

Optimist Club

Member Handbook

GATEway District



Welcome to Optimist International!

Use the material in this guide to help you get the most from your Optimist Club membership.



OPTIMIST MEMBER HANDBOOK

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Welcome to Optimist International!

Congratulations on your decision! **You** have chosen to go “the extra mile” by becoming a Member of Optimist International. The idea of a service organization which is a *Friend of Youth* was created by people just like *you*, dedicated to going beyond the expected measure and giving more. We want you to know how much we appreciate you! Without your dedication and drive, Optimism is just a word.

You are important to your Club and to Optimist International. We have designed this program for *you*. The intent is to assist you in better understanding the Optimist organization. Use the material in this module to help you in getting the most from your Optimist Club membership.

Optimism is an intangible commodity and not easily measured. You may never *fully know* how much good *your* efforts will bring; however, we’ve found the response to be continuous and positive. Optimists know we cannot provide too much assistance to the youth growing up in this complex world.

Being involved in an Optimist Club has many rewards. You will build friendships, refine personal leadership skills, expand social and business circles and develop Optimism as a way of life. You will also know that *you* have made the difference in the lives of many children. This is a feeling no words can describe.

Again, congratulations for choosing to become an Optimist! Enjoy giving something to your community.

Lack of awareness is the same as no choice. If we give new choices to the youth of today, they may create a better tomorrow.

HISTORY OF OPTIMIST INTERNATIONAL

A group of New York businessmen began meeting for lunch on a regular basis in 1911. They organized their group as “The Optimist Club of Buffalo.” Originally, Optimists were sharing the benefits of networking. However, focus quickly turned to youth work. The original Club was so successful that similar groups began to form across the United States.

On June 19, 1919, representatives from eleven Optimist Clubs met in Louisville, Kentucky. It was here that Optimist International was formed. With the belief the giving of one’s self in service to others would advance the well-being of man, his community and the world, the *purposes* of the Optimist Club were clearly defined.

PURPOSES OF OPTIMIST INTERNATIONAL

- To develop optimism as a philosophy of life utilizing the tenets of the *Optimist Creed*,
- To promote an active interest in good government and civic affairs;
- To inspire respect for the law;
- To promote patriotism and work for international accord and friendship among all people;
- To aid and encourage the development of youth, in the belief that the giving of one’s self in service to others will advance the well-being of humankind, community life and the world.

The first Optimists started day camps and homes for delinquent youth, organized father son weeks and sponsored Junior Optimist Clubs. Then--as now--the service projects reflected the “signs of the times” and the needs of the communities the Clubs serviced. “Friend of Youth” eventually replaced the original motto as the membership reached out into communities.

In 1912, author Christian D. Larson published “Your Forces and How to Use Them.” Within the pages of the book was a creed which was adopted by Optimist International as the *Optimist Creed*. For over seven decades, Optimists have promised to recite and to live by the tenets of *The Optimist Creed*.

With purposes clearly defined and a Creed--a powerful tool for living-- Optimist International has continued to grow and flourish. Women were invited to join the Optimist organization in 1987. In the 1990’s the organization began serious efforts to expand outside North America.

This is the heritage of *your* organization. In this rapidly-expanding world, there doesn’t seem to be any such thing as too much optimism. Thank **YOU** for continuing to add to the legacy.

THE OPTIMIST MISSION STATEMENT

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

THE OPTIMIST VISION STATEMENT

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

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 of 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.

YOUR CLUB

Every Optimist Club was formed by people like you and me. Optimist Clubs reach out and help the community. Members of an Optimist Club usually live in or work in the community. Members have joined together to serve others and to promote Optimism as a way of life.

Each Optimist Club is chartered as a member of Optimist International. This gives the Club the right to use the Optimist name and provides each Club with services and programs offered by Optimist International.

Each Optimist Club operates *autonomously*. This means they operate *independently* of each other. They choose their own activities, elect their own officers and raise their own funds. A Club's service activities are based on the needs of the community. What a Club *can do* is limited *only* by the imagination and resources of the members.

Optimist Clubs *do* share certain likenesses. This offers you, the member, the assurance of knowing *wherever* you are, should you wish to attend an Optimist Club's meeting, certain components will be the same.

Clubs meet on a regular schedule. Members share fellowship and may have a meal at that meeting.

