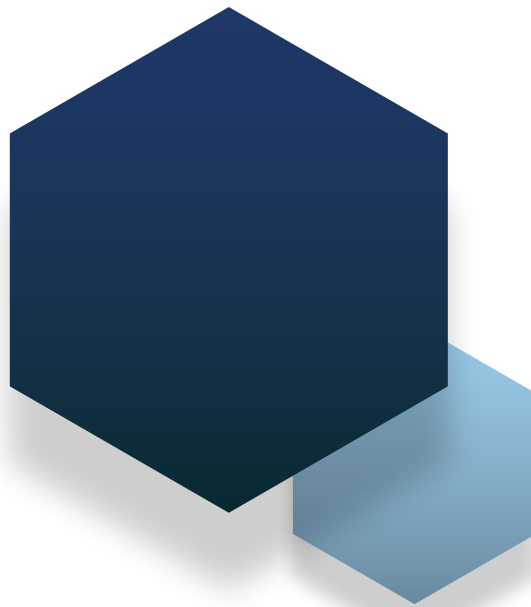
The International Junior Optimist Board of Directors will judge all entries. Their decision is final. The winner will be honored at the Junior Optimist International Convention.

Requirements:

1. All Members who have not held a District title are eligible for nominations. Do not nominate current or past District or International Officers.
2. Candidates must have an established membership in a Club with a charter date no later than February 1. (NOTE: Transferring your membership from one Club level to another is acceptable.)
3. All candidate entries must include a signed letter of recommendation from either their Club Advisor, Club Chair or Sponsor Club President.
4. Must have a letter of support from the Advisor or Club President with signatures from both parties.

Prize:

Plaque, recognition during the annual Junior Optimist International Convention and a College Scholarship worth \$2,000



Ruby Blair Member of the Year

Nomination Form

Please accept this application for the Ruby Blair Member of the Year Award. I have read the requirements listed for this award and have attached the necessary materials.

(Please print or type)

Member Name: _____

Address: _____

City: _____ State/Prov: _____ ZIP/Postal Code: _____ Country: _____

Telephone: (_____) _____ Fax Number: (_____) _____

E-Mail Address: _____

Club Name: _____ Club #: _____

Sponsor Club Name (if applicable): _____ Club #: _____

District Name: _____

Member Since: Month _____ Year _____

Offices Held: _____

Accomplishments: _____

Why does this person deserve to be recognized? Personal Comments:

(Please use separate sheet of paper if necessary.)

Signature: _____ Date: _____ / _____ / _____

This completed form with support materials must be sent directly to the Junior Optimist Department at Optimist International no later than May 30.

Optimist International
 Junior Optimist Department
 4494 Lindell Boulevard
 Saint Louis, MO 63108
 Fax (314) 371-6006
junioroptimist@optimist.org

MAY 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5 Cinco de Mayo	6
7	8	9	10	11	12	13
14 Mother's Day	15	16	17	18	19	20
21	22	23	24	25	26	27
28 Advisor of Excellence & Ruby Blair applications due to Optimist International office	29 Memorial Day	30	31			

NOTES:

- All amendments that will be voted on at the Junior Optimist International Convention will be posted online at junioroptimist.org.
- Junior Optimist International Convention Promotion.
- All International President and Board applications must be received by June 1 in order to be printed on the ballot.

SAVE THE DATE!

2023 Junior Optimist International Convention
Arlington, Virginia | July 2-5, 2023

Hyatt Regency Crystal City
at Regan International Airport

2023 ARLINGTON, VIRGINIA



ARLINGTON
105th ANNUAL CONVENTION | 2023

Junior Optimist International President

Introduction

So, you have decided to run for Junior Optimist International President. That's great! In order for you to have a better understanding of what the expectations of the office are, we have compiled this information for you. Please read the information carefully and make sure that you understand it.

Serving as the International President is a lot of fun, but also requires time and dedication in order to be effective. We have created a minimum set of responsibilities that need to be fulfilled by the President. In cases where an International President would not be able to complete tasks, steps can be taken to remove or replace the President from office. If you have questions, please contact the Junior Optimist Department at (800) 500-8130.

Your Role

If you are elected as President, you will be taking a very "high profile" leadership position. You will serve your year as the main representative of the organization to all Members, the Directors on your Board and to adult Optimists. You are the "model" for other Officers and adults who are thinking about starting Junior Optimist Clubs.

As the President, you will not only serve as a Board Member charged with making decisions that will affect the entire organization now and in the future, but you will also be responsible for setting the direction for your Directors for the year that you serve. You will be responsible for setting goals that will lead the organization to the next level. Make sure that your goals will "stretch" the organization, but are also attainable. You will need to think "globally," putting the good of the organization ahead of what might be best for your Club or District.

Probably the most important part of being the President is being a great "communicator!" We have all said that better communication is something that needs to be strived for and you

will have the opportunity to make that happen! You will be assigned a group of Districts to communicate with all year long. It will be your job to keep these Districts in the loop about things that are happening. You also need to be the person who can help and encourage Districts to continue to add new Members and build new Clubs. You will also need to be in constant communication with Directors on your Board, Staff and the Chair of the Committee. You will also be a key promoter of the Junior Optimist International Convention.

Attire

When you are representing the organization, you will need to wear business attire, unless you are told otherwise. This means coat and tie, pantsuit, suit, dress or skirt. You are representing future Optimists and want to send the best message possible!

Travel

If you are elected President, there will be opportunities to travel.

