



CO/WY Optimist District Convention



2024-2025 Club Treasurer Training 09 AUG 2024





Agenda

- Introductions / Expectations
- Optimist International (OI) Dues-Paying Levels
- OI vs OI Foundation
- Club Leadership
- Club Finance Committee
- Club Budget
- Club Treasurer's Responsibilities
- Club Bank Accounts
- Club Treasurer's Key Milestones
- Available Tools
- Useful Websites
- District & Club Policies
- Supporting Information





- Introductions / Expectations
 - Gunar Neumann CO/WY Optimist District Finance Committee Chair, Past DTC OC Treasurer
 - Audience^{*}

* Club Treasurer cannot be employed by financial institutions that restrict employees from having financial interest / control in other organization's finances:

- No collecting and receiving checks/funds
- No custody of funds, no check writing or signatory authority





- Optimist International (OI) Dues-Paying Levels:
 - Club
 - Where the action is
 - District
 - Supports clubs in district
 - International
 - Supports all clubs & districts





- OI vs Optimist International Foundation (OIF):
 - OI, CO/WY Optimist District, & most Clubs are 501(c)(4) nonprofit organizations (donations to them are NOT tax-deductible)
 - OIF is 501(c)(3) nonprofit organization (donations to OIF are tax-deductible)
 - OI supports clubs & districts
 - OIF supports youth programs & funds scholarships





- Club Leadership Team Board of Directors (BoD):
 - President

 - Secretary
 Sometimes combined into one position*
 - Board Members (usually 4-6)

* In CO/WY Optimist District, ~2/3 of clubs have separate Secretary and Treasurer positions





- Club Finance Committee:
 - Membership nominally 3 voting members, i.e.,:
 - Past President
 - Past Treasurer
 - Interested Club Member(s)
 - President (Non-voting member)
 - Treasurer (Non-voting member)
 - Duties:
 - Develop Club budget for coming year
 - Recommend revisions of Club budget to Club Board of Directors as necessary throughout coming year





- Club Budget (slide 1 of 3):
 - Keep as simple as possible
 - Identify & document all revenue streams know where money is coming from
 - Identify & document all expenditures know where money will be going to:
 - Administrative expenses
 - Community Service / Youth activities
 - Per Charity Navigator, at east 75% of club expenses should be for programs -- no more than 25% should be for club administration, operations & maintenance.





- Club Budget (slide 2 of 3):
 - Be conservative in revenue projections:
 - If revenues < expected, youth activities may be impacted negatively
 - If revenues > expected, more youth activities can be supported
 - Use final income & expense statement from previous year as guide to build balanced budget for coming year





Check with your Club Foundation Rep (CFR) for OIF Program details

- Club Budget (slide 3 of 3):
 - Include Club's support of applicable Optimist International Foundation (OIF) programs → Club
 - Treasurer involvement required
 - 365 Club (donate \$365 per year)
 - Club Pass Through Program (receive funds from donors for short term projects)
 - Club Grant Program (receive between \$250 & \$1,000 matching funds for <u>new</u> project)
 - Club Campaign Fund (establish for long term youth projects, earns 3% simple interest)
 - Proposed budget to be voted on at first Board of Director's Meeting (nominally in October)





- Club Treasurer's Responsibilities (slide 1 of 8):
 - Manage all Club finances:
 - Collect & deposit revenue from:
 - Membership dues & fees
 - Fundraisers
 - Donations
 - Pay all Club bills on time:
 - Administrative expenses
 - Community Service / Youth projects
 - Support annual "Review of the Books" (performed by review committee appointed by Club's BoD)
 - Maintain accurate & complete financial records





- Club Treasurer's Responsibilities (slide 2 of 8):
 - Manage membership dues & fees:
 - Collect Club membership dues/fees:
 - Quarterly, semi-annually, or annually
 - Should be sufficient to cover CO/WY Optimist District & OI dues & fees, as well as club membership expenses
 - Pay quarterly dues to CO/WY Optimist District:
 - Pay via cheque or electronic transfer
 - Pay quarterly dues to OI:
 - Pay on-line (credit card), ACH, or via cheque



Sample Club Dues Statement



(Your Club Name) OPTIMIST CLUB	
MEMBERSHIP DUES STATEMENT	
Oliver O. Optimystic	
1234 Happy Lane	
Sunnyside, CO 81112	
October 1, 2023	
<u>OlyOlyOxentree@comcast.net</u>	
Dues for 1 st Quarter 2024-2025, Starting October 1, 2024	\$ 30.00
Dues for 2 nd Quarter 2024-2025, Starting January 1, 2025	\$ 30.00
Dues for 3 rd Quarter 2024-2025, Starting April 1, 2025	\$ 30.00
Dues for 4 th Quarter 2024-2025, Starting July 1, 2025	<u>\$ 30.00</u>
Total dues for the year	\$120.00
For your convenience, you may wish to pay dues for the entire year now.	
PLEASE REMIT TO:	
Terry T. Treasurer	
9876 Prosperity Way	
Castle River, CO 81111-1234	





- Club Treasurer's Responsibilities (slide 3 of 8):
 - Collect membership dues & fees:
 - CO/WY Optimist District 2024-25 dues:
 - \$5 per member per quarter (\$20 per year):
 - Includes regular members, life members, & Friends Of Optimists (FOOs)
 - District dues waived for one year for new members brought in under OI Incentive Programs IAW District Policies
 - Know your District Treasurer & Lt. Gov.





