



New Club

Follow-Up Program



Introduction To Basic Program

This handbook has been developed to help a Sponsor Club and District leaders fully complete the New Community Growth program with special emphasis on the “Follow-Up/Follow-Through” phases.

New Clubs should be built to last. The New Club Follow-Up/Follow-Through Program is a way to help New Clubs be successful.

Once the New Club is formed, a Sponsor Club has specific additional responsibilities. The New Club Follow-Up is a phase which must be carried out during the first three months of a New Club’s life. For September Clubs, the Follow-Up Phase must be completed by November 30. The District leadership is then responsible for the Follow-Through phase for 9 months. The completion of the program is to coincide with the first anniversary of the New Club.

The Board of Directors of Optimist International has directed that New Club building credits and awards will be given for projects only when the New Club Follow-Up Phase has been completed successfully and certified by the District New Community Growth Chair, Governor, Lt. Governor or responsible District officer.

The four major components to the New Club Follow-Up Program are:

1. Three “orientation” programs-presented by the Sponsor Club, one during each of the New Club’s first three months (details in Section I).
2. Attendance at one District board meeting (or District convention) by two officers-preferably the Charter President and the Secretary-Treasurer.
3. Assist the New Club in planning at least one service project.
4. Assist the New Club in planning at least one fund raising project.

Certifying completion of all the above items on forms provided in this handbook, will entitle the Sponsor Club, Zone, and District to receive awards credit for a successful New Club building project.

Sponsor Clubs and District officials are encouraged to assist all concerned. The objective is a successful program. The Lt. Governor should set-up informal visits between New Club and other Clubs in the Zone. Social events, and inter-Club visits between Sponsor Club and New Club are encouraged.

The New Community Growth Chair, Governor, Lieutenant Governor, or responsible District officer must certify that the orientation meetings were conducted and attest that the program was successfully completed.

All questions and/or comments regarding the “New Club Follow-Up/Follow-Through Program” should be directed to:

**New Community Growth Department
Optimist International
4494 Lindell Blvd.
St. Louis, MO 63108
314-371-6000 • 800-500-8130**

About The Follow-Up Requirements

ORIENTATION

The “orientation” programs are most important. Informative and qualified speakers play a major role in familiarizing the charter membership with District and International procedures and services.

Experienced guidance will help the New Club in the selection and planning of early activities, that is, community serving and fund raising projects.

GOALS/ASSISTANCE

Developing an agenda of community services and youth activities must be an early consideration, a Sponsor Club renders a tremendous service by helping a New Club plan its first service project.

An activity requiring limited finances and providing early involvement by many charter members will go a long way toward developing a community image for the New Club. At the same time, charter members begin to realize that they do in fact have some new important responsibilities in the community.

One of the greatest challenges for a New Club can be the raising of funds needed to Sponsor other community and youth serving activities. One of the major contributions a Sponsor Club can make is to help a New Club plan its first fund raising activity.

A review of the Fund Raising guide will provide some excellent “ways and means” ideas.



MEMBERSHIP/ATTENDANCE

Attendance at District events opens the door of Optimist fellowship which is a vital contributing factor for a viable Club.

District meetings offer New Club officers and members an opportunity for recognition. They also provide an ideal setting for sharing and the exchange of valuable information. Optimists who attend their first District function are eager to return at an early date.

Seasoned Optimists do play an important role in the early life of a New Optimist Club. As a Sponsor Club, you should give your best toward a successful Follow-Up phase. Members of the Sponsor's leadership team should visit with their counterpart in the New Club as often as is necessary.

Maintain close contact with your New Club. Be available to help and assist. Make sure the Follow-Up phase is progressing smoothly. If you encounter problems or weaknesses, please refer them to the International Office.

The Follow-Up phase is just another of the many ways through which Optimist International attempts to insure the success of every Club. Remember, you play a major role in assisting the New Club and getting it started "on the right track."

Club Meeting Agenda

BREAKFAST	LUNCHEON	DINNER
Call to Order 7:45	12:15	6:30
Invocation/Pledge of Allegiance 7:46	12:16	6:31
Meal Service 7:47	12:17	6:32
Introduction - Guests 8:07	12:37	6:52
Induction/Introduction - New Members 8:10	12:40	6:55
Brief Business Session 8:20	12:50	7:05
Orientation Program 8:27	12:37	6:52
Closing Announcements 8:57	1:27	7:42
Optimist Creed and Adjournment 9:00	1:30	7:45

Section I

ORIENTATION PROGRAMS

The Sponsor Club will select knowledgeable speakers for at least three meetings of the New Club during the first three months of its operation. The three meetings should cover the following topics, in the order listed:

1. Orientation

- a. Purposes/Privileges of Orientation
- b. Structure of Organization
- c. Role of Club

2. Goals

- a. Community Service/Programs/Projects
- b. Fund Raising Projects
- c. Financial Structure/Budgets

3. Membership

- a. Fellowship/Attendance
- b. Growth
- c. Communications/Programs

The meeting agenda shown below can be used in the planning of these three meetings. Each agenda also includes suggested guidelines for the speaker and possible reference materials. Following are a few things to keep in mind as one sets out to plan an individual follow-up program:

Set Example

The Sponsor should set a good example for the New Club by following the suggested standard meeting agenda carefully.

