

Charter Application

This application is for an

- Alpha
- Junior Optimist
- OR Octagon Club

(Please Check One)

Club name as it will appear on charter and bylaws: _____

City _____ State/Province _____ Zip/Postal Code _____

Amount of Annual Dues: \$ _____

Date of Organizational Meeting: _____

Number of Charter Members: _____

Scheduled Date of Charter Presentation: _____

Location of Meetings: _____

Sponsored by: _____

District Name: _____ Club No. _____

Zone: _____ (if applicable)

We certify that the organizational meeting of the above Club was conducted on the date specified. The registration fee, enrollment fee and the membership fee is enclosed with this application. Also enclosed is the officer information sheet, membership roster, and signed Club Bylaws.

(Authorized Official)

(President — JOOI Club Signature)

\$ _____	Enrollment Fee
\$ _____	Registration Fee
\$ _____	Membership Fee (_____ x \$ _____)
<hr/>	
\$ _____	Total Enclosed (U.S. or Canadian equivalent)

Return to:

JOOI Clubs Department

Optimist International
4494 Lindell Boulevard
St. Louis, Missouri 63108

Optimist International Canada

4559 Blvd Metropolitan Est.
St-Leonard (Québec) H1R 1Z4
Fax: (514) 721-1104

Enclosures:

- Enrollment and Registration Fee
- Membership Fee
- Officer Information Sheet
- Membership Roster
- Signed Club Bylaws
- New Club Form

JOOI Clubs Fee Structure

(All fees are noted in U.S. dollars unless otherwise stated.)

Enrollment and Registration Fees

When chartering a new JOOI Club, the following fees to the JOOI Clubs Department:

A one time enrollment fee

A \$60.00 registration fee - prorated monthly

(see chart)

These special fees are used to cover the costs of processing, start-up materials, membership cards and postage.

Membership Fees (Dues)

Only the first 50 Members of a JOOI Club pay \$8.00 in international membership fees (dues), regardless of the total number of Members on the roster. This equates to a maximum international dues payment of \$400.00 per year. For new charters, these fees are prorated quarterly (see chart).

Membership fees (dues) help defray the administration of the JOOI Clubs program. Administration includes, but is not limited to, Club/District awards, postage, Club supplies, District officer newsletters, Club mailings, recruitment/training videos, Board meetings, *The Torch* (Member newsletter), training modules and the International JOOI Convention.

Billing Cycle

Existing JOOI Clubs are billed once a year for the \$60.00 registration fee and the \$8.00 individual membership fees (dues). These invoices are mailed to sponsoring Optimist Club Secretary-Treasurers and Club Advisers in October. Each Club should submit an annual roster with its check so the correct dues payment can be verified.

How to Determine Chartering Fees

Consult these charts to determine the proper chartering fees. A checklist/worksheet is provided at right and at the bottom of each JOOI Club charter application.

Registration Fees

<u>Month</u>	<u>U.S. or Canadian Equivalent</u>
October	\$60.00
November	\$55.00
December	\$50.00
January	\$45.00
February	\$40.00
March	\$35.00
April	\$30.00
May	\$25.00
June	\$20.00
July	\$15.00
August	\$10.00
September	\$ 5.00

Membership Fees (Dues)

<u>Quarter</u>	<u>U.S. or Canadian Equivalent</u>
October/November/December	\$8.00
January/February/March	\$6.00
April/May/June	\$4.00
July/August/September	\$2.00

Enrollment Fees

	<u>U.S. or Canadian Equivalent</u>
Sponsored by Optimist Club	\$50.00
Non-Optimist Sponsored	\$100.00

Fee Worksheet

\$ _____	Enrollment Fee
+ _____ \$	Prorated Registration Fee
+ _____ \$	Prorated Membership Fees (Dues)

_____ Total

(NOTE: Submit this amount with the charter application and related paperwork.)

