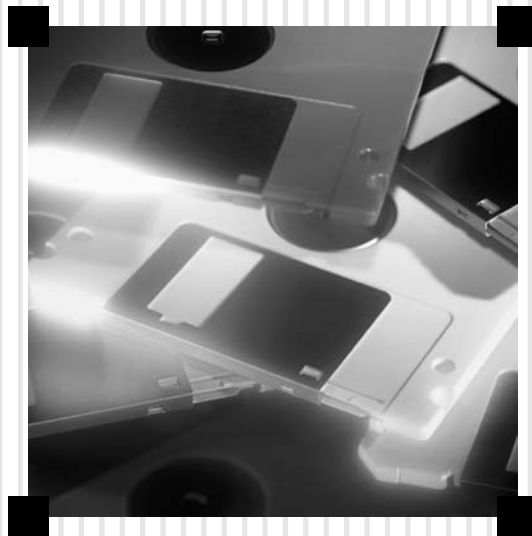


Presidents-elect Conference



Introduction

Club Presidents are leaders who inspire others to serve youth for a better community. The President is the Chief Executive Officer in a volunteer people job. As such the **primary job of the President is to motivate and manage the volunteer efforts of others.**

MEETING OBJECTIVE: (sample) To teach Presidents-Elect the skills they need to lead their Clubs to a successful year. Your meeting objective:

LEARNING OUTCOMES: Club Presidents will have a better knowledge of their role in making their Clubs successful. Club Presidents will be more effective in leading their volunteers, presiding at meetings and growing their Clubs.

DATE: At your District Convention. Your President's-Elect training date: _____

LOCATION: _____

DURATION: Seven hours of meeting time. If the full time cannot be obtained, portions of this curriculum may be given at roundtables at the first quarter District Conference.

COORDINATOR: Governor-Elect is responsible for training with assistance from the Leadership Development Committee.

FACULTY: Governor-Elect and qualified District leaders. Also utilize the expertise of the Optimist International President's Representative. Find out what they do best or prefer. Lieutenant Governors-Elect are encouraged to attend. They may serve as roundtable discussion leaders.

MATERIALS: This Faculty Guide with Participant's Workbook, the *Club President's Answer Book*, *Recognition Handbook*, flip chart, and markers, agenda and handouts. Note: These books are available at www.optimist.org. Determine if the International President's Representative needs audio visual equipment to present the Optimist Recognition Program and/or any other topics.

SEATING: Roundtables are suggested for use with this agenda.

AGENDA: Use the following agenda. Fill in the starting times and the names of the presenters. One month in advance, send a copy of this agenda to all presenters along with a photocopy of their topic outline as contained in this section. This agenda represents techniques of leading, presiding and growing the Club.

Agenda for Presidents-Elect

TIME	MIN	SUBJECT	PRESENTER
	30	Faculty Meeting	
	60	Registration & Greeting	
	10	Welcome, Introduction & Objectives	
	10	Governor-Elect's Address	Governor-Elect
	10	Accepting the Challenge	
	20	Resources for Success	
	15	Quiz Bowl (part 1)	
	05	Break (S/T leave room)	
	15	Leading Your Team	
	05	Club Organization	
	30	Delegating Committees	
	15	Break	
	05	Presiding at Meetings	
	25	The Board Meeting with Roundtable	
	20	Club Meetings	
	60	Lunch Break	
	05	Success Through Growth	
	25	Membership-Installation	
	15	New Club Building	
	10	Service to Youth	
	10	PGI & Public Information	
	15	Break (S/T come back into room)	
	30	Optimist International Awards	OI President's Rep
	15	District Awards	
	15	Goal Setting	
	05	The ACPC	
	15	Quiz Bowl (part 2)	
	10	Questions & Answers	
	10	Governor's Closing Remarks	Governor-Elect

Each item on this agenda is explained in the following paragraphs.

Faculty Meeting (30 minutes)

This is to review the conference and build on the impact you expect to make.

- ◆ Discuss meeting objectives
- ◆ Discuss how to make attendees feel important and valued such as greeting them
- ◆ Review agenda: stick to a topic and stay on time
- ◆ Cover the principles of leading a roundtable discussion. See the introduction of this Faculty Guide

Registration Area (1 hour)

This is a greeting area where attendees can get name badges, information about the conference and handouts. This may also be a good place for coffee and soft-drink breaks.

Also in the common area someone could be taking photos of the Presidents-Elect (photos can be used in newsletters, directories and news releases for Presidents who obtain Honor status).

