

2016-2017 CLUB DUE DATES AND SPECIAL EVENTS

CONSULT OFFICIAL FORMS FOR DISTRIBUTION REQUIREMENTS
12/02/16

OFFICER	TITLE	DESCRIPTION	DUE DATES	INSTRUCTIONS
DUE AS COMPLETED				
Club President	Club Foundation Rep Appointment Form	Report appointment of Club Foundation Representative (CFR)	Immediately upon appointment/submit updates, if any, as they occur	Club to Optimist International Foundation
Club President	New Club Building Progress Reports	Informs Optimist International & District of progress	Immediately following the follow-up meeting 90 days for completion or November 30 for Clubs built in September	Sponsor Club to Optimist International
Club President		Required to begin new club building process		Club President to contact Governor and Optimist New Club Building Dept
Club President	Certificate of Completion	Certifies completion of new Club	90 days after organizational date by November 30 or Clubs built in September	Sponsor Club to Optimist International
Club President	Youth Appreciation	Provides Clubs an opportunity to recognize youth for their talents in the arts, athletics, academics, and for contributions to community	At the discretion of the Club	
Club President	Respect for Law Promotion of Non-Violence	This program inspires respect for the law among young people to encourage peace and harmony within communities all over the world.	At the discretion of the Club	

OFFICER	TITLE	DESCRIPTION	DUE DATES	INSTRUCTIONS
Club President or Club Secretary-Treasurer	Club Roster Adjustments	Adds and deletes;	IMMEDIATELY after change occurs	Club to Optimist International along with payment if needed
Club Secretary-Treasurer Club President	Club Officer-Elect Report	If changes occur - report names and addresses of new Presidents-Elect and/or Secretary-Treasurer appointee	IMMEDIATELY after change occurs	Club to Optimist International
Club President or Club Secretary-Treasurer	Club Officer-Elect Report for New Clubs		Due May 20 th	Club to Optimist International
JOI Advisor or Club Chair	Club Roster Adjustments (JOI)	Adds, deletes, changes in name, address or office of a Club member	Immediately after change occurs	Submit to JOI Clubs Department, Optimist International along with payment if needed
JOI Club Advisor or Chair	JOI Builder of Excellence	Recognizes both adults & JOI members who build new JOI Clubs	Paperwork submitted with new JOI Club paperwork	Submit the JOI Builder of Excellence upon completion to the JOI Clubs Department, Optimist International
JOI Advisor or Club Chair	JOI President's Citation	Created to recognize the many JOI members who have made JOI a major priority in their lives by devoting more time and energy to volunteer service than their fellow JOI members	Each JOI Club may submit one Club member for the President's Citation	Submit JOI President's Citation Nomination Form and supporting materials to JOI Department, Optimist International by April 1.

OFFICER	TITLE	DESCRIPTION	DUE DATES	INSTRUCTIONS
SEPTEMBER 2016				
All Members	Convention Housing Open	Book Hotel early for the Optimist International Convention. Rooms may be all booked up if you wait.	June 15, 2017 (as long as there are still rooms available). Visit www.optimisit.org/convention	Members call Hotel Directly,
Club Secretary-Treasurer	President's Pride Report	Report activities sponsored by Club or in which Club participates	September 30	Club to Optimist International
OCTOBER 2016				
Club Secretary-Treasurer	District Dues Billing	Club dues owed District	30 days after receipt	Club pays dues to District Secretary-Treasurer
Club Secretary-Treasurer	International Dues Billing	Club dues owed Optimist International	Upon Receipt	Club pays Optimist International
JOI Club Advisor or Club Chair	Membership Rosters (JOI)	List of Club members		Submit roster form with membership dues payment to JOI Clubs Department, Optimist International
JOI Sponsor Club Secretary-Treasurer (sent to) Advisor or Club Chair (for membership)	Annual Billing (JOI)	Invoices are sent to the Secretary-Treasurer of the sponsoring Optimist Club for the registration and Club membership dues for their JOI Club	Invoices are sent out in October. The Club has 30 days from the date posted on the invoice to send their payment.	A copy of the invoice, roster & election report (if they have not already been turned in) must be submitted to the JOI Clubs Department

