



**The Club  
Secretary - Treasurer  
Answer Book**

# The Club Secretary-Treasurer Answer Book

## Preface

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We hope you will find this a useful guide and resource as you serve your Optimist Club in a leadership role.

Enjoy your year and congratulations on assuming your leadership role!

Should you have any questions, call the Leadership Development Department at 800-500-8130, extension 242.

## Fax-On-Demand Document Retrieval System

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Optimist International now offers a Fax-On-Demand document retrieval system. Just dial 800-678-8389 or 314-371-6009 from the speaker phone or handset of your fax machine. When the operator answers, dial 1 then press 1 for a directory of documents. Follow the instructions to receive the documents you desire. Most of the more common documents, instructions, promotional literature, and reports are found on the Fax-On-Demand. We hope you will find it a very convenient way to get your document quickly; however, don't hesitate to call the appropriate department at the International Office if you have any questions or a document you need is not listed on the index.

## The Optimist International Website

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By accessing <http://www.optimist.org> (English) or [www.optimiste.org](http://www.optimiste.org) (French) on the World-Wide Web, you'll have available at your fingertips the latest information about what's going on in the world of Optimism as well as most forms and publications. You can also e-mail the International Office with your questions at [headquarters@optimist.org](mailto:headquarters@optimist.org).

## For Assistance

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### Optimist International

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St. Louis MO 63108  
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Website: [www.optimist.org](http://www.optimist.org) (English)  
[www.optimiste.org](http://www.optimiste.org) (French)

### Optimist International Service Centre (CANADA)

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514-593-4401  
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### Shumsky

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Website: [www.optimiststuff.com](http://www.optimiststuff.com)

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# Club Secretary-Treasurer

You have been selected to serve in one of the most important offices in your Club. Much of your Club's success will depend upon you. By planning carefully and by taking care of items of business as they occur, your duties will take a minimum of time. Doing the following before your term begins will help ensure your success:

1. Study this handbook
2. Meet with your predecessor, discuss and collect:
  - a. Minutes of Club and Board meetings
  - b. Rosters
  - c. Correspondence
  - d. Checkbooks
  - e. Financial records
  - f. Club reports
  - g. Club Bulletins
  - h. Club Bylaws and Policies
  - i. Club charter
  - j. Incorporation papers
  - k. Budget
3. Become familiar with your Club's financial status and procedures:
  - a. Optimist International fees and dues
  - b. District dues
  - c. Club membership fees and dues
  - d. Purchasing procedure
  - e. Petty cash fund (if any)
  - f. Outstanding debts
  - g. Audit of last year's books
  - h. Approved signatures on bank account(s)
4. Learn Club's attendance rules
5. Learn Optimist International and District reporting procedures
6. Confer with the President-Elect to plan the year's work.

## Your Responsibilities

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1. Prepare Optimist International and District reports and mail as required
2. Collect reports of each month's activities from Committee Chairs
3. Keep records of Club meetings
4. When required, prepare and file, before February 15, "Form 990" (U.S. Clubs only, see page 18)
5. Participate in meetings of Club Board of Directors
6. Collect money due Club
7. Issue checks for bills approved by the Board
8. Order Club supplies
9. Maintain financial records
10. Maintain membership records
11. Maintain attendance and awards records
12. Handle Club correspondence
13. Attend Zone and District meetings
14. Advise Fellowship Committee of those absent from Club meetings
15. File annual renewal of the Club's incorporation.

## Your Materials

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You are the custodian of all Club records and materials not otherwise provided for by action of the Board of Directors. You will need files for the following:

1. Optimist *Leadership Hotline* and other Optimist International publications
2. District publications
3. Correspondence
4. Club Bylaws and Policies
5. Club Bulletins
6. Club reports (completed and upcoming)
7. Unpaid invoices and statements
8. Paid bills, canceled checks and bank statements
9. Records of Club meetings
10. Minutes of Board meetings
11. Roster (including names, addresses, phone numbers, classifications, birthdays)
12. Committee assignments
13. Attendance records
14. Financial records.

Items 9 through 14 can be easily maintained in the Secretary-Treasurer's portfolio available from Shumsky. If your Club has not purchased this helpful portfolio, request purchase authorization from your Board of Directors.

## Separate Secretary and Treasurer

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Some Clubs prefer to separate the duties of the Secretary and the Treasurer. The duties of these separate offices are as follows:

### Secretary:

The Secretary shall keep and maintain the minutes of all meetings of the Board of Directors, business meetings, and maintain all records of membership, attendance and service to the Club in the form and manner prescribed by the Board of Directors. The Secretary shall also prepare and file all reports required by Optimist International and the District administration and generally perform such duties as are ordinarily incumbent upon a Secretary.

### Treasurer:

The Treasurer shall keep and maintain all records of fees, dues and monies collected and disbursed and submit regular financial statements in the form, manner and frequency prescribed by the Board of Directors; prepare an annual statement for the annual meeting of the Club; and generally perform such duties as are ordinarily incumbent upon a Treasurer.

The Club Board of Directors can amend or expand these duties as needed, as long as they are within the guidelines of International and Standard Club Bylaws.

## Your Role in Relation To:

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### Board Meetings

The President will value your help in preparing the agenda for each monthly Board meeting. The agenda should be sent to Board members as a meeting reminder and to inform them of the scheduled business. Include the agenda in the Bulletin published prior to the Board meeting. Before each Board meeting, gather bills, letters, Club reports, announcements, Committee reports and other information for presentation to the Board.

#### At the meeting you will:

1. Read minutes of last meeting
2. Keep minutes
3. Present bills for approval
4. Present complete financial report
5. Read names of prospective members for vote (after required screening)
6. Ask Board approval of members to be dropped.

### Club Meetings

You should be seated near the President at Club meetings. Be aware of the agenda, make required announcements and help the President keep the meeting moving smoothly.

The President will prepare an agenda for each Club meeting. After the meeting he/she should give the agenda to you for your record of Club meetings. Unless there is official business (motions made and voted upon), this agenda can suffice for Club meeting records. If business is transacted, exact minutes must be kept.

### New Members

All membership forms are to be submitted to you. Record the necessary information and give the form to the Chair of the Membership Committee for screening. When the proposed member has been screened, you are to identify him or her to the Club and read his or her name at a Board meeting for action. After a prospect has been approved and has accepted the invitation to join, be sure the membership form is completed and returned to you. You also collect the membership fee, the appropriate amount of dues and complete all of your records. **Report this new member to Optimist International immediately on the Club Roster Adjustment form. Be sure to include the processing fee.**

## Dues Collection

The collection of Club dues is not the sole responsibility of the Club Secretary-Treasurer, but the obligation of the Club's Board of Directors assisted by its Finance Chair.

The Club's Bylaws and Policies provide the ground rules for the scheduling of the dues billing. A discussion of the status of the dues collections must be an item on the agenda of the monthly meetings of the Board of Directors. As a general rule, a member's becoming delinquent in the payment of Club dues is preceded by absence from Club meetings, failure to accept invitations to social affairs and lack of participation in community-serving activities. Constant attention to the above indicators of the loss of interest by the member and taking prompt remedial action by offering involvement in the Club through an invitation to attend a Board meeting, assignment as Chair of a Committee, solicitation of delinquent members, or asking for an opinion of the Club's operation over a cup of coffee with the President may reduce the number of dues collection problems.