Best Speakers

The Sponsor Club is urged to find the best possible speaker for each of the three meetings. . . members who are will-informed and experienced in the topic being discussed. District chairs and an International officer who lives in the area may be good choices for speakers.

Encourage

Speakers should be encouraged to use handbooks, brochures, pictures, plaques, posters, charts, and other visual aids.

Be Positive

In order to provide the most positive, valuable motivation to the New Club, the Sponsor Club should act in an advisory capacity rather than a critical one.



Section II

NEW CLUB FOLLOW-UP REPORT

This section of the booklet contains a copy of the “New Club Follow-Up Report.” The reports keep everyone informed about the New Club by giving the Sponsor Club and District officials the opportunity to report on the New Club’s status as to leadership, finances, administration, and activities.

1. Reports should be completed by the Sponsor Club representative or key Club builder.
2. Report is reviewed and signed by the District officer in attendance and the authorized Field Representative.

Please note the spaces provided on the “New Club Follow-Up Report” for certifying the completion of all requirements, as stated in the Introduction on page 1.

Following the third and final meeting, the “New Club Follow-Up Report” should be completed and sent to the New Community Growth Department via e-mail, fax, or mail.

Please send to:

E-mail: newclubs@optimist.org

Fax: 314.371.6006

Mail: New Community Growth Department

Optimist International

4494 Lindell Blvd.

St. Louis, MO 63108

When the report and the “Certificate of Completion” have been received and verified by the International Office, the Sponsor Club, Zone, and District will be given credit for a successful New Community Growth project. It is therefore important that the Follow-Up/Follow-Through Program be given special attention by the Sponsor Club, District, and Field Representative.

Section III

RELATED INFORMATION/ACTIVITIES

Part III of this booklet contains information regarding two other activities that are very much a part of the first few months of the New Club’s existence – the Charter Presentation Banquet and the Lieutenant Governor’s orientation of those Charter Members who were unable to attend the organizational meeting:

Orientation

In addition to the three meetings outlined in this booklet, the Lieutenant Governor is expected to arrange with the New Club’s Membership Chair a special orientation meeting for those Charter Members who were not present for the Field Rep’s presentation at the official Organization Meeting. The memo to the Lieutenant Governor regarding this special meeting is included in this booklet so that in passing it along to him, the Sponsor Club representative will be able to arrange with him the best date(s) for this special orientation.

(Note: These memo copies are for reference only; they do not have to be sent to the International Office.)



Meeting	Guidelines for Speakers	References
NO. 1	<p>ORIENTATION</p> <ol style="list-style-type: none"> 1. Purpose/Privileges of Organization <ol style="list-style-type: none"> A. Club's responsibility to members B. Member's Responsibility to the Club 2. Structure of Organization <ol style="list-style-type: none"> A. How it works B. Benefits to Members and Clubs 3. Role of Club <ol style="list-style-type: none"> A. In Zone/District/ Optimist International B. In Community C. Opportunities for Leadership, Service and Recognition 	<ol style="list-style-type: none"> 1. The Club President's Answer Book 2. The Club President's Answer Book Model Club Organization Chart 3. The Club President's Answer Book
NO. 2	<p>GOALS</p> <ol style="list-style-type: none"> 1. Community Service/Youth Projects 2. Fund Raising Projects 3. Financial Structure/ Budget 	<ol style="list-style-type: none"> 1. The Club President's Answer Book 2. The Club President's Answer Book
NO. 3	<p>MEMBERSHIP</p> <ol style="list-style-type: none"> 1. Fellowship/Attendance 2. Growth 3. Communications/ Programs 	<ol style="list-style-type: none"> 1. The Club President's Answer Book 2. The Club President's Answer Book

Notes:



New Club Follow-up Report

Date _____ New Club Number _____ New Club Name _____ Date Organized _____

Sponsor Club Number _____ Sponsor Club Name _____

Representative _____

Name

Title

Phone

District Representative _____

Name

Title

Phone

30 Days

Speaker/Program: _____

Please rate the general reaction to the speaker/program.

(Poor) 1 2 3 4 5 (Excellent)

Additional comments: _____

60 Days

Speaker/Program: _____

Please rate the general reaction to the speaker/program.

(Poor) 1 2 3 4 5 (Excellent)

Additional comments: _____

90 Days

Speaker/Program: _____

Please rate the general reaction to the speaker/program.

