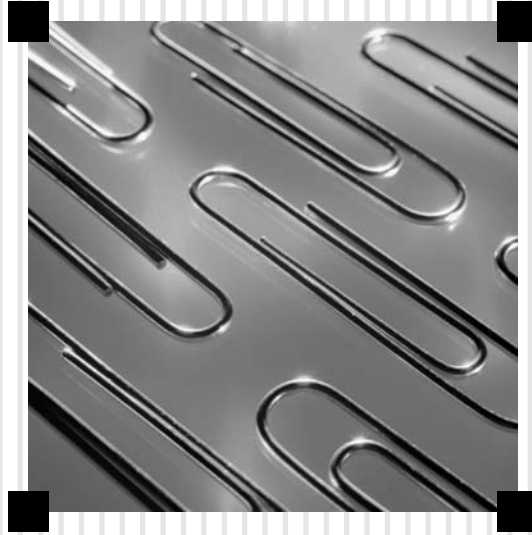


Secretary-Treasurers Designate Workshop



The Club Secretary-Treasurer is the right arm of the President. The Secretary-Treasurer provides the foundation upon which a Club becomes successful.

MEETING OBJECTIVE: (sample) To teach the Secretary-Treasurers-Designate the skills they need to provide a strong foundation for Club success. Your meeting objective:

LEARNING OUTCOMES: Club Secretary-Treasurers will be able to provide administrative support for the success of their Clubs.

DATE: At your District Convention. Your workshop date: _____

LOCATION: _____

DURATION: Seven hours of meeting time if joint/parallel training is done with Presidents-Elect. This agenda can be reduced to four hours by condensing the joint agenda items.

COORDINATOR: Governor-Elect and District Secretary-Treasurer-Designate are responsible for training, with assistance from the Leadership Development Committee.

FACULTY: The District Secretary-Treasurer is a good person to introduce the presenters. Choose a few instructors who have the ability to teach basic Secretary-Treasurer material. Also choose several experienced, positive roundtable discussion leaders.

MATERIALS: This Faculty Guide and Participant's Workbook, Secretary-Treasurer's binder, *Club Secretary-Treasurer Answer Book*, *Recognition Handbook*, flip chart, and markers.

SEATING: Roundtables are suggested for use with this agenda because it incorporates a lot of discussion.

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.

Agenda for Secretary-Treasurers-Designate

TIME	MIN	SUBJECT	PRESENTER
	15	Faculty Meeting	
	60	Registration & Greeting	
	10	Welcome, Introduction & Objectives*	
	10	Governor-Elect/S-T Address*	Governor-Elect or S-T
	10	Accepting the Challenge*	
	20	Resources for Success	
	15	Quiz Bowl (part 1)*	
	05	Break (S-T go into another room if joint)	
	15	S-T Duties and Responsibilities	
	15	Fees and Dues	
	15	Creating a Budget & Fund Raising	
	10	Dues Billing	
	15	Break	
	10	Member Records	
	30	Roundtable on Keeping Records	
	60	Lunch	
	10	Financial Records Receipts & Disbursements	
	10	Monthly Reports to the Board	
	20	Reporting	
	10	Minutes of Meetings	
	20	S-T Helping Your Club Succeed	
	15	Break (rejoin Presidents-Elect)	
	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	District S-T or Governor Closing Remarks*	S-T Designate/Governor

Each item on this agenda is explained in the following paragraphs. This agenda may include joint sessions with the Presidents-Elect. Joint sessions are indicated with an asterisk (*).

Faculty Meeting (15 minutes-Optional)

Review the conference and build on the impact you expect to make.

- ◆ Discuss meeting objective(s)
- ◆ Discuss how to make attendees feel important and valued
- ◆ Review Agenda: stick to topic and stay on time
- ◆ Cover the principles of leading a roundtable. See Introduction.
- ◆ Roundtables will generally be divided into new Secretary-Treasurers and Secretary-Treasurers who are repeating the office

Registration Area (60 minutes)

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 along with their Secretary-Treasurer-Designate. Photos can be used in newsletters, directories and news releases for Presidents who obtain Honor status. This common area is also 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 District Secretary-Treasurer-Designate may open the meeting. This section may include:

- ◆ Welcome to the 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) (or Secretary-Treasurer-Designate)

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 the coming year*
- ◆ *Expectations of Secretary-Treasurers (and Presidents, if joint session)*
- ◆ *Importance of being Honor and Distinguished*

Accepting the Challenge (10 minutes)

Consider the challenges of being a Club Secretary-Treasurer. Review the opening paragraph of this chapter.

