

AUGUST 2018

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.

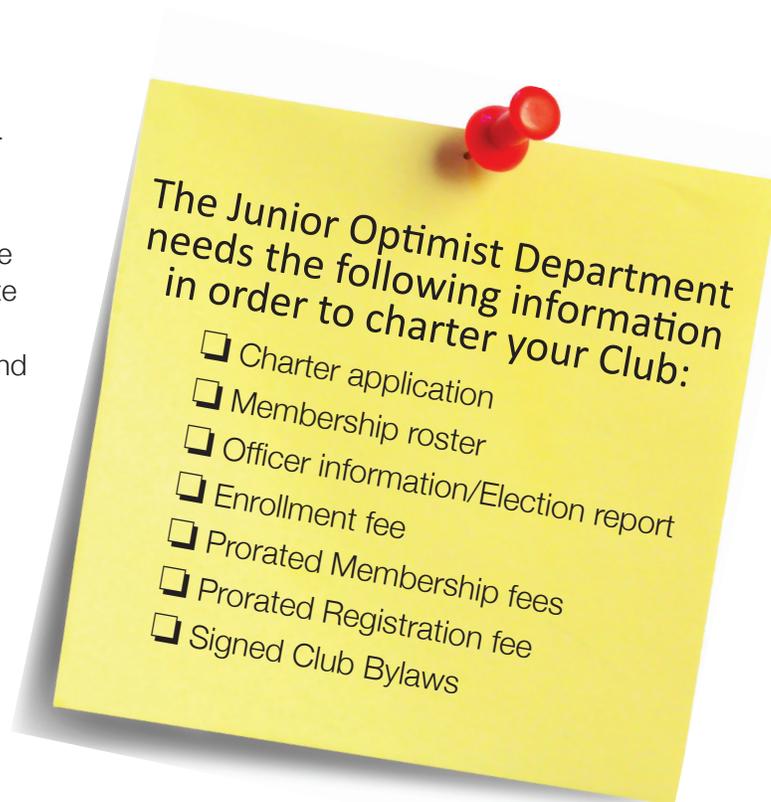
At the organizational meeting, be sure students vote to adopt the bylaws with or without changes, nominate and elect officers, and establish dues and fees. Help them determine the regular Club meeting place and time, and discuss potential projects and basic goals for the Club. Encourage the students 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 in the United States or to the Canadian Service Center, 5205, boul. Métropolitain est, Suite 200, Montréal, Qc H1R 1Z7 in Canada. 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. In Canada call the Canadian Service Center at (800) 363-7151.

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
youthclubs@optimist.org

Optimist International Canada
 5205 Blvd. Metropolitan Est.,
 Suite 200 Montréal, (Québec)
 H1R 1Z7
 Fax: (514) 721-1104

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 3 – \$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
youthclubs@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

