

Districts and Optimist International require a minimal number of reports and provide the necessary forms, as well as the convenience in some cases of filing them electronically. All reports must contain the official name of the Club and the Club number. 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. **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 to send that report in time to be received by the applicable deadline.** All forms are available on Forms page of the District website.

## Optimist International required CLUB REPORTS

### CLUB ROSTER ADJUSTMENTS

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 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 recorded at the International Office on December 31, March 31, 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 Montreal 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.

**For convenience, Club Roster Adjustments may be made electronically via the web site, [www.optimistleaders.org](http://www.optimistleaders.org). Club Presidents and Secretary Treasurers are given a password by the International Office to be able to access these records.**

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

# Optimist International

required

## CLUB REPORTS

### **President's Pride Report**

Clubs must submit a President's Pride Report to Optimist International by August 31. When completed, the report should accurately reflect all the activities sponsored by the Club or in which the Club participated for the year just completed.

This form is available online at [www.optimistleaders.org](http://www.optimistleaders.org).

### **Club Officer-Elect Report**

Clubs must submit a Club Officer-Elect Report, either on the official form or electronically, 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.

To access the form electronically, go to [www.optimistleaders.org](http://www.optimistleaders.org).

### **JOI 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.

### **Club Foundation Representative Appointment**

Sent to Optimist International Foundation at the beginning of the Optimist year. This form is available online at [www.optimistleaders.org](http://www.optimistleaders.org).

### **Award Certification Document (ACD)**

Sent to District Secretary to report recognizing someone for outstanding service to community  
Form is available on district website.

**South Carolina District  
required**

**CLUB REPORTS**

- Activities and Awards (A&A) Report submitted quarterly by 20th day of the quarter.
- Community Service Project (CSV) Report submitted upon completion of project.
- NOW Meeting Report submitted upon completion of meeting.