

# Honor and Distinguished Club Checklist

## Honor Club:

- Complete 3 or more service projects during the Optimist Year
  - 1) \_\_\_\_\_
  - 2) \_\_\_\_\_
  - 3) \_\_\_\_\_
- Recognize a Club member or local community member.
- Grow your club by a net +3.
- Conduct a Membership Recruitment Drive (**New Optimists Welcome**) and fill out the NOW form at: [https://www.optimist.org/Forms/NOW\\_Report\\_Form.pdf](https://www.optimist.org/Forms/NOW_Report_Form.pdf) and turn it in to [membership@optimist.org](mailto:membership@optimist.org) and the District Secretary.
- Appoint a Foundation Representative.
- Make a non-restricted donation to the Optimist International Foundation of at least \$100. <https://www.oifoundation.org>
- Club President, Club President- Elect (or 2 designates) attends District Convention (or two other District Conferences/Meetings.) 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_ 4<sup>th</sup> \_\_\_\_\_
- Club Foundation Representative completes the CFR training through the Optimist Institute by 3/31. <https://optimist.tovuti.io/>
- Club President completes the Club President training through the Optimist Institute by March 31<sup>st</sup>. <https://optimist.tovuti.io/>
- Club Secretary/Treasurer completes the Secretary/Treasurer training through the Optimist Institute by March 31<sup>st</sup>. (If 2 separate positions, both must take the training) <https://optimist.tovuti.io/>
- Complete the Club Officer-Elect Report by May 20<sup>th</sup> of each year. This is located online on your club "Reports" page and is also listed as COER.
- Complete the Club Pride Report by September 30<sup>th</sup>. This report is located online on your club "Reports" page.
- Club Bylaws to be in compliance with Standard Club Bylaws from Optimist International.
- Be current on District and Optimist International Fees.
- File Tax Form 990 with the IRS and submit a copy to OI within 30 days of filing.

## Distinguished Club:

- All of the above for Honor Club.
- Add net +15 in membership OR Charter one or more new clubs OR Increase by net +8 and charter two or more Junior Optimist Clubs. (The +3 for Honor club is included)