The Club Secretary-Treasurer is the right arm of the President. The Secretary-Treasurer provides the foundation upon which a Club becomes successful.

Ask the Secretary-Treasurers-Designate to brainstorm the characteristics of a good Club Secretary-Treasurer. List them on the flip chart. Discuss and put a star next to the ones the group feels are most important for the success of the Club.

Answers might include: be committed, be attentive to detail, be responsible, be dependable, be organized, be friendly, be optimistic, smile, be a good listener, be tactful, be appreciative, be persistent, and care.

Resources for Success (20 minutes)

Review the various resources the Club leader has in obtaining information or assisting in dealing with challenges that face him/her during the year. Review each of these and consider the type of information available.

- ◆ 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 - consider the type of help they can provide and what the District Directory can do.
- ◆ The *Recognition Handbook* - quickly review this since it is covered in detail later
- ◆ Other International materials such as *Optimist International and Club Constitution & Bylaws*, *New Club Building Handbook*, programs and activities literature, video 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, Montréal staff and Shumsky Enterprises (Optimist Supply) staff
- ◆ *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 more detail. Look at them to make the materials familiar to you as a Club leader. It is a source of information and assistance.

Governance: The Club members' opinions are represented by the Board of Directors actions, policy and direction. 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 are usually held in a youth fund which is designated to benefit the community in the form of service projects. Accounting wise, these monies are kept separate from the general fund which represents dues income 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 a not-for-profit organization under the Optimist International umbrella exemption which gives each a certain amount of autonomy of function. Most 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, extensions 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.

Insurance: Review the Questions and Answers sheet provided by our liability insurance carrier. The International President's Representative may want to provide this information.

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 the 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 as follows:

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: the 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? The President you will serve with?
(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: the 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 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 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 (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 with?
(answer: Shumsky Enterprises or 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 Optimist International 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)

Secretary-Treasurer Duties & Responsibilities

(15 minutes)

The Club Secretary-Treasurer has the following duties and responsibilities:

- ◆ Oversee the finances of the Club; collect dues and pay bills
- ◆ Keep records of each member's name, address, phone, attendance, dues payment, birthday and anniversary
- ◆ Keep official minutes of meetings
- ◆ Be a communications link between Club and all others; send in reports
- ◆ Help your Club succeed

Also highly suggested:

- ◆ Provide guidance in adherence to Constitution & Bylaws
- ◆ Attend quarterly District Conferences (also Zone meetings)

Splitting of office of Secretary and Treasurer:

Many larger Clubs (over 75 members) choose to separate the office into that of a Secretary and a Treasurer. This, of course, is a Club constitution issue that must be approved by the general membership. If the offices are separate it is crucial that there is a clear understanding of which functions each will perform. This curriculum assumes one individual holds the office of Secretary-Treasurer.

To be organized it is recommended that your Club use the Secretary-Treasurer's Notebook with Binder. Get yours from your outgoing Secretary-Treasurer and spend a few hours reviewing it in detail. This will be valuable orientation for the job ahead. If your Club does not have one, it may be purchased from our Optimist supplier, Shumsky Enterprises or the Canadian Service Centre. The Shumsky phone number is 1-877-OPTCLUB, or, visit their web site at www.optimiststuff.com.

A good **database** computer software program can be a very effective supplement to keeping financial and member records.

To get started at the beginning of the year the Club Secretary-Treasurer should:

- ◆ Set up a checking and/or savings account
- ◆ Assist the Finance Committee in preparing a budget
- ◆ Send a member directory to all members
- ◆ Give Board members a copy of the Club's Constitution & Bylaws

Fees and Dues (15 minutes)

Club fees and dues:

What is the fee for a new member to join your Club? _____

How much do your members pay annually for dues? _____

Annual Club membership fees and dues are set by the members and are listed in the Club's Bylaws. These may be changed by a vote of the general membership.

The minimum new member initiation fee is \$30 U.S. Of this amount \$15 U.S. is sent in with the Club Roster Adjustment Form as a processing fee. The Club keeps the rest.

Annual Club member dues generally range from \$60 U.S. to \$120 U.S. Some Clubs include meal costs with their dues.

District dues are established by each District with the approval of the Board of Directors of Optimist International.