Along with the need for the Board of Directors to be aware of the status of each member's dues obligation is the inherent responsibility of the Secretary-Treasurer to promptly submit dues statements to the membership in accordance with the bylaws and policies of the Club.

Once the member's dues become past due, a three-letter collection plan is offered. The suggested letters should be "tailored" to the personality of those who are the authors.

The three-letter plan will never be as efficient as a personal contact by the President, Secretary-Treasurer, or Finance Chair through a phone call or personal visit. Consequently, if the letters fail to provide the desired results, a personal contact by the President several days after the third letter is a must.

Suggested letters appear on this page and the following one. The dates shown on the three samples indicate the sequence of the mailing of them.

### **Optimist Club Of Anytown** **Affiliated With Optimist International**

August 30,

Mr. John Doe, Member  
Optimist Club of Anytown  
123 Main Street  
Anytown, Anywhere

Dear John:

I have just come from our Club meeting and want you to know that we again missed you. Your friendly smile and your presence contributes something to the Club that no other member can replace. Your absence leaves a vacuum that your fellow members feel. Why not join us next Monday at noon?

By the way, did you misplace the dues statement that Secretary Ed sent you? If so, I am enclosing a duplicate copy, and for your convenience, there is a stamped, addressed envelope.

We will be looking for you on Monday. Please join us!

Optimistically Yours,

Harry Brown  
President

**Optimist Club Of Anytown**  
**Affiliated With Optimist International**

September 10,

Mr. John Doe, Member  
Optimist Club Of Anytown  
123 Main Street  
Anytown, Anywhere

Dear John:

As Finance Chair of our Club, I feel a great responsibility to the Club for its financial condition. There was an expression of confidence in me when I was selected, and among other things, I was given the duty of keeping the Club's finances strong and healthy.

As of today, your check for your dues has not been received. The Club counts on your friendship and support to accomplish its activities and projects.

As you know, it costs money to pay for meals for our speakers, the rental of the audio/visual equipment, the printing and mailing of our Bulletins, etc.

Your check will complete payment of your dues.

Since you may have lost your dues statement, I am enclosing another and an envelope for your reply. I look forward to hearing from you.

Yours In Optimism,

Paul D. Brooks, Chair

**Optimist Club Of Anytown**  
**Affiliated With Optimist International**

September 20,

Mr. John Doe, Member  
Optimist Club of Anytown  
123 Main Street  
Anytown, Anywhere

Dear John:

At its meeting, the Board of Directors instructed me to notify those members who have not paid their past due Club dues that they will be deleted from the Club's membership if they have not paid their dues prior to September 30.

The Bylaws of the Club require that we follow the procedure of deleting current members who have not paid their dues.

Nearly every member of the Club has paid his/her dues, and we are striving for 100 percent participation. I vividly recall your many contributions to the Club and Anytown. I look forward to hearing from you soon.

Sincerely,

Ed Graves  
Secretary-Treasurer

# Club Budget and Finances

**Fees and Dues**

**Life Membership**

**International President's Award**

**Club Budget**

**Fund Raising**

**Financial Records**

**I.R.S. Form 990**

Adequate financial records are as important to an Optimist Club as to a business. The Secretary-Treasurer should establish financial records that are easily understood. All financial transactions are to be reported to the Board of Directors each month. Those Clubs using the Secretary-Treasurer's portfolio, recommended and stocked by Shumsky, have a readily available, adequate and efficient record system. Use of this portfolio will eliminate the need to purchase other bookkeeping forms.

## Club Fees And Dues

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Clubs shall establish membership fees and annual dues in their Bylaws in accordance with minimum requirements as provided in Optimist International Bylaws. Individual Clubs may establish fees and dues higher than these minimum figures, but not less. The Model Club Budget (pages 8, 9 and 10) is based upon a membership fee of \$40 and dues of \$78. Clubs may elect to reduce the membership fee for former members, but not less than the minimum as provided in the Optimist International Bylaws.

A proposed member should be apprised of dues payment structure and procedures. Since the Club is required to pay District and International dues and fees in advance, Club dues should be advance payments. All members must understand the Club's financial obligations and policies. This will minimize collection problems, reduce deletions and create stability in Club finances.

A member's dues (or any portion of them) are not considered as a charitable deduction in the calculation of tax liability on federal or state personal income tax returns. Dues are **NOT** deductible under the 501(c)(4) exemption granted to Clubs and Districts on July 30, 1958.

As a general rule, if a Club maintains its youth work or community-service activities in a separate account and none of the funds are used for the regular activities of the Club, but only for exempt purposes, then application may be made by the Club to Optimist International to form a Club Foundation under section 501(c)(3) exemption. If the exemption is granted, donations made to this separate organization are considered to be charitable deductions of the donor for income tax purposes, subject to the percentage limitations under the Internal Revenue Code. For additional information call the International Office and ask for extension 276.

## District Dues

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The amount of District dues is established by each District with approval by the Board of Directors of Optimist International. Details of District dues payments are available from the District Secretary-Treasurer or other District officers.

## International Fees And Dues

Optimist Clubs are required to pay annual dues and fees to Optimist International on a quarterly basis, based on the number of members on the Club's roster immediately prior to each billing date. Included in the payments are dues, magazine subscription, International Office Building Fund, the Club assessment for Comprehensive General Liability, currency exchange fee, and the Rose Bowl Float fee.

All Clubs shall pay their International and District financial obligations in U.S. currency, with the exception of those Clubs located in Districts wholly within national boundaries of Canada, who shall pay their District and International financial obligations in the currency of the country in which they are located.

It is imperative that each Club update its roster each time a membership change occurs (member addition, deletion, address change) using the Club Roster Adjustment form to notify Optimist International and the District.

All Optimist Clubs also are required to pay a \$15 processing fee for new members added to their rosters. The processing fee for adding transfer members is \$5. The Club Secretary-Treasurer needs to provide the member's prior Club and member number. The member must be deleted from the previous Club and added to the new Club within a year. Club Secretary-Treasurers, when submitting checks and Club Roster Adjustment forms to Optimist International for new members, should indicate that the check is for processing fees. If a new member previously became a Life Member, indicate this and the name of the Clubs in which the Life Member has held memberships.

When a Club becomes 60 days in arrears in the payment of dues and fees, a notice shall be sent by Optimist International to the Club President and the Secretary-Treasurer informing them that the Club is not in good standing. When the Club becomes 120 days in arrears, each member of the Club may be notified that the Club is not a member in good standing and revocation may be considered. After a Club becomes 150 days in arrears in the payment of dues and fees, notice of the impending revocation of the Club's charter will be sent to the President and Secretary-Treasurer of the Club.

 **OPTIMIST INTERNATIONAL**

**LIFE MEMBER**  
"FRIEND OF YOUTH"

**Richard Stand**

IS A DULY QUALIFIED OPTIMIST CLUB LIFE MEMBER  
DONE BY AUTHORITY OF THE BOARD OF DIRECTORS.



**December 7, 2001**

EXECUTIVE DIRECTOR

## Life Membership

An Optimist can demonstrate his/her commitment to Optimist International and help sustain the growth and vitality of the organization by becoming a Life Member.

Any Optimist in good standing may subscribe to a Life Membership. A Club may purchase one as recognition for an Optimist. A Life Membership may be purchased as a gift for an Optimist by a friend or family member.

