



# Annual Club Planning Conference Report

The Lieutenant Governor is to conduct an Annual Club Planning Conference for each Club in the Zone and file a report within 30 days after each conference. Completion is required on or before November 15. The ACPC is a workshop meeting with the Club's Board. It may be held at a regularly scheduled or a called Board meeting. The ACPC is the required visitation for the first part of the year. See the *District Leaders' Answer Book* for complete information on conducting this conference.

Photocopy and distribute to those listed below.

# _____	# _____	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>					
District _____	Zone _____	Club Number					
Complete Club name _____							
President's Name _____	( _____ ) _____	Res. Phone _____					
Secretary-Treasurer's Name _____	( _____ ) _____	Res. Phone _____					
Lt. Gov's Name _____	( _____ ) _____	Res. Phone _____					

THE QUESTIONS ON THIS FORM ARE TO BE USED AS DISCUSSION GUIDES TO AID THE LT GOV AND BOARD MEMBERS TO IMPROVE UPON THE ADMINISTRATION AND SERVICES OF THE CLUB

Number of members? _____	Club incorporation No. _____
Day & time of meetings? _____	Frequency of Club bulletin _____
Annual Dues? _____	Are Club Bylaws available? _____
New Member Initiation Fee? _____	When were Club policies last updated? _____
Has budget been approved? _____	US Clubs-When will IRS form 990 be filed? _____

### Club Chair Names

Community Service _____	Fellowship _____
Director of Personal Growth _____	Finance _____
Youth Activities _____	Foundation Rep (CFR) _____
Publicity _____	Programs _____
New Club _____	Membership _____
Youth Clubs _____	Other _____
Internet Safety _____	

Does the Club participate in the Personal Growth and Involvement Program? \_\_\_\_\_

### What Goals have been set by the Club for the year?

Net gain in membership _____	
Sponsorship of new Club(s) _____	
Honor Club _____	
Distinguished President _____	Number of CPA entries _____
Sponsorship of Jr. Optimist/Octagon/Alpha Club _____	

Do you plan to present some of the 'Skills Development Modules' at Club Meetings? (examples: Creative Problem Solving, Effective Time Management, Choosing Optimism as a Philosophy of Life, Public Speaking, etc.) \_\_\_\_\_

Who will represent Club at District meetings? \_\_\_\_\_

Does Club provide financial assistance to officers who attend District & Optimist International meetings? \_\_\_\_\_

What community/youth-serving projects are planned for the year? \_\_\_\_\_

What fund-raising projects are planned for the year? \_\_\_\_\_

What amount does the Club plan to raise from fund-raising projects? \$ \_\_\_\_\_

Does your Club plan to contribute to the Optimist International Foundation? \_\_\_\_\_

Date of conference \_\_\_\_\_ Length of conference \_\_\_\_\_ hr \_\_\_\_\_ min Number of members attending \_\_\_\_\_

Signature of District officer \_\_\_\_\_

Title \_\_\_\_\_ Bus Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Signature of Club officer \_\_\_\_\_

Title \_\_\_\_\_ Bus Phone ( \_\_\_\_\_ ) \_\_\_\_\_

<b>Distribution</b>
District Secretary - Treasurer Governor Lieutenant Governor Club File