(Poor) 1 2 3 4 5 (Excellent)

Additional comments: _____

To be completed for certification:

Two charter officers attend a District meeting or District Convention Yes No

Assist the New Club in planning at least one service project? Yes No

Club Service Project _____

Please rate the effectiveness of the Club's first service project.

(Not Effective) 1 2 3 4 5 (Very Effective)

Assist the New Club in planning at least one fund raising project? Yes No

Fund Raising Project _____

Please rate the effectiveness of the Club's first fund raising project.

(Not Effective) 1 2 3 4 5 (Very Effective)

Were all new members given orientation? Yes No

Club e-mail set-up Yes No

Has the Club become incorporated? Yes No

Have Club Officers successfully logged onto Optimist Leaders? Yes No

Secretary/Treasurer completed set-up of records? Yes No

Secretary collected and added online Club Members e-mail addresses?
 Yes No

Club adopted an annual budget Yes No

Rate the general interest of the Club's membership and the performance of the officers.

(Poor) 1 2 3 4 5 (Excellent)

Additional comments: _____

Section IV

NEW CLUBS BEYOND THE FOLLOW-UP OF SPONSORS

District Representative

There is a strong need to extend the contact and service to New Clubs for a longer period of time. The International Membership Committee has developed an on-going program of assistance to There are two objectives: 1) To assist the Lt. Governor and the Club by providing additional District expertise "on the spot," and 2) Through your contact, provide a picture of the Club's needs, health and stability at that moment in its history. Your visits will also double the District's contact with New Clubs at a time when encouragement and answers to questions are so important. The Membership Department will be eager to provide materials requested on your report.

There is a strong need to learn at what point the Sponsor Club left off in order to continue the development of the Club and its leadership ability. The New Club Follow-Through Phase will help you identify most of these. The evaluation form can also serve as an idea sheet and check list.

When you begin the Follow-Through Phase, there should be few (if any) problems. If by chance a New Club can be described by any of the following, the work is far from over.

Inactive, poor attendance, debate oriented, no meals, no programs, no collection of dues, not meeting weekly or Committees not appointed/active.

Support the Lt. Governor by filling vacancies in committees, offices, or procedures in order to proactively assuage potential problems.

The Committee encourages you or a member of your Committee to visit the Club (unannounced) every three months. If a program speaker has not been scheduled, it may provide an opportunity to serve as the speaker . . . to provide encouragement . . . to stimulate them along some path . . . to discuss current events/needs . . . to moderate a brainstorming session on activities and fund raising . . . or to answer questions.

The International Committee's thoughts were to help you bring out the best in people and Clubs through good Club administration, and in failing situations, provide people with the opportunity to recognize and to do the right thing.

District Representative

Verification: First visitation (after 90 days)

1. Not-for-profit incorporation. Provide assistance if necessary.
2. List Committee chairs. Are Committees staffed and needs satisfied?
3. Do Club officers accompany you or the Lt. Governor to Zone meetings?
4. Evaluation of Club effectiveness: (rate Poor, Good or Excellent) Average attendance, inner-Club visits, quality of bulletins and program speakers, Club's stability . . . and, where is information/reorientation needed? How do you rate the Club leadership? How did you help? Is the Secretary-Treasurer satisfied with dues collections? How many members have been replaced since the Organizational Meeting? Review your visit and the Club's most important needs with the Lt. Governor and Governor. Identify areas for encouragement and recognition. How will you follow through?

Confirmation: Second visitation (after 180 days)

5. Name several youth activities the Club: a) has completed, b) is researching for adoption. Identify several fundraising activities.
6. Plan to contact or replace inactive members.
7. Are members now involved in Club activities, Zone/District meetings?
8. Is the Club experiencing problems? What are they? Have officers or chairs changed? What help do they need? How will you follow through?



Investigation: Third visitation (after 270 days)

9. Is the Club healthy financially? Does the Club have good programs? Does the Club have balanced activities? What about esprit de corps?
10. Can the Club identify future leaders?
11. Does the secretary need help in any area?
12. Is the Club involved in the awards program?
13. Is the Club entering the community projects competition? Which projects?
14. Is the Club attending District meetings and conventions?
15. Is there any problem? Can your Committee help?
16. Are they still having inter-Club visitations? How will you follow through?

Congratulations: Fourth visitation (after 360 days)

17. Deliver a first anniversary certificate.
18. How many projects did the Club have?
19. Is the Club well structured? Are the Board and Committees active? Are replacement chairs or officers given a complete orientation of their duties?
20. Does the Club need assistance from the Lt. Governor? The International Office?

THANKS FOR FOLLOWING-THROUGH



Certification of Completion

We do certify that the _____
Optimist Club of _____ ,
Sponsor of the _____
Optimist Club of _____ ,
has in every respect, completed the New Club Sponsor Follow-up Program
as outlined by Optimist International.

Date Completed _____
(Within 90 days of organizing)

Attested by: _____
Charter President

The Optimist Club of _____

District Representative

Field Representative Signature