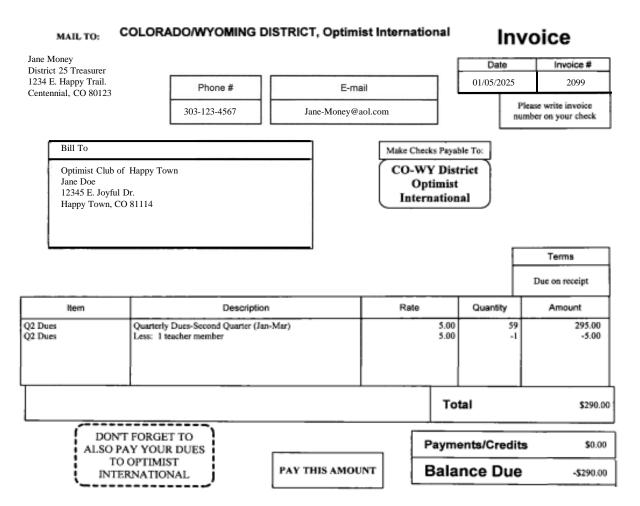
- Club Treasurer's Responsibilities (slide 4 of 8):
 - Collect membership dues & fees:
 - CO/WY Optimist District dues go to:
 - New Club Building
 - District Contests
 - Awards
 - Communications
 - District Conferences
 - District Administration ____

See CO/WY - Optimist District Financial Statement (presented at District Board of Directors' Meetings)



Sample CO/WY Optimist District Dues Statement









- Club Treasurer's Responsibilities (slide 5 of 8):
 - Collect membership dues & fees:
 - OI dues structure for US clubs:

	2023-2024 Opt. Year	2024-2025 Opt. Year *	
Regular Mbr – Annual Dues	\$85.88	\$89.32	\$3.44 increase
Regular Mbr – Quarterly Dues	\$21.47	\$22.33	
Life Mbr – Annual Dues	\$42.94	\$44.66	\$1.72 increase
Life Mbr – Quarterly Dues	\$10.74	\$11.17	

* 2024-2025 Dues Structure not yet published by OI → Values based on 4% Cost of Living Adjustment approved by OI Board of Directors IAW OI Bylaws, Article VIII, SECTION 2, Paragraph B



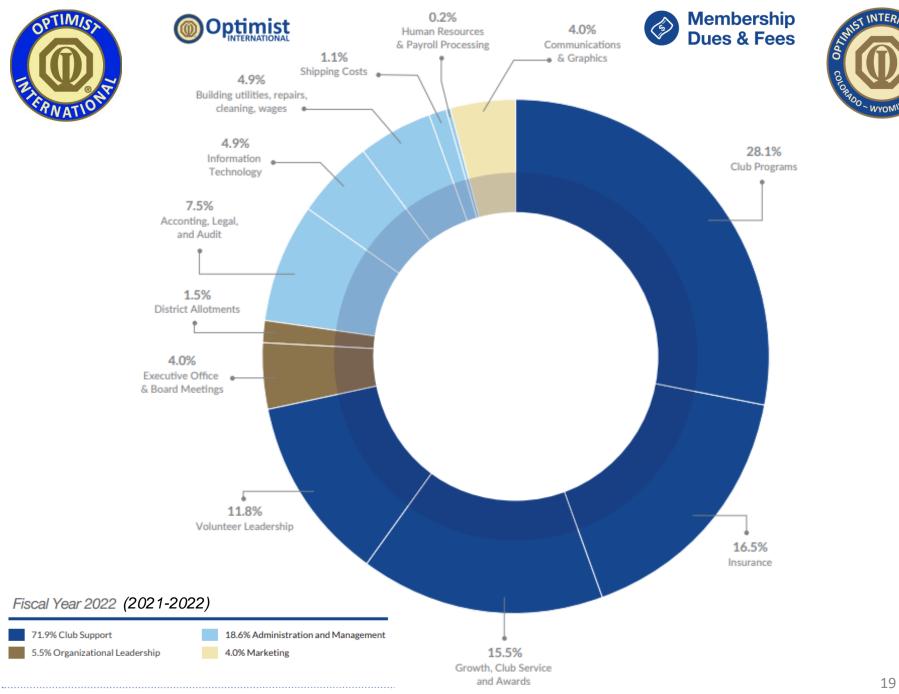


- Club Treasurer's Responsibilities (slide 6 of 8):
 - OI dues breakdown

	20	021-2022
Optimist International	Ar	nt / Year
Dues Breakdown Estimate - Regular Mbrs		
District Allotments	\$	1.00
Club Programs	\$	19.00
Communications & Graphics	\$	2.68
Volunteer Leadership	\$	8.01
Insurance	\$	11.13
General Management	\$	15.26
Growth, Member Services, & Awards	\$	10.50
Total Dues per Member (approx + / -)	\$	67.58

