

Welcome!



Optimist
INTERNATIONAL

East Missouri District

EAST MISSOURI OPTIMIST DISTRICT

Optimist Club Officer Coaching

President ~ Secretary ~ Treasurer

A practical field guide for leading meetings, serving members, keeping records, and moving club work forward.

Bringing out the best in kids



EMO

**Leadership
that makes
service easier**

2026

EMO CONFERENCE DATES 2026-2027

1st Q Oct. 23-25, 2026

EMO/WEMO
Capital Plaza, Jefferson City

2nd Q Feb. 5-6, 2027

Virtual

3rd Q May 14-15, 2027

Hilton St. Louis Airport, St. Louis

4th Q Aug. 20-22, 2027

Convention

Courtyard by Marriott, Columbia



COACHING PROMISE

Your job is not to do everything — it is to make the club easier to lead.

President, secretary, and treasurer work as an operating team: purpose, process, and records.

01

Keep purpose visible

Tie agendas, projects, and recognition back to youth service and Optimist mission.

02

Make meetings productive

Use a clear agenda, time discipline, board follow-up, and parliamentary basics.

03

Keep the record clean

Maintain official rosters, minutes, officer records, and deadlines without last-minute scrambles.

Today's outcome: a shared rhythm for president + secretary + treasurer work before, during, and after every club and board meeting and every project/event. This will result in a cohesive, member strong club.



Start every decision with the mission.

“By providing hope and positive vision, Optimists bring out the best in youth, our communities, and ourselves.”

Optimist International

Mission, vision, purposes, standard bylaws, officer resources.

East Missouri District

Administrative support for club growth, participation, administration, and youth service.

Local club

Autonomous community service with flexibility to meet youth needs locally.



Set direction, align people, run the room.

The president turns purpose into a club year that people can understand and **support**.

1 Plan the year

Build a calendar that includes club projects, district dates, meetings, and recognition moments.

2 Use bylaws & policies

Know how the club operates; review bylaws and policies for needed updates.

3 Organize the team

Match member interests to committees and make chairs accountable for next actions.

4 Lead meetings

Prepare agendas, keep discussion focused, and use parliamentary procedure when business requires it.

5 Transfer knowledge

Meet outgoing leaders and committee chairs so files, records, and lessons are not lost.

6 Coach the officer team

Hold regular check-ins with officers and committee chairs to prevent surprises.



SECRETARY ROLE

Make the club's work visible, official, and easy to retrieve.

The secretary protects continuity: who belongs, what was decided, and what must be filed.

RECORDS

Minutes that drive action

Capture motions, decisions, owners, and deadlines. Distribute promptly so the club can act before the next meeting. **All members are entitled to receive or have access to the board minutes.**

Roster & officer data

Maintain additions, deletions, contact changes, spelling corrections, and officer changes in official systems.

REPORTS

Official report basics

Reports should include the official club name and club number, be properly signed, dated, and submitted by the deadline.

Deadline ownership

If a due date affects district or international recognition, the secretary is responsible for sending the report in time.

Good secretary work is not paperwork for its own sake — it is the information system that lets the club serve confidently.

Source: Optimist International Club Reports and Club Secretary/Treasurer materials.



TREASURER ROLE

Protect the club's funds, credibility, and ability to serve.

The treasurer keeps money moving responsibly: budget, dues, deposits, disbursements, and reports.

MONEY IN

Budget & dues tracking

Maintain the annual budget, track dues and fees, and keep the board aware of financial capacity.

Receipts & deposits

Record income promptly, deposit funds safely, and keep documentation tied to each activity or fundraiser.

MONEY OUT

Disbursements & approvals

Pay approved expenses on time, keep receipts, and follow club policy for signatures and authorization.

Financial reports

Provide clear, regular updates so officers and the board can make informed service decisions. **All members are entitled to receive or have access to all financial records.**

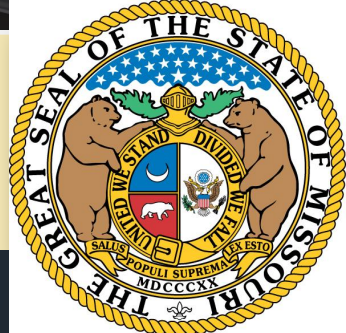
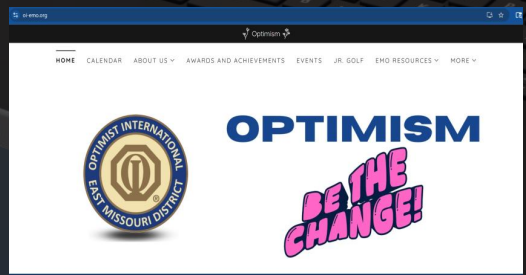
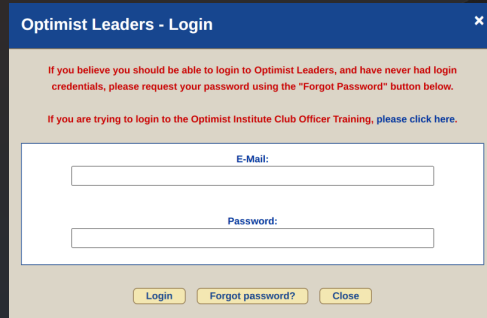
Good treasurer work builds trust — every dollar is documented, every report is clear, and every decision supports youth service.

Source: Optimist International Club Secretary/Treasurer and Club Budget & Finance materials.





NITTY GRITTY NUTS AND BOLTS



E-Mail:

Password:

[Login](#) [Forgot password?](#) [Close](#)



990-N



Optimist Leaders - Login

If you believe you should be able to login to Optimist Leaders, and have never had login credentials, please request your password using the "Forgot Password" button below.

If you are trying to login to the Optimist Institute Club Officer Training, please click [here](#).

E-Mail:

Password:

Login

[Forgot password?](#)

[Close](#)



Officer Training



Optimist Leaders - Login

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E-Mail:

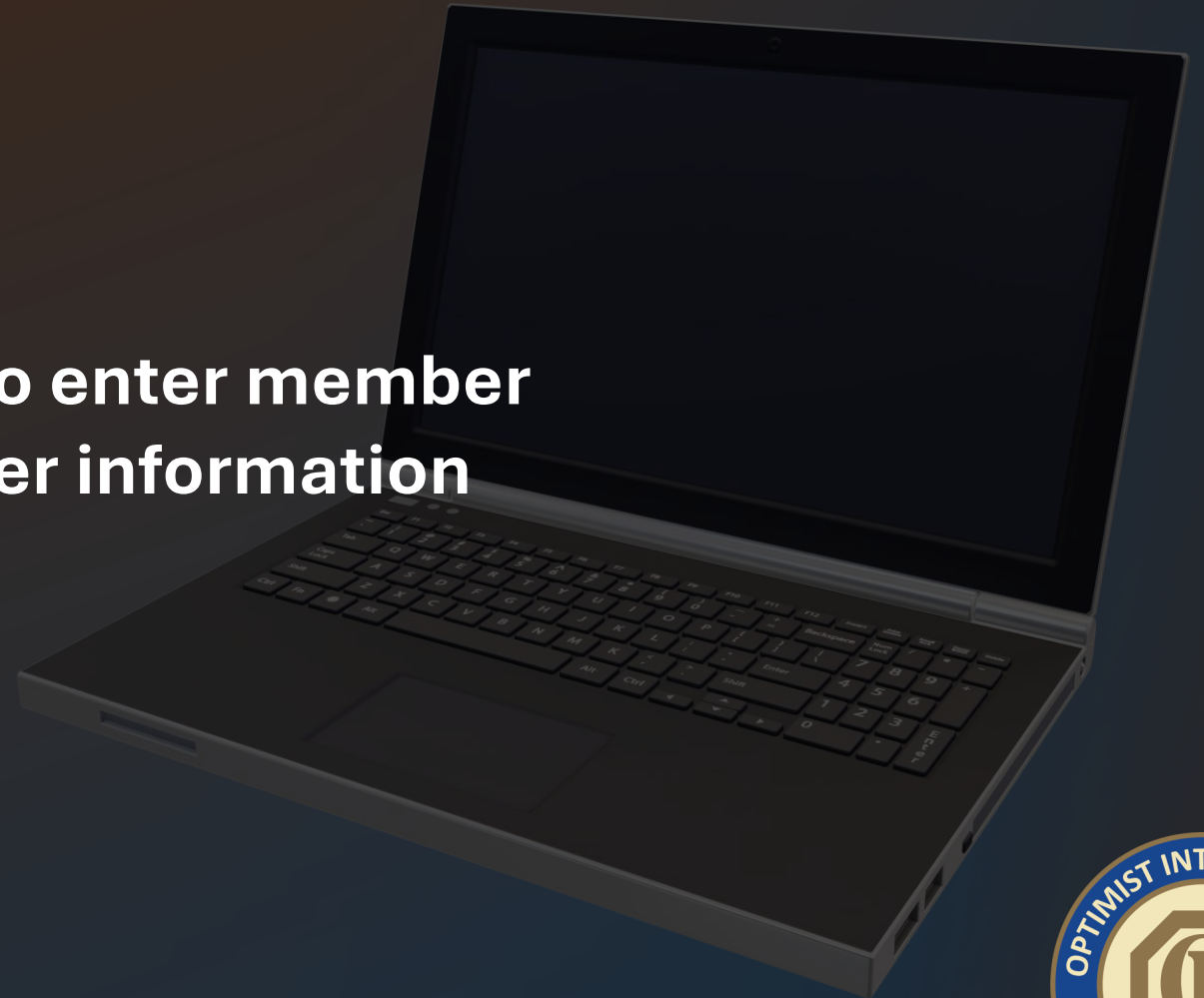
Password:

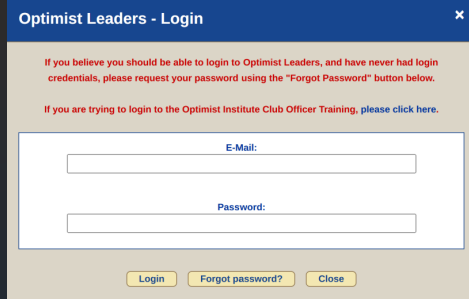
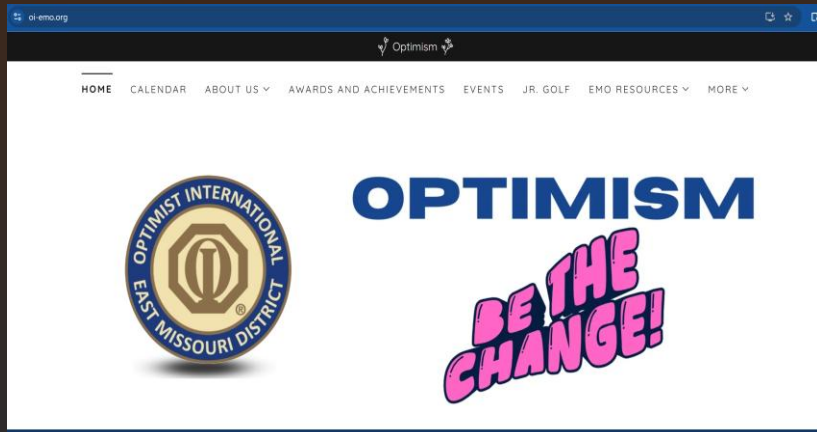
Login

[Forgot password?](#)

[Close](#)

