

Lieutenant Governor Calendar 2024-25

September

1. Complete the [Optimist Institute](#) training for Lt. Governor.
2. Start meeting presidents in your zone to introduce yourself, your goals and when your zone meetings will be.
 - Offer to install new officers if needed in the club.
 - Talk to presidents about setting goals for their coming year.
 - Refer Club Presidents to [President](#) page.
3. Send out reminder to presidents in your zone to begin contacting schools in area for the [Essay Contest](#) and the [Oratorical Contest](#).
4. Set your goals for the coming year.

October

1. Determine the date of the first zone meeting.
2. Make an agenda for the first zone meeting.
3. Send out an email letting your clubs know where and when the zone meeting will take place.
 - You can host the meetings or ask the clubs to take turns hosting the meetings.
4. Inform and encourage the clubs to attend the [First Quarter Conference](#) on October 19 at the Embassy Suites in Dublin, Ohio.
5. After the call goes out, make your reservation to attend the [First Quarter Conference](#) in Dublin, Ohio.
6. After each of your zone meetings complete a [Quarterly Zone Report](#).
7. Sign up for and attend the zoom Executive meeting on Thursday evening, October 18.
8. Attend the 1st quarter conference in Dublin, Ohio. Give a summary report back to your clubs about the conference.

November

1. Start scheduling and attending club meetings in your zone.
 - You will want to do at least two club meetings during your year for each club if you want to be an honor or distinguished Lt. Governor.
 - After you visit a club do a [Club Visitation Report](#).
2. Encourage clubs to take part in the [Essay Contest](#) and the [Oratorical Contest](#).
 - Give suggestions as to how to approach schools.
 - If the clubs have not taken part in the contests for a few years, you may need to provide more encouragement.

December

1. This is a great time to visit your clubs and enjoy yourself.
2. Let the clubs know how much you appreciate what they do for kids.

January

1. Really push to complete the [Essay Contest](#).
 - The essays should be in clubs now to determine the winners.
 - The essay contest is a club contest. Each club sends their winners names to the [Essay Contest Chair](#) by the end of February.
2. Encourage clubs to take part in the club [Oratorical Contest](#).
 - The schools should already have the information.
 - The first contest is a club contest. This part of the contest is handled by the individual clubs, usually in February.
3. The zone part of the [Oratorical Contest](#) is handled by the Lt. Governor.
 - You can contact the [Oratorical Contest Chair](#) for more information.
4. Set a date for the second zone meeting.
 - It should be sometime late January or early February.
 - Ask the club presidents to send you [Quarterly Zone Reports](#) for their clubs.
5. Prepare the [Quarterly Zone Report](#) for the executive committee zoom meeting.
6. After the call goes out, register online for the [2nd Quarter Conference](#) in Dublin, Ohio.
7. Encourage clubs to register for the [2nd Quarter Conference](#).
8. Check with clubs on their honor and distinguished club process using the [Honor Club Checklist](#).

February

1. Sign up for the executive zoom meeting. A link will be sent to you.
2. Attend the executive zoom meeting. (Link will be sent the week before.)
3. Attend the [2nd Quarter Conference](#) in Dublin, Ohio.
4. Email zone clubs a highlight report about the conference.
5. Email zone clubs to check on their honor and distinguished status using the [Honor Club Checklist](#).
6. Try to visit some of your clubs this month and complete the [Club Visitation Report](#).
7. Make sure you have completed the Lt. Governor training at [Optimist Institute](#).

March

1. Visit your clubs and complete the [Club Visitation Report](#).
2. The [Oratorical Contest](#) is a contest the Lt. Governors schedule for the zone competition.
 - You should begin to set dates and organize your judges etc.
 - Contact the [Oratorical Contest Chair](#) if you need help and to keep her informed about your zone competition.
3. Encourage your clubs to evaluate their progress on the [Honor Club Checklist](#). This is a mid-year evaluation.

April

1. Contact clubs to make sure they have had an election of officers for the new year.
2. Make sure the clubs report the new [COER](#) by May 20.
3. Develop an agenda for the 3rd zone meeting and send it out to all the clubs.

4. Conduct 3rd zone meeting and complete the [Quarterly Zone Report](#) for the executive committee meeting.
5. Follow up with the clubs as to the completion of the oratorical contests. Send questions to the [Oratorical Contest Chair](#).
6. After the call goes out, register online for the [3rd Quarter Conference](#) in Dublin, Ohio.
 - o Clubs should be looking for and finding Lt. Governors from their zones for the following year.
 - o They can be voted on at this meeting.

May

1. Attend the [3rd Quarter Conference](#) in Dublin, Ohio.
2. Register and attend the Executive committee zoom meeting. (Link will be sent a week prior to the meeting.)
3. Continue visiting clubs and completing [Club Visitation Report](#).
4. Continue to communicate with your club presidents. encourage them to complete the [COER](#) for their club.
5. Encourage your clubs to attend the [Optimist International Convention](#) in Saint Louis.
6. Register for upcoming [Optimist International Convention](#).

June

1. Attend the [Optimist International Convention](#).
2. Encourage your clubs to attend [Optimist International Convention](#).
3. Continue to visit your clubs and fill out the [Club Visitation Report](#).

July

1. Check to see how your clubs are progressing with the honor and distinguished club goal using the [Honor Club Checklist](#).
2. Continue to visit clubs and complete the [Club Visitation Report](#).
3. Complete your agenda and determine a date for the zone meeting and send it out to your clubs.
4. Conduct your 4th quarter zone meeting and complete a [Quarterly Zone Report](#).
5. Make sure all of your clubs have their dues paid in full.
6. When the call comes out, register for the [Ohio District Convention](#).

August

1. Complete [Quarterly Zone Report](#).
2. Register to attend executive committee zoom meeting. (Link will be sent out one week prior to meeting.)
3. Attend the executive committee zoom meeting on August 14.
4. Attend the [Ohio District Convention](#) at the Hope Hotel in Fairborn, Ohio.

September

1. Complete [Annual Club Review](#) for each of your clubs.

2. Check with clubs to see if they have completed and achieved [Honor or Distinguished Club](#).
 - If they are close, help the club achieve this honor.
3. Fill in [Lt. Governor Distinguished Form](#) if you qualify.
4. Introduce the new Lt. Governor to your clubs.