The Last Year Dues Breakdown Estimate is available from OI

• Up to 25% of OI Dues may be paid from Youth Account (charitable funding) vs. Admin Account (non-charitable funding, i.e., club administration, operations & maintenance, etc.)







- Club Treasurer's Responsibilities (slide 7 of 8):
 - Collect membership dues & fees:
 - OI new mbr. processing fees (2023-24 Opt. Yr.):*
 - \$15 per new regular member
 - \$5 for new college member
 - \$5 for transfer members
 - Friend Of Optimist (FOO) (2023-24 Opt. Year):*
 - \$140 per year \rightarrow \$56 returned to club by OI
 - No OI Incentive Programs announced for 2024-25 Opt. Year

*2024-2025 Fees Structure not yet published by OI



Sample Optimist International Dues Statement



REAL PROPERTY OF THE PROPERTY

CLUB DUES INVOICE

Club # 25077 District # 25

DENVER-DENVER TECH CENTER, CO

OC OF DENVER-DENVER TECH CENTER, CO KATY BARBER 2685 S DAYTON WAY, UNIT 222 AURORA, COLORADO 80231 UNITED STATES Remittance Address:

OPTIMIST INTERNATIONAL P.O. BOX 500473 ST. LOUIS, MO 63150-0473 USA PHONE: (800) 500-8130 FAX: (314) 371-6006 AR@OPTIMIST.ORG

Invoice # 25077-22.4 Invoice Date: 07/01/2022

Regular Club

katybarber27@gmail.com

#	Description	Fee per Member	Amount
	BALANCE - PAST DUE		30.00
30	CLUB DUES - REGULAR MEMBERS	16.8950	506.85
5	CLUB DUES - FULLY-PAID LIFE MEMBERS	6.5000	32.50
	TOTAL DUES & FEES - THIS PERIOD		\$ 539.35
	TOTAL AMOUNT OWE (DUE UPON RECEIPT)		\$ 569.35

		TEAR O	FF AND SEND THIS SECTION WITH PAYMENT		
Invoice #	Date	Due Date	Club Name	Club #	Amount to pay
25077-22.4	07/01/2022	DUE UPON RECEIPT	DENVER-DENVER TECH CENTER, CO	25077	\$ 569.35
Consider a non-r	estricted contributio	n to your Founda	tion and meet your Honor Club requirement		
P s	OPTIMIST INTERNATIC 20. BOX 500473 7. LOUIS, MO 63150-(JSA			Amount Paid	

Bringing Out the Best





- Club Treasurer's Responsibilities (slide 8 of 8):
 - Provide Financial Report at every Club Board of Directors' Meeting
 - Send Financial Report to all club members prior to Club Board of Directors' Meeting
 - Register Club with Secretary of State's Office as Not-for-Profit Business
 - Submit IRS Form 990 / 990-N
 - Bottom Line: Be good steward of Club's Money. Transparency is important!!





- Club Bank Accounts: *
 - Administrative / Operating
 - Community Service / Youth Activities
 - Memorial
- * OI:
 - No longer requires separate operating & youth activities accounts but asks Clubs to comply with their state's legal/financial requirements
 - Recommends having 2 signatures on every cheque





- Optimist Year (1 OCT 30 SEP) Club Treasurer Key Milestones (slide 1 of 5):
 - ~Mid-SEP Coordinate with outgoing Club Treasurer to:
 - Obtain signature authority for new Club Treasurer on all Club accounts
 - Send out <u>first</u> quarter dues/fees notices to Club members (via email where possible)^{*}
 - *OI & CO/WY Optimist District 1st Quarter dues are based upon Club membership roster on <u>30 SEP</u>





- Optimist Year (1 OCT 30 SEP) Club Treasurer Key Milestones (slide 2 of 5):
 - 01 OCT New Club Treasurer assumes Club Treasurer responsibilities:
 - Take custody of all Club Treasurer files
 - Take custody of cheque books and deposit slips for all Club accounts
 - Early OCT Work with Club Finance Committee to build draft budget for new Optimist Year for submittal to board at OCT Board Meeting





- Optimist Year (1 OCT 30 SEP) Club Treasurer Key Milestones (slide 3 of 5):
 - 1st Month of each Quarter (OCT, JAN, APR, JUL) Pay Quarterly OI & CO/WY Optimist District Dues:
 - Monitor Optimist Leaders Website for "Club Balance Due" and pay quarterly OI dues when they are posted
 - Monitor email for CO/WY Optimist District quarterly dues and pay them upon receipt