TYPICAL AGENDA

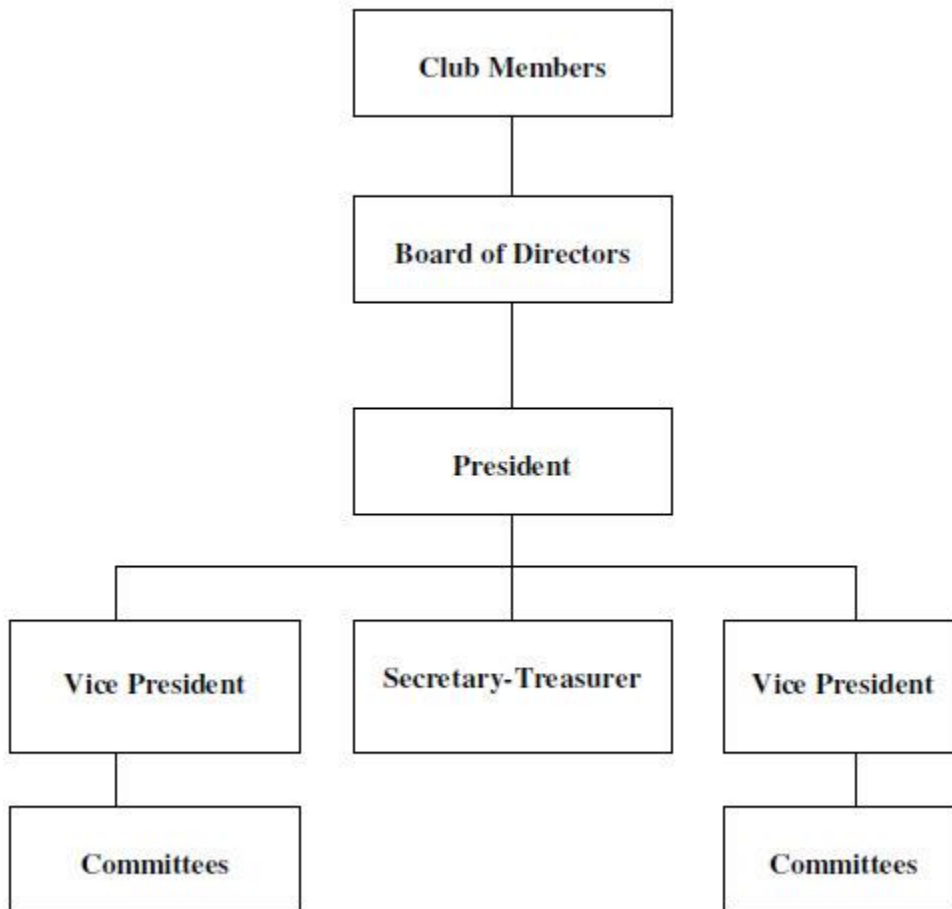
Call to Order
Invocation
Pledge of Allegiance
Introduction of Guests
Meal Service
Recognition of Member's Birthdays/Anniversaries/etc.
Special Committee Announcements
Introduction of Guest Speaker/Program
Speaker
Special Committee Announcements
Recitation of *The Optimist Creed*
Adjournment

OPTIMIST MEMBER HANDBOOK

Little, if any, business is conducted during an Optimist Club's regular meeting. There are two exceptions to this rule - the election of the Club's new officers and a request by the Club's Board of Directors to take a motion to the membership.

The programs and guest speakers offer the members an opportunity to learn, grow and improve themselves. The program often features the youth in the community, as in the Essay and Oratorical Contests or in the Youth Appreciation. These meetings help to reinforce our commitment and allow us to take pride in our accomplishments!

THE ORGANIZATION OF AN OPTIMIST CLUB



The decisions of an Optimist Club are made by the Club's **Board of Directors**. The Board of Directors determines policies, makes long term and short-term plans, approves and deletes members, supervises Club activities, activates Club Committees, provides for the annual review of the books, fills vacant offices between elections and determines causes for a plan to correct member loss and low attendance. The Board includes the President, Secretary-

Treasurer, Vice Presidents, Past President and four to six (depending on the Club's size) elected Directors. The President, Vice Presidents, and Directors (at least two of the Directors are elected to serve on the Board for two-year terms) are elected by the membership; the Secretary-Treasurer is appointed by the President. Those serving a two-year term of office help ensure there is a continuity and constancy of the Board.

Officers

The **Club President** is of primary importance to the effectiveness of an Optimist Club. It is the President's responsibility to coordinate and encourage implementation of Club programs and policies, preside at Club and Board meetings, organize and run good meetings, direct the Club in meeting the goals set in the Clubs' *Annual Club Planning Conference*, to see that all members are contributing members, represent the Club at all District meetings and represent the Club to the community and various levels of Optimist International.

Vice Presidents act as liaisons between the Board and Committees, preside at Club and Board meetings in the President's absence, performs duties ordinarily incumbent upon Vice Presidents, and performs duties assigned by the President.

The **Secretary-Treasurer**, although appointed by the President, must be approved by the Board. The duties of the Secretary-Treasurer include maintaining the minutes of the Club and Board meetings, receiving and disbursing all Club funds, keeping financial records, handling the Club's correspondence, preparing and filing the Club's reports, maintaining membership, awards and attendance records. The Secretary-Treasurer also represents the Club at all District meetings. Some clubs have a separate Secretary and Treasurer.

To assist in optimum leadership, many Clubs have developed the office of **President-Elect**. The President-Elect spends a year observing and learning the responsibilities of the office of President.