This common area is a good place to have your next year's key Committee Chairs available for discussion, questions and information distribution.

Welcome, Introductions and Objectives (10 minutes)

The Governor-Elect, host or other person coordinating the conference may open the meeting. This introduction may include:

- ◆ Welcome to attendees
- ◆ Invocation by _____
- ◆ Pledge to flag and/or toast to country(ies) in attendance

- ◆ Objective of the conference
- ◆ Housekeeping announcements
- ◆ Introduction of faculty
- ◆ Introduction of the Governor-Elect

Governor-Elect Address (10 minutes)

This is the time for the Governor-Elect to set the tone for the training and for the year. Suggested topics include:

- ◆ Theme and purposes of Optimist International and District
- ◆ Vision or mission for the District in coming year
- ◆ Expectations of Club Presidents (and Secretary-Treasurers, if joint session)
- ◆ Importance of being Honor and Distinguished

Accepting the Challenge (10 minutes)

What are the challenges of being President? The President is the Chief Executive Officer of the Club. Being a President is a "people business" in motivating and managing the efforts of volunteers.

Ask the attendees to brainstorm the characteristics of a good Club leader. List them on the flip chart. Discuss and put a star next to the ones that the group feels are most important for the success of the Club.

Answers might include: be committed, be friendly, be optimistic, delegate, smile, promote fellowship, be a good listener, be tactful, be appreciative, recognize accomplishment, be persistent, be organized, be dependable, be a good public speaker and care.

Resources for Success (20 minutes)

The Club leaders have a number of resources available to them. They also have a number of publications available. Review each of these and observe the type of information that is in them. Other resources include:

- ◆ District Governor
- ◆ Your Lieutenant Governor - **the role of the Lieutenant Governor** is to assist the Clubs in the Zone and to help them succeed. The Lieutenant Governor will have official contact with the Club through
 - a) installation of incoming Club officers,
 - b) the Annual Club Planning Conference (ACPC),
 - c) four quarterly Zone meetings, and
 - d) a mid-year Club visitation.
- ◆ District Committees. Discuss the type of help they can provide and what the District Directory can do.
- ◆ The *Recognition Handbook*. Give a quick overview since this is covered in detail later.
- ◆ Other International materials such as *Optimist International and Club Constitution & Bylaws*, *New Club Building Handbook*, programs and activities literature, videos and audio tapes, Skills Development Modules and the Optimist International internet web page (www.optimist.org or www.optimiste.org).
- ◆ District Conferences and Convention to share ideas with other Clubs
- ◆ International Convention to learn from the experts
- ◆ Optimist International St Louis staff, Montreal staff and Shumsky Enterprises (Optimist Supply)
- ◆ The *Club President's Answer Book* and the *Club Secretary-Treasurer Answer Book*

Take a few minutes to review the information in the "Answer Books" in detail. Your objective is to make the

materials familiar to Club leaders as a source of information and assistance.

Governance: the Board of Directors actions, policy and direction represents the Club members' opinions. The President is the Chief Executive Officer in carrying out the direction of the Board and the Committees do the planning for the Club.

Finances: Monies raised from the community for service projects should be held in a "**youth fund**." Accounting wise, these monies are kept separate from the **general fund** which represents funds for the purpose of Club administration.

Budget: A budget is created at the beginning of the year to give the Club administration guidance by the Board of Directors as to where and how to spend the Club's money.

Incorporation: Optimist Clubs should be incorporated as not for profit organizations under the Optimist International umbrella exemption which gives each a certain amount of autonomy of function. All U.S. clubs are 501(c)(4) organizations. Payment of dues may qualify as a business deduction but are not considered charitable contributions.

U.S. Club Foundations may be separately incorporated as 501(c)(3) and do provide givers with deductions as a charitable contribution. Optimist International must approve this in advance. Contact the International Finance and Administration Department at 800-500-8130, extension 276 or 202.

Fund Raising: Fund raisers must obey all government laws and regulations. The best fund raisers provide high income with low investment, have minimal risk, build member morale and fellowship and maximize Club name recognition.