A letter from the member's Club may serve in place of the regular application form. Credit for the Club and District in the recognition program is granted at the time an application is accepted by Optimist International.

All applications for Life Membership must carry the name of the recipient. Upon notification, Optimist International will hold an application in confidence and direct correspondence concerning a Life Member to the person designated.

Full payment of the \$260 fee (U.S.) (10 times current annual International dues) at the time the application is sent to Optimist International will permit the entry of the member on the roster of fully paid Life Members. A Life Membership certificate and card are issued immediately. A fully paid Life Member may deduct Optimist International dues in payment of annual Club dues. Clubs are credited for each paid Life Member in the calculation of quarterly dues and fees invoice. Districts do not waive dues for Life Members. Upon notification, Optimist International will transfer a fully paid Life Membership to another Club. This applies even if the Life Member has been inactive for a length of time. The processing fee must be paid to re-enroll Life Members.

If a Life Member holds membership in more than one Club, the credit in the computation of the dues payable is restricted to only one Club by sub-section 3C of Article II of the Bylaws. Such members should pay full Club dues to all but one Club.

A minimum down payment of \$130 (U.S.) will permit the entry of the member on the roster of partially paid Life Memberships. The amount and frequency of payments are left



to the discretion of the applicant or the Club, but the balance must be paid within two years. From time to time, Optimist International will notify all partially paid Life Membership subscribers of outstanding balances. This is a service, and notices should not be considered requests for payment. The Bylaws of Optimist International do not permit the refund of partial payments made toward purchases of Life Memberships. A partially paid Life Member who joins another Club may have a subscription transferred to a new Club if Optimist International is notified to that effect. The processing fee must be paid in such cases. The Life Membership certificate and card are not issued nor may dues be reduced until the subscription has been fully paid.

Replacement certificates and cards may be ordered by the Club Secretary-Treasurer from the Optimist International Membership Department.

## **Honor Club Recognition Requirement**

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There are four options for Clubs to meet the Honor Club requirement of recognizing an outstanding Club member. The Club may choose any of the following options: 1) purchase a Life Membership, 2) purchase an International President's Recognition, 3) develop and present its own recognition or 4) purchase of Diplomat. These four options should enable a Club to meet its Honor Club requirements without causing undue financial hardship.

The Life Membership program is explained above.

The International President's Recognition materials consist of an engraved silver wallet card signed by the International President, a personalized certificate suitable for framing, and the International President's Recognition Acknowledgment. The International President's Recognition costs \$150 (US) and is payable at the time of the request. Applications are available from the Membership Department at the International Office or from the Canadian Service Centre. The purchase of this recognition fulfills the Club's Honor Club requirement for the year in which it is purchased.

The Club may also develop its own recognition. There are no limitations or stipulations on the type of recognition a Club can develop for their program. Clubs using this option are only required to have an Award Certification Document signed by an appropriate District officer, certifying that the recognition was given. Certification documents may be obtained from and returned to either the International Office or Canadian Service Centre.

The Optimist International Diplomat program was created in 1991 to help finance the expansion of Optimist Clubs worldwide. In order to become a Diplomat, members make a \$200 tax-deductible donation to the Optimist International Foundation. In return, these contributions are used expressly and only for funding International expansion efforts. Diplomats receive a unique Diplomat number, an engraved lapel pin and a badge or a Diplomat cap. Diplomats also receive the satisfaction

of helping to promote the international expansion of Optimist International around the world.

## **Club Budget**

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Before the first meeting of the Board of Directors, a proposed, balanced budget for the coming year must be prepared. The President, Secretary-Treasurer, Finance Chair, members of the Board and the outgoing officers should meet for a planning session on the coming year's budget. The estimated needs of each Committee should be considered. The best guide for a reasonable estimate will be the final income and expense statement of the previous year. The Finance Committee is ultimately responsible for developing the budget and reviewing it during the year.

At best, a budget is a guidepost; it may be necessary to make adjustments during the year. Budget adjustments should have full Board approval and should not be made more frequently than once a quarter. When adjusted, the budget must remain in balance (i.e. bring projected expenses into line with the estimated income). Constant observation of budgeted amounts compared with actual expenses will keep the Club in good financial condition. Any variation from the adopted budget should immediately be called to the attention of the Board of Directors. Finances for administrative (non-service) activities must come only from member fees and dues and intra-Club fund raising.

When an activity requires finances, the Board should allocate the necessary funds at the same time the activity is assigned to a Committee. Finances for service projects may be taken from administrative funds or funds raised from the public. If, when an activity is assigned, the amount of finances is not determined, the Committee should prepare an estimate for Board approval. Committees must remain within the financial limitations determined by the Board.

## **Model Club Budget**

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The collective experiences of Optimist Clubs over a period of many years are the basis for the model budget. Since the needs of Clubs vary, the budget should be adapted to fit the requirements of the individual Club. The model budget is based on a Club of 40 members with five Life Members which meets every week at noon. The figures can be easily adjusted to the size of any Club.



# Model Club Budget And Worksheet Receipts

## Model And Explanations

1. Membership Fees (12 new members at \$40) . . . . . \$480

Every Club should set a goal of not less than 12 new members per year.

The Club's Bylaws should be reviewed to find if fee provides sufficient income to sustain current costs. Fees may include dues for a period, such as \$40 includes dues for the month in which a new member is admitted to membership.

2. Annual dues (40 members @ \$78) . . . . . \$3,120

Less: (5 Life Members @ \$26 ) . . . . . (\$ 130)

Annual dues of \$78 per member are a minimum for a healthy Club. Dues should be billed to the members in accordance with the Club's Bylaws, which should be studied to determine if the annual rate is realistic.

3. Prepaid Meals (if collected with dues) . . . . . \$ \_\_\_\_\_

Because of varying methods of collecting for meals and the wide range of costs, no attempt has been made to make income from meals a part of the model budget. If budgeted, actual receipts become item 3.

4. Other Income (Describe) . . . . . \$110

Other income may be derived from interest, advertising in the Club Bulletin and funds raised within the Club for the benefit of the Club, such as fines, proceeds from raffles where legal, attendance prizes, etc.

5. Fund Raising . . . . . \$ \_\_\_\_\_

Most Clubs have fund-raising activities for youth and community-serving projects. These funds may be maintained in a separate budget and set of books. If a Club does not separate community-serving income and expenses, the actual income is recorded as item 5. Because of the wide range of these events and revenue, an attempt to budget this item has not been made.