Other optional appointees may be a **Sergeant-at-Arms, Chaplain and Parliamentarian**.

Board meetings are "open" meetings. Any member may attend a Board meeting.

When you completed your *Application for Membership*, there was a section called "*Member Interest Finder*." The information you included in this section will be of value in finding the Committee(s) to which you are assigned based on Committee openings. If you have a preference, speak up! You will receive greater satisfaction and benefit in participating in your Club's activities through Committee membership.

Standing Committees

- **COMMUNITY SERVICE:** Determines, plans and supervises community service projects. A special Committee usually conducts each project. Projects include those which are suggested by Optimist International as well as those which may be unique to your Club and community. Each Committee should complete a Community Project Activity Book as a guide for the Club.
- **FELLOWSHIP:** It is the responsibility of this Committee to stimulate attendance, greet members and guests, arrange for meeting facilities and menus, plan social functions and to arrange visitation to other Optimist Clubs.
- **FINANCE:** Plans and supervises the budget. Researches and recommends fundraising projects.
- **MEMBERSHIP:** Plans and organizes a year-round program for acquiring new members. Maintains a strong program of education and involvement for new members.
- **NEW CLUB BUILDING:** Conducts all activities involved in sponsoring a new Optimist Club.
- **PROGRAM:** Develops and carries out plans to provide interesting programs for Club meetings.
- **PUBLICITY:** Creates a new program that will build favorable community responses and inform the community of the Club's activities. Edits and publishes the Club bulletin. Compiles the Club scrapbook.
- **YOUTH ACTIVITIES:** Determines, plans and supervises youth serving projects. A special Committee conducts each project.

Optimist International Programs

In addition to the Standing Committees, Optimist International has a series of *activities programs* for use by Optimist Clubs. Your Club may use any of these programs, along with projects your Club creates on its' own.

- **ORATORICAL CONTEST** - since 1928, Optimists have conducted this speech contest for youth. Held during April and May, Club contest winners advance to Zone, area and District competition. Scholarships totaling over \$150,000 are awarded to District winners. Speakers must use the official topic chosen by Optimist International.
- **COMMUNICATION CONTEST FOR THE DEAF AND HARD OF HEARING** - Similar to the Oratorical Contest, this communications contest offers the deaf and hard of hearing youth the opportunity to compete using oral or sign presentations. Scholarships are given at the District level. This and the Oratorical Contest use the same official topic.
- **ESSAY CONTEST** - In the early fall, high school students write short essays on an assigned topic regarding freedom. Club, District and International winners are chosen.

- **OPTIMIST INTERNATIONAL JUNIOR GOLF CHAMPIONSHIPS (OIJGC)** - For almost 20 years the Optimists have been involved in the fantastic sport of junior golf. Many of today's leading golf pros found their training ground in Optimist-sponsored tournaments. Most Districts currently participate in the sport by organizing a series of golf events for youth. The pinnacle of the golf program is the OIJGC, a prestigious Optimist-owned event where juniors compete with the best at a world class golf facility.
- **YOUTH SAFETY** - Teaches young people safe cycling, roller blading, skateboarding, in-line hockey, school bus safety, etc. Some Clubs hold bike rodeos, bicycle inspections and safety clinics.
- **RESPECT FOR LAW/PROMOTION OF NONVIOLENCE** - The importance of law enforcement and citizen support, as well as ideas on promoting a non-violent society, are highlighted by special events hosted by Optimist Clubs.
- **YOUTH APPRECIATION WEEK** - Optimist Clubs hold events the second week in November to celebrate the positive contributions of young people.
- **TRI-STAR SPORTS** - Optimist Clubs host skills competition for young people.

HOW DO I PAY FOR ALL THESE ACTIVITIES?

An Optimist Club does not expect members to fund activities.

An Optimist Club has two sources of money: member dues and income from fundraising projects.

Member dues cover administrative costs and a portion of the cost of youth and community service work. Administrative costs include the Club's internal operational costs (postage, printing, supplies and dues to your District and Optimist International). Some Clubs *do* "fine" members, hold raffles at Club meetings, have a White Elephant meeting or carry on other activities which add to the Club's internal funds.

Most of the money needed to run service projects comes from fundraising activities held in your community. Optimist International can assist your Club in fundraising by providing a list of tried and true fundraising activities. Other activities can include the sale of products, Christmas tree lots, rummage sales, dances, booths at local functions, pancake breakfasts - your Club's fundraising is limited *only* by the resources and imagination of its members! All income from fundraisers is returned to the community in the form of service projects for youth. Fundraisers have another purpose. They can become *fun*-raisers for your members and they offer an opportunity to let others in the community know what an Optimist Club sponsors!

To assist members, Optimist International provides a wide range of workshops and handbooks. Training workshops in all facets of Club operations are conducted by experienced leaders at District meetings and at the International Convention.