- Optimist Year (1 OCT 30 SEP) Club Treasurer Key Milestones (slide 4 of 5):
 - ~Middle of third month of each quarter (DEC, MAR, JUN, SEP) – Send out quarterly dues/fees notices for next quarter to Club members via email where possible

(OI & CO/WY Optimist District quarterly dues are based upon Club membership roster <u>at end</u> of previous quarter)





- Optimist Year (1 OCT 30 SEP) Club Treasurer Key Milestones (slide 5 of 5):
 - Annual Registration with CO Secretary of State (WY Secretary of State for Cheyenne OC):
 - Due date based on date first registered*
 - Can be done as early as ~5 mths prior
 - Should receive email reminder ~3 mths prior *Should be registered as "Not for Profit Business"
 - 15 FEB IRS Form 990 / 990-N due
 - Before each Board Meeting Send out monthly Club Financial Report to all active Club members





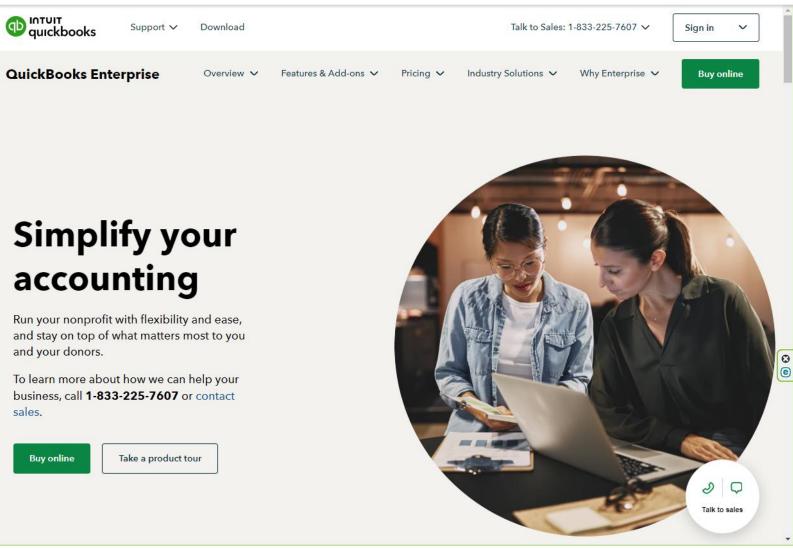
- Available Tools:
 - quickbooks available for purchase
 - Quicken available for purchase
 - Microsoft Word & Excel part of standard Microsoft office suite
 - Others?



quickbooks



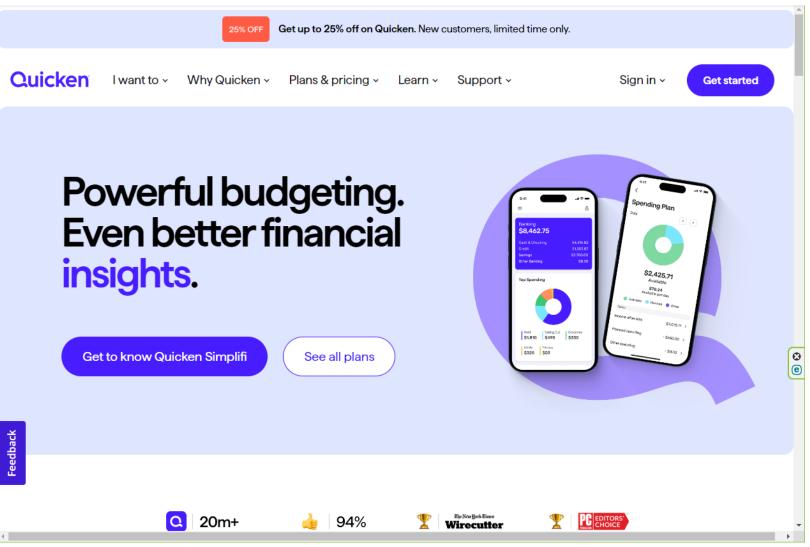
https://quickbooks.intuit.com/desktop/enterprise/industry-solutions/nonprofit//