**Total Receipts** . . . . . \$ \_\_\_\_\_

## Worksheet For Club Budget

\_\_\_\_\_ new members  
at \$ \_\_\_\_\_ = \$ \_\_\_\_\_ 1

\_\_\_\_\_ members  
at \$ \_\_\_\_\_ = \$ \_\_\_\_\_ 2

\_\_\_\_\_ 3

\_\_\_\_\_ 4

\_\_\_\_\_ 5

\$ \_\_\_\_\_



# Model Club Budget And Worksheet

## Disbursements

### Model And Explanations

### Worksheet For Club Budget

1. A. International dues and fees (40 members @ \$33.30) . . . . . \$1332 Less: Five paid life members (5 members @ 26.00) . . . . . (\$130) Dues and fees include dues, magazine subscription, international office fund, liability insurance, currency exchange fee and Rose Bowl Float fee.	_____ members at \$ _____ = \$ _____ 1
B. Insurance per established premium (40 members @ \$6.00) . . . . . \$240	_____ members at \$ _____ = \$ _____
2. District Dues (40 members at \$10.00) . . . . . \$400 Check your own District and use the actual figure in setting the budget	_____ members at \$ _____ = \$ _____ 2
3. Processing Fees (12 new members at \$15.00) . . . . . \$180 The processing fee must accompany every enrollment. This pays for the cost of adding a name to the rolls. New member kits are sent to the Club President for all new members.	_____ new members at \$ _____ = \$ _____ 3
4. Supplies . . . . . \$125 Supply items from Shumsky or the Canadian Service Centre, including officer lapel pins, past officer plaques, attendance blanks, certificates, meeting badges, etc.	_____ 4
5. Printing and Stationery . . . . . \$100 This item includes letterhead, envelopes, promotional pieces, etc. When ordering printing, include the Club's number on letterhead and checks.	_____ 5
6. Petty Cash . . . . . \$50 Some Club Boards authorize a petty cash fund to be used by the Secretary-Treasurer. In this way, he/she will not have to write a check for or charge small items.	_____ 6
7. Optimist International Foundation Contribution at \$ _____ per member	_____ 7
8. (May be used as needed)	_____ 8
9. Postage . . . . . \$225 The high cost of postage justifies a separate item. This should include postage for Bulletins and all other mailings.	_____ 9



# Model Club Budget And Worksheet Disbursements (continued)

Model And Explanations	Worksheet For Club Budget
10. Club Bulletin .....\$250 This amount depends upon method of production. Costs may be reduced by advertising. Postage for Bulletins is included in item #9	_____10
11. Meals .....\$200 If costs of meals are collected with dues, the total year's cost for members and guests is included. If meal costs are not collected with the dues, only complimentary meals for speakers (and special guests) should be in the item. The latter is used here.	_____11
12. Youth Activities and Community Service .....\$7,000 Most Clubs have fund raising projects to support these activities. Funds raised from the public must be used only for service projects. If a Club does not have a separate budget and set of books for these funds, they become item #12. An amount to provide only working funds is included here. The figure should be adjusted in accordance with the projects to be conducted and the funds raised.	_____12
13. Convention Delegate(s) .....\$450 Funds allocated for representation at District meetings and International Convention	_____13
14. Insurance .....\$25 Insurance over and above the comprehensive liability insurance that is provided by Optimist International for which the Club is already billed.	_____14
15. Fellowship and Hospitality .....\$75 Cards, letters or flowers on such occasions as weddings, hospitalizations, deaths, anniversaries and birthdays. Board should establish a policy. See the Policies section of Administrative Procedures.	_____15
16. Miscellaneous .....\$50 Registration as non-profit corporation, bank charges, annual audit of Club books and expenses not properly chargeable to other accounts.	_____16
17. Contingencies .....\$25	_____17
Total Disbursements .....\$	\$ _____

## Fund Raising

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No Optimist Club can fulfill its reason for existence, service to the community, without adequate financial resources. The extent of financial requirements depends upon the nature of the Club's community-service activities. Community support can only occur if citizens are aware of the service performed by the Club.

Your Finance Committee researches and recommends fund raising projects. The selection of the right fund raising project is extremely important. With good leadership and at least 75 percent of the members behind a project, it can be successful. After a specific project has been approved, the President appoints a Committee from the Club's membership to conduct the project.

Income from fund raising projects is restricted to a Club's community serving projects, and must not be used for the Club's general expenses. Clubs are liable for admission taxes to sponsored shows, plays and similar events unless such activities are sponsored by a separate fund that has been granted an exemption by the Internal Revenue Service. Liability for state/province and local taxes should always be investigated prior to selling merchandise for fund raising purposes. All fund raising projects must comply with local, state/provincial and federal laws. Contact the Foundations regarding services that allow your Club to process these funds as a tax-deductible contribution using the Club Pass-Through Grant and Club Campaign Fund. In addition to these services, you can establish a 21st Century Endowment with the Foundations that will provide funding of your local projects for years into the future. Call the Foundations at (800) 500-8130, ext. 203 or 204 for more information.

Optimist International recommends that a Club sponsor one annual fund raising project that can attract interest year after year. The activity should have minimum financial risk and small expenses compared to the income. The *International Programs Planning Guide* should be studied before undertaking any fund raising project. This guide is available on the website.

Optimist International licenses several vendors of fund raising products to use the Optimist International logo and name on specific products. These firms and items have been reviewed by the International Finance Committee and approved by the International Board of Directors. Only these vendors have authorization to use the Optimist International logo and name on their products. Please call Optimist International for a current list of approved vendors.

If you have questions on or encounter problems with these vendors, please contact Optimist International, 4494 Lindell Blvd., St. Louis, MO 63108, 800-500-8130, ext. 276.

Before becoming associated with any commercial fund raising organization, investigate thoroughly through the Better Business Bureau, the International Office, the Chamber of Commerce and police chief of the town where its last project was held. Have an attorney review all contracts before signing. Please note that the International Board of Directors has specifically prohibited the use of so called "boiler room" operations.

## Dues Billings

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The Secretary-Treasurer bills Club members for dues. The Club's Bylaws determine the billing schedule. Although set by the Club Bylaws, this is a minimum schedule. Dues payments that cover longer periods of time are advantageous. Longer dues payment periods save time and reduce the cost of postage, statements, the number of delinquencies and collection problems. Club members are also less likely to feel they are constantly being asked for money. Members may be billed for annual dues with the understanding they may make smaller, more frequent payments set by the Club Bylaws if necessary.

Pads of statement forms are listed in the Supply Catalog and are available from Shumsky. Each statement should include the Secretary-Treasurer's name and mailing address.

Establishing the practice of never permitting members to become more than 60 days delinquent in their dues payment will benefit your Club in several ways:

1. Help establish a realistic budget
2. Provide reliable revenue
3. Encourage prompt dues payments
4. Eliminate an accumulation of uncollected dues
5. Stimulate attendance (financial investment in the Club creates the desire to participate)
6. Stabilize membership

Dues billing statements may be sent on the following schedule:

1. To all members, 15 days before dues are payable
2. To those who have not paid, 10 days after dues are payable
3. To those who still have not paid, 30 days after dues are payable.

Thirty days after dues are payable, the Secretary-Treasurer should report to the Board the number of delinquent members and give their names to the Club President and Finance Chair. The Board should decide upon and initiate appropriate action.

Sixty days after dues are payable, the Secretary-Treasurer should give the Board the names of those who still have not paid. The Standard Club Bylaws provide that members 60 days in arrears are to be suspended from membership and notified in writing. The delinquent members then have 30 days to pay their dues and request reinstatement.

# MEMBERSHIP DUES STATEMENT

## OPTIMIST CLUB

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



Affiliated with Optimist International

Membership Fee ..... Dues For _____ Month Ending ..... Other: _____  Remit to: _____	          <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: auto;">TOTAL</div>
--	---

NOT TAX DEDUCTIBLE

SUP2414(200) PRINTED IN USA

If delinquent members have not paid their dues after the 30-day grace period, the Secretary-Treasurer should ask the Board for authority to remove their names from the roster. The members being removed are to be notified. This orderly process will result in better membership retention because action is taken before a member becomes hopelessly behind with his/her dues.