There will be two meetings during the year. The first meeting will be held in mid-October in conjunction with Optimist International Committee meetings in St. Louis, MO. We will begin on Thursday evening and will continue through Saturday evening. Staff will be making your travel arrangements and will work with you on schedules.

You will be sent a binder of information prior to each Board meeting regarding topics that will be discussed at the meeting along with minutes from past meetings. Please spend some time reviewing these items so that you will be ready to take part in the discussion at the meetings.

The other meeting takes place during the Convention. Again, the Staff will make your travel arrangements.

For the October and July meetings you will receive a per diem to offset expenses. Optimist International will pay for your plane ticket and hotel room. Any other expenses will need to be paid for with your per diem. During these meetings, you will be sharing a room with other Board Members.

If elected, you will sit on the Optimist International Board of Directors representing Junior Optimist International as an “ex-officio” Member. Your input on issues is valuable to the decision-making process of the Optimist International Board. You will receive a notebook of information prior to the Optimist International Board meeting. Please be familiar with the material before the meeting begins. The Optimist International Board meets the first part of December, March and just prior to Convention.

Finally, as President, you may be requested to visit Districts to either promote Junior Optimist, help start a District or assist in building new Clubs.

Communications

As the President, you will be communicating on several different levels. Be prepared to make lots of phone calls and send out lots of e-mail messages. Since you will be in charge of roughly 10 Districts, you will need to make sure that you are in contact with each Governor or representative. You also need to communicate with your other Board Members on at least a weekly basis. You need to communicate with Staff at least weekly, if not more often. Remember that communication with the other Board Members is critical to the overall success of your year. Develop a relationship early on with each of your Directors. These are the people who will help promote your goals for the year and who you need to work for you. Also, keep in mind that one of these Directors may well step into your shoes next year. It is your job to teach them what they need to know about being a good President.

If you send an e-mail message to your Districts, please also copy the International office. We want to know what information you are sending out in case we can help in any way.

Make contact and stay in contact frequently with your Districts. At the very least, you should be talking to your Districts monthly. It would be a good idea to get the e-mail addresses of the Club Presidents in each of your Districts and send them a message from time to time. During the year, you will be given specific items to discuss with your Districts and report back on. We will be expecting a monthly report on each of your Districts from you.

We use e-mail a great deal when contacting you and other Board Members throughout the year. Check your e-mail daily! Expect lots of e-mail and also be prepared to respond to it when and if the time arises. If the International office sends an e-mail and asks for a response – do so as promptly as possible. There will also be e-mail from your fellow Board Members, Staff, Committee Members, people in your region, and other people associated with Optimist International. All of this e-mail should be read and you should take the proper course of action concerning the message’s content. If you are uncertain of what to do, forward the message to Staff and they will help you.

If your computer goes down or you cannot get into your e-mail account, please notify the Staff immediately at (800) 500-8130, and we will let everyone else know. Also, be prepared to give us an alternative way to give information to you until you are able to receive e-mail again. It will be your responsibility to find out what takes place during the time that you are unable to access your e-mail.

Occasionally, the Board and Committee conduct business by conference call. Be prepared to help plan the agenda for these calls. You will conduct the call as if you are conducting a Board Meeting. Staff will assist you and will get the information out to everyone on how to access the call.

During the course of the year, there will be several discussions regarding things that affect the organization. Since we only meet two times a year, many of these discussions take place via e-mail or conference call. It is important that you play a leading and active role in these discussions.

Miscellaneous

Be prepared to present a report at each of the Board meetings. Your report will be on how and where the organization is and the progress that we have made in reaching the goals for the year. This is a time to thank everyone for the hard work that they have done thus far and to encourage them in areas that need improvement. You will also need to give a brief report on what each of your Districts has done during the year and what future plans they have.

Be prepared to spend at least 10 hours a week on Junior Optimist International-related work.

Being the Junior Optimist International President is a lot of work, but if you are elected, it will be the experience of a lifetime!

I have read and understand these rules and agree to abide by them.

(Name)

(Date)

Junior Optimist International Board Member

Introduction

So, you have decided to run for a position on the Junior Optimist International Board of Directors. That's great! In order for you to have a better understanding of what the expectations of the office are, we have compiled this information for you. Please read the information carefully and make sure that you understand it.

Serving as a Board Member is a lot of fun, but also requires time and dedication in order to be effective. We have created a minimum set of responsibilities that need to be fulfilled by each Director. In cases where an International Director would not be able to complete tasks, steps can be taken to remove or replace the Director from office. If you have questions, please contact the Junior Optimist Department at (800) 500-8130.

Your Role

If you are elected as a Director, you will be taking a very active leadership position. You will serve your year as a representative of the organization to District Officers and to adult Optimists. You are a model for other Members and adults who are thinking about starting Clubs.

As a Director, you will also serve as a Board Member charged with making decisions that will affect the entire organization now and in the future. You will need to think "globally," putting the good of the organization ahead of what might be best for your Club or District.

Probably the most important part of being a Director is being a great "communicator!" We have all said that better communication is something that needs to be strived for and you will have the opportunity to make that happen! You will be assigned a group of Districts to communicate with all year long. It will be your job to keep these Districts in the loop about things that are happening. You also need to be the person who can help and encourage the Districts to continue to add new Members and build new Clubs. You will also be a key promoter of the Junior Optimist International Convention.

Attire

When you are representing the organization, you will need to wear business attire, unless you are told otherwise. This means coat and tie, pantsuit, suit, dress or skirt. You are representing future Optimists and want to send the best message possible!