Quicken

https://www.quicken.com



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Sample Excel Spreadsheets



Administrative / Operating Account

	DTC OP1				
OPERATING INCOME	inancial Staten / EXPENSE	ient ud	August 2016 Annual Budget	Year To Date Actual	Budget vs Actual
CLUB INCOME	'17-'18 Plan Facto				
New Member Fees	6 X \$45	101	\$270.00	\$180.00	(\$90.00
New Member Dues	6 X \$50 (1/2 yr)	102	\$300.00	\$350.00	\$50.00
Full Membership Dues	~29 X \$100	103	\$2,870.00	\$2,756.25	(\$113.75
Life Membership Dues	5 X \$74	104	\$370.00	\$370.00	\$0.00
New FOO Fee (FOO Pays)		105	\$0.00	\$200.00	\$200.00
Club Special Donations		120	\$0.00	\$0.00	\$0.00
FOO Reimbursement	8 X \$40	130	\$320.00	\$200.00	(\$120.00
King Soopers Gift Card Sales	10 X \$25	180	\$250.00	\$225.00	(\$25.00
King Soopers Gift Card Rebates		181	\$1,500.00	\$1,301.49	(\$198.51
Misc.		190	\$34.28	\$300.00	\$265.72
Total Income			\$5,914.28	\$5,882.74	(\$31.54
CLUB EXPENSE					
New Member Fees (OI)	6 X \$15	201	\$90.00	\$125.00	\$35.00
Regular OI Dues	32 X \$16.01 X 4Q	203	\$2,049.28	\$1,887.75	(\$161.53
Life OI Dues	5 X \$6.50 X 4Q	204	\$130.00	\$130.00	\$0.00
CO/WY District Fees	41 X \$5 X 4Q	205	\$820.00	\$825.00	\$5.00
FOO Member Fees	5 X \$100	207	\$500.00	\$400.00	(\$100.00
Newsletter		210	\$100.00	\$0.00	(\$100.00
Operating Expense		220	\$500.00	\$522.38	\$22.38
Programs/Guest meals		230	\$500.00	\$419.50	(\$80.50
Officer Training		240	\$300.00	\$0.00	(\$300.00
President Expense		250	\$200.00	\$0.00	(\$200.00
District Expenses		275	\$100.00	\$158.65	\$58.65
King Soopers Gift Cards	10 X \$25	280	\$250.00	\$250.00	\$0.00
Misc.		290	\$0.00	\$300.00	\$300.00
Transfer to Pearn Memorial Fund		299	\$375.00	\$0.00	(\$375.00
Total Expenses			\$5,914.28	\$5,018.28	(\$896.00
NET (INCOME VS EXPENSE)			\$0.00	\$864.46	\$864.46
Cash on Hand				\$3.280.07	

Fina	DTC OF ncial State		「CLUB 8 August 2	018	
ACTIVITIES INCOME /	EXPENSE		Annual Budget	Year To Date Actual	Budget vs Actual
EVENT INCOME					
Wine Tasting Tickets	(100 @ \$35)	301	\$3,500.00	\$3,102.31	(\$397.69)
Wine Tasting Tickets - Members	(30 @ \$20)	303	\$640.00	\$496.55	(\$143.45)
Silent Auction		305	\$3,500.00	\$4,331.87	\$831.87
(Wine Tasting Expense)		310	(\$2,500.00)	(\$2,796.14)	(\$296.14)
Other Sales		320	\$0.00	\$0.00	\$0.00
Wine Tasting Donations		330	\$500.00	\$745.67	\$245.67
Total Fund Raising Income			\$5,640.00	\$5,880.26	\$240.26
OTHER INCOME					
Pass Through		410	\$1,000.00	\$100.00	(\$900.00)
Elephant Rock	7 stations	420	\$1,155.00	\$1,280.00	\$125.00
Misc. & Donations		450	\$100.00	\$0.00	(\$100.00)
Total Other Income			\$2,255.00	\$1,380.00	(\$875.00)
Pearn Memorial Fund		601	\$375.00	\$0.00	(\$375.00)
TOTAL INCOME			\$8,270.00	\$7,260.26	(\$1,009.74)
COMMUNITY SERVICE EXPENS	F				
Oratorical Contest		501	\$125.00	\$20.07	(\$104.93)
Essay Contest		505	\$50.00	\$0.00	(\$50.00)
Respect For Law		510	\$300.00	\$475.21	\$175.21
Jr. World of Golf		515	\$280.00	\$200.00	(\$80.00)
Brain Bowl		520	\$300.00	\$300.00	\$0.00
HOBY		525	\$525.00	\$525.00	\$0.00
Shiloh House		530	\$2,400.00	\$856.23	(\$1.543.77)
Sweet Dream in a Bag		531	\$300.00	\$300.00	\$0.00
Griffith Center		535	\$450.00	\$469.79	\$19.79
Children's Cancer Projects		540	\$500.00	\$0.00	(\$500.00)
JDRF / Kids Diabetes Camp		545	\$500.00	\$500.00	\$0.00
O.I. Foundation		550	\$500.00	\$0.00	(\$500.00)
Aspen Crossing ES - BUG Awards	5	556	\$450.00	\$577.99	\$127.99
Southmoor ES - BUG+Dr.Seuss		557	\$500.00	\$545.73	\$45.73
Literacy Program		565	\$0.00	\$0.00	\$0.00
Youth Appreciation		570	\$100.00	\$0.00	(\$100.00)
Destination Imagination		580	\$300.00	\$300.00	\$0.00
Rosie's Ranch		585	\$200.00	\$200.00	\$0.00
Pass Through		588	\$0.00	\$100.00	\$100.00
Colorado Feeding Kids		589	\$300.00	\$0.00	(\$300.00)
Misc.		590	(\$10.00)	\$0.00	\$10.00
Pearn Memorial Fund		701	\$200.00	\$200.00	\$0.00
Total Service Expenditures			\$8,270.00	\$5,570.02	(\$2,699.98)
NET (INCOME VS EXPENSE)			\$0.00	\$1,690.24	\$1,690.24
Cash on Hand Activity Account				\$7,551.04	
Cash in Pearn Memorial Fund			+	\$1,700.00	
Total Cash on Hand				\$12,531.11	