Where to enter member
and officer information



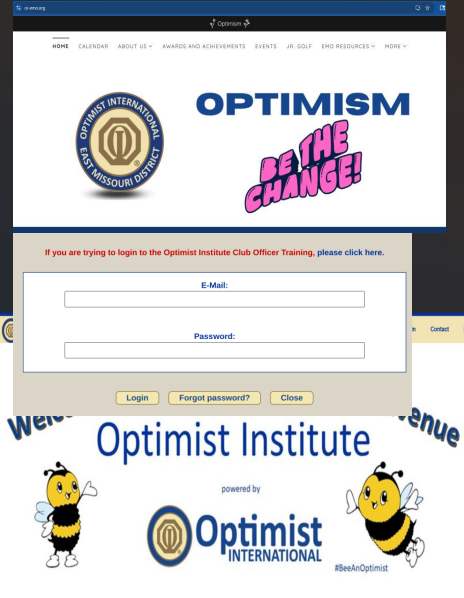


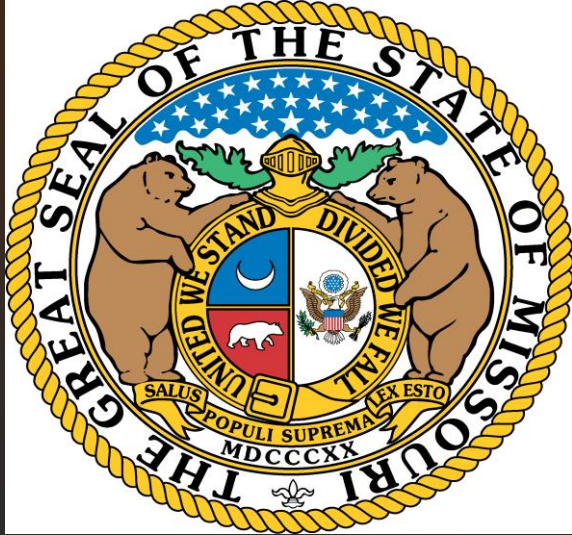
Navigate District Website



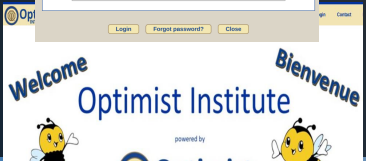
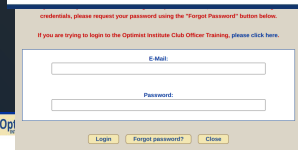
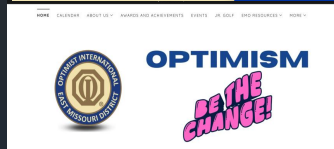
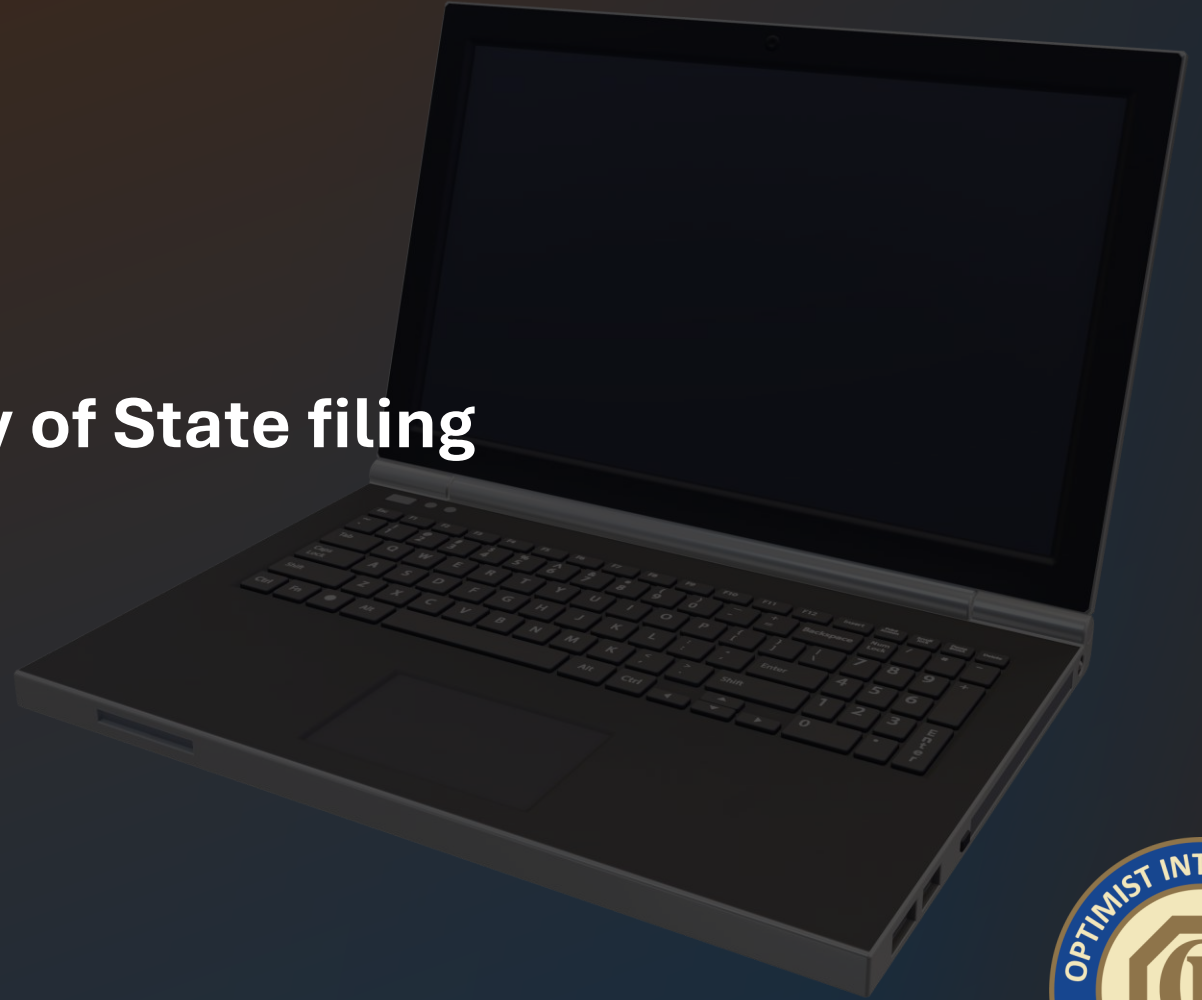


More information here





Secretary of State filing



CHAP

Club Health Awards Program

Minimum of 7
Regular Members

One Fellowship
Event Annually

One Optimist
Signature Program
or Activity

Foundation
Donation (\$100
Minimum)

Optimist Institute
(Minimum 1
member takes 1
Course)



3 Levels of Recognition in **CHAP**

Bronze Level

5 Benchmarks from a minimum of 3 Key Categories (5 Total)

Silver Level

2 Benchmarks from 4 Key Categories (8 Total)

Gold Level

3 Benchmarks from all 5 Key Categories (15 Total)



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Club Leadership & Administration - Each activity equals 1 Benchmark

1. Club Officer Elect Report completed by May 20th
2. Club Officers (Pres, S/T) Complete Optimist Institute Training by Mar 31st
3. Club Officers Complete Officer Training offered by District (District Gov-Elect submits report)
4. Submit Yearly Club Impact Report (New Form) by Sep 30th
5. Review Club Bylaws & Report on optimistleaders by Dec 31



OPTIMIST .ORG

Optimist Leaders

Optimist Leaders - Login



[ABOUT US ▾](#)

[SIGNATURE PROGRAMS ▾](#)

[UPCOMING EVENTS](#)

[MEMBER RESOURCES](#)

[JOIN US](#)

[FOUNDATIONS ▾](#)

OPTIMIST INTERNATIONAL'S CORE VALUES

OPTIMISM

RESPECT

● ● INTEGRITY

GLOBAL COMMUNITY

Welcome Members



Create
an
account

Optimist Leaders - Login



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E-Mail:

Password:

Login

[Forgot password?](#)

Close





Optimist Leaders

Select Club

Reports

Administration

Show clubs, in the Districts and Zones, for this

Organization Year: 2025-2026 ▾

Show Districts
by District Number

Show Districts
by Region

Click here to show what you have access to:

Organization Year: 2025-2026

International Level

District Level

30 - East Missouri

Club Level

30002 - JEFFERSON COUNTY OPTIMIST CLUB

Member Level

30002-0098 - Mary E Hatfield (JEFFERSON COUNTY OPTIMIST CLUB)

30165-0787 - Mary Hatfield (FESTUS-CRYSTAL CITY (TCA), MO)

English ▾





[ABOUT US ▾](#)

[SIGNATURE PROGRAMS ▾](#)

[UPCOMING EVENTS](#)

[MEMBER RESOURCES](#)

[JOIN US](#)

[FOUR](#)

Member Level

30002-0098 - Mary E Hatfield (JEFFERSON COUNTY OPTIMIST CLUB)

30165-0787 - Mary Hatfield (FESTUS-CRYSTAL CITY (TCA), MO)

[Click here to show what *offices* you hold:](#)

International Level

Club Trainers
2025-2026

District Level

Dist # 30
District Governor
2026-2027

Dist # 30
District Conference / Convention Chair
2025-2026

Dist # 30
District Webmaster Committee Chair
2025-2026

Dist # 30
Marketing Committee Chair
2024-2025

Dist # 30
Communications
2024-2025

Club Level

Club # **30002**
[Club Secretary](#)
2024-2025
2025-2026 *

Scroll down and
put your club's number
here

Club #

30002

[Submit](#)

[List of last clubs:](#)



Optimist Leaders

Last selected: **Club**; Club # 30002 (OI)

Club Roster

Select Club

Reports

Invoices / Payments

Administration

Club # 30002 - JEFFERSON COUNTY OPTIMIST CLUB

Club Information:

Club: **30002 - JEFFERSON COUNTY OPTIMIST CLUB**
District: **30 - East Missouri (EMO)**, Zone: **4**
Region: **4 - Middle America**

ARNOLD, Missouri (MO), United States (US), ENGL
Chartered: **08/24/2010** Status: **Active**
Club System: **OI**, Club Type:**Club**
College Club: **No**, Sports Club: **No**

Club legal name: **OPTIMIST CLUB OF ARNOLD-IMPERIAL, MISSOURI**
Federal Tax ID (EIN): **90-0606281**

Club's Web Address:
<https://jeffersonco.club/>

Club Balance Due:

US Dollars (USD): **\$ 436.44**
(last updated: 07/16/2026)

Payments

Club Logos:



Club Meeting Place:

Weber's Front Row restaurant
General Meeting: 3rd Tuesday of each Month at 6:00 pm (lasts about 1-2 hours)

Club Address

Sponsors:

Sponsored by:
30405 - ST LOUIS-SOUTH SIDE, MO
30165 - FESTUS-CRYSTAL CITY (TCA), MO

Sponsored:
Revoked
30003 - SPORTS OF ST LOUIS AREA, MO
B2177 - SEA JOOI CLUB

Club Invoice Billing:

You are setup to receive your Club Invoices via,
E-Mail: to Club Secretary - Mary E Hatfield:
mhat123@yahoo.com

Change: ☒ E-Mail ☐ Hard-Copy ☐ Both

Submit

 English ▾



30002.png



30002_Black.png



30002_PMS_286.png



30002_Roundrel.png



30002_Roundrel_Black.png



30002_Roundrel_PMS_286.png



30002_Roundrel_White.png



English



Click on Reports

Optimist Leaders

Last selected: **Club**; Club # 30002 (

[Club Roster](#)[Select Club](#)[Reports](#)[Invoices / Payments](#)[Administration](#)

Club # 30002 - JEFFERSON COUNTY OPTIMIST CLUB

Club Information:

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District: **30 - East Missouri (EMO)**, Zone: **4**
Region: **4 - Middle America**

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mhat123@yahoo.com

Change: ☒ E-Mail ☐ Hard-Copy ☐ Both [Submit](#)

 English ▾



☒ Conduct Unbecoming ☒ Other ☒ Didn't Specify

Club Pride

2024-2025 ▾

Club Pride - Form

Club Pride - Percentage

Club Pride - Submitted List

Summary Report

Clubs have until September 30, 2026 to submit for awards purposes.

Member's Invoices

Report

Club Bylaws

Club Bylaws - Online Form

Club Bylaws Status

Membership Growth

Report

Graph

Past how many:

10

Years ▾

or to Charter Date: ☐

☒ Club, Org Year

☐ Org Year, District, Zone, Club

Club Officer-Elect Report (COER)

2025-2026 ▾

Report

Report - Status

Report - Totals

The 2025-2026 Club Officers-Elect (COER) are Club Officers for the 2026-2027 organization year.

We value communication with our Optimist Leaders.
Please submit your Club Officer-Elect Report by May 20, 2026, or as soon as possible thereafter.

Club Officers-Elect: Club President, Secretary, Treasurer, Foundation Rep.

active from: Feb 1, 2026 to Sep 30, 2026

Club Address

Report

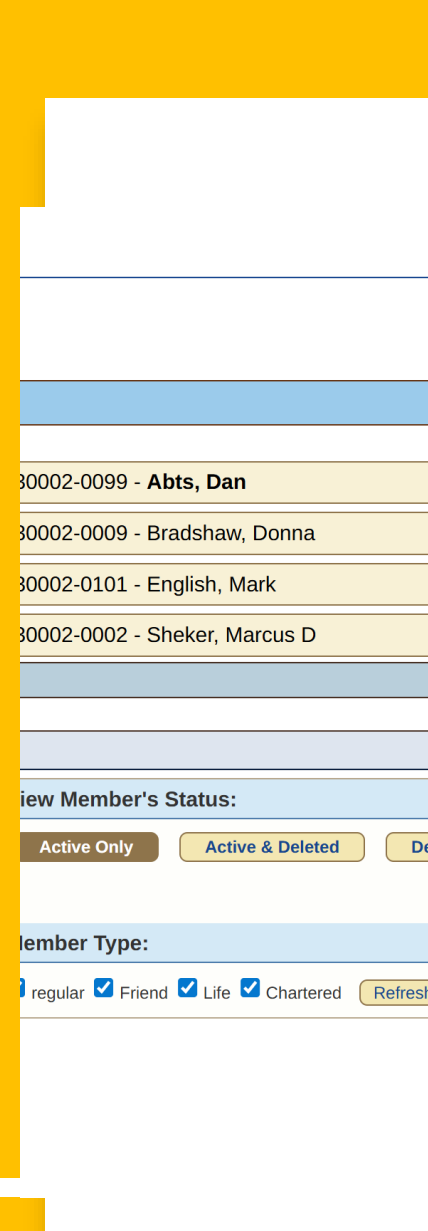
You can view and change your club addresses here.
e.g. Main, Club Meeting Place, Bill-To, Ship-To, Events, etc...
This will have the option to enter multiple addresses,
e.g. Meeting Places, days/times, etc...
These addresses are for the Club, NOT for the Members.





Side Note: Before you
can submit the C.O.E.R.,
your club must have
elected the officers for
next year!





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Club Roster - Active

30002-0099 - Abts, Dan	30002-0100 - Batten, Nicole	30002-0103 - Baum, Colleen	30002-0102 - Bischoff, Laura	30002-0051 - Boles, Michael B
30002-0009 - Bradshaw, Donna	30002-0010 - Bradshaw, Vernon A	30002-0094 - Christman, Liz	30002-0104 - Dondlinger, Tom	30002-0080 - Dormuth, Joseph
30002-0101 - English, Mark	30002-0082 - Hatfield, Gary J	30002-0098 - Hatfield, Mary E	30002-0097 - Meers, Mary	30002-0096 - Scott, Rob
30002-0002 - Sheker, Marcus D	30002-0095 - Southerland Ferrell, Julie			

17 Active Members

17 Total Members

View Member's Status:

Active Only

Active & Deleted

Deleted Only

Member Type:

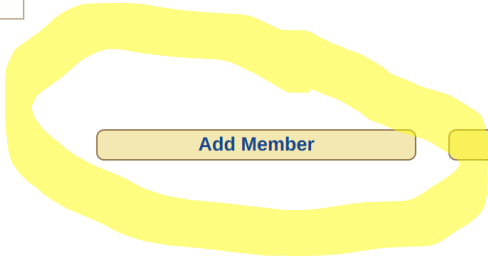
☐ regular

☒ Friend

☒ Life

☒ Chartered

Refresh



Add Member

Club Roster Report

Transfer a Member



Club Project Impact Report





If you chose “other” type of project, in this box put the name of your project for reference later.

Additional Information

What additional information about the project would you like to share?

Back to School Backpacks for Children in Head Start -
neediest cases

Previous

Next



Club Leadership & Administration - Each activity equals 1 Benchmark

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CONTACT US

SCHOLARSHIP OPPORTUNITIES

JOI

OPTIMIST INSTITUTE



OPTIN

BE THE
CHANGE!