Travel

The first meeting will be held in mid-October in conjunction with Optimist International Committee meetings in St. Louis, MO. We will begin on Thursday evening and will continue through Saturday evening. Staff will be making your travel arrangements and will work with you on schedules.

You will be sent a binder of information prior to each meeting regarding topics that will be discussed at the meeting along with minutes from past meetings. Please spend some time reviewing these items so that you will be ready to take part in the discussion at the meetings.

The other meeting takes place during the Convention. Again, Staff will make your travel arrangements.

For the October and July meetings you will receive a per diem to offset expenses. Optimist International will pay for your plane ticket and hotel room. Any other expenses will need to be paid for with your per diem. During these meetings, you will be sharing a room with other Board Members.

Communications

As a Director, you will be communicating on several different levels. Be prepared to make lots of phone calls and send out lots of e-mail messages. Since you will be in charge of roughly 10 Districts, you will need to make sure that you are in contact with each Governor or representative. If you send an e-mail message to your Districts, please also copy the International office. We want to know what information you are sending out in case we can help in any way.

Make contact and stay in contact frequently with your Districts. At the very least, you should be talking to your Districts monthly. It would be a good idea to get the e-mail addresses of the Club Presidents in each of your Districts and send

them a message from time to time. During the year, you will be given specific items to discuss with your Districts and report back on. We will be expecting a monthly report on each of your Districts from you.

We use e-mail a great deal when contacting you and other Board Members throughout the year. Check your e-mail daily! Expect lots of e-mail and also be prepared to respond to it when and if the time arises. If the International office sends an e-mail and asks for a response – do so as promptly as possible. There will also be e-mail from your fellow Board Members, Staff, Committee Members, people in your region, and other people associated with Optimist International. All of this e-mail should be read and you should take the proper course of action concerning the message's content. If you are uncertain of what to do, forward the message to Staff and they will help you.

If your computer goes down or you cannot get into your e-mail account, please notify Staff immediately at (800) 500-8130, and we will let everyone else know. Also, be prepared to give us an alternative way to give information to you until you are able to receive e-mail again. It will be your responsibility to find out what takes place during the time that you are unable to access your e-mail.

Occasionally, the Board and Committee conduct business by conference call. Be prepared to participate in these calls. You will be notified of the date and time of the call and given instructions on how to access the call. If you are unable to participate in the call, contact the Staff and let them know. It will be your responsibility to contact someone to find out what happened on the call and any assignments that might have been given.

During the course of the year, there will be several discussions regarding things that affect the organization. Since we only meet two times a year, many of these discussions take place via e-mail or conference call. It is important that you play a leading and active role in these discussions.

Miscellaneous

Be prepared to present a report at each of the meetings. During the October meeting your report will be on your goals for the upcoming year. At the Convention Meeting, your report will be on how the year has gone.

During the course of the year, there will be several discussions regarding things that affect the organization. Since we only meet two times a year, many of these discussions take place via e-mail or conference call. It is important that you play an active role in these discussions.

Be prepared to spend at least 10 hours a week on Junior Optimist International-related work.

Being a Junior Optimist International Board Member is a lot of work, but if you are elected, it will be like no other year that you will experience!

I have read and understand these rules and agree to abide by them.

(Name)

(Date)

JUNE 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 International Children's Day	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18 Father's Day	19 Juneteenth	20	21	22	23	24
25	26	27	28	29	30	

NOTES:

- Plan a community service project

JULY 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2 Junior Optimist/ Optimist International Convention	3 Junior Optimist/ Optimist International Convention	4 Junior Optimist/ Optimist International Convention	5 Junior Optimist/ Optimist International Convention	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOTES:

- Junior Optimist International Convention! June 30-July 2, 2022
- Optimist International Convention! June 30-July 3, 2022 in Reno, Nevada

Here are some photos from the 2022 Junior Optimist International Convention



RENO, NEVADA

AUGUST 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOTES:

- Plan a community service project.

Junior Optimist Clubs provide fun, fellowship and community service learning opportunities for youth of all ages.

Members want to make the world a better place. Clubs actively involve themselves in their communities. From fundraising to neighborhood clean-ups to tutoring younger kids, Members make things happen.

How Can You Sponsor a Junior Optimist Club?

Getting Started

Congratulations! You've already started – you took the first step by reading this guide!

If your Optimist Club should decide to sponsor a Junior Optimist Club, your Club should appoint a Committee and select a chair for that committee. The Chair will be the liaison between the Junior Optimist Club and your Optimist Club, so it is important to select a dedicated Optimist who is comfortable working with kids. The Committee should determine what age group your Club will sponsor and then make a formal sponsorship recommendation to your Board. Your Optimist Club should grant official approval to form a Club before the Committee proceeds. Remember to inform your general membership about the plans; many Members may have suggestions. Now you're ready to choose a site and recruit Members!

Remember, Clubs can be built without a Sponsoring Adult Optimist Club. Opportunities for such Clubs are those that are sponsored by schools, partnering with other youth associations or other outside youth activities such as sports, performing arts groups or churches.



The National Association of Secondary Principals has placed Junior Optimist International on the NASSP National Advisory List of Contests and Activities, putting Junior Optimist in the same rank as National Honor Society and Student Councils. This designation makes Junior Optimist a significant school activity and allows students to be excused from school to participate in activities when necessary.