Officer Information Sheet/Election Report

JOOI Club Name: _____

JOOI Club No. _____ (New charters leave blank)

Name of Sponsoring Optimist Club: _____

Club No. _____

JOOI Club Adviser:

Name: Mr. Ms. _____

Address: _____

City: _____ State/Prov.: _____ Zip/Postal Code: _____

Telephone: (_____) _____ Fax: (_____) _____

E-mail: _____

Optimist Serving as Chairman of JOOI Club Committee:

Name: _____

Address: _____

City: _____ State/Prov.: _____ Zip/Postal Code: _____

Telephone: (_____) _____ Fax: (_____) _____

E-mail: _____

JOOI Club Officers: (Optional for Alpha Clubs)

President: _____ Grade Level: _____

Address: _____

City: _____ State/Prov.: _____ Zip/Postal Code: _____

Telephone: (_____) _____ Fax: (_____) _____

E-mail: _____

Secretary/Treasurer: _____ Grade Level: _____

Address: _____

City: _____ State/Prov.: _____ Zip/Postal Code: _____

Telephone: (_____) _____ Fax: (_____) _____

E-mail: _____

Possible Projects Discussed:

1. _____

2. _____

Installation Ceremony Procedure for New JOOI Clubs

The induction ceremony is an important event for every Alpha, Junior Optimist and Octagon Club. This ceremony welcomes new Members into the Club. It helps Members to understand the responsibilities, obligations and pride that is incorporated in each and every JOOI Club. This ceremony is a great opportunity to motivate the entire Club.

- Meeting called to order.
- Pledge of Allegiance or Toast to Country.
- Welcome to visitors, introduction of head table.
- Introduction of representative comment on the JOOI program (purposes).
- Starting with the Treasurer, call for new officers individually, briefly describing their duties (see appropriate section of this planning guide). Instruct officers to remain standing, facing Chair, until all are called.
- Have all officers repeat the following:

“I do promise, in the presence of my fellow officers, Members, and friends, to serve in the office to which I have been chosen to the best of my ability.”
- Present gavel to President, pins to others.
- Call new Members individually, and have them join new officers.
- Have all repeat Youth Code or Optimist Creed.
- Chairman can officially welcome:

“I do hereby officially welcome each of you into the Alpha/Junior Optimist/Octagon Club of _____. Congratulations!” (applause)
- Give pins and Member cards with a challenge to wear their pins proudly, etc.
- Present banner to Club.
- Give Member of JOOI Club opportunity to explain the planned activities for the coming year (give advance notice).
- Words of encouragement to the new Club.

Installation of Club Officers

1. Meeting is called to order by the outgoing President
2. Pledge of Allegiance or Toast to Country
3. Introductions
4. Final reports from committees
5. Final Treasurer's report
6. President's report of last year's activities
7. Introduction of representative to comment on JOOI program
8. Introduction of vice President-elect, Secretary-elect, Treasurer-elect and brief explanation of duties of each
9. Introduction of JOOI Club President-elect (explain duties)
10. Ask all officers to raise their right hands and repeat the following:

"I do promise, in the presence of my fellow officers, Members, and friends to serve in the office to which I have been chosen to the best of my ability."
11. Retiring President presents gavel to the new President
12. Response and remarks by newly installed President
13. Adjournment

New Club form

Application and Checklist

Help build a new JOOI Club today, and provide a friend with the same great opportunity that you have. Also, new JOOI Clubs mean a stronger future for JOOI! **Complete and submit this form with the new JOOI Club's charter application.** These steps will get the new Club moving on the right track!

(Please print or type)

1. Communication with sponsor Club and others interested in starting a new JOOI Club begins.
Completion date: _____ / _____ / _____
2. Type of JOOI Club determined and meeting site chosen.
Completion date: _____ / _____ / _____
3. Meetings to gain support/approval of the new JOOI Club at a school (or alternate facility) are completed.
Completion date: _____ / _____ / _____
4. Organizational meeting held for potential Members.
Completion date: _____ / _____ / _____
5. Officers are chosen and bylaws are adopted..
Completion date: _____ / _____ / _____
6. Sponsoring Optimist Club completes chartering paperwork.
Completion date: _____ / _____ / _____
7. Charter materials (including this form) are completed and submitted to the International Office.
Completion date: _____ / _____ / _____