Quiz Bowl (15 minutes)

(Part 1)

Divide into 4 to 15 teams. Each table could be a team or each Zone could be a team (combine Zones with low attendance). After each question is asked, the first person on the team to stand up gets to answer the question. Use play money as prizes to hand out for correct answers (no penalty for wrong answers). Photocopy play money with the picture of your Governor in the center. The game show “host” should have fun with the quiz but should also use the game content as a good review session. The questions are:

1. Who is considered the Chief Executive Officer of an Optimist Club?
(answer: President)
2. Who sets policy and direction for an Optimist Club?
(answer: Board of Directors)
3. Who raises the dues of belonging to an Optimist Club?
(answer: a vote of the general membership of the Club)
4. Who is the current President of Optimist International?
(answer: _____)
5. Who is the President-Elect of Optimist International?
(answer: _____)
6. What is the name of your District Governor-Elect?
(answer: _____)
7. What is the name of your District Secretary-Treasurer-Designate?
(answer: _____)
8. What is the main publication to find out information about an Optimist Club?
(answer: Club President’s Answer Book)
9. Name the two cities in which Optimist International maintains offices.
(answer: St. Louis and Montréal)
10. Which member of a Club’s Board of Directors is not elected?
(answer: Secretary-Treasurer is appointed by President and approved by the Board)
11. What is a Standing Committee in an Optimist Club?
(answer: a Committee which has ongoing responsibilities and exists for the full year)
12. What are the official parliamentary procedures adopted by Optimist International?
(answer: Robert’s Rules of Order adopted 1997)
13. Who is responsible for submitting a Club budget to the Board of Directors?
(answer: Finance Chair)
14. What Club entity does most of the planning of the Optimist Club?
(answer: the Committee; it can be approved/rejected by the Board)
15. What is the official Optimist International branding statement?
(answer: Bringing Out the Best in Kids)
16. When does the Optimist year begin?
(answer: October 1st)
17. By what date should a Club elect new officers?
(answer: before May 1st according to Optimist International Bylaws)

18. *What does an Optimist receive for sponsoring a new member?*
(answer: sponsor lapel pin)
19. *The Zone is a group of Clubs representing an arm of the District administration. What District officer serves the Zone?*
(answer: Lieutenant Governor)
20. *Who presides at a Club meeting if the President is absent?*
(answer: Vice President)
21. *Who is considered the right arm of the Club President?*
(answer: Secretary-Treasurer)
22. *What is the name of the form to report the addition of new members to Optimist International?*
(answer: Club Roster Adjustment (CRA) form)
23. *Where can a Club get dues statements to bill their members?*
(answer: Shumsky Enterprises or the Canadian Service Centre)
24. *How often should a Club Secretary-Treasurer present a financial report to the Club Board of Directors?*
(answer: monthly)
25. *What is the non-profit status under which U.S. Clubs are incorporated?*
(answer: 501(c)(4))
26. *Solicitations by Club members should not be done in what setting?*
(answer: District, Zone or International Optimist meetings)
27. *The use of the Optimist logo and name is permitted for use by Optimists on Club letterheads, bulletins, programs and checks. If a Club wants to purchase other items with an Optimist logo, outside of our supplies, they must get prior approval from whom?*
(answer: Optimist International Board of Directors)
28. *In what city is the next Optimist International convention?*
(answer: _____)
29. *Who is the Executive Director of Optimist International?*
(answer: _____)
30. *Double Bonus: State the purposes of Optimist International*
(answer: 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.) Be encouraging and award anyone who makes a valiant attempt.
31. *What is the name of the document that defines our organization?*
(answer: Constitution & Bylaws)
32. *Who can change our Constitution & Bylaws?*
(answer: Club delegates at International Convention)
33. *What is our official Creed?*
(answer: The Optimist Creed)
34. *What is our official slogan?*
(answer: Friend of Youth)

TRAINING TIP

ACTION IDEAS



During training, encourage Club Presidents-Elect to keep a list of “action ideas” they hear during the workshop. Several times throughout the day stop and share the ideas Club Presidents-Elect are going to put into practice in their Clubs.

Leading Your Team (15 minutes)

T.E.A.M. - Together Everyone Achieves More

The primary job of the President is to motivate and manage the efforts of the Club volunteers. The ability to do this will inspire Optimists to serve in a variety of ways that will make a stronger, larger and more active Club.

Motivate and Manage - Being Club President can be a complex job. The President motivates the Club members and then manages their efforts. The variety of this scenario changes many times during the course of a year.

“Light a fire under members (motivate) and run along beside them (manage).”

*Ask the participants to brainstorm ways in which a President can “**Motivate**” volunteers. List the responses on a flip chart. As you do this, discuss the importance of each answer and provide a sense of priority. Answers should include:*

- ◆ Be enthusiastic
- ◆ Be optimistic
- ◆ Be friendly and outgoing
- ◆ Call people by name
- ◆ Call attention to birthdays and anniversaries
- ◆ Listen carefully to others and respect their opinions
- ◆ Write personal notes of “thank you” and “congratulations”
- ◆ Teaching others or getting people to District training can inspire volunteers to do a good job. Knowledge is motivation.
- ◆ Recognition, thanks and appreciation
- ◆ Care

“People don’t care how much you know, unless they know how much you care.”