DTC OPTIMIST CLUB

Blue shaded fields indicate changed content from previous financial statement

Community Service / Youth Activities Account





- →• Useful Websites
 - →• CO Secretary of State
 - (WY Secretary of State for Cheyenne OC)
 - Site for IRS Form 990 / 990-N
 - OI & District Websites
 - Optimist International (OI)
 - Optimist Institute (formerly Learning Management System (LMS))
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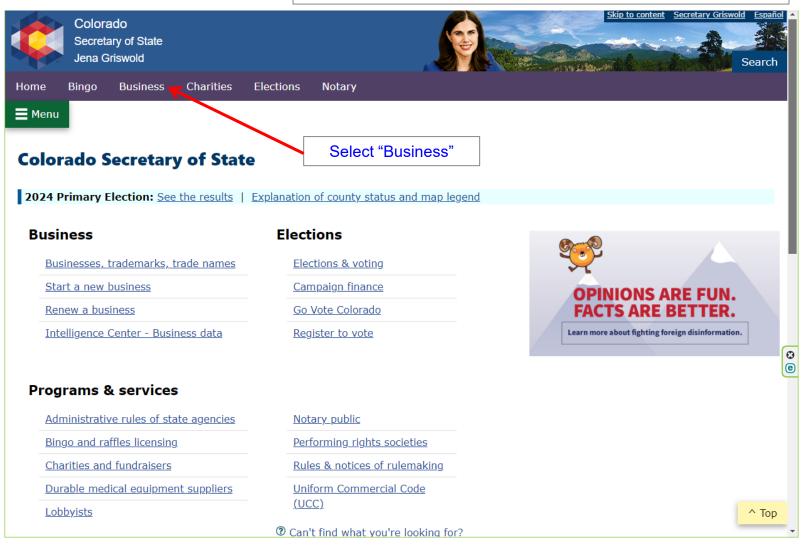


CO Secretary of State (SoS) Web Site

https://www.coloradosos.gov/



Clubs should be registered as "Not for Profit Business"



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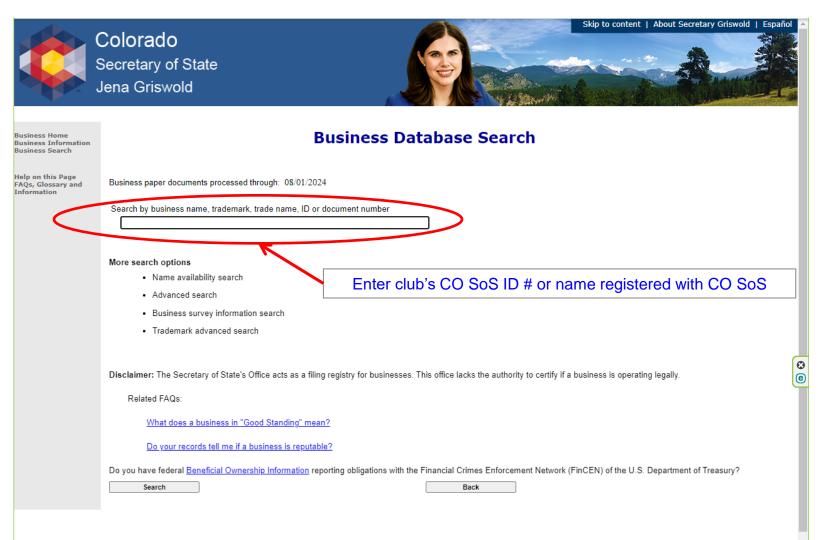
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Clubs should be registered as "Not for Profit Business"