Intended JOOI Club Goals-First Year

1. To complete _____ community service project(s). Briefly list your ideas below.
2. To hold _____ fundraising project(s). Briefly list your ideas below.
3. To add _____ Member(s) to the Club roster.
4. To build _____ JOOI Club(s) in immediate area with help from the Sponsor Club.
5. Other: _____

We have: exceeded _____ met _____ not met _____ our internal goals. Date: ____/____/____

Comments: _____

Sponsor Club: _____ Sponsor Club # _____
 JOOI Club: _____ JOOI Club # _____

Membership Roster

JOOI CLUB NAME: _____

JOOI CLUB NUMBER: _____

Keep roster updated at the International Office regularly to avoid mail delays. JOOI Clubs Department, Optimist International, 4494 Lindell Blvd., St. Louis, MO 63108; E-mail, youthclubs@optimist.org; or Fax to (314) 371-6006.

Standard Fees for Adding Members After Renewal
 Payment: \$8.00 in Oct., Nov., Dec.; \$6.00 in Jan., Feb., March; \$4.00 in April, May, June; \$2.00 in July, Aug., Sept.

CHECK ONE:

Annual Roster:

Please delete all Members not shown on this updated list.

Roster Additions/Deletions:

The appropriate fees to add Members to the roster are enclosed.

Name	Address
	Male () Female () Date of birth: ___/___/___ Date deleted: ___/___/___
	Male () Female () Date of birth: ___/___/___ Date deleted: ___/___/___
	Male () Female () Date of birth: ___/___/___ Date deleted: ___/___/___
	Male () Female () Date of birth: ___/___/___ Date deleted: ___/___/___
	Male () Female () Date of birth: ___/___/___ Date deleted: ___/___/___
	Male () Female () Date of birth: ___/___/___ Date deleted: ___/___/___
	Male () Female () Date of birth: ___/___/___ Date deleted: ___/___/___
	Male () Female () Date of birth: ___/___/___ Date deleted: ___/___/___
	Male () Female () Date of birth: ___/___/___ Date deleted: ___/___/___

JOOI Club Chair (if applicable) _____

JOOI Club Adviser _____

Address _____

Address _____

City _____

City _____

State/Prov _____ Zip/Postal Code _____

State/Prov _____ Zip/Postal Code _____

E-mail _____

E-mail _____

Return to: JOOI Clubs Department, 4494 Lindell Blvd., St. Louis, MO 63108

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	Male () Female () Date of birth: __/__/__ Date deleted: __/__/__
	Male () Female () Date of birth: __/__/__ Date deleted: __/__/__
	Male () Female () Date of birth: __/__/__ Date deleted: __/__/__

JOOI Club Chair (if applicable) _____

JOOI Club Adviser _____

Address _____

Address _____

City _____

City _____

State/Prov _____ Zip/Postal Code _____

State/Prov _____ Zip/Postal Code _____

E-mail _____

E-mail _____

Return to: JOOI Clubs Department, 4494 Lindell Blvd., St. Louis, MO 63108

Payment of JOOI Dues

A Admitted
R Dropped
E Expelled
ReA Readmitted

Instructions:

Place the date of payment in the column on which payment was actually made. If a Member does not pay on time, keep the space open, and when they do make the payment for the back meeting, insert the date of the actual payment. Do not insert date of meeting they missed.

For instance, John Smith failed to pay his dues on October 1st, but the next meeting, on October 17th, he wants to pay his back dues for October 10th, his present dues for October 17th, and in addition he wants to pay a week, to cover the meeting of October 24th. Place 10/17 (October 17th) the date of actual payment, in all three columns.

Sally Nash pays regularly, so her records read as follows: 10/10 - 10/17.

Members	Date of Meeting	<i>Oct. 10</i>	<i>Oct. 17</i>	<i>Oct. 24</i>	<i>Oct. 31</i>	<i>Nov. 7</i>														
<i>John Smith</i>		<i>10-17</i>	<i>10-17</i>	<i>10-17</i>																
<i>Sally Nash</i>		<i>10-10</i>	<i>10-17</i>																	

See reverse side for form

JOOI Club Chair Evaluation Form

Year

District Number District Name _____

When did/will you charter a JOOI Club? MM/YY _____

We are most interested in an Alpha Junior Optimist Octagon Club

I did did not receive any written information directly from the District chair.