Choosing a Site

Working with school authorities

The majority of Clubs hold meetings in schools; the convenience and membership possibilities make schools attractive to most Clubs. Arrange a meeting with school officials to inform them of the benefits of Junior Optimist Clubs. Emphasize that Clubs will not interfere with school operations and that the administration of the Club will rest with the Optimist Club and Advisor. Assure them that school authorities will maintain control over all school policy matters and regulations concerning school Club functions. Encourage the school to appoint a faculty Advisor who will be a part of the “Advisory Committee” designated in the proposed bylaws. The Advisor will meet regularly with the Club. Please mail, fax or e-mail the Advisor’s name, address and contact information to the International Office.

Emphasize the value of the potential Junior Optimist Club to the school. Some benefits to mention include the increased responsibility the students will feel toward their community and facility. The students will become better citizens. Through relations with local businesses and professionals, students will gain valuable insight into hometown problems and career opportunities. Students learn to work together to solve problems both in and out of school. Make sure to obtain permission to use the school facilities. If you’re granted permission to meet in a specific classroom, it’s a good idea to talk to the teachers who use that classroom.

Alternative Clubs

Optimist Clubs may sponsor Junior Optimist Clubs in conjunction with other community activities or organizations. If meeting in school facilities is not feasible, meetings can be held almost anywhere – churches, community centers, and bowling alleys.

Some of the most rewarding Clubs are not formed through schools. Some Optimists work with Juvenile Centers or Homes for Children. Such Clubs may require a bit more effort to get started, but the rewards outweigh any difficulty in starting up a Club.

“Certainly there are obstacles to overcome, but the original sponsors saw the need and the great potential for helping these boys,” says Ed Pike, Advisor to a Club based in a youth home environment. Youth are sent to the home for family problems and law violations.

Recruiting Members

More than 13 million teens volunteer a combined 2 billion hours of service each year. The fact is, teens want to volunteer and they have the necessary energy and time to make real and positive contributions to their communities. Recruiting Members will prove both exciting and rewarding to your Club.

Step One: Gather names of prospective Members; invite those students to an initial meeting.

Student names can come from principals, athletic advisors, and faculty members or from your Optimist Club Members. Leaders of youth groups (such as Girl Scout leaders or church group leaders) may also supply names of active youths. Send an invitation to each of the prospects you gather. Personally invite as many interested students as possible.

Remember that the 13 million teens who volunteer each year do so because they were asked. Be the one who asks! Try not to limit your recruitment efforts to students who are already designated by the community as achievers. Expand your reach to allow each student the opportunity to learn about Optimism. Hang a poster in a prominent spot in the school or community and ask a willing faculty member to collect the applications (obtain permission before posting signs). Publicize your informational meeting through school newspapers, radio spots, posters and signs, and informational newsletters. Host a sign-up table at the local library or supermarket, and distribute Optimist materials! Be sure to advertise meeting time and location. Let the potential Members know that the first meeting is informational and no long-term commitment is necessary.

Step Two: The First Meeting

Choose a convenient location and time for the first informational meeting. Remember most students do not have their own transportation. Also keep in mind competing events such as sports practices, and avoid those times.

The purpose of the first meeting is to let students know about Optimism and to gauge their interest level. The meeting should be short (no longer than 30 minutes) and informal with the students providing input as well as receiving information about Junior Optimist International.

Distribute applications to each student who attends the first meeting. Explain the purpose of Clubs and explain why your Optimist Club decided to sponsor a Club. Emphasize that once students form a group, they are in charge of their own Club. Adult Optimists will provide advice and guidance, but activities will be chosen and organized by the Members.

Remember to address your comments to the students. Keep in mind the level of maturity of your audience. You probably need not make any adjustments for high school students, but younger kids need more time to digest new information. At the same time, younger kids won't be shy about asking questions, while junior high

students might need some prodding. Describe the types of activities Clubs have accomplished in the past and ask students for feedback. Once the students seem to grasp the concept of Optimism, give them ample opportunity to ask questions. Encourage students to discuss the idea of a Club between this first meeting and the next, more formal, organizational meeting.

Before adjourning the meeting, take a quick vote to determine interest levels. If enough students express interest (10 or more students), plan an organizational meeting for approximately two weeks after the informational meeting. Remember to collect all membership applications before the organizational meeting. Keep up recruitment efforts in the interim weeks.

Step Three: Organizing a Club

At the next meeting, students should start to take control of the Club. They will need your guidance initially, but once they have begun, most students enjoy being in charge of the meetings and are capable of running effective meetings with little supervision.