Manage the efforts of volunteers by simply **asking** them to do something in a personal way and then **recognizing** them. Ask new members to recruit another new member. Ask a new member or an inactive member to lead the opening Pledge or toast, then recognize them for doing so. Ask a member to provide a program then recognize them for doing so. Use this pattern and you will eventually get more volunteers wanting to contribute.

When asking, tell the person what you want done and why they would be the best one to do it. Give them direction and resources but allow them the flexibility to tell you how they would like to do it.

*Ask the participants to list the many things they might **ASK** a member to do. List the responses on a flip chart. After the list is made, write next to each task whether it is appropriate for a new member, inactive member or active member. Answers may include:*

- ◆ Greet at the door (new)
- ◆ Pledge to Flag or Toast to country(ies) in attendance (new)
- ◆ Arrange a program (inactive)
- ◆ Get a new member (new)
- ◆ Build a new Optimist Club (active)
- ◆ Be Chair of a Committee (active)
- ◆ Serve on a Committee (inactive or new)
- ◆ Lead the Optimist Creed (any)
- ◆ Give invocation (any)
- ◆ Write Club Bulletin (active)
- ◆ Sell raffle tickets (any)
- ◆ Go to a District Conference (active)
- ◆ Visit a new Club with you (active)

Publicly **recognize** members who do the job. If recognition is not deserved, do not embarrass members in front of others but talk to them individually for support. The amount of recognition should be relative to the importance of the accomplishment.

Ask the participants to brainstorm the many ways in which a President can recognize volunteers. List the responses on a flip chart. Answers may include:

- ◆ Write a personal “congratulations” or “thank you” note
- ◆ Thank them in person with eye contact and shaking their hand
- ◆ Pat them on the back
- ◆ Smile at them
- ◆ Recognize them from the podium
- ◆ Put their name and accomplishment in Club bulletin
- ◆ Put their name in news release
- ◆ Give them a certificate like “Member of the Week/Month”
- ◆ Recognize volunteers for birthdays and/or anniversaries
- ◆ Be Enthusiastic

“Recognition is the ‘pay’ of volunteers - pay your members appropriately but well.”

So, how do you put together your Club team? Ask volunteers individually, explaining how they are needed as part of the team. Recognize them and make them feel important for being a part of the team.

Club Organization (5 minutes)

Look at a drawing of the Club Organizational Chart as shown in the *Club President’s Answer Book*. See how it works in terms of using the team building leadership skills discussed in the previous section. Also observe the role and function of each of the positions on the chart.

Delegating Committees (30 minutes)

Since much of the work of the Club is done by Committee Chairs and their Committees, spend time reviewing what each Committee does for the Club.

Role Play - divide into groups of two. Review a list of what each Club Standing Committee is responsible for. Each pair selects one Committee and one participant asks the other to serve on a Committee filling out a Committee action plan.

- ◆ President explains why they are being chosen to be the Chair
- ◆ President explains expectations and objectives
- ◆ Together they develop an action plan

Then ask for volunteers to ask his or her partner to serve as that Committee Chair in front of the others. Choose several pairs to repeat this exercise representing a number of different Club Committees. This exercise will also serve to educate Presidents-Elect on the function of the various Club Committees.

JOOI Club Chairs are the Club member who works directly with a local JOOI Club and the JOOI Club Advisor. Sponsoring a JOOI Club gives your Club more personal one-on-one mentoring and long-term impact on youth than any other project. The young JOOI Club members learn volunteer service as a positive alternative to drugs and violence. Some of the most enjoyable and personally fulfilling projects are those in which your JOOI Club works right along with adult Club members on a service project.

- ◆ Alpha Clubs are for elementary students
- ◆ Junior Optimist Clubs are for junior high students
- ◆ Octagon Clubs are for high school students

The **Public Relations Chair and Bulletin Editor** are key people. They share information about the Club with its members and the media in the community.

The **Club Foundation Representative** facilitates the donation of money to be used by our Optimist International Foundations for the benefit of the service aspect of our organization.

The **Club Director of Personal Growth** promotes, explains and encourages members to participate in the attainment of the various levels of accomplishment in the Personal Growth & Involvement (PGI) Program. This Director also keeps track of the requirements met for each level of the PGI Program.

