



Annual Club Planning Conference Report

The Lieutenant Governor is to conduct an Annual Club Planning Conference for each Club in the Zone and file a report within 30 days after each conference. Completion is required on or before November 15. The ACPC is a workshop meeting with the Club's Board. It may be held at a regularly scheduled or a called Board meeting. The ACPC is the required visitation for the first part of the year. See the *District Leaders' Answer Book* for complete information on conducting this conference.

Photocopy and distribute to those listed below.

# _____	# _____	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>					
District _____	Zone _____	Club Number _____					
Complete Club name _____							
President's Name _____	(_____) _____	Res. Phone _____					
Secretary-Treasurer's Name _____	(_____) _____	Res. Phone _____					
Lt. Gov's Name _____	(_____) _____	Res. Phone _____					

THE QUESTIONS ON THIS FORM ARE TO BE USED AS DISCUSSION GUIDES TO AID THE LT GOV AND BOARD MEMBERS TO IMPROVE UPON THE ADMINISTRATION AND SERVICES OF THE CLUB

Number of members? _____	Club incorporation No. _____
Day & time of meetings? _____	Frequency of Club bulletin _____
Annual Dues? _____	Are Club Bylaws available? _____
New Member Initiation Fee? _____	When were Club policies last updated? _____
Has budget been approved? _____	US Clubs-When will IRS form 990 be filed? _____

Club Chair Names

Community Service _____	Fellowship _____
Director of Personal Growth _____	Finance _____
Youth Activities _____	Foundation Rep (CFR) _____
Publicity _____	Programs _____
New Club _____	Membership _____
Youth Clubs _____	Other _____

Does the Club participate in the Personal Growth and Involvement Program? _____

What Goals have been set by the Club for the year?

Net gain in membership _____	Friend of Youth Award _____
Sponsorship of new Club(s) _____	Community Service Involvement Award _____
Honor Club _____	Partner in Education Award _____
Distinguished President _____	No. of C.P.A. Entries (Honor Club requirement) _____
Sponsorship of Jr. Optimist/Octagon/Alpha Club _____	

Do you plan to present some of the 'Skills Development Modules' at Club Meetings? (examples: Creative Problem Solving, Effective Time Management, Choosing Optimism as a Philosophy of Life, Public Speaking, etc.) _____

Who will represent Club at District meetings? _____

Does Club provide financial assistance to officers who attend District & Optimist International meetings? _____

What community/youth-serving projects are planned for the year? _____

What fund-raising projects are planned for the year? _____

What amount does the Club plan to raise from fund-raising projects? \$ _____

Date of conference _____ Length of conference _____ hr _____ min Number of members attending _____

Signature of District officer _____

Title _____ Bus Phone (_____) _____

Signature of Club officer _____

Title _____ Bus Phone (_____) _____

Distribution
District Secretary - Treasurer Governor Lieutenant Governor Club File

District _____	Zone _____
Club Number <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
The _____ Optimist Club of _____	
City _____	State/Province _____
Date of visit _____	No. of members _____ No. attending _____
How often does Club meet?	
Is Club's Board of Directors meeting regularly? <input type="checkbox"/> yes <input type="checkbox"/> no	
Is a meal served at Club meetings? <input type="checkbox"/> yes <input type="checkbox"/> no	
Are meetings planned in advance? <input type="checkbox"/> yes <input type="checkbox"/> no	
Are timed agendas used? <input type="checkbox"/> yes <input type="checkbox"/> no	
Are interesting, effective programs regularly provided for Club meetings? <input type="checkbox"/> yes <input type="checkbox"/> no	

Club Visitation Report

In addition to the Annual Club Planning Conference, the Lieutenant Governor is to make an official visitation to each Club in the Zone between April 1 and July 1. To receive credit toward the Distinguished Lieutenant Governor Recognition, each visit must be at a regular Club meeting, between April 1 and July 1, and a report must be filed within 30 days after each visit. This report form is not to be used for the Annual Club Planning Conference, social affairs, Zone meetings, etc. However, a Lieutenant Governor is encouraged to make optional visits to Clubs and offer aid at any time it would be helpful. This report may be used for such optional Club visits to give information to the Governor and other District personnel.

Photocopy and distribute to those listed below.

- Your impression of the effectiveness of Club officers and Chairpersons.

- Is the Club accomplishing its goal of service to youth and community? yes no
If *not*, what reasons can you identify? _____
- Quality of fellowship, interest and enthusiasm. _____
- General condition of the Club. _____
- Identify and evaluate the meeting you attended. _____
- What topics did you discuss (what recommendations did you make)? _____
- Suggested follow-up for District officers.