Welcome to the Optimist Institute



About Optimist Institute

What does the Optimist Institute include?

- Leadership Skills Development Courses
- Technical Skills Development Courses
- Optimism Courses
- Videos and Other Motivational Items
- International Convention Videos and Handouts
- Optimist International New Club Series
- Optimist International Club Officer Training
- Optimist International Professional Development Plan
- Optimist International Personal Growth and Involvement Plan

Our Vision

This is THE place to go for member education and club officer training!

[LEARN MORE](#)



Create a NEW Account

Here are the instructions for May 2026- April 2027.

[Download PDF >](#)

To access the registration form, enter this year's Passcode, then click Get Access.

The Passcode is 2627institute

Optimist Club Member Registration

Passcode is Required

Passcode: [Get Access](#)

Optimist Institute © 2024 All Rights Reserved.

Complete the required account information.

For the username, you must use the email address that you have associated with your account (if not, the system will match your username to your email within 48 hours).

OR

RENEW an Account

Each year starting May 1st members must renew their Optimist Institute subscriptions. Here are the instructions for May 2026- April 2027.

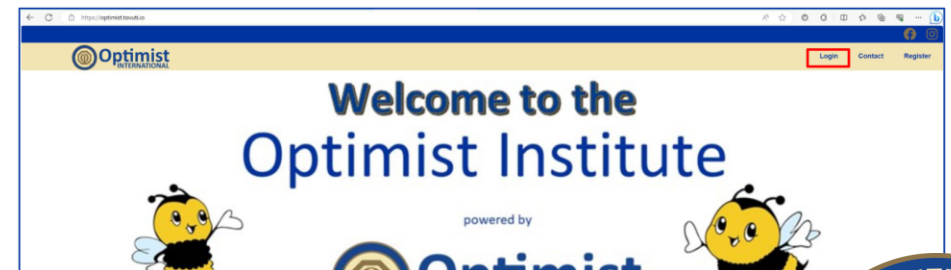
[Download PDF >](#)



Renew a Subscription to Your Optimist Institute Account for Members

This should only be done if your current subscription plan for the Optimist Institute has expired.

When you get to the Optimist Institute site (www.OptimistInstitute.org), click Login (in the top right corner).



Passcode: 2627institute

OPTIMIST INSTITUTE HOME screen

→ ↻ optimist.tovuti.io ☆

 Optimist INTERNATIONAL

 Mary Hatfield
1621227

 Dashboard

 Courses by Category

 Quick Reference Guides

 New Club Series



#BeeAnOptimist

Welcome/Bienvenue, Mary!

Checklists [Show Completed Lists](#)

Filters:

☒ All ☐ Due Soon ☐ Courses ☐ Awards ☐ Events ☐ Videos ☐ Other



View Courses

New Club Series/Informations pour Nouveaux Clubs



 Courses 17

 Assigned - Completed 0

 Assigned - Incomplete 0

 In progress 0

View Courses

View Courses

Officer Training/Formation des Dirigeants



 Courses 14

 Assigned - Completed 0

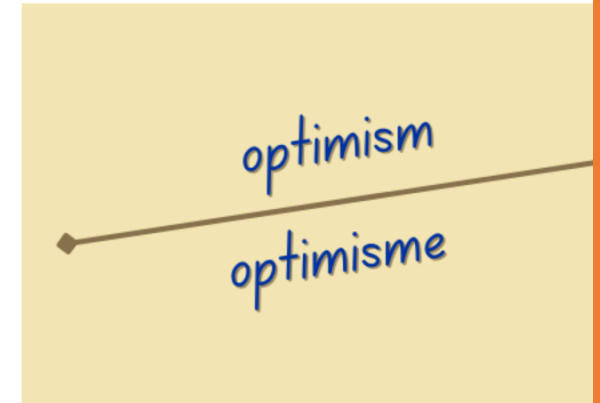
 Assigned - Incomplete 0

 In progress 0

View Courses

View Courses

Optimism/Optimisme



 Courses 30

 Assigned - Completed 0

 Assigned - Incomplete 0

 In progress 0

View Courses



optimistinfo.org



Optimist International

INFORMATION



Login to OI Info

(Please note that your login information is the same as it is for the Optimist Institute. If you have not yet registered for the Optimist Institute, please go to www.OptimistInstitute.org to register prior to returning here to login to OI Info.)

This one has
a 2

→ G optimist2.tovuti.io



Q Search



Homepage



Convention
Information



Convention
Recordings



Inspiration



#BeeAnOptimist

Welcome/Bienvenue, Mary



Find More membership engagement resources, visit Optimistinfo.org, log in using your Optimist Institute credentials, and select **Membership Engagement** from the left-hand menu to access:

- Club Guide
- C.A.R.E. Program Sample Agenda
- Member Review Survey
- Sample Invitation
- Directory of CARE Facilitators

You'll also find the complete Membership Engagement Toolbox and Membership Engagement Guides for Clubs, featuring resources for:

- New Members
- Engaged Members
- Non-Engaged Members



TWO GREAT RESOURCES. ONE EASY LOGIN.



One login gives you
access to **BOTH!**



OPTIMIST INSTITUTE LEARN

Training. Growth. Impact.

Your hub for learning and
development to help you
lead with confidence.

YOU'LL FIND:

- ✓ 200+ Courses & Certifications
- ✓ Quick Reference Guides
- ✓ Convention Handouts
- ✓ Leadership Development
- ✓ Personal & Club Growth



OptimistInstitute.org



OPTIMIST INTERNATIONAL INFORMATION (OI INFO) FIND

Resources. Tools. Answers.

Your go-to resource library for
materials, recordings and tools to
support your club and district.

YOU'LL FIND:

- ✓ Convention Recordings & Handouts
- ✓ Leadership Resources
- ✓ Membership Engagement Materials
- ✓ Club-Building Resources
- ✓ Program Materials & More



OptimistInfo.org



BETTER LEADERS
STRONGER CLUBS



GREATER IMPACT
IN OUR COMMUNITIES



BRINGING OUT
THE BEST

LEARN MORE. FIND MORE.

Be an Optimist.





Club Leadership & Administration - Each activity equals 1 Benchmark

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District Directory is here:

oi-emo.org

Optimism

HOME

CALENDAR

ABOUT US ▾

AWARDS AND ACHIEVEMENTS

EVENTS

JR. GOLF

EMO RESOURCES ^

MORE ▾

Members Portal

Club Newsletters

Club Newsletters

Optimist Int'l & Creed

OI Foundation

EMO Resources



OPTIMISM

**BE THE
CHANGE!**



EMPOWERING YOUTH AND COMMUNITIES

East Missouri Optimist District

Join us in our mission to inspire and uplift the youth in our communities through dedicated service and impactful programs.



Create an
Account

EMO District

Club Members Login Portal

[Forgot your password?](#)

Login



East
Missouri
Optimist
DISTRICT



Check out our new District Members Portal

Click on the link below to register for an EMO District Members Only Portal account. During registration, you will be able to enter information to connect you to your Optimist Club. All registrations will be approved to ensure that only district members and Optimist leaders have access to our members portal. Inside the portal, you will find a wealth of useful information, including the 2024-2025 directory. We will cover more about this at the 1st quarter conference in Jackson, MO.