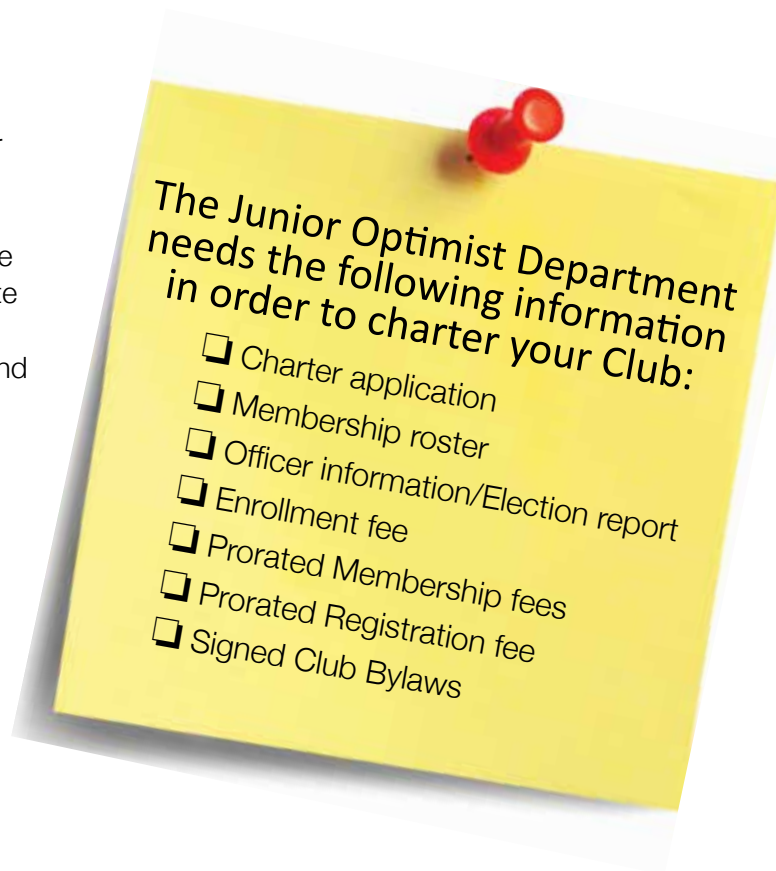
At the organizational meeting, be sure students vote to adopt the bylaws with or without changes, nominate and elect officers, and establish dues and fees. Help them determine the regular Club meeting place and time, and discuss potential projects and basic goals for the Club. Encourage the students to begin their first project immediately. Successful Clubs invariably begin work on a project within a month of organizing.

Step Four: Making It Official

Send the necessary paperwork and the charter fee to the Junior Optimist Clubs Department at Optimist International, 4494 Lindell Blvd., St. Louis, MO 63108. Please photocopy as necessary and fill out all information completely and legibly. Call the Junior Optimist Department if you have any questions at (800) 500-8130.

Set the New Club in Motion

Optimist International will mail the new charter to your Club Member designated as the Club Chair. Optimist Clubs should organize a Charter Ceremony to present the new charter to the Club. The Charter Ceremony is an excellent opportunity for publicity and can be as elaborate as the sponsor Club desires. Remember to invite school officials and anyone who helped recruit Members, as well as parents of the Members and community leaders.



Charter Application

This application is for an *(please check one)*

- Alpha (Elementary) Junior Level (Middle School/Junior High) Octagon Level (High School)

Club name as it will appear on charter and bylaws: _____

City: _____ State/Prov: _____ ZIP/Postal Code: _____ Country: _____

Amount of Annual Dues: \$ _____

Date of Organizational Meeting: _____

Number of Charter Members: _____

Scheduled Date of Charter Presentation: _____

Location of Meetings: _____

Sponsored by: _____

District Name: _____ Club No. _____

Zone (if applicable): _____

We certify that the organizational meeting of the above Club was conducted on the date specified. The registration fee, enrollment fee and membership fee are enclosed with this application. Also enclosed are the officer information sheet, membership roster, and signed Club Bylaws.

(Authorized Official)

(Junior Optimist President Signature)

\$ _____	Enrollment Fee
\$ _____	Registration Fee
\$ _____	Membership Fee (_____ x \$ _____)

\$ _____	Total Enclosed (U.S. or Canadian equivalent)

Return to:
 Junior Optimist Department
 Optimist International
 4494 Lindell Boulevard
 St. Louis, Missouri 63108
 Fax: (314) 371-6006
juniroptimist@optimist.org

Enclosures:
 Enrollment and Registration Fee
 Membership Fee
 Officer Information Sheet
 Membership Roster
 Signed Club Bylaws
 New Club Form

Junior Optimist Clubs Fee Structure

(All fees are noted in U.S. dollars unless otherwise stated.)

Enrollment and Registration Fees

When chartering a new Club, the following fees should be sent to the Junior Optimist Clubs Department:

- A one-time \$50.00 enrollment fee
- A \$60.00 registration fee - prorated monthly (see chart)

These special fees are used to cover the costs of processing, start-up materials, membership cards and postage.

Membership Fees (Dues)

Only the first 50 Members of a Club pay international membership fees (dues), regardless of the total number of Members on the roster. For new charters, these fees are prorated quarterly (see chart).

Tiers are defined by the World Bank as High Income Economies (Tier 1), Upper Middle Income Economies (Tier 2) and Low and Lower Income Economies (Tier 3). For example, Clubs in the U.S. and Canada are in Tier 1. For questions about tiers, call (800) 500-8130.

Membership fees (dues) help defray the administration of the Clubs program. Administration includes, but is not limited to. Club/District awards, postage. Club supplies, District officer newsletters. Club mailings, recruitment/training videos, board meetings, *The Torch* (Member newsletter), training modules and the International Convention.

New Members may be added any time. The membership fee is pro-rated quarterly (see chart). Any members beyond 50 should be reported as new members and no dues remitted.

All Members receive a copy of *The Torch* newsletter, membership cards and member certificates.

Billing Cycle

Existing Clubs are billed once a year for registration and membership fees. These invoices are mailed to sponsoring Optimist Club Secretary-Treasurers and Club Advisers in October. Each Club should submit an annual roster with its check so the correct dues payment can be verified.

How to Determine Chartering Fees

Consult these charts to determine the proper chartering fees. A checklist/worksheet is provided at right and at the bottom of each Club charter application.