Comments on planning guide and materials: _____

I liked the following things about my involvement with a JOOI Club: _____

I feel the following should be addressed to improve the overall administration of JOOI: _____

Any procedures you would like to share with other chairs that worked well for your Club: _____

**This form should be submitted to: Optimist International JOOI Clubs Department,
4494 Lindell Blvd., St. Louis, MO 63108
or fax to (314) 371-6006**

ANNUAL JOOI CLUB REPORT FORM

We are in the process of gathering information about JOOI Clubs so that as we develop programs and services, we will be able to meet our Clubs and Members needs. Please take a moment to read and fill out the survey below. When you have finished, please return the form to the JOOI Clubs Department, 4494 Lindell Blvd., St. Louis, MO 63108, FAX (314) 371-6006. Your input is very important, so please return the form no later than **October 31**.

1. Club Name: _____ 2. Date: _____

3. Club Number:(B1000, A2000) _____ 4. Number of Members _____

5. How many Community Service Projects did your Club do in this fiscal year? _____

How many Club Members participated? _____

How many people were served? _____

6. How many Fundraising Projects did your Club do? _____

How many Club Members participated? _____

How much money was raised? _____

Did you have any Business Sponsorships? _____ If so, how many? _____

For what purpose was the money raised? _____

7. How many Joint Projects did your Club do with your Sponsoring Optimist Club? _____

How many Club Members participated? _____

How many Adult Members participated? _____

8. How many Social/Fun Projects did your Club do? _____

What type of projects? _____

9. What other organizations (Boys & Girls Clubs, Girl or Boy Scouts) has your Club done projects with? _____

10. Did your Club attend a JOOI District Conference this year? _____

11. Does your Club participate in the JOOI Awards program? _____

12. Any other information that you would like to provide us? _____

FORMS

Report must be submitted to JOOI Club Department no later than September 1.

District Conference/District Officer Report

District _____ Date(s) of Conference: _____
Location: _____ Date of Report: _____
Chairperson: _____
Address: _____
City: _____ State/Prov: _____ Zip/Postal Code: _____ Country: _____
Telephone: (_____) _____ Fax Number: (_____) _____
E-Mail Address: _____

Agenda

Faculty

General Sessions: _____ Conducted By: _____ Title: _____
JOOI Awards Program: _____ Conducted By: _____ Title: _____
Officer Elections: _____ Conducted By: _____ Title: _____

* An attached copy of the Conference Program will be accepted in place of this section.

Budget

Number of Clubs Attending

Registration (income): _____ Expenses: _____ Alpha: _____ Octagon: _____
Was registration charged per Club or per Member? Junior Optimist: _____ Adults: _____
If so, how much was charged: _____

Election Results (Use an additional sheet of paper if necessary)

Governor: _____
Address: _____
City: _____ State/Prov: _____ Zip/Postal Code: _____ Country: _____
Telephone: (_____) _____ E-Mail Address: _____
Club Name and Number: _____

Secretary/Treasurer: _____
Address: _____
City: _____ State/Prov: _____ Zip/Postal Code: _____ Country: _____
Telephone: (_____) _____ E-Mail Address: _____
Club Name and Number: _____

Lt. Governor: _____
Address: _____
City: _____ State/Prov: _____ Zip/Postal Code: _____ Country: _____
Telephone: (_____) _____ E-Mail Address: _____
Club Name and Number: _____

Lt. Governor: _____
Address: _____
City: _____ State/Prov: _____ Zip/Postal Code: _____ Country: _____
Telephone: (_____) _____ E-Mail Address: _____
Club Name and Number: _____

CLUB PROJECT FORM

Club Name: _____ Club #: _____ Project Date: _____

Name of Project: _____

Type of Project: Community Service Fundraising Joint with Sponsoring Club Social/Fun

Number of Members Participated _____

Number of Adults Participated _____

Number of People Served _____

Amount of Money Raised \$ _____

Number of Hours Worked _____

Give a brief description of the Project:

Please attach any Back-up materials such as pictures, programs, announcements, newspaper clippings, etc... that you feel would help someone else understand how to conduct this project. Any materials that you submit with this form will not be returned to you. Must be submitted no later than **September 30**.