How much are your annual District dues per member? _____

International fees and dues are payable by the Club upon receipt of a quarterly invoice.

Review the fees and dues as billed by Optimist International.

A **life membership** may be purchased by the Club to honor a special member of the Club. Members are also encouraged to purchase them to show their support for the future of the organization and to indicate their continued commitment to the Club. By paying a life membership fee, the member is exempt from paying international dues for the rest of his or her life.

Who, in your Club might be deserving of a life membership? _____

Creating a Budget (15 minutes)

A budget is created at the beginning of each year. The budget is a way in which the Board of Directors approves expenditures in advance so the Club Treasurer has the authorization to spend the money and pay the bills.

The Club Finance Chair is responsible for creating the budget and bringing it to the Board of Directors for approval. Usually the President and Secretary-Treasurer of outgoing and incoming administrations help prepare the budget.

The budget should be compared with expenditures on a monthly basis. The budget may be revised by the Board of Directors, if necessary.

Roundtable workshop: *Take a few minutes to prepare a sample Club budget with other Secretary-Treasurers at your table.*

Fund Raising

Monies raised from the community for service projects should be held in a “youth fund”. These funds may be held in a separate bank account or may be managed as a part of the regular bank account. Generally funds raised from the community must go back to the community in the form of youth and/or community service projects.

All fund raisers should comply with local, state/provincial and federal laws. In most cases raffles require securing a license in advance.

Optimist International endorses several vendors of fund raising products. You may call the International offices for a list of approved vendors. Beware of third party fund raising organizations.

Ask Secretary-Treasurers-Designate to brainstorm a number of different possibilities as fund raisers. List them on the flip chart. Take a few minutes to invite a few participants to explain their fund raiser to the group. Answers might include:

- ◆ Raffles
- ◆ Product sales
- ◆ Child identification
- ◆ Traffic collections
- ◆ Bingo

Dues Billing (10 minutes)

A billing for dues is sent to each member at the beginning of the billing period. Clubs send dues statements to members annually, semi annually or quarterly.

Statement forms are available from our supply center at Shumsky Enterprises or the Canadian Service Centre. An aggressive billing and collection system that is firm but understanding is an essential part of keeping members current. A treasurer who handles this well can encourage a strong, stable membership roster. A sample system might include:

- ◆ Sending an initial statement of amount due
- ◆ Send a past due statement 30 days later (if unpaid)
- ◆ Phone or make a personal call to the member who is behind in dues payment. Express to them your concern and their importance to the Club. The Board of Directors should actively assist in the retention of all members.
- ◆ Action of the Board of Directors may delete a member who remains unpaid

Member Records (10 minutes)

The Secretary-Treasurer notebook has records for recording a variety of member records. These records include:

- ◆ Names, addresses, day and evening phone numbers for distribution to other members as a directory
- ◆ Birthdays and anniversaries - to recognize and observe these special occasions
- ◆ Attendance records to encourage and recognize members who have perfect attendance. Club policies may vary on make-ups allowed.

This member information is then distributed by you through roster updates to a number of other key people including your Bulletin Editor, your Fellowship Chair and your Membership Chair.

Roundtable discussion: *Divide into tables of six to eight people. Each should have an experienced facilitator to give positive support. Each table should discuss one of the following topics and report back to the whole group.*

- a) *This group is made up of new Secretary-Treasurers-Designate. Review the detail of recording the above member records in the Secretary-Treasurer's notebook. Report tips to the whole group.*
- b) *This group consists of repeat Secretary-Treasurers-Designate with experience. Ask them to design a simple, but fair policy for determining perfect attendance while allowing for a flexible make-up mechanism. Report back to the group.*
- c) *Computer users (optional) can discuss ways to record this information with a database software package. Report very basic suggestions to the whole group.*

Financial Records (10 minutes)

Precise financial records are necessary for accountability. Your Club is a business and your Board of Directors should have access to your accounting. Keep it neat and accurate to help eliminate misunderstanding.

Club Secretary-Treasurers may be bonded. Bonding provides some insurance against misuse of Club funds. Bonding is simply a business practice and should have no implication of mistrust toward the current Secretary-Treasurer. Information on bonding may be obtained from Optimist International. French speaking Canadian Clubs may contact Nelly Law-Gip (514-899-5377). Bonds are NOT included in the insurance program provided by Optimist International.