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DECEMBER 2016				
Club Secretary-Treasurer	Club Roster Adjustment (CRA) Form	All adds & deletes due prior to January dues billing	Received at Optimist International No Later Than December 31	Club Secretary-Treasurer to Optimist International along with payment if needed
JOI Club Advisor or Club Chair	TORCH	Magazine providing JOI members with up-to-date information on Youth Club activities	December 1 for Winter 2009 issue	Submit suggestion or articles to the JOI Clubs Department at Optimist International
JANUARY 2017				
Club Secretary-Treasurer	District Dues Billing	Club dues owed District (some Districts only bill twice per year in October & April)	30 days after receipt	Club pays dues to District Secretary-Treasurer
Club Secretary-Treasurer	International Dues Billing	Club dues owed Optimist International	Upon Receipt	Club pays Optimist International
Club Secretary-Treasurer	Magazine submissions	Clubs should submit color, action photos & brief summary of Club projects.	January 15	Club to Optimist International
All Members	Convention Registration Open	Optimist International Convention registration forms	May 1 (Early Bird Rate) visit www.optimist.org/convention	Members to Optimist International
FEBRUARY 2017				
Club Secretary-Treasurer	Form 990	IRS requirement if <u>gross</u> \$25,000 or more	February 15	Club to IRS, as required

OFFICER	TITLE	DESCRIPTION	DUE DATES	INSTRUCTIONS
Club Secretary-Treasurer	District Essay Contest Entry Form & Entry Fee (if applicable)	Submit the winning Essay to the District Essay Chair.	February 28	Club to District Essay Chair
JOI Club Advisor or Club Chair	TORCH	Magazine providing JOI members with up-to-date information on Youth Club activities.	February 15	Submit suggestion or articles to the JOI Clubs Department at Optimist International
MARCH 2017				
Club President or Club Secretary-Treasurer	Club Roster Adjustment (CRA) Form	Submit all adds & deletes prior to April dues billing	Received at Optimist International No Later Than March 31	Club Secretary-Treasurer to Optimist International along with payment if needed
Club Secretary-Treasurer	Magazine submissions	Clubs should submit color, action photos & brief summary of Club projects`	March 1	Club to Optimist International
APRIL 2017				
Club Secretary-Treasurer	District Dues Billing	Club dues owed District	30 days after receipt	Club pays dues to District Secretary-Treasurer
Club Secretary-Treasurer	International Dues Billing	Club dues owed Optimist International	Upon Receipt	Club pays Optimist International
All Members	Convention Registration	Optimist International Convention registration forms	May 1 (Early Bird Rate) visit www.optimist.org/convention	Members to Optimist International

OFFICER	TITLE	DESCRIPTION	DUE DATES	INSTRUCTIONS
JOI Club Advisor or Club Chair	Club Officer Elections (JOI)		April 15 Report due by September 30	Club Submits Election report to the JOI Clubs Department, Optimist International, and the District JOI Club Chair
Club President and Club Secretary-Treasurer	District Junior Golf Qualifier	Sponsor a child to attend the Optimist International Junior Golf Championship	April 30	Make a donation to your District Junior Golf Chair to help sponsor a child to attend the Optimist International Junior Golf Championship
JOI Club Advisor or Club Chair	TORCH	Magazine providing JOI members with up-to-date information on JOI Club activities	April 15	Submit suggestion or articles to the JOI Clubs Department, Optimist International
MAY 2017				
Club Secretary-Treasurer Club President	Club Officer-Elect Report	Names and addresses of Presidents-Elect and Secretary-Treasurer appointee	Postmarked by May 20	Club to Optimist International
JOI Club Advisor or Chair	Ruby Blair JOI Member of the Year Award	International award recognizing one JOI member as the outstanding member of the JOI organization and a \$2,000 scholarship	Due no later than May 30 Winners to be recognized at the International JOI Convention	Application and any support materials must be submitted to the JOI Clubs Department, Optimist International
JOI Club Advisor or Chair	JOI Member of Excellence Award	International award recognizing a JOI member who shows dedication in the fields of JOI Club involvement and community service. Winner receives \$2,000 scholarship.	May 30 Winner to be recognized at the International JOI Convention	Application and support materials must be submitted to the JOI Clubs Department at Optimist International