Registration Fees

<u>Month</u>	<u>U.S. or Canadian Equivalent</u>
October	\$60.00
November	\$55.00
December	\$50.00
January	\$45.00
February	\$40.00
March	\$35.00
April	\$30.00
May	\$25.00
June	\$20.00
July	\$15.00
August	\$10.00
September	\$ 5.00

Membership Fees (Dues)

Octagon and Junior Optimist Clubs

<u>Quarter</u>	<u>U.S. or Canadian Equivalent</u>
October/November/December	Tier 1 – \$10.00 / Tier 2 – \$7.40 / Tier 3 – \$5.23
January/February/March	Tier 1 – \$7.50 / Tier 2 – \$5.55 / Tier 3 – \$3.92
April/May/June	Tier 1 – \$5.00 / Tier 2 – \$3.70 / Tier – \$2.61
July/August/September	Tier 1 – \$2.50 / Tier 2 – \$1.85 / Tier 3 – \$1.31

Alpha Clubs

<u>Quarter</u>	<u>U.S. or Canadian Equivalent</u>
October/November/December	Tier 1 – \$8.00 / Tier 2 – \$5.92 / Tier 3 – \$4.18
January/February/March	Tier 1 – \$6.00 / Tier 2 – \$4.44 / Tier 3 – \$3.13
April/May/June	Tier 1 – \$4.00 / Tier 2 – \$2.96 / Tier 3 – \$2.09
July/August/September	Tier 1 – \$2.00 / Tier 2 – \$1.48 / Tier 3 – \$1.04

Enrollment Fees

<u>U.S. or Canadian Equivalent</u>
\$50

Fee Worksheet

\$ _____	Enrollment Fee
+ _____ \$	Prorated Registration Fee
+ _____ \$	Prorated Membership Fees (Dues)
<hr/>	
	TOTAL

(NOTE: Submit this amount with the charter application and related paperwork.)

Officer Information Sheet/Election Report

(Please print or type)

Club Name: _____

Club #: _____

Name of Sponsoring Optimist Club: _____

Club #: _____

Club Adviser:

Name: Mr. Ms. _____

Address: _____

City: _____ State/Prov: _____ ZIP/Postal Code: _____ Country: _____

Telephone: (_____) _____ Fax Number: (_____) _____

E-Mail Address: _____

Optimist Serving as Chairman of Club Committee:

Name: _____

Address: _____

City: _____ State/Prov: _____ ZIP/Postal Code: _____ Country: _____

Telephone: (_____) _____ Fax Number: (_____) _____

E-Mail Address: _____

Club Officers: (Optional for Alpha Clubs)

President: _____ Grade Level _____

Address: _____

City: _____ State/Prov: _____ ZIP/Postal Code: _____ Country: _____

Telephone: (_____) _____ Fax Number: (_____) _____

E-Mail Address: _____

Secretary/Treasurer: _____ Grade Level _____

Address: _____

City: _____ State/Prov: _____ ZIP/Postal Code: _____ Country: _____

Telephone: (_____) _____ Fax Number: (_____) _____

E-Mail Address: _____

Possible Projects Discussed:

1. _____

2. _____

3. _____

Suggested Club Bylaws

Article I - Name

Section 1: This Club shall be known as the Junior Optimist International Club of _____, _____, and is entitled to full use of this name so long as approved by the sponsoring Optimist Club.

Article II - Objects

Section 1: The objects of this Club shall be to provide opportunities for Members individually and collectively to participate in community service activities, develop leadership abilities and prepare for responsible roles in society.

Article III - Membership

Section 1: The membership of this Club shall consist of boys and/or girls who are:

- Alpha Level – 6 to 9 years old
- Junior Level - 10 to 13 years old
- Octagon Level – 14 to 19 years old

Section 2: Eligible students may apply for membership, in the form and manner prescribed by the Board of Directors, and may be admitted to membership upon the affirmative vote of a majority of the membership present at any meeting.

Section 3: The Board of Directors shall be empowered to suspend or expel a Member for non-payment of dues, failure to attend meetings for an extended period without valid excuse, or for conduct unbecoming a Member or prejudicial to the best interests of the Club.

Article IV - Officers

Section 1: The officers of this Club shall be a President, Vice President, a Secretary and a Treasurer. Terms of office shall be for one year or until their successors are duly elected.

Section 2: The President shall serve as the executive officer of the Club, preside at all meetings of the membership and Board of Directors, be an ex-officio Member of all committees and perform such other duties as are ordinarily incumbent upon a President.

Section 3: The Vice President shall perform such duties as may be assigned by the President or Board of Directors.

Section 4: The Secretary shall keep and maintain all records of membership, and minutes of membership and Board of Directors meetings, in the form and manner prescribed by the Board of Directors, conduct such correspondence as may be required by the President and Board of Directors, and generally perform such duties as are incumbent upon a Secretary.

Section 5: The Treasurer shall keep and maintain all financial records and books ordinarily kept by a Treasurer designated by the Board. He shall pay all authorized obligations of the Club and submit regular financial statements in the form, manner and frequency prescribed by the Board of Directors, and generally perform such duties as are ordinarily incumbent upon a Treasurer.

Article V - Board of Directors

Section 1: There shall be a Board of Directors which shall consist of the officers of the Club and one Director from each of the grade levels represented in Club's membership.

Section 2: The Board of Directors, with the advice and counsel of the Advisory Committee, shall adopt an annual budget, approve all financial commitments and the payment of all obligations and generally supervise the affairs of the Club and its committees.

Section 3: The Board of Directors shall meet regularly each month during the school year, or at the call of the President or any three Members of the Board of Directors, at a time, date and place to be fixed by the Board of Directors.

Section 4: 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.