Refer to other Committee responsibilities and resources in the *Club President’s Answer Book*.

Interest Finder

The Member Interest Finder is a way to find out what each of your members are interested in. Pass them out at the beginning of the year, allowing several minutes for members to fill them out and return to you.

These are best used for personally asking members to serve on Club Committees.

Presiding at Meetings (5 minutes)

As Club President you will preside at two types of meetings; the Club Board of Directors meeting and the general membership meeting.

Optimists have adopted Robert's Rules of Order for official use in **parliamentary procedure**. Some Clubs are more formal than others in its use. Its purpose is to allow a diversity of opinions to be expressed and considered but to allow the majority of the group to decide the issues. To organize discussion, a "motion" is usually placed on the floor for consideration and then decided "for" or "against" before moving on to the next issue. Parliamentary procedure is also used to keep a meeting moving forward with decisions rather than wasting time with unresolved discussion.

Committee meetings of the Club are usually informal but also require a process to create a plan that includes a Committee objective, a Chair and actions to be done (see Committee Action Plan). This action plan is then brought to the Club's Board of Directors meeting by the Chair for acceptance, rejection, revision or referral back to the Committee.

The Board Meeting (25 minutes)

The function of the Board of Directors is to conduct the **business** of the Club. Its constitutional responsibilities are:

- ◆ To oversee projects and activities
- ◆ To oversee use of financial resources
- ◆ To approve or delete Club members
- ◆ To formulate and enforce policies

The Board of Directors consists of the Club President, Secretary-Treasurer, Vice Presidents and Directors. The Directors may or may not be Committee Chairs.

Monthly Committee reports to the Board of Directors help to manage the efforts of Committees.

The Club Secretary-Treasurer records the meeting on the Board Minutes form provided. Usually just the motions and who made them are recorded. Review the sample Board meeting agenda found in the *Club President's Answer Book*.

Your first Board meeting should address the following:

- ◆ Approval of your Secretary-Treasurer appointment
- ◆ Authorization of signatures for checking accounts
- ◆ Approval of budget

Roundtable discussion: *Divide into groups of 6 to 8 around a table to discuss one of the following:*

- a) *A Committee Chair who has an important project coming up next week does not show up to report at a Board Meeting. What might you do as Club President?*
- b) *A Committee Chair is supposed to arrange an Essay Contest with a local school official. The entry deadline has passed. What might you do as President?*
- c) *A Club Bulletin Editor is highly motivated but needs direction on writing a bulletin. What might you do as Club President?*
- d) *A member brings a project to your Board but they turn it down because it is not consistent with the purposes of Optimist International and the Club. What might you do as Club President?*

Optional: Each roundtable reports their possible actions back to the whole group.

The Club Meeting (20 minutes)

When all members get together, this is the time to have fun and enjoy the fellowship of each other. Your job as President is to make each member feel he or she is welcome and to make Club meetings fun, entertaining and informative.

As such, business is not conducted at a general membership meeting unless it is to conduct new officer elections, to change member dues or meeting locations, or to address constitution & bylaws issues.

Planning for each meeting can be easy if you simply fill out the blank agenda found in the President's Notebook. These can be given to the Bulletin Editor or kept as notes by the President.

A Club meeting that has fun, fellowship and interesting programs will increase attendance and attract new members.

Ask the Presidents-Elect to brainstorm a number of different ways to have **fun at a Club membership meeting. List the ideas on a flip chart.**

- ◆ *Fining - make sure it is for fun and not done to generate income*
- ◆ *Asking members to share a "joke of the day"*
- ◆ *Dressing up as the "President of Optimist International" and giving a talk about the year's theme*
- ◆ *Bringing in funny programs*
- ◆ *Recruiting and Attendance games*
- ◆ *50/50 raffles*

Ask the Presidents-Elect to brainstorm a number of different ways to promote **fellowship at Club meetings. List the ideas on a flip chart.**

- ◆ *Greeter at the door*
- ◆ *Recognize birthdays and anniversaries*
- ◆ *Shake hands, smile*
- ◆ *Laugh at yourself and funny situations*

Ask the Presidents-Elect to brainstorm a variety of interesting or fun programs. Answers might include:

- ◆ *Palm reader*
- ◆ *Profile three members at random (good if a program cancels)*
- ◆ *Skits (dress up as Governor and give a talk)*
- ◆ *Skills Development Modules - a two hour module may be presented in a six week series.*
- ◆ *Highlight a local business*
- ◆ *A hobby of a member*
- ◆ *Find interesting people in local newspaper*
- ◆ *District Chairs can talk on a number of Optimist subjects*
- ◆ *College speakers bureau*
- ◆ *Government officials (without endorsement)*
- ◆ *Government agencies*
- ◆ *"NOW" Program (New Optimists Wanted)*
- ◆ *Explain Personal Growth & Involvement (PGI) Program*

Success Through Growth (5 minutes)

Ask the Presidents-Elect “Why grow?” List the answers on a flip chart. Answers might include new ideas, more projects, better programs, more money, more friends, more resources for getting things done, Club achievement, Honor & Distinguished Club status, increased sense of pride, new leaders and more fellowship.

Each member also receives financial **member benefits** of group discounts. Contact The international offices for details.

Growth = More Service = Success

Membership (25 minutes)

Review the **five steps** of a comprehensive membership growth program. Explain how they can be used to increase the Club membership roles.

- ◆ Participation — activate your members
- ◆ Recruitment — new blood means new programs
- ◆ Induction, Orientation and Enrollment — respect, appreciate and value
- ◆ Maintenance and Retention — a penny saved is a penny earned
- ◆ Attendance — build strength through meetings

Explain that all you have to do to get new members is ASK.

Role playing: Ask for volunteers to do a **new member installation**. Use the format provided by reading the script. Assign the roles of President, new member, new member sponsor and Membership Chair. Thank each actor when finished.

Ask the Presidents-Elect to list the ways they might make this a very special ceremony in their Club. Answers might include:

- ◆ Light a candle to signify another Optimist
- ◆ Have everyone in the Club shake hands with new member
- ◆ Turn down the lights during the ceremony
- ◆ Have member pledge “I do” to each line of the Optimist Creed

New Club Building (15 minutes) (Reference *New Club Building Handbook*)

Consider the challenge of building a new Optimist Club. It makes such a huge difference in the community but can start with just a few dedicated people.

Optional Skit to illustrate the reasons to build a new Optimist Club. Pretend to interrupt the presentation by having two people wander into the room from different directions. One is dressed up as an adult in a humorous style (top hat, bow tie, baggy pants). The other is an adult dressed up as a funny kid (kneeling with shoes on the knees, shorts pulled up, baseball hat on sideways, pony tail, etc.). They meet and talk with each other. The youth is bored and looking for something to do. Maybe the kid got in trouble recently. The kid laments, “if only there was an Optimist Club around here”. Choose two people to make the skit funny but get the point across as to why new Optimist Clubs are necessary. (This can be a repeat of the skit you did for the Lieutenant Governors.)

Think about what building a new Club means to further the cause of the Optimist organization. Why would you want to build a new Optimist Club?

Review the material in the *New Club Building Handbook*. Could this be the greatest service project your club has ever done?

- ◆ Getting Started
- ◆ Planning the Project
- ◆ Building the Club
- ◆ The Organizational Meeting
- ◆ The Follow-Up program

Ask for indications of Optimists who are interested in building a new Optimist Club. List their names on a flip chart. Tell them of the resources and support they have from the District and Optimist International.

Sending in a **New Club Building Sponsor Commitment Form** can get you a free new club building kit and will normally reserve your right to build in that location. District Governors determine the Clubs that are allowed to build in a location. When sending in the form, remember to send the copies to the District Governor and District New Club Building Chair. Recognize with enthusiasm the Presidents-Elect who indicate an interest in building a new Optimist Club.

Service to Youth (10 minutes)

Service represents the impact that an Optimist Club can have on the lives of young people and the community. Optimists are motivated by the opportunity to make a difference in the lives of young people and in the betterment of the community.

A good service project will reflect the **interest** of the Club members and the **needs** of the youth and community. A good project will offer a chance to work together, having fun, for a good cause.

By participating in **Optimist endorsed service projects** you have access to planning and promotion materials and other Optimists to build an impact. Consider the following service projects for the coming year:

- ◆ Childhood Cancer Campaign
- ◆ JOOI Clubs (Junior Optimist and Octagon International)
- ◆ Youth Appreciation Week (November)
- ◆ Essay Contest
- ◆ Oratorical Contest
- ◆ Respect for Law/Day of Non-Violence (May)
- ◆ Optimist International Junior Golf Championships (OIJGC)
- ◆ Communications Contest for the Deaf and Hard of Hearing (CCDHH)
- ◆ Youth Safety Programs
- ◆ Tri-Star Sports skills contests

Personal Growth & Involvement (PGI) Program (10 minutes)

The PGI Program is designed for individual members to have personal growth and to meet organizational goals. It is also a program that develops optimism as a philosophy of life.