BECOME AN EFFECTIVE MEMBER

Attend Meetings

The best way to know what is happening in your Club is to attend meetings. This is where you will hear the announcements about upcoming projects, Board decisions, etc.

Volunteer for Projects

When your Club needs help with a youth activity, fund raising booth - sign up! Experiencing a youth-service project is how you really get to know Optimism.

Join a Committee

Become familiar with the Committees in your Club. Then get involved with a project from start to finish.

Wear Your Pin

Your Optimist pin shows you are proud to be a member of a service organization!

Read *The Optimist Magazine*

Sent to every Optimist member, the magazine keeps you informed on what other Clubs are doing, offers valuable information on membership, fundraising and Optimist International activities. When you have finished your magazine, pass it on to a friend.

Pay Your Dues on Time

Your Club depends on member dues to operate.

Ask Questions

Don't be shy. You never know when your question might stimulate some fresh, new ideas.

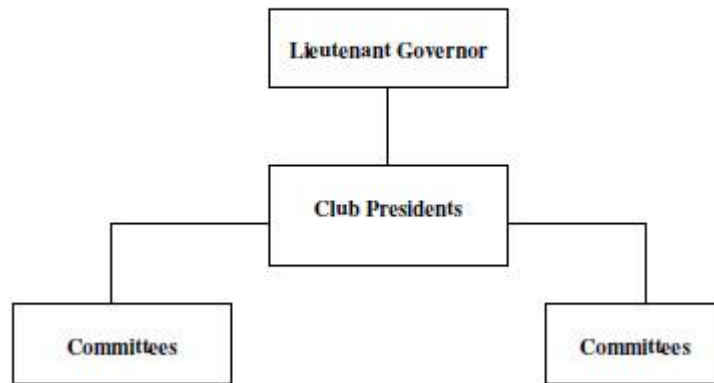
Tell Others

Let friends and family know what you are doing in your Club. Invite them to Club projects and special events.

***“If your plan is for a year, plant rice;
If your plan is for ten years, plant a tree;
If your plan is for one hundred years, educate children.”
Confucius***

YOUR ZONE

THE ORGANIZATION OF A ZONE



YOUR Club is part of a **ZONE**. A Zone consists of several Optimist Clubs within a geographical area. The Zones within a *District* are recognized by number (Zone 1, Zone 2, etc.).

My Club is in Zone _____.

Lieutenant Governor

A **Lieutenant Governor**, who represents the **Governor** and **Optimist International**, is in charge of the Zone. Zones do not have officers, Directors, collect dues, raise money, conduct activities, or have legislative authority. The purpose of a Zone is to promote better fellowship, organization and communication between Clubs. The District Board of Directors has the authority to align the Clubs within a Zone.

In order to run for the office of Lieutenant Governor, you must have served as a Club President. It is customary for the *home* Club to draft a letter of support, listing the candidate's qualifications, and mail it to each Club in the Zone. Presidents within a Zone

elect the Lieutenant Governor (usually at the third quarter conference). The Lieutenant Governor acts as a facilitator and trainer for the Clubs within the Zone.

Responsibilities of a Lieutenant Governor

A Lieutenant Governor shall:

- Maintain close personal contact with Club Presidents and Secretary-Treasurers.
- Conduct a goal setting meeting with each Club.
- Install Club officers.
- Visit Club as many times as necessary, -at least twice a year.
- Submit all mandated reports on time.
- Sponsor a new Club.
- Be an active member of the District Committee and Board.

My Lieutenant Governor is: _____.

Zone Meetings

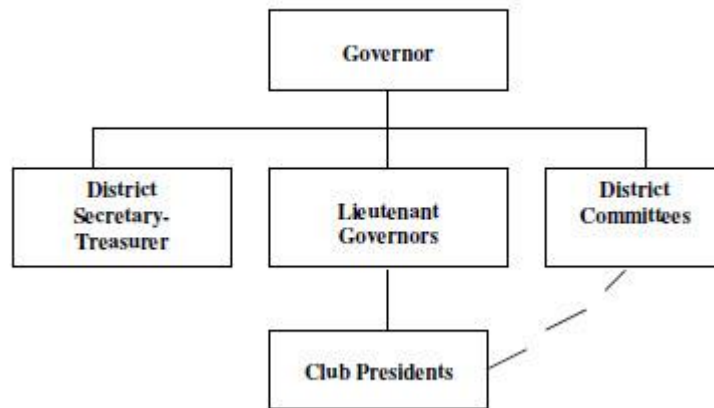
ZONE MEETINGS are held *at least* four times a year. Zone Meeting Reports are completed and distributed according to the instructions on the form. The Lieutenant Governor shall preside at all Zone meetings.

The purpose of Zone meetings is to open communications to the Clubs within the Zone; to share information between Clubs and Zone; to coordinate joint Club ventures; to promote Optimist International programs; to offer fellowship and to provide on-going motivation and training.

