



## **OHIO DISTRICT CLUB RECOGNITION PROGRAM**

The Honor Club Tracking Form and Supplemental Form are designed to provide information to the Zone Lt. Governor and the District to assist your individual club and be a part of the Ohio District Club Recognition Program (CRP). The forms are to be submitted quarterly to your Lt. Governor and the Chair of the Club Recognition Program. The forms are to be submitted no later than the 10<sup>th</sup> of the month following the end of each quarter – January 10, April 10, July 10, and October 10.

### Instructions:

**Heading:** List your Club Name & Number

**Membership:** Record adds, moves (deletes) and net (difference between adds & moves) each month of the quarter on the Honor Club Tracking Form. Conduct a Now/Wow/Recruitment Program and record on Honor Club Tracking Form.

**Administrative:** Record dates District & International Dues are paid and submission dates for the Club Officer Report & Club Pride Report on the Honor Club Tracking Form. Record date of IRS Form 990 filing, quarterly submission of CRP forms, and document & submit community project reports on Supplemental Tracking Form.

**Charitable – Foundation:** Record name of your Club Foundation Representative and amount of club unrestricted donation to the Optimist International Foundation.

**Education – District Meetings:** Record number of attendees at District Convention, Meetings & Conferences on the Honor Club Tracking Form.

**Education – Learning Management System:** Record completion dates for the Club President, Club Foundation Rep and Club Secretary/Treasurer training on the Optimist International Learning Management System.

**Education- Meetings:** Record attendance at Zone Meetings, District Conferences, District Convention and Optimist International Convention on the Supplemental Form.

**Service:** Record club service & community projects on the Honor Club Tracking Form. Additional projects can be added to bottom of the Supplemental Tracking Form.

**Optimist International Youth Club (JOI) & Community Youth Groups:** For the current Optimist Year record annually JOI clubs sponsored, new JOI clubs organized, community youth groups sponsored, and sport teams sponsored on the Supplemental Tracking Form. Sponsorship/support must be beyond a monetary donation.

New Club Organization: For the current Optimist Year record any new Adult, College or Special Needs clubs that were built.

Community – Club/Community Recognition: Recognize a Club Member or a Community Member (Adult or Youth) and document on the Optimist International Club Pride Report.

Winner Recognition:

Clubs will be divided into 4 classes for recognition based on size and official membership numbers at Optimist International as of October 1<sup>st</sup>. Class A – clubs with 75 + members; Class B – clubs with 41-74 members; Class C – clubs with 21-40 members; and Class D – clubs with 20 or less members.

Top point earner in each class will win a Cash Gift.

Banner Patch Recognitions: All can be earned thru completing Honor Club & Supplemental Tracking Forms

Community Service Award: Recognize a Youth, conduct a Respect for Law program & complete three community service activities.

Friend of Youth: Host an Oratorical or Essay or CCDHH Contest and sponsor a youth club – JOI or community youth group. Youth Group Sponsorship/support must be beyond a monetary donation.

Partners in Education: Conduct an Optimist International Communication Program (Essay, Oratorical, CCDHH, Kids Speak Out, Musical Happiness, Photography Contest, Virtual Arts Contest), present an award to an educator & conduct a school/education related service project (Examples include Poster Contest, Talent Show, etc...)

Club Recognition Chair:

William (Ray) Able  
1008 Woodland Avenue  
Van Wert, OH 45891  
(419) 238-5086  
wrable@roadrunner.com

# Honor Club Tracking Form



\_\_\_\_\_  
Name of Optimist Club

**Membership**  
October 1

## Community - Membership - Net + 3

**Target Membership**  
September 30

	Adds	Moves	Net		Adds	Moves	Net		Adds	Moves	Net		Adds	Moves	Net
Oct				Jan				Apr				Jul			
Nov				Feb				May				Aug			
Dec				Mar				Jun				Sep			

<b>NOW/WOW or Recruitment</b>	Date Held	# Adds:

## Administrative - Finances

### District Dues

	Date Paid		Date Paid

### International Dues

First Quarter Due Date Dec. 31	Date Paid	Second Quarter Due Date Mar. 31	Date Paid
Third Quarter Due Date June 30	Date Paid	Fourth Quarter Due Date Sept. 30	Date Paid

## Service - Complete 3 or More Services

Project Name	Date Held	Date Submitted

## Administrative - Club Reports

**Club Officer Elect Report**  
Proposed Mail Date

**Due Date: May 20**

Date Sent: \_\_\_\_\_

**Club Pride Report**  
Proposed Mail Date

**Due Date: September 30**

Date Sent: \_\_\_\_\_

## Education - Learning Management System

Officer	Date Completed
Club President	
Club Foundation Representative	
Club Secretary/Treasurer	

## Charitable - Foundation

Club Foundation Representative: \_\_\_\_\_

Amount Donated: (Min. of \$100) \_\_\_\_\_

## Education - District Meetings

District Convention	Attendees: _____
District Meetings	Attendees: _____
District Conferences	Attendees: _____

## Community - Club/Community Recognition

### Name of Club/Community Recognition

( Recipient )

Award Certificate Document, Date Sent: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Lt. Governor

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Club President

# Optimist Club Goal Setting Plan

Honor Club criteria represent the basic level of service any Optimist club should STRIVE to provide every year – the Honor Club concept promotes SERVICE to Children, SERVICE to Community, and SERVICE to OURSELVES through personal growth and development.

## The Steps to Achieve Honor Club Status:

Complete three service projects: list where, when, # of children served, etc.

- (1)
- (2)
- (3)

Conduct an OI “NOW WOW or Recruitment Program” during the year:  
Where, when, # attendees, # joined (minimum of 3 must join).

Grow your Club (Net +3 for the year)

Appoint a Club Foundation Rep & Club (not individual) make at least a \$100 dollar unrestricted donation to the OIF/CCOF (OIF funds OI)

Investigate establishing an ACH payment system with Optimist International for payment of dues on a timely basis

Be current on dues to OI & District (must be paid, in full, by year-end September 30<sup>th</sup>)

Recognize a Club Member or Community Member on an annual basis (Optimist of the Year)

TWO reports completed by their due dates:

- Club Officer Elect Report (COER) due May 20<sup>th</sup> or immediately following Club elections.
- Club Pride Report due by September 30<sup>th</sup>

Club President, Club President-Elect (or two Designees) attend District Convention (or two other District meetings/conferences)

Club Foundation Representative completes the CFR training on the Optimist International Learning Management System

Club President completes the Club President training on the Optimist International Learning Management System

Club Secretary/Treasurer completes the Club S/T training on the Optimist International Learning Management System

Submit copies of current form on January 15 and July 15 to:

- a) Lt. Governor of Zone

# OHIO DISTRICT CLUB RECOGNITION SUPPLEMENTAL INFORMATION FORM

EXPLANATION		Yes/No	Date/No.
2	<b>ADMINISTRATIVE :</b>		
A	IRS Form 990 must be filed by 15 February		
B	Submit Club Tracking Form Quarterly on time (Jan 10 ( ), Apr 10 ( ), Jul 10 ( ), Oct 10 ( ) Check off Submit a Community Project Report (Jan 10 ( ), Apr 10 ( ), Jul 10 ( ), Oct 10 ( ) [Record number submitted Quarterly]		
4	<b>EDUCATION - MEETINGS :</b>		<b>Date</b>
A	Record Zone Meetings [Record Office/Position, not name]		1st Qtr
	Record Zone Meetings [Record Office/Position, not name]		2nd Qtr
	Record Zone Meetings [Record Office/Position, not name]		3rd Qtr
	Record Zone Meetings [Record Office/Position, not name]		4th Qtr
B	Number of Members attended District Conference: 1st Qtr ( ), 2nd Qtr( ), 3rd Qtr ( ) Number of Members attended District Convention: 4th Qtr ( ) Number of Members attended Optimist International Convention ( )		
7	<b>YOUTH CLUB / GROUP :</b>	<b>Yes/No</b>	<b>Number</b>
A	Does your club sponsor a JOI club? How many? Did you organize a JOI Club this year? How Many? Did you sponsor other Youth Groups? How many? Did you sponsor a sports team or league? How many?		
8	<b>NEW CLUB ORGANIZATION :</b>	<b>Yes/No</b>	<b>Number</b>
A	Did you organize a new Adult, College or Special Needs Club? How Many? Where is it located? _____		
B	Did your Club finalize the required and New Club Follow Up?		
9	<b>CLUB / COMMUNITY RECOGNITION :</b>	<b>Yes/No</b>	<b>Date</b>
A	Recognition of someone involved in education.		
B	Recognition of an adult or youth for accomplishments in the home or community.		
<b>Additional space for Service &amp; Community Activities:</b>			
	<b>Project</b>		<b>Date</b>
	_____		_____
	_____		_____
	_____		_____
	_____		_____
	_____		_____
	_____		_____



**Optimist**  
INTERNATIONAL

## Award Certification Document

\_\_\_\_\_  
CLUB NUMBER

I, \_\_\_\_\_ PRESIDENT  
PRESIDENT OF CLUB

OPTIMIST CLUB OF \_\_\_\_\_  
NAME OF CLUB

DO HEREBY CERTIFY THAT OUR CLUB HONORED

\_\_\_\_\_  
NAME OF CLUB MEMBER OR LOCAL COMMUNITY INDIVIDUAL WITH A

\_\_\_\_\_  
TYPE OF HONOR OR AWARD ON

\_\_\_\_\_  
DATE OF PRESENTATION

SIGNED

\_\_\_\_\_  
CLUB PRESIDENT

\_\_\_\_\_  
DATE

If your Club is located in Canada, please mail this completed form to the Canadian Service Centre, Optimist International, 5205, boul. Metropolitain Est, bureau 200, Montreal, QC H1R 1Z7.

Attn: Beatrice Rossignol or e-mail [rossignolb@optimist.org](mailto:rossignolb@optimist.org)

If your Club is located in the USA or Caribbean, please mail this completed form to Optimist International, 4494 Lindell Blvd St. Louis, MO 63108.

Attn: Jamie McNiff or email [mcniffj@optimist.org](mailto:mcniffj@optimist.org) | Fax (314) 371-6006

To report your service projects, click on the Club Pride Report link at:

[https://www.optimist.org/forms/club\\_pride\\_report-e.pdf](https://www.optimist.org/forms/club_pride_report-e.pdf)

# The Report Form

To qualify for the Optimist International NOW Program banner patch your Club must recruit at least three (3) New Members as a result of your NOW Program. Please fill out the following form and submit it to the Membership Services Department of Optimist International, 4494 Lindell Boulevard, St. Louis, MO 63108.



When did you hold your NOW Banquet (Date)? \_\_\_\_\_

How many guests were invited? \_\_\_\_\_ How many guests attended? \_\_\_\_\_

How many new Members joined your Club because of the NOW Program? \_\_\_\_\_

How many potential Members need to receive additional follow-up? \_\_\_\_\_

Were there any guests who were just not interested? \_\_\_\_\_ If so, how many? \_\_\_\_\_

When do you plan to do another NOW Program? \_\_\_\_\_

What did your Club do that made your NOW Program unique? \_\_\_\_\_

Did you have any problems? If so, what happened and how do you plan to correct the problem?

## Club Information:

Club Name \_\_\_\_\_ Club Number \_\_\_\_\_

District \_\_\_\_\_ District Number \_\_\_\_\_

Club President Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Province \_\_\_\_\_ ZIP/Postal Code \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

You can also submit your form to [membership@optimist.org](mailto:membership@optimist.org) or fax it to (314) 371-6006