Recognition for completing each of ten levels of achievement are:

- | | |
|--------------|--------------------------|
| ◆ Level I | Bronze colored backing |
| ◆ Level II | Green colored backing |
| ◆ Level III | Burgundy colored backing |
| ◆ Level IV | Blue colored backing |
| ◆ Level V | Black colored backing |
| ◆ Level VI | Purple colored backing |
| ◆ Level VII | Gold colored backing |
| ◆ Level VIII | |
| ◆ Level IX | |
| ◆ Level X | Lapel Pin |

Generally, each level requires an individual to show accomplishment in each area of Attendance, Activity, Growth, Knowledge of the Organization, Self Development and Communication. Certification for each level is made by the Club President, Secretary-Treasurer or Club Director of Personal Growth. Each member may progress at his/her own pace.

Each member has a **Passport** which guides them through the ten levels of requirements and certification.

The benefits of the program are that it:

- ◆ Allows Club members to be recognized and appreciated for personal accomplishments
- ◆ Gives members and the Club an opportunity to learn about Optimism
- ◆ Offers personal growth opportunities to each member
- ◆ Increases member attendance and involvement in the Club

Public Relations

Through the news media, public information sells the Club, its programs and activities as an asset to the community. This selling creates an impact that gains the public's support, raises members' morale, builds members' involvement and helps guarantee success.

Internal information includes:

- ◆ Club Bulletins (weekly or monthly) recognizing participation of members and creating interest for coming events
- ◆ Scrapbooks (annually) which bring pride and a sense of history for the Club President and the members
- ◆ Community Project Award (CPA) reports to share some of your best project ideas with other Optimist Clubs

External information includes:

- ◆ Press releases to local newspapers, radio, and television outlets
- ◆ Postings on community bulletin boards, e-mail, etc.
- ◆ Public Service announcements to print and broadcast media.

Optimist International Recognition Program (30 minutes)

Review the *Recognition Handbook* for the coming year. This program is designed to recognize people who achieve goals which result in a better Optimist Club and service to youth and community.

- ◆ Recognition represents a proven road map toward success
- ◆ Setting additional personal goals are also encouraged
- ◆ The real value of an award is in the effort to complete the task
- ◆ Personal integrity in meeting requirements is assumed

Honor Club status represents good administration, growth in membership and service to youth and community.

Distinguished Club status represents going above and beyond Honor Club through exceptional growth.

The **One Member Recruitment** lapel pin recognizes an individual member who sponsors one new member into our organization.

District Recognition Program (15 minutes)

The district **Achievement and Awards** program represents friendly competition between Clubs and Zones in the District. Points are given to Clubs based on a wide variety of Club activities. Evaluation and competition is usually done quarterly throughout the Optimist year.

List **other District awards** available to Clubs:

Goal Setting (15 minutes)

Success can be defined as making progress toward a worthy goal.

Ask the Presidents-Elect how they would define success. List the answers on the flip chart. The title of the page is "What is Success?"

After a few definitions are written, discuss the difference between personal goals and organizational goals. Suggest a connection between organizational goals and the use of the Recognition Program as a road map toward goals.

A young contestant in an Optimist Communications Contest for the Deaf and Hard of Hearing recently summed it up with the following formula:

$$S = C + E$$

Success = Commitment + Effort

The first step toward bringing success to your Optimist Club is being committed as the President. This is a very personal concept to which only you can attest.

Goals give focus and direction for all the things you do. As an Optimist Club President you will have many opportunities and also many challenges. A keen sense of perspective, values and purpose will get you where you want to go. Goals should be:

- ◆ Measurable
- ◆ Realistic
- ◆ Well defined
- ◆ Internalized and meaningful

What are your goals?

How many new Optimist members will you personally recruit this year? _____

How many members will your Club add to its roster this year? _____

How many members will you lose? _____

What will your Club's net gain in membership be this year? _____

How many service projects will your Club conduct? _____

What one new and unique service project would you like to add? _____

How many of your members will achieve a new level in the PGI program? _____

Will you bring Optimism to a new community by building a new Club? _____

Where _____

When _____

Write your **ultimate goal** as Club President. Write a vision statement as to how this goal will be communicated. Write specifics as to how this goal will be measured.