It is required of Club Presidents and Secretary-Treasurers to attend Zone meetings. Since often speakers at a Zone meeting are from the District, offering important information on required service projects, it is a good idea to have Committee Chairs attend as well. A Zone meeting is an open meeting and an additional way for a member to find out information, take advantage of training, and learn more about the operations of an Optimist Club.

YOUR DISTRICT

THE ORGANIZATION OF A DISTRICT



In accordance with policy set by the International Board of Directors of Optimist International, Clubs are divided into administrative subdivisions called *Districts*. Districts usually follow state or province lines and *each* Optimist Club is assigned to a District.

Districts collect dues, conduct meetings, conferences and conventions. Districts do not conduct projects or activities not authorized by the International Board of Directors.

The Governor: The Governor is the Chief Executive Officer of a District's organization. The Governor sees that the policies, programs and purposes of Optimist International are carried out within the District. The Governor should provide leadership and motivation. In addition, the Governor calls and presides at all District Board of Directors meetings, meetings of the Executive Committee and the District Convention; appoints Committees and Chairs required by Optimist International; ensures the financial responsibilities of the District are met; and is the liaison between Optimist International and the District's Clubs.

The Governor is elected at the District's annual convention, a year prior to taking office. Each Club has a specified number of votes to cast based on membership. In order to run for the office of Governor, one must first have served as a Club President and a Lieutenant Governor. The Governor-Elect spends a year preparing for the office of Governor serving on the District Board of Directors, Executive Committee and Candidate Qualifications

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Committee. He/she should attend Optimist International training sessions and the International Convention.

My Governor is _____.

District Secretary: The Governor appoints the District Secretary with approval of the Executive Board. The Secretary is responsible for:

- The minutes of all Board meetings, Executive Committee meetings and the annual Convention.
- Meeting notices.
- Communication to clubs and District officers.

My District Secretary is _____.

District Treasurer: The Governor appoints the District Treasurer with approval of the Executive Board. The Treasurer is responsible for:

- Financial records and statements of receipts and disbursements.
- Budget preparation.
- Audits.
- Collection of dues.

My District Treasurer is _____.

Note: The positions of District Secretary and District Treasurer may be filled by the same person.

Lieutenant Governor: The Lieutenant Governor is expected to provide leadership, guidance and motivation to the Clubs in his/her Zone.

District Chairs: Appointed by the Governor, District Chairs lead Clubs in the District to specific goals. They fall into two categories, **Administrative** and **Action**. Administrative Chairs deal with the internal functions. Action Chairs promote Club participation in the activities recommended by Optimist International.

Administrative Committees:

Achievement and Awards
Website/Social Media
Convention
Finance
Marketing
Supplies
Candidate Qualifications

Action Committees:

- Membership
- New Club Building
- Activities
- Essay Contest
- Junior Golf Championships
- Oratorical Contest
- Youth Clubs
- Leadership Development
- PGI/PDP
- Communication Contest for the Deaf and Hard of Hearing

Board of Directors: The District Board of Directors is responsible for conducting the business and affairs of the District. The Board of Directors consists of the District officers, Club Presidents, the two most immediate past Governors and the Governor-Elect.

District Executive Committee: The Executive Committee is comprised of the District officers. The District Board or Convention delegates define the powers and authority of the Executive Committee.

District Conferences: District conferences are open to all Optimists. Usually held every three months, the District Conferences rotate meeting locations to accommodate the District's membership and to shorten travel time. District Conferences offer training sessions for Club Presidents and Secretary- Treasurers and workshops to offer training in service projects and general sessions.

District Conventions: The District Convention is held the fourth quarter and is open to all Optimists. It is during the Convention that the election for Governor-Elect is held.