Cash Receipts

Cash and checks received are recorded in the Cash Receipts spreadsheet or journal. Accurately complete the date and who gave the money. Then put the amount in the appropriate column representing what it was for and finally the last column is to list the amount being deposited into the bank.

Cash Disbursements

Disbursements are recorded on a Cash Disbursements spreadsheet or journal in a similar manner.

Monthly Reports to the Board (10 minutes)

Each month a financial summary is prepared called the Monthly Statement of Receipts and Disbursements. This is given to each member of the Board of Directors to review at their meeting.

Monthly totals are transferred from the Cash Receipts and the Cash Disbursements journals and compared to the Club's budget.

Roundtable Discussion: *Table discussions are to review the preceding material. There should be six to eight at each table. Participants are to be divided into the following groups:*

- a) *New Secretary-Treasurers-Designate - review, in detail, the Cash Receipts journal and the Cash Disbursements journal. Then review a sample of the Monthly Statement of Receipts and Disbursements.*
- b) *Former Secretary-Treasurer-Designate - quickly review the financial forms and answer each other's questions. Then discuss legal implications of fund raising projects. Report the basic findings to the group as a whole.*
- c) *(Optional) A group can discuss a way to keep Club financial records on a computer software program. Report back basic information.*

Reporting - Externally

(20 minutes)

Optimist International has streamlined the reporting system to include a minimum number of necessary reports. These reports connect your Club to all other Clubs within Optimist International. Each report serves an important function. Clear, concise reports make our organization run more effectively.

Include your **Club's official name and number on every report.** Without it your report can be lost in over 3,500 other Club reports.

Club Roster Adjustment: This form is referred to as the CRA. All members added or deleted to your Club should be reported on this form. This will insure that your roster will agree with the one at Optimist International.

If this form is not sent in on a timely basis your member will not receive *The Optimist* magazine or be covered as a member under our insurance. The dues statement you are sent is based on the number of members on the roster at the end of each quarter. The activation date is the date the CRA form is received at the International Office. The only exception to this rule is that a postmark date is used as the processing date for the end of the Optimist year (September 30). The CRA report form must be signed by the Club President or Secretary-Treasurer.

IRS Form 990 (due February 15): This form is to be filed annually by U.S. Clubs only. It is a financial report of your Club's activity. Generally a Club with gross receipts under \$25,000 annually is not required to submit a Form 990.

Officer Elect Report (due May 20): The Officer Elect Report allows leadership materials and information to be sent to your new incoming officers. Every year hundreds of Club leaders do not receive their materials. In almost all cases it is because the Officer Elect Report was either not sent in correctly or not sent in at all.

Community Projects Awards (due September 30 to the District Activities Chair) are referred to as CPAs. A CPA is a three page report of a special service project or activity with several pages of sample letters and photos of the event. It must be bound in the official CPA entry binder. Official CPA entry binders and instructions may be purchased from our suppliers, Shumsky Enterprises or the Canadian Service Centre.

The purpose of the CPA is to share with other Optimist Clubs some of the great projects your Club does. Awards in a number of categories are recognized on the District and International level. Details can be found in the *Recognition Handbook*.

Annual Activities Report (due October 10 to the District Secretary-Treasurer): This report reflects all the community service and youth activity of your Club for the preceding year. Blacken the circles carefully with black or blue ink and do not hole-punch, photocopy or fax the form so the data can be read by a computer scanner.

Other Reports:

- ◆ **New Club Building Permission Request** form is sent to Optimist International when you decide to begin a new Club building project. This will give you priority at that site and provide you with a free new Club building kit.
- ◆ **Club Foundation Representative Appointment** form is used to inform Optimist International of the Club contact representing the Optimist International Foundation. The name and address should be sent to Optimist International Foundations on an annual basis.
- ◆ **JOOI Club Reports** (due May 30). Send the name and address of your new JOOI Club President, the school advisor and the Optimist Club member representing the sponsor Club to the JOOI Clubs Department at Optimist International.
- ◆ **Annual Club Planning Conference (ACPC)** reports are completed by your Lieutenant Governor.
- ◆ **PGI Recognition Forms** represent accomplishment in the Personal Growth & Involvement Program. If you do not have the form just list the name of the member, the level they completed and the date. Put your Club name and number at the top and have the President or Secretary-Treasurer sign it and send it to your District Director of Personal Growth.
- ◆ **Recognition** certification reports can qualify your Club for recognition. Review the *Recognition Handbook* to see how you can help your Club.