Mail form and materials to: **JOOI Clubs Department
Optimist International
4494 Lindell Blvd.
St. Louis, MO 63108**

JOOI Video Order Form

Description of Videos:

- A. Member Recruitment Video: A five-minute fast paced video geared toward youth. Great tool for recruiting new Members into your JOOI Club or for getting other youth interested in starting a new Club. Cost: \$6.50 U.S. per video (includes shipping cost)
- B. JOOI Sponsorship Video: A seven-minute video marketing JOOI Clubs to potential adult sponsors. Cost: \$8.50 U.S. per video (includes shipping cost)
- C. JOOI Club Adviser/Sponsor Training Video: This 13-minute video gives JOOI Club advisers and sponsors a basic overview of the JOOI program. Cost: \$2.50 for shipping.

JOOI VIDEO ORDER FORM

Bill to:

Date: _____

Club Name: _____ Club #: _____

Member Name: _____

Address: _____

City: _____ State/Prov.: _____ Zip/Postal Code: _____

Telephone: (_____) _____ Fax: (_____) _____

E-mail: _____

Video	Quantity	Price Per Video (U.S. Funds Only)	Total
A. Member Recruitment Video	_____	\$6.50	_____
B. JOOI Sponsorship Video	_____	\$8.50	_____
C. Adviser/Sponsor Training Video	_____	\$2.50	_____
Total Amount Enclosed			_____

Mail this completed with your payment to:

**JOOI Clubs Department
 Optimist International
 4494 Lindell Blvd.
 St. Louis, MO 63108**



2004-05 JOOI Club Recognition Report

(Please print or type. Attach additional sheets if necessary)

District Name _____ District # _____

Club Number - Club Name _____

President's Name _____

President's Address _____

City _____ State/Province _____ Zip/Postal Code _____

Phone(____) _____ Email _____

To qualify for a Childhood Cancer Campaign (CCC) banner patch, a JOOI Club must meet the requirements in three out of the four categories listed below. (Please check the boxes proceeding the category to indicate that the Club has met that requirement.)

- 1) **Collaboration:** JOOI Club collaborated with an adult Club and/or another JOOI Club on CCC service project(s) or fundraiser(s).

Name of Club: _____ Date(s): _____

Type(s) of Activities: _____

- 2) **Solicitation-**Club sponsored CCC fundraising event(s) during 2004-05 and donated at least 10% of net proceeds to Optimist International Foundation's CCC Fund.

Type(s) of event(s): _____ Date(s) of event(s): _____

Total amount of money raised: _____

How was money utilized (check all that apply):

- Club CCC service activities-Amount spent \$ _____
- Distribution directly to cancer service providers-Amount given \$ _____
- Distribution to Optimist International Foundations-Amount given \$ _____
- Distributions directly to children and/or families-Amount given \$ _____

- 3) **Participation-**Club sponsored a group service activity for CCC (non-fundraising in nature)

Date(s) of activity(ies): _____

Type of activity (ies): _____

Location of activity (ies): _____

Number of children and family members served/participated: _____

- 4) **Awareness-**Club promoted CCC through media (ie. Press releases, newspaper articles, PSA's, TV interviews, public speaking engagements) or via information to the general public (e.g. sponsoring health fairs, brochure distribution, contacting community agencies, collaboration with community agencies). Attach, if applicable, copies of printed publicity materials.

Type(s) of activities _____

Date(s) of activitie(s) _____

Club President verification of information:

Signature: _____

Date: _____

Send this completed form to:

Optimist International
 JOOI Club Dept.
 4494 Lindell Blvd.
 St. Louis, MO 63108
 Or fax to: 314-371-6006

Return no later than October 15, 2005