This year, the District Convention will be held in

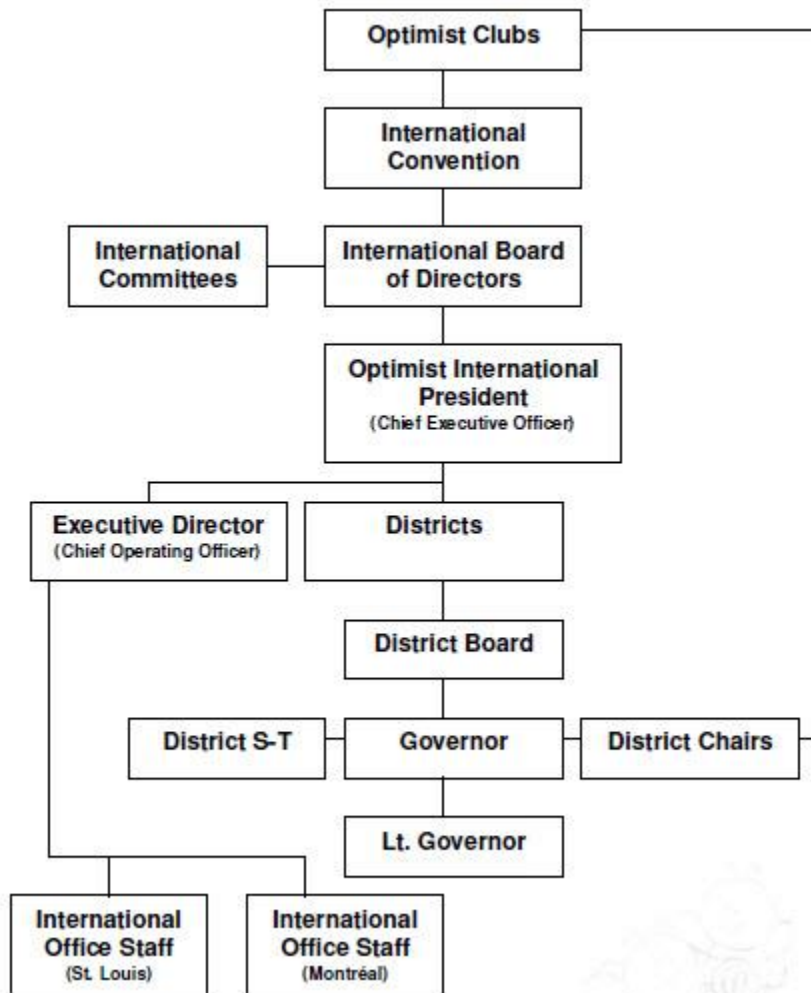
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District Leaders and **District Chairs** are there to assist YOU and your Club. They have knowledge and experience, CALL ON THEM!

District Conferences and the **District Convention** offer excellent opportunities to meet other Optimists and to gain information and insight to take back to your Club.

OPTIMIST INTERNATIONAL

THE ORGANIZATION OF OPTIMIST INTERNATIONAL



Optimist International is an association of affiliated Optimist Clubs located throughout the United States and its territories, Canada, the Caribbean, Mexico, and worldwide. The structure of Optimist International begins with the Club and expands into Zones, Districts and then to Optimist International.

Representatives of Optimist Clubs at the International Convention elect members to the **Board of Directors**. The Board includes the President, President-Elect, Immediate Past President and six Directors. The Board makes policy for the organization. The President

appoints members to the various *International Committees* which make recommendations to the Board.

In order to keep the lines of communication open and to understand the needs of Clubs, the International President, Vice Presidents and President's Representatives visit Optimist District meetings throughout the year.

Optimist International is primarily supported by dues from each Club which are paid four times a year. Other revenue comes from new Member enrollment fees, new Club charter fees and supply purchases.

In June, 1919, Optimist International was formed as a joint effort to guide and assist Clubs with their community service activities. Your Club receives important support from being a part of a large association. These include:

- International activity programs
- Training of Club and District Leaders
- Handbooks, ideas and materials aiding Clubs in service projects, membership, publicity, fundraising and all other areas of Club activity
- Incentive awards for successful Clubs
- Incentive awards for individuals
- The opportunity to grow through special education projects
- Special assistance to Clubs

International Convention

The *International Convention* is held annually, usually in early July. Clubs send delegates to the Convention. Delegates receive voting power (based on the Club's membership). Decisions on issues affecting the organization and the election of international officers are part of the business sessions.

The Convention offers workshops and training in all facets of Optimism. Special training programs are held for incoming Presidents, Secretary-Treasurers, Lieutenant Governors and Governors. The international faculty are some of the most knowledgeable and experienced Members of our organization.

The opportunity to meet with Optimists from other cultures and Regions provides for a very special fellowship during this annual Convention of Optimists.

This year, the Optimist International Convention will be held in

on

Optimist International Foundations

Optimist International has foundations which provide funding for specific international youth service programs. The Foundations are supported by tax-deductible contributions from Members and the public. The Foundations provide scholarships to District winners of the Oratorical Contest, and provide funding for the CCDHH and Essay Contests, and Junior Optimist International (JOI).

There are two Foundations:

Optimist International Foundation: The Foundation's Board of Directors grants funds to Optimist International each year for the development and improvement of International programs. Programs funded by the Foundation serve 1.5 million children annually. Optimist International Foundation depends on the support from Optimist Clubs and individual Members, the general public, businesses and corporations.

Canadian Children's Optimist Foundation: Founded in 1988, the Canadian Children's Optimist Foundation is a Canadian charity recognized by the Canada Revenue Agency. Formerly known as the Optimist International Foundation of Canada, it only serves the interests of Canadian Optimist members. All monies raised will remain in Canada and are distributed for purposes of funding, including OI Scholarships, Youth Club (JOI), OI Programs and Activities and the Optimist training offered to volunteers.

The Optimist Magazine

All Members receive a subscription to *The Optimist*. The magazine features articles on outstanding Optimist service projects, information to help Clubs and inform them on a multitude of subjects. Information and news about Optimist International programs and the Optimist Convention are also provided. The magazine may be by hard copy or distributed electronically.