- How will you follow up? _____

Is Club actively conducting a membership building program? <input type="checkbox"/> yes <input type="checkbox"/> no	Is Club sponsoring a new Club? <input type="checkbox"/> yes <input type="checkbox"/> no Will Club sponsor a new Club? <input type="checkbox"/> yes <input type="checkbox"/> no
Will Club conduct a membership building program? <input type="checkbox"/> yes <input type="checkbox"/> no	Where?
What program?	Have contacts been made? <input type="checkbox"/> yes <input type="checkbox"/> no Are pre-organized meetings being held? <input type="checkbox"/> yes <input type="checkbox"/> no Does sponsor need a New Club Building Kit? <input type="checkbox"/> yes <input type="checkbox"/> no
How many members have been added?	

District Officer Name/Title (Please Print)	
Date	Telephone: Res. _____ Bus. _____
District officer's signature	

- Distribution**
- District Secretary-Treasurer
 - Governor
 - Governor-Elect
 - District Club Services Chair
 - Lieutenant Governor



ZONE MEETING REPORT

Quarter 1 2 3 4 (circle one)

Complete and file this report immediately after each Zone meeting. Distribute as indicated below. **Please type or print.** Photocopy and distribute to those listed below.

Meeting Location: _____ District Name _____ No. _____

Date of Meeting: _____ Time of Meeting _____ a.m. p.m. Zone Number _____

Length of Meeting (hours) _____ Was Meal Served? yes no Date Filed _____

Was this Zone meeting held in lieu of the second quarter District Board Meeting? yes no

Signature _____ Lt. Gov. _____

List name of each Club in Zone; indicate attendance of President, Secretary-Treasurer and number of other members in attendance.

NAME OF CLUB	PRES.	S-T	MEMBERS	NAME OF CLUB	PRES.	S-T	MEMBERS
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

SUGGESTED TOPICS FOR DISCUSSION

- Future District and International Meetings
- Club recognition (criteria, deadlines, etc.)
- Club Administration (bulletin, fellowship, Committees, members recognition, budget, Board meetings, etc.)
- Membership Recruitment
- New Club Building
- Community and Youth-Serving Projects
- Fund-Raising Projects
- Idea Exchange
- District and International Services

Please provide information from the meeting which will be helpful to the District Governor, Secretary-Treasurer or Club Services Chairman.

Next Scheduled Zone Meeting Date _____ Time _____ Location _____

For Distinguished Lt. gov. status four Zone meetings (one each quarter) must be held. A Zone Meeting Report must be filed with the District Secretary-Treasurer within 30 days after each meeting. Credit will not be given for Zone meetings held in conjunction with Zone Oratorical Contests, District Board or Convention meetings.

Additional pages may be attached if needed.

Distribution
District Secy. Treas. Governor Lieutenant Governor



ANNUAL CLUB REVIEW

District	Zone	During the final month of the administrative year, the Lieutenant Governor is to prepare this Annual Club Review for each Club in the Zone. This report is a summation of the Club's accomplishments during the administrative year just ending based primarily on those goals set down on the ACPC report at the beginning of the year. This report should not be a projection of the Club's plans or goals for the following year. To receive credit toward the Distinguished Lieutenant Governor recognition, this report must be received by the District Secretary-Treasurer postmarked no later than October 10. Photocopy and distribute to those listed below.
Club Number <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
The _____ Optimist Club of _____		
City	State/Province	
Optimist International Year:	October 1 Membership	Current Membership

Name of Meeting Place			Day of Meeting		Time					
					AM PM					
Frequency of Meetings:	Weekly	Alternate Weeks	If less than weekly and not on alternate weeks, indicate which weeks are applicable:			1st	2nd	3rd	4th	5th

Club's growth this year to date (plus or minus) _____ What factors contributed to this? _____

How effective was the Board of Directors? Excellent _____ Good _____ Fair _____ Poor _____

Were Club's reports and dues consistently on time? Yes () No () Does the Club utilize the Optimist International Model Organization Structure? Yes () No ()

Were all Committees appointed, active and productive? Yes () No ()
Which Committees did not function effectively? _____

Did Club sponsor a new Club this year? Yes () No () Where? _____
Did Club complete Follow-Up Program? Yes () No ()

Of the Club's service projects planned for the year, which were completed successfully? _____

Which were not completed? _____

Why? _____

Which service projects were entered in Community Projects Awards Competition? _____

Winners at District level _____ Winners at Optimist International level _____

Did Club receive sufficient funds to finance adequately its service activities? Yes () No ()
Which fund raising efforts were completed successfully? _____

Was Club represented at all District meetings and conferences? Yes () No ()
District Convention? Yes () No ()
Optimist International Convention? Yes () No ()
Does the Club's budget include an allocation for representation at these meetings, conferences, and Conventions? Yes () No ()
Which of the incoming officers attended the leadership training sessions provided by the District and Optimist International? _____

What specific recommendations do you have that will help the incoming Lieutenant Governor provide adequate service to this Club? _____

Signature of Lieutenant Governor	Date	Distribution District Secretary-Treasurer Governor-Designate Lieutenant Governor-Designate Governor
Telephone - Bus:	Home:	