Several factors should be considered when a member becomes delinquent:

- The names of delinquent members are not for publication
- The Finance Committee and the President may be given a detailed statement of delinquent members and amounts due.
- Circumstances contributing to delinquency should be considered in order to reach a fair and judicious decision.
- The Board may authorize appropriate action to collect delinquent dues.

## Member Records

Financial records for members can be easily maintained on the *Member Record Form*. These forms are punched to fit the Secretary-Treasurer's three-ring binder.

## Cash Receipts Form

This form is available for the Secretary-Treasurer's three-ring binder. See sample on page 13.

**CASH RECEIPTS**

DATE	FROM WHOM	<i>Memb. Fees</i>	<i>Dues</i>	<i>Meals</i>	<i>Misc.</i>	<i>Fund Raising</i>	<i>Other</i>	<i>New Yr. Inst.</i>		<i>Bank Depos.</i>
<b>200X</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>		
10/5	Ralph T. Morgan (#1569)	40-	8-							48-
10/5	Ross M. Terry (cash)	40-	8-							48-
10/5	Fines (cash)				11 <sup>25</sup>					11 <sup>25</sup>
	<b>October Totals</b>	<b>80-</b>	<b>16-</b>		<b>11<sup>25</sup></b>					<b>107<sup>25</sup></b>
11/19	Patrick L. Quigley (p.151)	12-	4-							16-
11/19	Arthur Armstrong (p.432)		48-				5-	20-		73-
11/30	Paul W. Moore (cash)					235-				235-
	<b>November Totals</b>	<b>12-</b>	<b>52-</b>			<b>235-</b>	<b>5-</b>	<b>20-</b>		<b>324-</b>
12/23	Howard Parker (p.267)		60-							60-
12/23	Holiday Shop (#1156)						30-			30-
	<b>December Totals</b>		<b>60-</b>				<b>30-</b>			<b>90-</b>
	<b>Year-To-Date Totals</b>	<b>92-</b>	<b>128-</b>		<b>11<sup>25</sup></b>	<b>235-</b>	<b>35-</b>	<b>20-</b>		<b>521<sup>25</sup></b>

**Examples For Cash Receipts Form**

Date            Transaction

10/5            New member Morgan submits membership fee of \$40 and dues of \$4 per month for November and December. Payment by his firm's check.

10/5            Terry, a new member, pays his membership fee and dues in cash. Receipt must be prepared for all cash transactions.

10/5            Fines collected in cash

*October Totals*

11/19            Quigley, a former member in good standing of another Club, submits his personal check for the reduced membership fee and dues for one month.

11/19            Armstrong's personal check for \$73 covers a year's dues, \$5 for a purchase from Optimist International ordered by the Club Secretary-Treasurer and reservations for the installation dinner.

11/30            Moore, Chair of Fund Raising, turns in gross receipts from sale of turkey shoot through November 30. Cash receipt must be issued.

*November Totals*

12/23            Parker pays past due dues of \$12 and annual dues of \$48. His dues are paid through next September 30.

12/23            Holiday Sport Shop pays its annual billing for advertising in the Bulletin.

*December Totals**Quarter Totals*

## Cash Disbursements Form

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All invoices and statements to be paid should be presented to the Board for approval. When checks are written, it is wise to write the check number on the appropriate invoice or statement. Identify the item being paid on the face of the check, such as invoice number, processing fees, etc. Entering the Club's number on checks sent to Optimist International facilitates handling and reduces costs.

A cash disbursements form is available for the Secretary-Treasurer's portfolio. Enter all payments under the proper budget item with the amount paid and the check number. Put paid bills in a Bills Paid section of the files. Petty cash items should be substantiated by a petty cash voucher. An example of the Cash Disbursements Form is on page 15.

## Examples For Cash Disbursements Journal

Line	Check	Transaction
1	101	Pays processing fees for Morgan and Terry
2	102	Dues and fees for October-November: 40 members, with five life.
3	103	Club stationery purchase
4	104	Shoes for indigent kids at Elmwood School
5	105	District dues for six months for 40 members, October-March
6		<i>October Totals</i>
7	106	Registration for first quarter Board meeting
8	107	Reimbursement for purchase of stamps
9	108	Void-made an error
10	109	Supplies bought for Youth Appreciation Week, Invoice #23349
11		<i>November Totals</i>
12	110	Pays for Bulletin paper
13	111	Pays balance on dues of \$4.25 for Parker, Club supplies and invoices for merchandise ordered for Armstrong.
14		<i>December Totals</i>
15		<i>Quarter Totals</i>

## Monthly Statement of Receipts and Disbursements

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This form is also available for the Secretary-Treasurer's portfolio. It is an excellent form for the Secretary-Treasurer's report to the monthly meeting of the Club's Board. The Board must receive this statement monthly if it is to act responsibly. An example of this form is found on page 16.



### CASH DISBURSEMENTS

	DATE	TO WHOM PAID	CHECK NO.	OI Dues	Dist. Dues	Process Fees	Supplies	Print. & Stat.	Petty Cash	Postage
	200X			1	2	3	4	5	6	7
<b>BUDGET BALANCES</b> (AMOUNTS CARRIED FORWARD)										
<b>1</b>	10/12	Optimist International	101			30-				
<b>2</b>	10/12	Optimist International	102	360 <sup>50</sup>						
<b>3</b>	10/12	Ace Printing	103					27 <sup>40</sup>		
<b>4</b>	10/12	Elmwood School	104							
<b>5</b>	10/16	District Dues	105		320-					
<b>6</b>		<b>October Totals</b>		<b>258<sup>75</sup></b>	<b>320-</b>	<b>30-</b>		<b>27<sup>40</sup></b>		
<b>7</b>	11/15	John Doe, Secretary	106							
<b>8</b>	11/15	John Doe	107							29-
<b>9</b>	11/15	<del>John Doe</del> VOID ERROR	108							29-
<b>10</b>	11/20	Optimist International	109							
<b>11</b>		<b>November Totals</b>								<b>29-</b>
<b>12</b>	12/10	Ace Printing	110							
<b>13</b>	12/10	Optimist International	111	4 <sup>25</sup>			32 <sup>50</sup>			
<b>14</b>		<b>December Totals</b>		<b>4<sup>25</sup></b>			<b>32<sup>50</sup></b>			
<b>15</b>		<b>QTR • OCT-DEC TOTAL</b>		<b>263-</b>	<b>320-</b>	<b>30-</b>	<b>32<sup>50</sup></b>	<b>27<sup>40</sup></b>		<b>29-</b>

Bulletin	Meals	Youth & Comm.	Conv. Deleg.	Ins. & Bonds	Misc.	Contrib.	Fellowship	16	17	TOTAL	
8	9	10	11	12	13	14	15	16	17		
										30-	<b>1</b>
										258 <sup>75</sup>	<b>2</b>
										27 <sup>40</sup>	<b>3</b>
		100-								100-	<b>4</b>
										320-	<b>5</b>
		100-								736 <sup>15</sup>	<b>6</b>
			15-							15-	<b>7</b>
										29-	<b>8</b>
										--	<b>9</b>
		24 <sup>50</sup>								24 <sup>50</sup>	<b>10</b>
		24 <sup>50</sup>	15-							68 <sup>50</sup>	<b>11</b>
28-										28-	<b>12</b>
28-										36 <sup>75</sup>	<b>13</b>
										64 <sup>75</sup>	<b>14</b>
<b>28-</b>		<b>124<sup>50</sup></b>	<b>15-</b>							<b>869<sup>40</sup></b>	<b>15</b>