YOUR CLUB CAN RECEIVE RECOGNITION

To promote excellence in Optimist Clubs, Optimist International offers Clubs the opportunity to receive recognition for the work they do. Have you seen your Club's awards banner? Most Optimist Clubs have an awards banner to display the various awards won in previous years.

- **HONOR CLUB** - Recognition for overall Club accomplishment in community service, membership growth, District participation and Club administration.
- **DISTINGUISHED CLUB** - Recognition for achievement higher than the requirements for Honor Club. Usually includes building a new Optimist Club in a neighboring community.

- **OPTIMIST CLUB OF THE YEAR** – The Optimist Club of the Year is the highest achievement an Optimist Club can attain in the Optimist organization. The recipient of this prestigious award will be chosen regardless of number of members, or region and will be known as the “Best Overall Club” in Optimist International.

LEARN AND GROW WITH OPTIMISM!

In October of 1994, Optimist International introduced a new program for all Optimists. Personal Growth and Involvement (**PGI**) offers *you* the opportunity to grow while advancing through seven levels of service, fellowship and personal growth. On October 1, 2000, an additional three levels were added.

Participation gives Members the opportunity for personal growth at their own pace as well as providing new ideas for Club meetings. **PGI** also introduces Members to Optimist International’s Skills Development Modules on various topics.

The *goals* of the **PGI Program** are:

- To allow participants to be recognized and appreciated for personal accomplishments.
- To give Members a program that will give them the opportunity to participate in long-term involvement.
- To give each Member the responsibility of his/her own involvement in the Club’s activities.
- To offer personal growth to all Optimist Members.

Optimist International has added a new program for leadership growth called Professional Development Program (**PDP**)

The PDP program is meant to provide members a way to develop professionally. Members will have the opportunity to build skills that will help them professionally and enhance their Club, District and Optimist International. Our organization wants to bring in younger professionals. The PDP is a tool to help them do that.

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ELEMENTS OF PGI

- Presence/Attendance
- Activities
- Growth/New Members
- Knowledge of Organization
- Personal Growth
- Communication

As a Member moves from one level to another, he/she is presented with a pin backing to be worn behind the Optimist pin.

Level X	Lapel Pin
Level VII	Gold
Level VI	Purple
Level V	Black
Level IV	Blue
Level III	Burgundy
Level II	Green
Level I	Bronze

Why not start the climb by earning your bronze backing NOW? All that is required:

ATTENDANCE Attend six Club meetings and/or activities certified by the Club Secretary-Treasurer

ACTIVITY Participate in one Club service activity

KNOWLEDGE OF ORGANIZATION Learn the Five Purposes and about the founding of Optimist International

SELF DEVELOPMENT Prepare and give a short presentation on "How Optimism Can Make A Better World"

COMMUNICATION Read the curriculum vitae/resume of a new Member at the induction ceremony

CERTIFICATION All activities in this level must be registered/certified by the Secretary-Treasurer or Club President in the Member's passport

More in-depth details on **PGI** can be obtained from your President, Lieutenant Governor, District Secretary-Treasurer or the Leadership Development Department at Optimist International.

OPTIMISTS ON-LINE

Your Club On-Line

1. My Club website is _____
2. My Club Facebook page is _____
3. My Club Facebook group is _____
4. Other:

Your Zone On-Line

1. My Zone website is _____
2. My Zone Facebook page is _____
3. My Zone Facebook group is _____
4. Other:

Your District On-Line

1. My District website is _____
2. My District Facebook page is _____
3. My District Facebook group is _____
4. Other:

Optimist International On-Line

1. www.optimistleaders.org is the resource site for club leaders, member rosters, OI dues status, and other leadership information.
2. <https://optimist.tovuti.io/> for online training and training resources.
3. www.optimist.org is the Optimist International site for members and visitors to see program information.
4. www.oiclubinsurance.com gives information about the OI club liability insurance policy.
5. <https://optimistmerch.lizardapstore.com/default.aspx> Optimist apparel and merchandise
6. www.optimistsupply.ca is the Canadian supplier, but we can order from them also.
7. <https://www.facebook.com/optimist.international/?fref=ts> is Optimist International Facebook page.
8. https://stores.inksoft.com/gateway_optimist/shop/home - order GATEway themed apparel

BUZZWORDS

Talk like an *Oldtimer*. Below you will find many terms or phrases that *real* Optimists use interchangeably with everyday language.

A & A - Achievement and Awards: Used by many Districts in regard to an awards program that recognizes Members and Clubs for achieving certain goals in growth and youth service.

BOE - Builder of Excellence: A person who is a key builder of a new Club can be designated a “Builder of Excellence” and receive special recognition for his/her accomplishments.

Bylaws: Refers to the governing documents of Optimist International.

CCC – Childhood Cancer Campaign: A program of Optimist International that supports children and their families struggling with childhood cancer.