Correspondence:

It is appropriate for the Secretary-Treasurer to respond to outside groups who bring proposals to the Board of Directors. When conveying a disposition of Board action, respect for others can reflect positively on your Optimist Club.

Cards and flowers sent to members or close relatives who are ill may also be appropriate. Best wishes for events such as marriages or graduations are also a good idea.

Minutes of Meetings (10 minutes)

It is rare to require formal minutes to be taken at a general membership meeting of the Club members. There are three exceptions when minutes must be taken. They are:

- ◆ Election of Officers
- ◆ Amendments to the Constitution & Bylaws
- ◆ Approval of Board action as required in Article X, Section 4 of the Standard Form of Optimist Club Bylaws

The Secretary-Treasurer should record minutes at each monthly meeting of the Club's Board of Directors. This form is found in your Secretary-Treasurer's notebook. Record the following information:

- ◆ Date, place, time and who is present
- ◆ Record of reports made to the Board
- ◆ Motions made, by whom and whether they passed or failed
- ◆ List of members added or deleted from the roster
- ◆ List of appointments made by the President

When writing the minutes it is a good idea to start each paragraph with the topic on the left margin in capital letters. This allows the minutes to be used more easily in finding past information and reference. When completed, mail a copy to each Board Member and the Bulletin Editor.

It is helpful to have a working knowledge of **Robert's Rules of Order** to assist your President when needed.

Secretary-Treasurer Helping Your Club Succeed (20 minutes)

Remember as a Club Secretary-Treasurer you provide the foundation upon which the Club can succeed.

Roundtable Discussion: *Form groups of six to eight Secretary-Treasurers-Designate around each table to discuss "What can I do as Secretary-Treasurer to help my Club succeed?" A table facilitator should be appointed for each table to keep the discussion positive and pertinent to the subject. Each group reports back to the whole group and the answers are listed on a flip chart. Possible answers include:*

- ◆ *Be optimistic*
- ◆ *Ground the Board in realism without being negative*
- ◆ *Turn in all reports on time*
- ◆ *Apply for all awards the Club may have earned*
- ◆ *Keep accurate records*
- ◆ *Share rosters with all who might use them*
- ◆ *Be early to all meetings, be available for member concerns*
- ◆ *Recognize the efforts of others*
- ◆ *Be open and forthright*
- ◆ *Live the Optimist Creed*

Optimist International Recognition Program (30 minutes)

Review the *Recognition Handbook* for the coming year. This program is designed to recognize people who achieve goals that 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 recognition is in the effort put forth
- ◆ 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 by building a new Optimist Club or through exceptional growth.

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

Personal Growth & Involvement (PGI)

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 |
| ◆ Level II | Green |
| ◆ Level III | Burgundy |
| ◆ Level IV | Blue |
| ◆ Level V | Black |
| ◆ Level VI | Purple |
| ◆ Level VII | Gold |
| ◆ 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 the member through the ten levels of requirements and certification.

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 their activities. Evaluation and competition is usually done quarterly throughout the Optimist year.

List other District Recognition available to Clubs:

TRAINING TIP

A WINDOW TO OPPORTUNITY



Because of the nature of their office, Secretary-Treasurers will face some problems and adversities - for example, collecting delinquent dues. Teach these officers to look upon every obstacle and complaint as a window to opportunity. Set up roundtable discussion groups chaired by Past Club and District Secretary-Treasurers and share how these past officers turned obstacles around to the Club's advantage. Remind them of the following advice of Dwight Eisenhower: "Good leaders don't push from behind; they pull from ahead."

Goal Setting (15 minutes)

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

Ask the Secretary-Treasurers-Designate 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 providing a strong foundation of information your members can rely on. The Secretary-Treasurer builds this foundation. This is a very personal concept to which only you can attest.

Goals give focus and direction for all the things you do. 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

Write your ultimate goal as Club Secretary-Treasurer.
Write specifics as to how this goal will be measured.

Annual Club Planning Conference (ACPC) (5 minutes)

The ACPC 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 is 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, consider your responses and ideas for 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 20)
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 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 15)
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 quarter 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 & 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 Optimist International 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 & Nurture a Relationship and 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)

District Secretary-Treasurer-Designate Closing Address (10 minutes) (or District Governor-Elect)

- ◆ 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 Secretary-Treasurers-Designate with some specifics such as: Lead your Club by example, recruit the first new member in your Club, etc.