# Monthly Statement Of Receipts And Disbursements

For the month of December, 20 XX and cumulative from October 1, 20 XX

	Budget	Receipts Current Month	Receipts From Beginning Year to Date	Budget Balance
<b>Cash Receipts (Income)</b>				
1. Membership Fees .....	\$ 480.00	\$	\$ 92.00	\$ 388.00
2. Membership Dues .....	3,120.00	60.00	144.00	2,976.00
3. Meals .....				
4. Miscellaneous .....	110.00		11.25	98.75
<b>Fund Raising</b>				
5. Turkey Shoot .....	2,000.00		235.00	1,765.00
6. Fruit Cake Sales .....	1,300.00	30.00	35.00	1,265.00
7. New Year's Eve Party .....	2,700.00		20.00	2,680.00
8. Christmas Tree Lot .....	6,300.00		6,000.00	300.00
<b>Budget Total &amp; Budget</b>				
<b>Balance Total</b> .....	\$ 16,010.00			\$ 9,472.75
<b>Total Receipts (Income)</b> .....		\$ 90.00	\$ 6,537.25	

	Budget	Disbursements This Month	Disbursements Year to Date	Budget
<b>Cash Disbursements (Expenses)</b>				
1. A. International Dues .....	\$ 795.00	\$ 4.25	\$ 203.00	\$ 592.00
B. Insurance Premium .....	240.00		60.00	180.00
2. District Dues .....	640.00		320.00	320.00
3. Processing Fees .....	180.00		30.00	150.00
4. Supplies .....	125.00	32.50	32.50	92.50
5. Printing & Stationery .....	100.00		27.40	72.60
6. Petty Cash .....	50.00			50.00
7. ....				
8. ....				
9. Postage .....	225.00		29.00	196.00
10. Club Bulletin .....	250.00	28.00	28.00	222.00
11. Meals .....	200.00			200.00
12. Youth Activities & Community Service .....	7,000.00		124.50	6,875.50
13. Convention Delegates .....	450.00		15.00	435.00
14. Insurance & Bonds .....	25.00			25.00
15. Fellowship & Hospitality .....	75.00			75.00
16. Miscellaneous .....	50.00			50.00
17. Contingencies .....	25.00			25.00

<b>Budget Total &amp;</b>				
<b>Budget Balance Total</b> .....	\$ 10,430.00			\$ 9,560.60
<b>Total Disbursements</b> .....		\$ 64.75	\$ 869.40	
<b>Excess Receipts</b>				
<b>Over Disbursements</b> .....		\$ 25.25	\$ 5,667.85	
Bank and Cash Balance, Beginning of month .....		\$ 6,888.23		
Bank and Cash Balance, Beginning of year .....			\$ 1,245.63	
<b>Bank and Cash Balance Now</b> .....			\$ 6,913.48	
Dues Uncollected .....	\$			
Miscellaneous uncollected .....	\$			
<b>Total Uncollected</b> .....	\$			
		Bills Unpaid .....	\$ 137.68	

Submitted by John Smith, Secretary-Treasurer

## **Tax Exemption For U.S. Clubs**

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Below and on the following page is a copy of the letter from the U.S. Internal Revenue Service stating tax exemption for Optimist International. This letter may be necessary in proving not-for-profit status to various authorities and organizations with which you deal.

**To print a copy of the letter please go to the Forms and Publications page of the Web site under the Administration Section.**

# Form 990 (U.S.Clubs)

In the exemption letter of July 30, 1958, and in subsequent rulings, the Internal Revenue Service has held that the member Clubs of Optimist International are exempt from the payment of income taxes under Section 501(c)(4) of the Code. However, in order to maintain the exemption, some Clubs are required to file a Form 990 with the IRS.

Whether a Club is required to file the return depends on the amount of its gross receipts. Current IRS regulations require only those Clubs with gross receipts in excess of \$25,000 to file the 990, which must be received by the IRS no later than February 15.

A Club's gross receipts are considered to be less than \$25,000, and it need not file if the Club is one of the following:

1. Up to one-year-old and has \$37,500 or less in gross receipts during its first year
2. Between one and three years old and averaged gross receipts of \$30,000 during each of its first two tax years
3. At least three years old and have average gross receipts of less than \$25,000 for the immediately preceding three tax years (including the year for which the return would be filed).

Basically, a Club's gross receipts will consist of income derived from:

1. Membership dues, fees and assessments
2. Interest, dividends and possibly capital gains received from investment transactions
3. Gross income from special fund raising events and activities such as dinners, dances, carnivals, raffles, bingo games, exhibitions, shows, etc.
4. Gross revenue through the sale of merchandise for fund raising such as Christmas trees, candy, fruit cakes, etc.

Other sources of income to be considered in computing the Club's gross receipts include:

1. Contributions, gifts and grants
2. Grants from governmental agencies
3. Revenue from rental of real property.

Normally, those Clubs that had gross income of more than \$25,000 and filed 990s in the past year will receive a pre-addressed 990 packet from the IRS. If a Club in the more than \$25,000 receipts category does not receive the packet, the Club has an obligation to secure the form and file the return.

All U.S. Clubs must file a Form 990 by February 15, with a copy to Optimist International. Instructions to complete Form 990 and Form 990EZ is as seen on right:

Box K: This box should be checked if your Club's gross receipts are not normally over \$25,000.

If your Club has over \$25,000 in gross receipts you are required to complete Part 1 of the Form 990.

# Club Foundations (501(c)3)

While the exemption that was established under 501(c)(4) on July 30, 1958, relieves the Clubs from the payment of federal income taxes, this exemption does not permit a member of a Club to deduct a donation, his/her Club dues, or any part of them, that the Club might allocate to the Club's youth work or community-service funds, as charitable contributions in calculation of the member's federal tax liability. If a member can justify his/her dues on the basis of ordinary and necessary expense in connection with his/her regular business activities, dues may be deducted as business expenses for federal income tax purposes.

At this point the difference between a 501(c)(4) and a 501(c)(3) exemption must be emphasized. The 501(c)(4) exemption, which all Clubs have by being members of Optimist International, provides only that the Clubs are not subject to the payment of federal income taxes on their operations. In contrast to this, Clubs may establish a separate entity as a foundation with a 501(c)(3) exemption, which permits the member to consider any donations and gifts paid to the Club's separate foundation (trust or corporation) as a charitable contribution on his/her individual tax return.

The Clubs holding a 501(c)(3) exemption for their separate fund or foundation must abide by the tax regulations concerning reporting to the IRS in compliance with current requirements. To avoid the cost and additional administration of a private foundation, you now have the opportunity to set one up through the Optimist International Foundation using the 21st Century Endowment. Call 800-500-8130, ext. 203 or 204 for further information. For information to set up a 501(c)(3) foundation outside of the Optimist International Foundations contact the International Office, ext. 276.