Article VI - Election and Nominations

Section 1: The election of officers shall be held at a regular meeting of the membership and the names and addresses of the newly elected officers shall be reported to Optimist International and the District Club Chairman by September 30.

Section 2: Nominations shall be called for from the floor by a presiding officer. No individual shall be eligible for nomination or election unless that individual can assure the Club membership of their intent to maintain their membership and be a student during the next administrative year.

Section 3: A majority of the votes cast will be required to elect. Voting shall be by individuals and carried out by secret ballot. No Member may cast more than one vote. Proxies shall not be recognized. Only Members in good standing shall be eligible for nomination, election and to vote.

Section 4: In the event that any office or Directorship becomes vacant for any reason whatsoever, the vacancy shall be filled, at the next regular Club meeting, by the regular nominating and election procedure described in this article.

Section 5: All officers shall assume their responsibilities at the beginning of the administrative year for which they were elected. Directors, elected at the first regular meeting of the administrative year, shall assume their positions upon election.

Article VII - Meetings

Section 1: The membership of the Club shall meet regularly at least once each month of the school year at such time and place as may be determined by the Board of Directors. Special meetings may be

called by the President provided that each Member shall have received at least three days' notice of such meeting and the nature of the business to be conducted at such meeting.

Section 2: One-third of the Members in good standing shall constitute a quorum at any regular or special meeting of the Club. Robert's Rules of Order shall govern all deliberations of the Club and its Board of Directors except as otherwise provided in these bylaws.

Article VIII - Revenue

Section 1: Annual dues shall be \$_____ per Member, to be paid at the first Club meeting of each administrative year.

Section 2: The Board of Directors, with the approval of the membership, may plan or recommend the raising or accumulation of revenue from sources other than dues.

Section 3: The administrative/fiscal year of the Club shall be concurrent with the administrative year of Junior Optimist International, beginning on Oct. 1 and ending on Sept. 30.

Article IX - Committees

Section 1: The President shall, no later than the first month of the administrative year, appoint the following standing committees and name chairs and at least three Members, including the chair, to each committee:

- a. Organization
- b. Program
- c. Activities
- d. Social

Section 2: The duties of the standing committees shall be to meet, report and make recommendations to the Board of Directors, and to conduct such activities and projects as may be directed and approved by the Board of Directors, as follows:

- a. The Organization Committee shall be responsible for the provision and equipping of facilities for Club meetings.

- b. The Program Committee, in cooperation with the President, shall plan and provide programs for regular Club meetings.
- c. The Activities Committee shall seek, plan and direct the conduct of worthy projects and activities contributory to the attainment of the Club's objectives.
- d. The Social Committee shall plan and supervise the conduct of Club social activities.

Section 3: Special committees, to serve specific purposes, may be appointed by the President with the approval of the Board of Directors.

Article X - Advisory Committee

Section 1: In recognition that the _____

_____ Junior Optimist Club is sponsored by the _____

_____ Optimist Club it shall be the policy of the Club, its committees and Board of Directors, to seek the benefits of such constructive relationship through the advice and counsel of the sponsor's Advisory Committee. Exercise of such policy shall include invitation of the Advisory Committee Members to all meetings of the Club and its Board of Directors and solicitation of their advice, counsel and guidance in the selection and conduct of activities, financial transactions, meetings, programs and other administrative matters to end that the Club may more effectively and expeditiously attain its objectives.

Article XI - Disbandment Procedure

Section 1: If, for whatever reason, this Club would, at some future date, become defunct, all materials, supplies and monies will become sole property of the sponsoring Optimist Club, to be used or distributed at the discretion of the Board of Directors of that body.

Article XII - Amendments

Section 1: Any amendment of these bylaws, if in conformity with the Policies for the Governance of Junior Optimist International and the policies of Optimist International, may be adopted by a two-thirds majority of the Members present at any meeting provided written notice of the proposed amendment and date of such meeting shall have been given to all Members at least two weeks prior thereto.

Certified by:

Club President _____ Date _____
 Club Secretary _____ Date _____
 Optimist Club President _____ Date _____

New Club Form

Application and Checklist

Help build a new Junior Optimist Club today, and provide a friend with the same great opportunity that you have. Also, new Clubs mean a stronger future! These steps will get the new Club moving on the right track!

(Please print or type)

1. Communication with sponsor Club and others interested in starting a new Club begins.
Completion date: _____ / _____ / _____
2. Type of Club determined and meeting site chosen.
Completion date: _____ / _____ / _____
3. Meetings to gain support/approval of the new Club at a school (or alternate facility) are completed.
Completion date: _____ / _____ / _____
4. Organizational meeting held for potential Members.
Completion date: _____ / _____ / _____
5. Officers are chosen and bylaws are adopted.
Completion date: _____ / _____ / _____
6. Sponsoring Optimist Club completes chartering paperwork.
Completion date: _____ / _____ / _____
7. Charter materials (including this form) are completed and submitted to the International Office.
Completion date: _____ / _____ / _____

Intended Club Goals-First Year

1. To complete _____ community service project(s). Briefly list your ideas below.
2. To hold _____ fundraising project(s). Briefly list your ideas below.
3. To add _____ Member(s) to the Club roster.
4. To build _____ Club(s) in immediate area with help from the Sponsor Club.
5. Other: _____

We have: exceeded _____ met _____ not met _____ our internal goals.

