

To facilitate the assignment of authorized representatives for the official organization meeting of a new club, to provide adequate time for the arrival of the advance shipment of complimentary supplies for the new club, to help assure that the sponsor possesses current, helpful sponsorship supplies, to prevent premature assignments which are costly and often deprive others of the services of authorized representatives, and to help safeguard the sponsor's status in the awards programs, the policy governing the assignment of authorized representatives shall be as follows:

1. Completed New Club Building Reports on not less than two preliminary meetings, conducted during the two weeks immediately preceding the request for such assignment, should be mailed to Optimist International within 24 hours after each meeting.
2. Each New Club Building Report, on the prescribed form or a facsimile thereof, must be signed and attested by the president of the sponsoring club or his authorized representative, who has personally attended the meeting described on the report.
3. A pre-organization meeting report should be mailed or faxed to the International Office before an International field representative is assigned to organize the club. This pre-organization meeting should take place five to seven days before the requested organization date.
4. Only the executive director or his designee shall be authorized to fix dates for official organization meetings of new clubs and assign an authorized representative for the purpose of conducting the official organization meeting. If a member participated in the pre-organization of a New Club, they are not allowed to serve as the authorized field representative unless at the discretion of the Executive Director or his/her designate.
5. No assignment of an authorized representative, or request for same, should be made or acknowledged by Optimist International until official New Club Building Reports and supporting data indicate the applicant group is ready to comply with all requirements for affiliation and is prepared for the conduct of its official organization meeting.
6. The sponsor club's representative should request assignment of an authorized representative to conduct the formal organization meeting, at least 120 hours (5 days) prior to the desired organization date, and have met all other aforementioned requirements.

(June 1966; Feb 1973; Dec 1982; Dec 1983; Mar 1989; Dec 1992; Dec 2008; Dec 2009)