[Click Here to Pre-register](#)

After you have been confirmed as a District Member or Optimist Leader and/or Staff you will receive a confirmation of approval in your email. Please do not email asking if we have sent it, to avoid having the email go to spam, please make a filter to accept emails coming from admin@emodistrict.com

EMPOWERING YOUTH AND COMMUNITIES

East Missouri Optimist District



Be sure to use the same email address that is on file with OI.

So be sure to keep all information accurate on Optimist Leaders!

emodistrict.com/register/

isn't your default browser [Set as default](#)

 **Optimist**
INTERNATIONAL
East Missouri District

EMO ▾ [Contact](#)

First Name *

Last Name *

E-mail Address *

Club Website URL - if none put in <https://optimist.org/>

Username *





After you have been confirmed as a District Member, you will receive a confirmation of approval in your email. Please do not email asking if we have sent it. To avoid having the email go to spam, please make a filter to accept emails coming from admin@emodistrict.com or emoptimistdist@gmail.com





EMO DISTRICT COMMUNITY

Welcome

EMO DISTRICT PORTAL PAGE



EMO Governor Jennifer Bagwell

Favorite Creed: Forget the mistakes of the past and press on to the greater achievements of the future



EMO District and OI PDFs / Documents

EMO-District-Directory-2025-2026-pdf.pdf

Download

EAST MISSOURI DISTRICT DIRECTORY

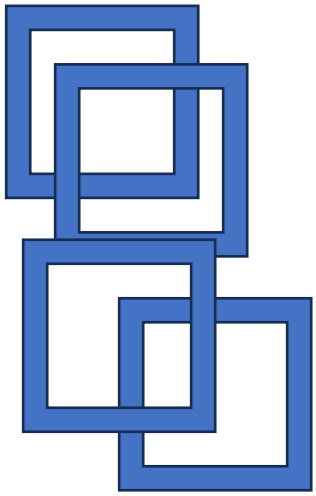


Page 1 / 92 — 🔍 +

2025-2026_Directory.pdf

Download

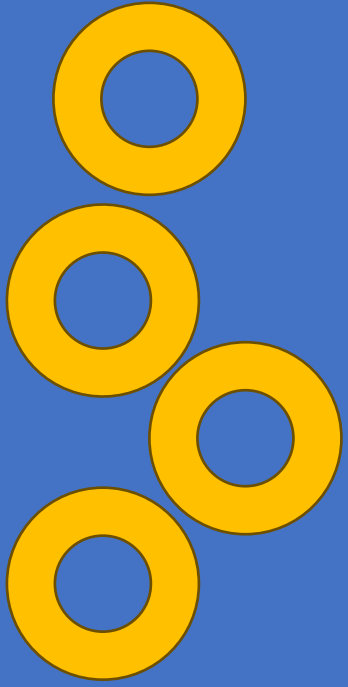




Tax Filing – **IRS FORM 990-N**

DUE DATE: FEBRUARY 15





Hint #1

***Go to optimist.org**

***Member**

Resources

***Tax Filing**

Information for Clubs





Hint #2, #3, & #4

~Have your club's federal tax number handy

~This is the phone number for the
IRS nonprofit / tax exempt center:
877-829-5500

~Have your cell phone handy



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Sign in

Save money ▾ Access benefits ▾ Get to know ID.me ▾ Taxes

For business →

Simple.
Secure.
Sign in.





Sign in or create an account

You only need one ID.me account. One account lets you sign in online to the IRS and other government agencies. You have options to [get your information without signing in](#).

Sign in with **ID.me**

[Get help with common issues](#)

OR

ID.me Create an account

[Get help creating an account](#)





Help

News

English ▼

Tax Pros

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Report Fraud

Search



[Home](#) / [File](#) / [Charities and nonprofits](#) / New Form 990-N submission website now open

New Form 990-N submission website now open

Individuals

Businesses and self-employed

Charities and nonprofits

Exempt organization types

Lifecycle of an exempt organization

Annual filing and forms

Charitable contributions

Form 990-N electronic submissions should now be made through IRS.gov instead of Urban Institute's website. For the filing link and more information on how to file, visit the [Form 990-N webpage](#).

Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ, is used by small, tax-exempt organizations for annual reporting and can only be submitted electronically.

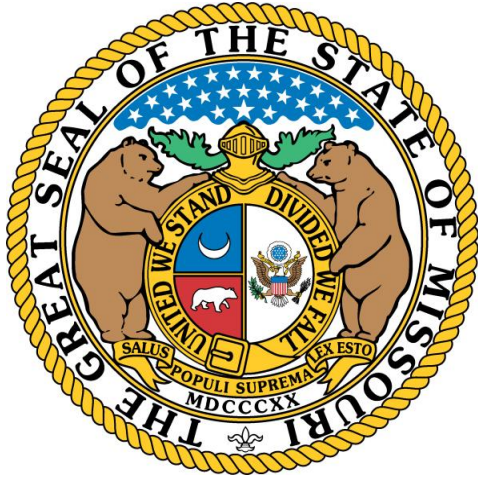
Registration required

Form 990-N filers will be required to complete a short, one-time registration before submitting their electronic form to IRS.gov.

Additional information

- [Form 990-N, e-Postcard, Frequently Asked Questions](#)
- [Form 990-N, e-Postcard, Required Information](#)
- [Exempt Organizations educational website](#)





State of Missouri Annual Registration Report

CHAPTER 355 FEES—Not for Profit Corporations

Annual Registration Report Filed Timely (paper).....	\$15.00
Annual Registration Report Filed Timely (on-line).....	\$10.00
Biennial Registration Report Filed Timely (paper).....	\$30.00
Biennial Registration Report Filed Timely (on-line)	\$20.00

Due by August 31

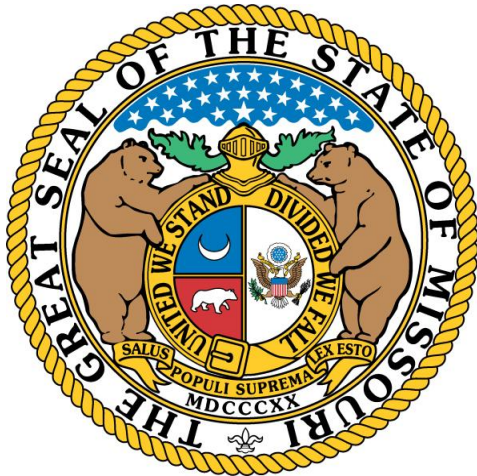
**Have your credit card available*

**You will also find it helpful to
have your club's Charter
number.*



Sos.mo.gov/business/corporations

Click here



→ ↻ sos.mo.gov/business/corporations

Contact Us Accessibility Info

Denny Hoskins, CPA
Missouri Secretary of State

Business Services Elections & Voting Investor Protection & Securities State Library

BUSINESS SERVICES

- Registration Reports
- Online Services
- Online Filing FAQ's
- Fees & Forms
- General Services & Filings
- Step-by-Step Registration Guides
- Business Outreach Office
- Missouri Business Portal
- Service of Process
- Startup for Soldiers
- Family Farms

Want to file today? Visit Missouri Business Filings to explore our online filing services—many are processed immediately after submission.