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JOI Club Advisor or Chair	Election/Information Sheet (JOI)	Used to submit information on incoming Club officers	Clubs must elect officers each year by April 15 Report due by May 30	Club Submits Election report to the JOI Clubs Department, Optimist International, and the District JOI Club Chair
JUNE 2017				
All Members	Convention Registration	Pre-Registration	Postmarked by May 1	Members to Optimist International
All Members	Convention Housing	Optimist International Convention Housing	June 15, 2017 (as long as there are still rooms available). Visit www.optimsit.org/convention	Members Hotel directly
Club President or Club Secretary-Treasurer	Club Roster Adjustment (CRA) Form	Submit adds & deletes prior to July dues billing	Received at Optimist International No Later Than June 30	Club Secretary-Treasurer to Optimist International along with payment if needed
JOI Club Members	JOI Board of Directors Application	Application for potential candidates for the JOI Board of Directors	June 1	Submit the application form and other required materials to JOI Clubs Department, Optimist International
JOI Club Advisor & Chair	International JOI Convention Registration	Annual Convention which Clubs from all over the U.S., Canada & Caribbean come together for training and fellowship	Due prior to June 10	Submit registration forms to the JOI Clubs Dept, Optimist International & housing forms to hotel
JOI Club Advisor or Chair	JOI Club Roster	Adds, deletes or changes in names of JOI Club members	June 15	Club to JOI Clubs Department

OFFICER	TITLE	DESCRIPTION	DUE DATES	INSTRUCTIONS
JOI Club Advisor or Chair	JOI Club Election Report	Report JOI Club officers or changes in officers	June 15	Club to JOI Clubs Department
JULY 2017				
Club Secretary-Treasurer	District Dues Billing	Club dues owed District (some Districts only bill twice per year in October & April)	30 days after receipt	Club pays dues to District Secretary-Treasurer
Club Secretary-Treasurer	International Dues Billing	Club dues owed Optimist International	Upon Receipt	Club pays Optimist International
Club Secretary-Treasurer	Magazine submissions	Clubs should submit color, action photos & brief summary of Club projects`	July 15	Club to Optimist International
AUGUST 2017				
Club President	President's Citation	One member per Club may be recognized as an "Outstanding Optimist Club Member"	August 31	Club President to Awards Department, Optimist International
JOI Club Advisor or Club Chair	TORCH	Magazine providing JOI members with up-to-date information on JOI Club activities	August 15	Submit suggestion or articles to the JOI Clubs Department, Optimist International
SEPTEMBER 2017				

OFFICER	TITLE	DESCRIPTION	DUE DATES	INSTRUCTIONS
Club President or Club Secretary-Treasurer	Club Roster Adjustment (CRA) Forms	Submit adds & deletes prior to October dues billing	Must be POSTMARKED By September 30	Club Secretary-Treasurer to Optimist International along with payment if needed
JOI Club Advisor or Chair	Club Project Awards	Offer JOI Clubs the opportunity to submit their projects for judging and international recognition in the categories of citizenship, fundraising and joint-projects with sponsoring Optimist Club	No later than September 30	All entries must be submitted on the Club Project Form in JOI Planning Guide
JOI Club Advisor or Chair	Honor Club Award (JOI)	Recognizes the JOI Clubs that recruit new members, keep good records and conduct volunteer projects	No later than September 30	Application and support materials must be submitted to the JOI Clubs Department, Optimist International
JOI Club Advisor or Chair	Distinguished Honor Club Award (JOI)	Recognizes Clubs that have met the requirements of Honor Club and have gone the extra step of building a new JOI Club	No later than September 30	Application and support materials submitted to the JOI Clubs Department, Optimist International