Form <b>990</b>		<b>Return of Organization Exempt From Income Tax</b>		OMB No. 1545-0047
Department of the Treasury Internal Revenue Service		Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)		<b>2001</b> Open to Public Inspection
▶ The organization may have to use a copy of this return to satisfy state reporting requirements.				
A For the 2001 calendar year, or tax year beginning <u>October 1</u> , 2001, and ending <u>September 30</u> , 2002				
B Check if applicable:	Please use IRS label or print or type:	C Name of organization	D Employer identification number	
<input checked="" type="checkbox"/> Address change	<input type="checkbox"/> Name change	<u>Optimist Club of Anywhere Town, USA</u>	<u>xx-xxxxxxx</u>	
<input type="checkbox"/> Initial return	<input type="checkbox"/> Final return	Number and street (or P.O. box, if mail is not delivered to street address); Room/suite	E Telephone number	
<input type="checkbox"/> Amended return	<input type="checkbox"/> Application pending	<u>P. O. Box 13</u>	<u>( )</u>	
		City or town, state or country, and ZIP + 4	F Accounting method: <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual	
		<u>Anywhere Town, USA xxxxxx</u>	<input type="checkbox"/> Other (specify): ▶	
G Website: ▶ <u>www.anywheretown.com</u>		H and I are not applicable to section 527 organizations.		
J Organization type (check only one): <input checked="" type="checkbox"/> 501(c)(4) <input type="checkbox"/> 501(c)(3) or <input type="checkbox"/> 527		H(a) Is this a group return for affiliates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
K Check here <input type="checkbox"/> if the organization's gross receipts are normally not more than \$25,000. The organization need not file a return with the IRS; but if the organization received a Form 990 Package in the mail, it should file a return without financial data. Some states require a complete return.		H(b) If "Yes," enter number of affiliates: ▶		
		H(c) Are all affiliates included? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
		H(d) Is this a separate return filed by an organization covered by a group ruling? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
		I Enter 4-digit GEN ▶ <u>1334</u>		

Form <b>990-EZ</b>		<b>Short Form</b> <b>Return of Organization Exempt From Income Tax</b>		OMB No. 1545-1150
Department of the Treasury Internal Revenue Service		Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)		<b>2001</b> Open to Public Inspection
▶ For organizations with gross receipts less than \$100,000 and total assets less than \$250,000 at the end of the year.				
▶ The organization may have to use a copy of this return to satisfy state reporting requirements.				
A For the 2001 calendar year, or tax year beginning <u>October 1</u> , 2001, and ending <u>September 30</u> , 2002				
B Check if applicable:	Please use IRS label or print or type:	C Name of organization	D Employer identification number	
<input checked="" type="checkbox"/> Address change	<input type="checkbox"/> Name change	<u>Optimist Club of Anywhere Town, USA</u>	<u>xx-xxxxxxx</u>	
<input type="checkbox"/> Initial return	<input type="checkbox"/> Final return	Number and street (or P.O. box, if mail is not delivered to street address); Room/suite	E Telephone number	
<input type="checkbox"/> Amended return	<input type="checkbox"/> Application pending	<u>P. O. Box 13</u>	<u>( )</u>	
		City or town, state or country, and ZIP + 4	F Enter 4-digit (GEN) ▶ <u>1334</u>	
		<u>Anywhere Town, USA xxxxxx</u>	<input type="checkbox"/> Other (specify): ▶	
G Accounting method: <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual		H Check <input checked="" type="checkbox"/> if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).		
I Website: ▶ <u>www.anywheretown.com</u>		H(a) Is this a group return for affiliates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
J Organization type (check only one): <input checked="" type="checkbox"/> 501(c)(4) <input type="checkbox"/> 501(c)(3) or <input type="checkbox"/> 527		H(b) If "Yes," enter number of affiliates: ▶		
K Check <input type="checkbox"/> if the organization's gross receipts are normally not more than \$25,000. The organization need not file a return with the IRS; but if the organization received a Form 990 Package in the mail, it should file a return without financial data. Some states require a complete return.		H(c) Are all affiliates included? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
		H(d) Is this a separate return filed by an organization covered by a group ruling? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

Newly affiliated Clubs are automatically granted the exemption and need not file for a specific 501(c)(4) exemption. Completing and submitting a Form SS-4, furnished by Optimist International, which all new Clubs are asked to do at their official organization, serves to notify the IRS of the Club being added to the roster of Optimist International.

Individual Clubs are liable for admission taxes to sponsored shows, plays and similar events unless such activities are sponsored by a separate fund that has sought and been granted an exemption by the IRS. Liability for state/province and local taxes should always be investigated. Particular attention should be given to state/province sales and use tax laws when selling items in fund raising activities.

## General

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Under the 1969 revision of the Code, any Club or District that fails to submit a timely Form 990 may be subject to a penalty of \$10 per day after February 15 until the return is received. In addition to the penalty of \$10 per day to the Club or District, the officer responsible for the late reporting may be penalized \$10 per day. The possibility of the penalties makes the establishment of the responsibility for the filing and prompt submission of the 990 a "must."

IRS rulings have held that an incomplete return is treated as if it was never received. Consequently it is imperative that an entry be made on every line of the return. If an amount is to be entered and the Club's books show the amount to be zero, enter zero. If a question is asked that is not applicable to the Club, enter N/A.

The lack of the need for the annual filing of a 990 by those Clubs with gross receipts of less than \$25,000 does not diminish the requirement for accurate, current and complete financial records. The Internal Revenue Service may, at its discretion, conduct an examination of any Club's records.

## Federal Employer Identification Numbers

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(i.e., FEIN, EIN)

Optimist International furnishes the Field Representative with an "SS-4" form in the field kit for all new U.S. Clubs. This form must be completed immediately and faxed or mailed to Optimist International. It must be sent to the attention of the Finance and Administration Department. Optimist International must submit the forms directly to one specific IRS office. Only applications received by the IRS directly from Optimist International will be recognized as a subordinate Club falling under the Optimist International umbrella. Clubs should **NEVER** contact the IRS directly and apply for a Federal Employer Identification Number. While you may get a number faster, the IRS will not recognize it as falling under the Optimist International umbrella. Further, it may place the

Club in a situation where it will be considered a "**for profit**" organization.

Once a number is issued, it stays with the Club/organization for its entire life. There have been situations where Clubs have acquired multiple Federal Employer Identification Numbers causing confusion and situations where they could lose their not-for-profit status. This sometimes occurs with a change of administration when the new officers erroneously apply for a new Federal Employer Identification Number.

Optimist International maintains complete records of all Club Federal Employer Identification Numbers. Optimist International is required to complete a report each year, for the IRS, listing every Club and their Federal Employer Identification Number. **If you do not know your Club's Federal Employer Identification Number, please contact the Finance and Administration Department (800-500-8130 ext. 276) at the International Headquarters, and we can look it up for your Club.**

## General Legal Liability Insurance

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Optimist International provides liability insurance for property damage and bodily injury to all Clubs and their members acting for the Club. A Certificate of Insurance is sent to all Club Secretary-Treasurers in the spring and to Presidents-Elect in the summer. In addition, a copy can be found on the Optimist International website ([www.optimist.org](http://www.optimist.org)).

For information on coverage, exclusions or to receive a Certificate of Insurance that names someone as a co-insured, contact the Insurance Administrator, Marsh Affinity Group Services (A service of Seabury & Smith) at 800-503-9227 or by fax at 847-803-4649 (U.S. and English speaking Canadian Clubs) or contact Diane Beaudin at 514-899-5377/800-267-5377 or fax at 514-899-5378 (French speaking Clubs). There is no charge for this service.