Corporations

The Corporations Unit of the Secretary of State is responsible for the creation and maintenance filings for all domestic and out-of-state business entities doing business in Missouri.

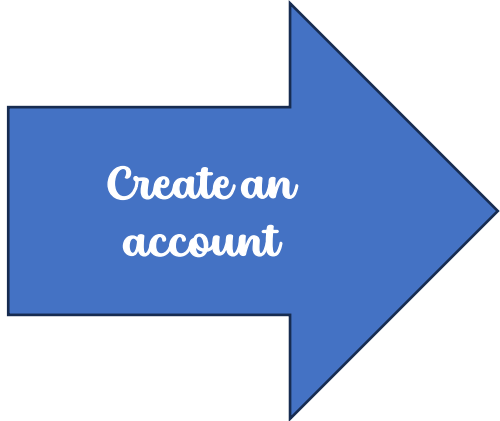
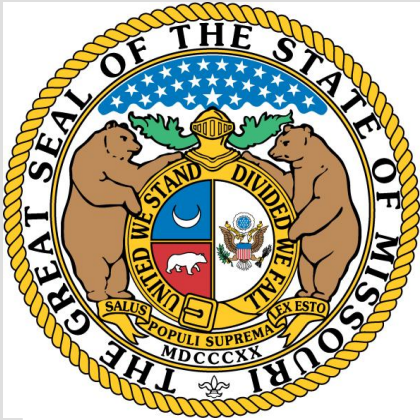
These business entities include for-profit and nonprofit corporations, specialized business entities such as professional corporations, close corporations, agricultural cooperatives and mutual associations, and limited liability companies, limited partnerships and others.

Quick Links

- File a Registration Report
- Register a Fictitious Name
- Register a Limited Liability Company
- Renew Fictitious Name

Featured Items

- Step-by-Step Filing Guides
- Print Forms
- Schedule of Fees
- Search for a Business



MY ACCOUNT

HOME

SEARCH

MISC INFO

UCC FILING

Business Registration Online Portal

Welcome to the Missouri Online Business Filing System

Welcome to our enhanced online business portal.

For new users make sure to confirm your account by clicking the link emailed to the associated address provided during enrol the [online reference guides](#)

A recent Federal Order (31 CFR Part 1010 RIN 1506-AB49) has exempted Domestic reporting companies from certain reporting of BOI i

The rule still applies to Foreign Companies (Non-US) with some exceptions. To understand if your Foreign Reporting Company, as defin

visit ([FinCEN 31 CFR Part 1010.380](#), RIN 1506-AB49).

Disclaimer: This notification is provided as a public service by the Missouri Secretary of State's office. It is for informational pu

advice. Individuals and entities are responsible for ensuring their own compliance with applicable federal and state laws, rules

My Account

Enter user ID and password. Do not have an account?
Click "Create Account" below to create one.

Login ID *

Password *

[Login](#)

[Create Account](#)

[I forgot my password](#)

Business Search

Search for a business entity registered in Missouri.

[Search by Name](#)

[Search by Charter Number](#)

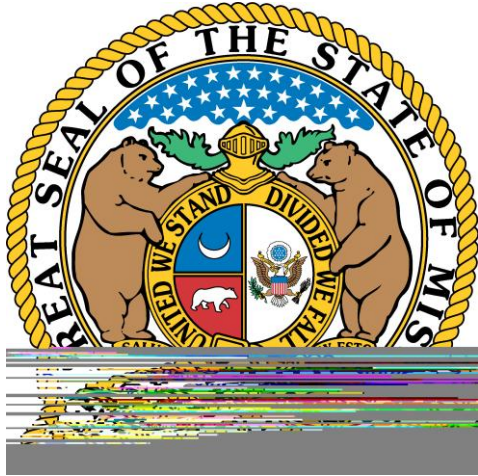
[Registered Agent Search](#)

Verify va

[Verify](#)



Annual and Biennial Registration Reports



We recently upgraded to a new enhanced filing system. With the new system, all customers must have a user account associated with a valid email address. Make sure to confirm your account with the message emailed to the account provided at registration before attempting to log in to the system. If you have a confirmed account and are needing directions for filing your report see below:

To file a registration report online and save on fees

- After creating an account/[logging in](#), go to business filings landing page:
- Look for the box titled Registration Reports
- Click the link for the type of report you wish to file
Annual or Biennial





Facebook

Public Page

Search: Optimist's East Missouri District

<https://www.facebook.com/Optimist.Eastern.Missouri.District>



Optimist's East Missouri District

825 followers • 79 following

Official Optimist International's East Missouri District page. Serving youth & communities since 1917

Community Organization @ [eastmissourioptimist](#) 📞 (314) 371-6000

Following Message Search

All About Photos Followers Mentions More ▾





Also Facebook

Private Members Only Group

Search: East Missouri District Optimist Members Only

<https://www.facebook.com/groups/274278031987389>



The image shows a screenshot of a Facebook group page. The cover photo features the Optimist International logo, which is a blue circle with a yellow center containing a stylized 'O' and the word 'MEMBERS ONLY' in large blue letters. The text 'OPTIMIST INTERNATIONAL' and 'EAST MISSOURI DISTRICT' is written around the circle. Below the cover photo, the group name 'East Missouri District - Optimist Members Only' is displayed, followed by 'Private group · 234 members'. A row of member profile pictures is shown below the member count. To the right of the member pictures are buttons for '+ Invite' and 'Share'. Below the member pictures is a navigation bar with tabs for 'Discussion', 'Featured', 'Members', 'Events', 'Media', and 'Files'. The 'Discussion' tab is currently selected. Below the navigation bar is a text input field with the placeholder 'Write something...'. To the right of the input field is a section titled 'About' which contains the text: 'East Missouri District of Optimist International is made up of 42 clubs and over 1200 members. This is a private group for members only.' Below the 'About' section is a 'Private' status indicator with the text 'Only members can see who's in the group and what they post.'

East Missouri District - Optimist Members Only

Private group · 234 members

+ Invite Share

Discussion Featured Members Events Media Files

Write something...

Anonymous post Feeling/activity Poll

About

East Missouri District of Optimist International is made up of 42 clubs and over 1200 members. This is a private group for members only.

Private

Only members can see who's in the group and what they post.