The ACPC (15 minutes)

ACPC is an acronym for the **Annual Club Planning Conference**. This is usually done before the Optimist year begins. It is a meeting between your Lieutenant Governor and your Club's Board of Directors. During this meeting the ACPC form will be completed.

The **purpose** is to review where your Club is now so you may consider possible goals for the coming year. As you go through the process, invite responses and ideas from your new Board of Directors.

Quiz Bowl (15 minutes)

(Part 2)

Divide into 4 to 15 teams. Each table could be a team or each Zone could be a team (combine Zones with low attendance). After each question is asked, the first person on the team to stand up gets to answer the question. Use play money as prizes to hand out for correct answers (no penalty for wrong answers). Photocopy play money with the picture of your Governor in the center. The game show "host" should have fun with the quiz but should also use the game content as a good review session. The questions are:

1. Who is the Governor-Elect of your District?
(answer: _____)
2. What is the recognition given to the key builder of a new Optimist Club?
(answer: Builder of Excellence)
3. What is the name of the form that a Club can use to find out what a member is interested in doing?
(answer: Member Interest Finder)
4. A JOOI Club is an Optimist Club for kids. What are high school JOOI Clubs called?
(answer: Octagon Clubs) Note: Alpha Clubs are for elementary and Junior Optimists are for junior high.
5. When is the Club Officer Elect Report due?
(answer: May 20th)
6. What two items should all Club reports include?
(answer: official Club name and number)
7. Name something a new member receives when joining an Optimist Club. Only one answer and prize per person.
(answer: lapel pin, Optimist Creed, certificate of membership, name badge, lots of friends, opportunity to serve, etc.) Use your judgment for 3-6 prizes.
8. What is the number given to your District?
(answer: _____) (Point out that this is usually the first two numbers of your Club number)
9. What Optimist publication does every Club President receive?
(answer: Leadership Hotline)
10. What is the minimum initiation fee for a new member?
(answer: \$30 U.S.)
11. What is the processing fee sent to Optimist International Headquarters for a new member?
(answer: \$15 U.S.)
12. How much is a Life Membership fee?
(answer: 10 times the current annual international dues - \$260 U.S.)
13. How much are your annual District dues per member?
(answer: _____)
14. For U.S. Clubs, when is the IRS form 990 due?
(answer: February 15th)
15. In what city is the first quarter District Conference in the coming year?
(answer: _____) Also tell the hotel name.

16. Which Club officer is a member of the District Board of Directors?
(answer: Club President)
17. How is the number one Club in the District determined?
(answer: the Club earning the most points in the District Achievement and Awards (A&A) Program)
18. How many Club service projects must be done to become an Honor Club?
(answer: three)
19. What do the letters C P A stand for?
(answer: Community Project Awards)
20. How many District Conferences must a Club President or his/her designee attend to qualify for Honor Club?
(answer: 3 of 4 quarterly conferences)
21. What does a Past Distinguished President wear with pride?
(answer: a Distinguished President's Watch)
22. Where does the name of an Honor Club President appear forever in a Club's history?
(answer: on the Club banner)
23. What does P G I stand for?
(answer: Personal Growth and Involvement)
24. How many levels of achievement are available for a Club member in the PGI program?
(answer: ten)
25. Skills Development Modules are available from headquarters for teaching personal skills to Optimists at Club or District meetings. Name one of the available titles. One prize per answer per person.
(answer: Choosing Optimism as a Philosophy of Life, "The Meeting Will Come to Order"- A Parliamentary Procedure Manual, Creative Problem Solving, Orientation to Optimism for New Members, Public Speaking, Effective Time Management, Team Building, Leadership Styles and Profiles, Mentoring-How to Build and Nurture a Relationship, Managing Change).
26. Name one of the three Optimist contests that provide scholarships. One answer per person.
(answer: Oratorical, Essay, Communications Contest for the Deaf and Hard of Hearing)
27. At the beginning of the year what is the session between the Lieutenant Governor and the Club Board of Directors called?
(answer: Annual Club Planning Conference (ACPC))
28. What is considered the pay of a volunteer?
(answer: recognition)
29. How do you get a new member to join your Club?
(answer: ASK)

Ask who has the most money. Congratulate them. Invite applause.

Questions and Answers (10 minutes)**Governor's Closing Remarks (10 minutes)**

- ◆ *Review what you feel are the important concepts to remember in this training session*
- ◆ *Restate your vision for the District in the coming year*
- ◆ *Challenge your Club Presidents-Elect with some specifics such as: lead your Club by example or recruit the first new member in your Club*