# 3 Reports

Districts and Optimist International require a minimal number of reports and provide the necessary forms. All reports must contain the complete official name of the Club and the Club number, and must also be properly signed and dated by the appropriate Club officers. When the date of receipt of a report is relevant to the District or International recognition program, it is the responsibility of the Club Secretary-Treasurer to mail that report in time to be received by the applicable deadline.

Accurate and timely reporting provides a vital link between Clubs, District and the International Office. Complete and “on-time” reports present a concise picture of Club progress and growth, and aid District officers in generating the most effective kind of assistance and guidance.

As Club reports must be signed by Club Presidents and/or Club Secretary-Treasurers, credit in the recognition program for submission of such reports will not be given if said reports are signed by persons other than the Club President and Secretary-Treasurer.

## Club Roster Adjustments

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The Club Roster Adjustment form provides the Club an opportunity to make membership additions, deletions and address changes at any time during the administrative year. It also provides space for reporting changes in President, Secretary-Treasurer, and spelling corrections.

Additions and deletions must be **received** by Optimist International no later than the last day of the month in order to be processed for that month. According to International policy quarterly dues are based on a Club’s membership at the International Office on December 31, March 1, June 30 and September 30. Only reports submitted in September will be processed according to the postmark.

To ensure that roster adjustments are credited to the current administrative year, final Club Roster Adjustment forms must be postmarked by an official postal office no later than September 30. Clubs in Canada may submit the forms to the Service Centre in Montréal, Québec, postmarked no later than September 30. Reports postmarked later than September

30 will be credited to the succeeding administrative year. The report should be distributed as indicated in the lower right-hand corner of the form.

All new member kits are sent to the President one to two weeks after submitting Club Roster Adjustments.

## Club Reports

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### Annual Activities Report/Activities Awards Application

Clubs must submit an Annual Activities Report and an Activities Awards Application to the District Secretary-Treasurer by October 10. When completed, the reports should accurately reflect all the activities sponsored by the Club or in which the Club participated for the year just completed. Forms will be mailed to the Clubs with the fourth quarter dues billing.

### Club Officer-Elect

Clubs must submit a Club Officer-Elect Report, on the official form provided by Optimist International, to the International Office no later than May 20 or immediately after a change occurs. The names and addresses of the President-Designate and Secretary-Treasurer designate are to be reported on this form.

### JOOI Club Reports and Awards

Clubs that sponsor Alpha, Junior Optimist and/or Octagon Clubs must file Officer-Elect Reports by May 30. Club rosters are due by October 1. Both reports are filed with the International Office.

Club awards are listed in the annual *Youth Clubs Planning Guide*. Deadlines vary from May 30 to September 30. One guide is mailed to each JOOI Club annually upon payment of renewal fees or upon chartering.

## Club Reporting Schedule To Optimist International\*

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REPORT	PURPOSE	WHEN	DATE COMPLETED
Club Roster Adjustments	Report membership changes; additions, deletions and address changes	Immediately after change occurs; throughout year. (Use only when changes are to be reported; not required monthly) for accurate dues billing must be Received at Optimist International by December 31; March 31, June 30; and September 30	
Club Foundation Representative Appointment Form	Report appointment of Club Foundation Representative (CFR)	Submit form to Optimist International Foundations at the beginning of the Optimist year.	
Form 990 (U.S. Clubs only)	Report gross income to Internal Revenue Service	February 15	
Club Officer-Elect Report	Report election of Club officers for next administrative year	To Optimist International by May 20 (District deadline may be earlier) or immediately after a change occurs	
Community Projects Awards (CPA)	Entry of Youth or Community Service Projects in District competition	Postmarked by September 30 to District Activities Chair	
Annual Club Activities Report	Summary of Club's activities for the year	Sent to District Secretary-Treasurer by October 10	
Annual Activity Award Banner Patch	Qualify for the Friends of Youth, Partner in Education or Community Service Involvement Award patches or year dots.	Due to Programs Department of International Office October 10. Forms will be mailed to Clubs with the 4th quarter dues billing.	

***\*Consult actual forms for distribution directions***

# Personal Growth and Involvement (PGI) Program



PGI is your passport to personal development, increased member involvement and Club growth. Participation in PGI offers members the opportunity for personal growth while working at their own pace. It will also provide fresh ideas for Club meetings.

## Benefits

- Allows Club members to be recognized and appreciated for personal and professional accomplishments.
- Gives members an opportunity to participate in long-term Club involvement while learning more about Optimism.
- Gives each member the personal responsibility for his/her involvement in the Club's activities.
- Offers personal growth opportunities to each member.
- Provides members with Club meeting, membership recruitment and retention ideas.
- Prepares members for leadership roles at the Club, Zone and District levels.

The PGI Program offers every Optimist Club member the opportunity to grow personally and learn more about Optimism while advancing through ten levels of involvement, personal growth and achievement.

## 10 Levels of Involvement and Recognition

Participate at your own pace

Level I - Bronze	Level VI - Purple
Level II - Green	Level VII - Gold
Level III - Burgundy	Level VIII -
Level IV - Blue	Level IX -
Level V - Black	Level X - Lapel Pin

## Elements of PGI

Attendance	Knowledge of the Organization
Activity	Self Development
Growth	Communication

## How PGI Works

Request a Passport from your District Director of Personal Growth or call the International Office at 800-500-8130, extension 242. **Your District Director of Personal Growth serves as the administrator of the program in your District.**

- Use your passport to record the completion of requirements for each level. All activities at each level must be attested to by your Club Director of Personal Growth, Secretary-Treasurer or President in the passport for levels I through VII and by your Lieutenant Governor or Governor for levels VIII through X.
- As you complete each level have your passport signed by the appropriate official who should forward the PGI Recognition Form to the District Director of Personal Growth.
- Round colored pin backings (which fit behind your member pin) representing the level attained (Levels I through VII) will be distributed upon completion of each level. Pin backings are presented to the Club (preferably at a District meeting) from the District Director of Personal Growth upon receipt of the PGI Recognition Form.
- A Presidential Certificate of Personal Growth will be given to each member upon completion of the seventh (gold) level.
- A special lapel pin will be presented by the International President at the International Convention upon completion of Level X.

## Added Benefit

PGI introduces you to Optimist International's Skills Development Modules on Public Speaking, Effective Time Management, Creative Problem Solving, Choosing Optimism As A Philosophy of Life, Orientation To Optimism For New Members, The Meeting Will Come To Order! A Parliamentary Procedure Manual, Team Building, Leadership Styles and Profiles, Mentoring-How to Build and Nurture a Relationship, and Managing Change.

**FOR ADDITIONAL INFORMATION OR PASSPORTS call Optimist International, Leadership Development Department, 800-500-8130 or 314-371-6000, extension 242.**



# PGI Recognition Form

Name of the club \_\_\_\_\_ Club #: \_\_\_\_\_

Name of the Members	Member #	Level	Date
_____	_____	_____	_____
_____	_____	_____	_____
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Certified By:

\_\_\_\_\_  
President's Signature (Levels I - VII) or Secretary-Treasurer's Signature (Levels I - VII)  
Governor's Signature (Levels VIII - X) or Lieutenant Governor's Signature (Levels VIII - X)



**THIS FORM MUST BE SENT BY THE ABOVE CERTIFYING OFFICIAL  
TO THE DISTRICT DIRECTOR OF PERSONAL GROWTH**

**OPTIMISTS-  
BRINGING  
OUT THE BEST  
IN KIDS**



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