Date: _____ / _____ / _____

Comments: _____

Sponsor Club: _____ Sponsor Club # _____

Junior Optimist Club: _____ Junior Optimist Club # _____

Builder of Excellence

For every new Junior Optimist Club built with 25 or more Members, the adult Optimist Member who helped will receive a Builder of Excellence Medallion different than the one currently given to adults who build an adult Optimist Club. There is a maximum of one adult Builder of Excellence per Junior Optimist Club.

A maximum of two Junior Optimist Members who help build a Club with a minimum of 12 Members will be mentioned in *The Torch* and in the weekly updates, and receive recognition at the Junior Optimist International Convention.

Application:

New Junior Optimist Club Built: _____

Name of Junior Optimist Member who organized the Club: _____

Name and number of Junior Optimist Club you belong to: _____

New Junior Optimist Club Built: _____

Name of Junior Optimist Member who organized the Club: _____

Name and number of Junior Optimist Club you belong to: _____

If you are an Adult Member, please fill out the following:

New Junior Optimist Club Built: _____

Name of Adult Member who organized the Club: _____

Name and number of Junior Optimist Club you belong to: _____

Please return this form to:

Optimist International
Junior Optimist Department
4494 Lindell Boulevard
Saint Louis, MO 63108
Fax: (314) 371-6006
junioroptimist@optimist.org

Installation Ceremony Procedure for New Junior Optimist Clubs

The induction ceremony is an important event for every Club. This ceremony welcomes new Members into the Club. It helps Members to understand the responsibilities, obligations and pride that is incorporated in each and every Junior Optimist Club. This ceremony is a great opportunity to motivate the entire Club.

- Meeting called to order.
- Pledge of Allegiance or Toast to Country.
- Welcome to visitors, introduction of head table.
- Introduction of representative to comment on program.
- Starting with the Treasurer, call for new officers individually, briefly describing their duties (see appropriate section of this planning guide). Instruct officers to remain standing, facing Chair, until all are called.
- Have all officers repeat the following:
 - ***“I do promise, in the presence of my fellow officers, Members, and friends, to serve in the office to which I have been chosen to the best of my ability.”***
- Present gavel to President, pins to others.
- Call new Members individually, and have them join new officers.
- Have all repeat Youth Code or Optimist Creed.
- Chairman can officially welcome:
 - ***“I do hereby officially welcome each of you into the Junior Optimist Club of _____ . Congratulations!” (applause)***
- Give pins and Member cards with a challenge to wear their pins proudly, etc. (if applicable)
- Present banner to Club (if applicable).
- Give Members the opportunity to explain the planned activities for the coming year (give advance notice).
- Words of encouragement to the new Club.

Installation of Club Officers

1. Meeting is called to order by the outgoing President
2. Pledge of Allegiance or Toast to Country
3. Introductions
4. Final reports from committees
5. Final Treasurer's report
6. President's report of last year's activities
7. Introduction of representative to comment on program
8. Introduction of Vice President-Elect, Secretary-Elect, Treasurer-Elect and brief explanation of duties of each
9. Introduction of Club President-Elect (explain duties)
10. Ask all officers to raise their right hands and repeat the following:

"I do promise, in the presence of my fellow officers, Members, and friends to serve in the office to which I have been chosen to the best of my ability."
11. Retiring President presents gavel to the new President
12. Response and remarks by newly installed President
13. Adjournment



SEPTEMBER 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Submit updated rosters	2
3	4 Labor Day	5	6	7	8	9
10	11	12	13 Recruit new Junior Optimist Members	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29 Final Award deadlines due	30

NOTES:

- Send in updated rosters and contact information to the Junior Optimist Department or update online at optimistleaders.org.
- Build a new Junior Optimist Club.
- The final awards due on September 30 are the following: Outstanding Governor/Governor of Excellence, Honor Club/Distinguished Honor Club and Distinguished Governor.

Annual Junior Optimist Club Report Form

We are in the process of gathering information about Clubs so that as we develop programs and services, we will be able to meet our Clubs' and Members' needs. Please take a moment to read and fill out the survey below. When you have finished, please return the form to the Junior Optimist Department, 4494 Lindell Blvd., St. Louis, MO 63108, FAX (314) 371-6006. Your input is very important, so please return the form no later than **October 31**.

1. Club Name: _____ 2. Date: _____
3. Club Number: (B1000, A2000) _____ 4. Number of Members _____
5. How many Community Service Projects did your Club do in this fiscal year? _____
 How many Club Members participated? _____
 How many people were served? _____
6. How many Fundraising Projects did your Club do? _____
 How many Club Members participated? _____
 How much money was raised? _____
 Did you have any business sponsorships? _____ If so, how many? _____
 For what purpose was the money raised? _____

7. How many Joint Projects did your Club do with your Sponsoring Optimist Club? _____
 How many Club Members participated? _____
 How many Adult Members participated? _____
8. How many Social/Fun Projects did your Club do? _____
 What type of projects? _____
9. What other organizations (Boys & Girls Clubs, Girl or Boy Scouts) has your Club done projects with? _____
10. Did your Club attend a District Conference this year? _____
11. Does your Club participate in the Awards program? _____
12. Any other information that you would like to provide us? _____

Youth Code (Alpha Clubs)

I Promise to –

Honor my parents and those whom experience has made wise.

Respect the beliefs of others.

Value all my friendships and ensure they are true.

Treasure and nurture my mind and body.

Be diligent and work at each task according to its importance.

Strive to be courteous at all times and truthful with everyone I meet.

Manage my money wisely and control materialism.

Respect all living things and help maintain the balance of life.

Work to become independent, always think for myself, set high goals in life and dedicate myself to the service of others.

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.