CCDHH – Communications Contest for the Deaf and Hard-of-Hearing: This contest offers the opportunity for students who are Deaf or Hard-of-Hearing to enter an oratorical contest using sign or oral presentations.

Club within a Club: A “Club within a Club” is a group of at least 15 new Optimist Members who are added to your Club in order to expand service to your community. They are still Members of your Optimist Club, but they function somewhere outside the scope of your Club’s traditional membership base and activities.

Club Pride Report: An annual report submitted at the end of each Club President’s administration detailing the service the Club provided to its Members and the community.

COER The Club Officer Elect Report is the method by which the club informs Optimist International who the officers for the next year will be. This can be filled in online on optimist.org website. This report is due May 20th of each year.

Community Service Project It may be a project suggested by Optimist International or one that is unique and answers the needs in YOUR community.

Convention There are two, your District’s and the International. Both Conventions offer opportunities to meet other Optimists, vote on leadership and vote on policies that will affect the future of Optimist Clubs.

CRA – Club Roster Adjustment: Whenever a Club wants to add or delete a member from its roster, or change the address of a member, it reports that information to Optimist International on the Club Roster Adjustment Report.

CQ – Candidate Qualifications: Refers to the committee (at both the District and International levels) that proposes candidates for office.

District By policy of the International Board of Directors, Districts are administrative subdivisions of Optimist International. Districts levy dues and conduct conventions, meetings and conferences.

District Conferences District Conferences are held four times a year, giving the Governor and District Chairs the opportunity to explain programs and objectives. Open to all Optimists, Conferences offer training programs, workshops, business sessions and fellowship.

DFR/CFR – District Foundation Representative/Club Foundation Representative:

These are terms associated with the Optimist International Foundation (in the U.S.) and the Canadian Children's Foundation (in Canada). DFRs and CFRs help promote the Foundations to Members, and assist in the collection of donations.

Dues Collected by Optimist International, your District and your Club. Dues are a necessary factor in funding the internal operations of Optimist International, your District and your Club. Each Club determines the amount of dues to be levied.

First Timer An optimist attending a conference or convention for the first time.

FOO – Friend of Optimists: A recruiting program for Clubs to allow Members to join Optimist International where there is no Optimist Club nearby or with financial support. It is also a way for a Member to support the good work that Optimist Clubs do for the youth in their communities.

Honor Club Tracking Form: This form is used to place Club goal setting plans and completion in working toward Honor Club criteria which represents the basic level of service any Optimist club should strive to provide every year – the Honor Club concept promotes service to Youth, service to Community, and service to Ourselves through personal growth and development.

“Hotline”: An online newsletter sent to all Club Presidents, Lieutenant Governors, and Governors containing information they need to know to do their jobs as leaders of their respective Clubs, Zones and Districts.

International President's Incentive Program: The annual incentive program developed by the International President to recognize Clubs and Districts that go the extra mile during his/her administration.

International Recognition Program: The Optimist International program used to recognize and honor Clubs, Zones, and Districts that meet certain standards of excellence and achievement. This may also be referred to as **ICD-135**.

Junior Optimist International (JOI): Commonly pronounced “JOY”, this is the organization of Optimist International for young people. Junior Optimist International holds an annual convention immediately before or after the Optimist International Convention each summer.

NCB – New Club Building: The process of organizing and starting a new Optimist Club.

NOW Program – New Optimists Welcome This is special membership recruitment program that Clubs can use to add multiple Members at one time.

OI Optimist International, governed by the International Board of Directors, Optimist International offers a plethora of training, leadership and resources to Optimist Clubs.

OIF Optimist International Foundation: governed by the International Board of Directors, Optimist International offers a plethora of training, leadership and resources to Optimist Clubs.

OIJGC – Optimist International Junior Golf Championships: The culmination of District Junior Golf qualifying tournaments. The top junior golfers from around the world compete in this tournament held each July at the PGA Golf Resort in Florida.

Old Timer: Those Members who have been around for some time are given recognition at special breakfasts at both District and International Conventions. Watch out for the *Old Timer* who may try and pass as a *First Timer* (circa. 1919). We honor our Old Timers for their knowledge, devotion and dedication to Optimist purposes.

PDP – Professional Development Program: The PDP program is meant to provide members a way to develop professionally. Members will have the opportunity to build skills that will help them professionally and enhance their Club, District and Optimist International.

P.G.I. – Personal Growth and Involvement: This is a program that allows participating members the opportunity for personal growth at their own pace and be recognized for personal accomplishments. As members move from one level to another in the program, a different colored backing for their membership pin is awarded.

Region: A grouping of four or five Districts combined together overseen by an International Vice President.

The Torch – The official publication of JOI, sent to all Youth Clubs for distribution to their Members.

Zone: A local geographic subdivision of Optimist International. A Zone is headed by a Lieutenant Governor, who is the liaison for the Governor. Zones do not collect dues or conduct activities. Zones do open the lines of communication between Optimist International and the Clubs within the Zone.