Colorado Secretary of State Jena Griswold		Search
ome Bingo Business Charities Elect	ions Notary	
E Menu		
Business Organizations		
Charting July 1, 2024, the periodic report filing for	as has increased to \$25	
Starting July 1, 2024, the periodic report filing fe	ee nas increased to \$25.	
Search & file	Apostilles & authentications	
Search business database	Everything you need to know	
Name availability search	Business apostilles	
File a business document	Apostilles and authentications request form (PDF)	
	Apostiles and dutientications request form (1 DT)	
Periodic report filing	Apostiles and addrended ons request form (FDF)	
Periodic report filing	Help & resources	
Periodic report filing Trade name renewal		
Periodic report filing Trade name renewal Forms list	Help & resources	
Periodic report filing Trade name renewal Forms list Oaths of office (PDE)	Help & resources <u>Federal reporting of beneficial ownership information</u> <u>Alerts and cautions</u>	
Periodic report filing Trade name renewal Forms list Oaths of office (PDE) Facsimile signatures (PDE)	Help & resources Federal reporting of beneficial ownership information Alerts and cautions	
Periodic report filing Trade name renewal Forms list Oaths of office (PDE) Facsimile signatures (PDE)	Help & resources Federal reporting of beneficial ownership information Alerts and cautions DF) Protect your business from identity theft	^ Top







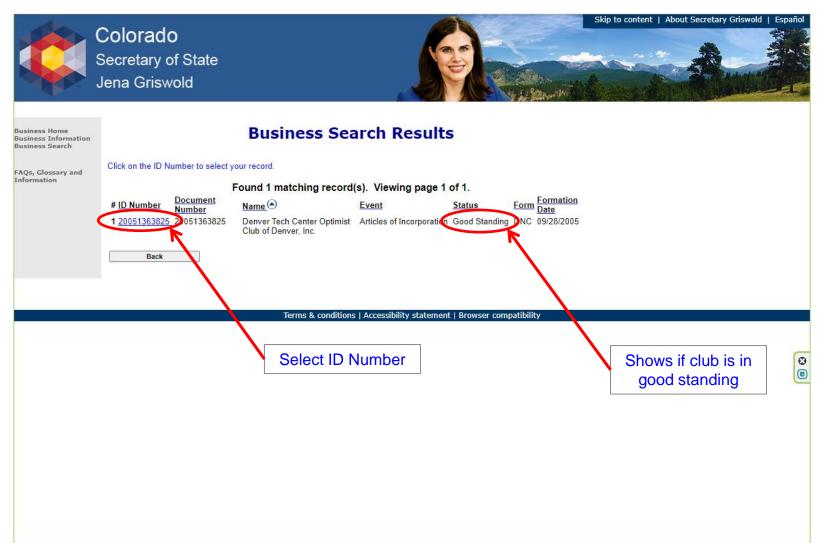




	Colorado Secretary of State Jena Griswold
Business Home Business Information Business Search	Business Database Search
Help on this Page FAQs, Glossary and Information	Business paper documents processed through: 08/01/2024 Search by business name, trademark, trade name, ID or document number denver tech center optimist club
	More search options Name availability search Advanced search Business survey information search Trademark advanced search
	Disclaimer: The Secretary of State's Office acts as a filing registry for businesses. This office lacks the authority to certify if a business is operating legally. Related FAQs: What does a business in "Good Standing" mean? Do your records tell me if a business is reputable? Do you have federal Beneficial Ownership Information reporting obligations with the Financial Crimes Enforcement Network (FinCEN) of the U.S. Department of Treasury? Back Back Select "Search"