30002.png



30002_Black.png



30002_PMS_286.png



30002_Roundrel.png



30002_Roundrel_Black.png



30002_Roundrel_PMS_286.png



30002_Roundrel_White.png



English

Branding

Who We Speak To



President

You are a member of the EMO Board of Directors

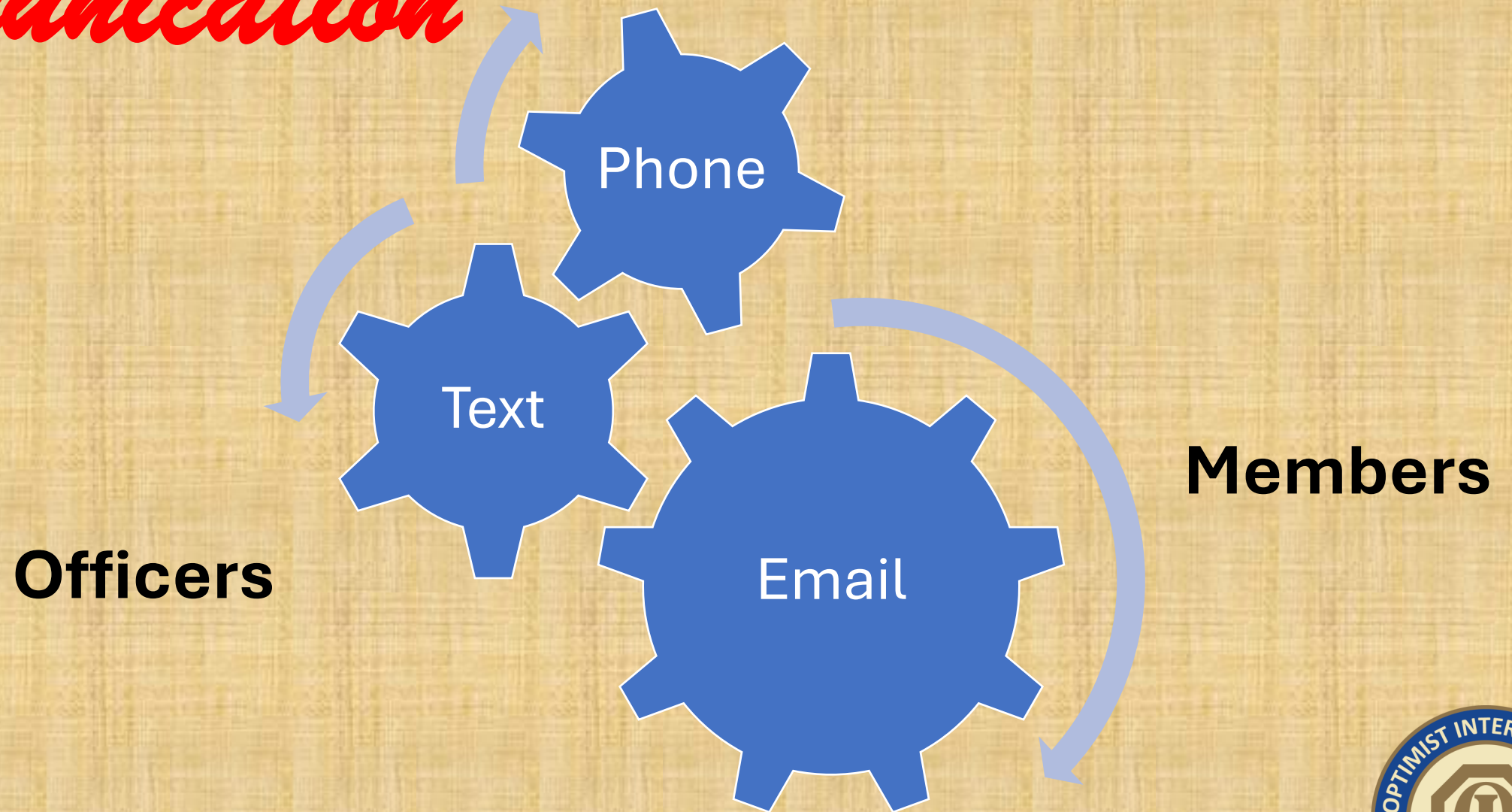
Read everything EMO and OI send

Share those communications with all of your members

Suggestion: always have a back up plan in case your speaker is a no show



Communication



A simple before–during–after rhythm prevents drift.

President owns flow; secretary owns the record; both own follow-through.

Before

President: draft agenda, priority decisions, time boxes.
Secretary: prior minutes, reports, roster changes, open actions.

During

President: facilitate, clarify motions, keep respectful focus.
Secretary: record decisions, votes, assignments, and due dates.

After

President: follow up with chairs and recognize progress.
Secretary: distribute minutes, file updates, and confirm next agenda inputs.

Meeting rule of thumb: if it creates a commitment, make it a recorded action with an owner and date.



ANNUAL CADENCE

Know the dates that shape club administration.

Use one shared calendar for district events, officer deadlines, board meetings, and roster checkpoints.

Q1 Oct–Dec	Q2 Jan–Mar	Q3 Apr–Jun	Q4 Jul–Sep
			
Roster snapshot: Dec 31	Roster snapshot: Mar 31	Roster snapshot: Jun 30	Roster snapshot: Sep 30
Orient officers; confirm bylaws, committees, annual calendar.	Review projects, finances, membership follow-up.	Prepare officer transitions, awards, and district reporting.	Close the year cleanly; final roster adjustments by Sept. 30.

Quarterly dues are based on membership recorded at the International Office on Dec. 31, Mar. 31, Jun. 30, and Sep. 30.

Source: Optimist International Club Reports, Club Roster Adjustments section.



The 15-minute huddle that keeps the club ahead.

A short weekly check-in is the lowest-effort way to prevent confusion.

President asks

- 1 What decisions are coming?
- 2 Which chairs need support?
- 3 What should be recognized?
- 4 What conflicts or gaps need attention?

Secretary confirms

- 1 What was decided last time?
- 2 Which actions are overdue?
- 3 What roster or report updates are pending?
- 4 What belongs on the next agenda?

Close every huddle with a shared next agenda, a short action list, and who owns each item.



Leave with three commitments.

30 Stabilize the basics

Confirm officer access, roster status, current bylaws, meeting schedule, and open action list.

60 Build the operating rhythm

Create the annual calendar, committee check-ins, minutes process, and president-secretary-treasurer huddle.

★ 90 Improve one club habit ★

Choose one measurable improvement: attendance follow-up, reports on time, project planning, or member recognition.

President + Secretary + Treasurer =
clarity, continuity, and confidence for the club.



RESOURCES & ESCALATION

Use the district and international systems — do not reinvent the wheel.

When in doubt, start with official documents and ask early.

- | | | |
|----|-----------------------------------|--|
| 01 | Club bylaws & policies | Use Standard Club Bylaws or your filed club bylaws as the first reference for operating questions. |
| 02 | Optimist Leaders | Online tools support roster adjustments, officer records, and other club administration. |
| 03 | Optimist Institute | Training modules and tutorials help officers learn systems and leadership routines. |
| 04 | Optimistinfo.org | Webinars, sample NOW invitation, etc. |
| 05 | EMO District leaders | District officers, Lt. Governors, and committee chairs provide local support and coaching. |

Helpful starting points

optimist.org | optimistleaders.org | optimist.tovuti.io | oi-emo.org

Sources: Optimist International document library; East Missouri District website; Optimist Institute references.



Conferences



Create Friendships
and Partnerships



Keep up with Optimist trends



The Continuum of Learning



Creating Our Future!



Top Volunteer Leaders!

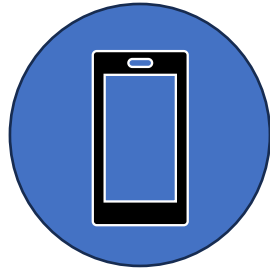




District email: emoptimistdist@gmail.com



Mary's email: mhat123@yahoo.com



Mary's Cell: 314-835-7524



District website: oi-emo.org