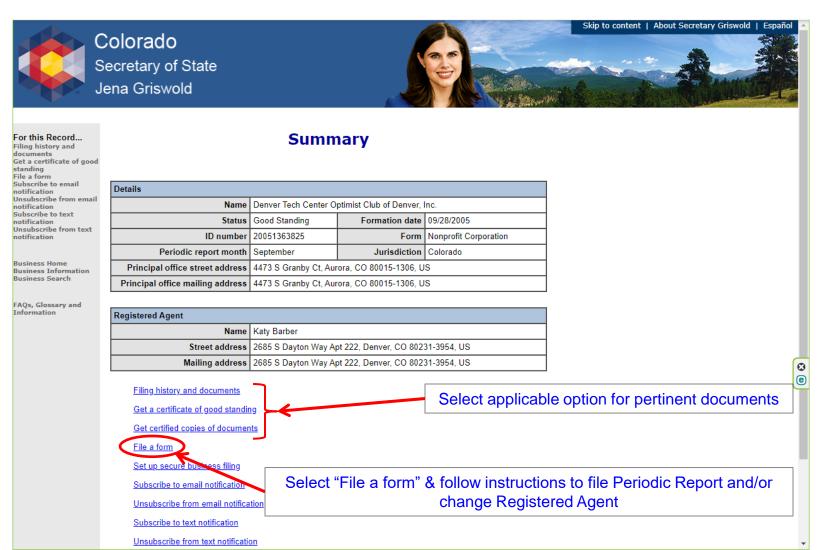


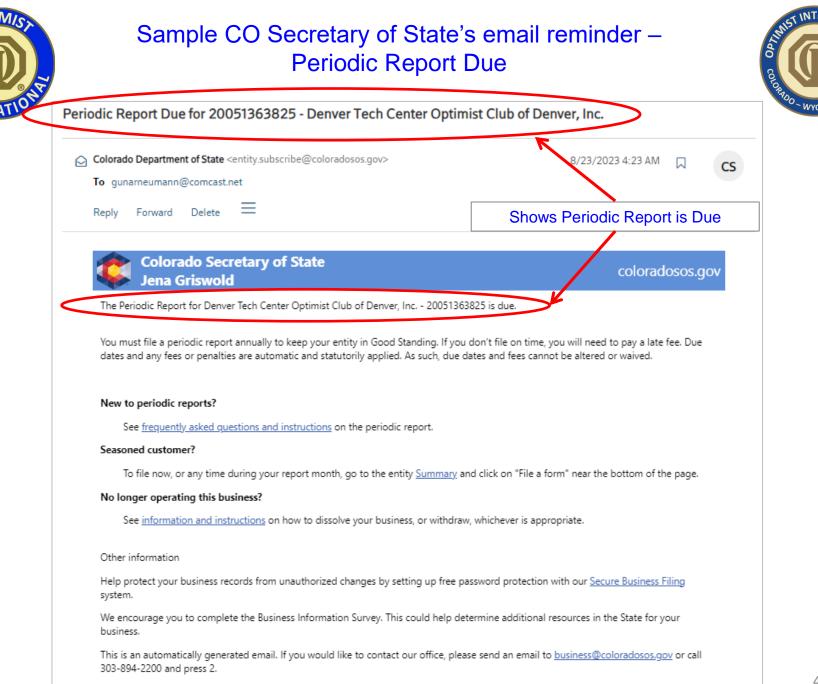




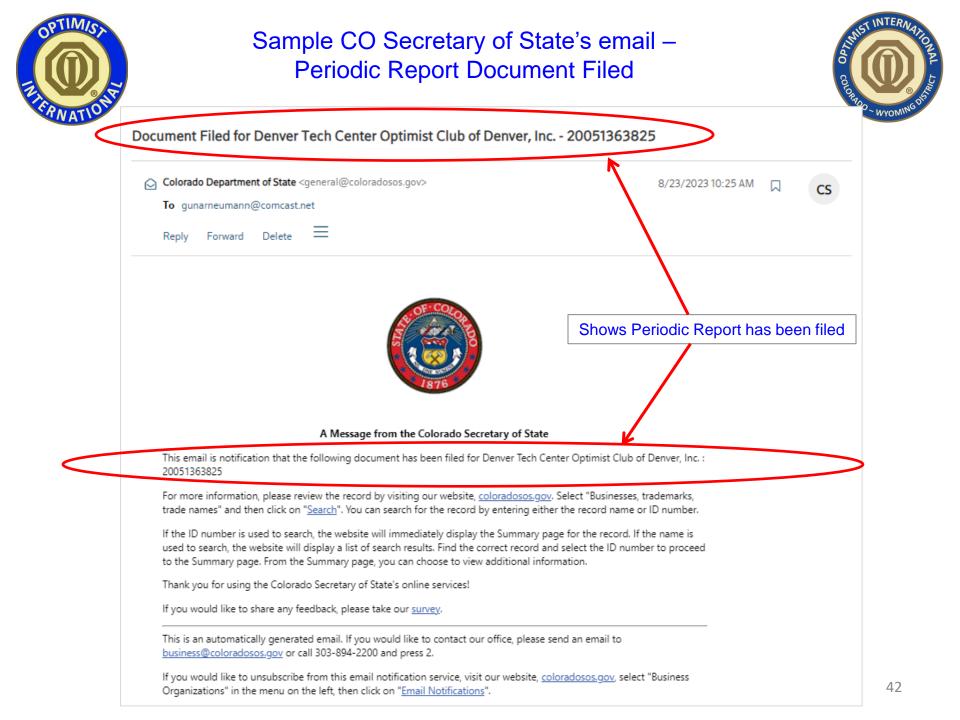








If you would like to <u>unsubscribe</u> from this notification service, visit the <u>Email Notifications</u> page.







CO/WY Optimist District Convention Club Treasurer Training

- →• Useful Websites
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 - → (WY Secretary of State for Cheyenne OC)
 - Site for IRS Form 990 / 990-N
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 - Optimist International (OI)
 - Optimist Institute (formerly Learning Management System (LMS))
 - Optimist International Foundation (OIF)
 - Optimist Leaders
 - CO/WY Optimist District
 - CO/WY Optimist District Facebook
 - District & Club Policies



Reinstate Online

WY Secretary of State (SoS) Web Site

https://sos.wyo.gov/business/









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IRS Form 990 Web Site



https://www.irs.gov/charities-non-profits/annual-filing-and-forms

An official website of the United States Gove	ernment
MIRS	Help News English 🗸 📂 Charities & Nonprofits 🚍 Tax Pros
File Pay Refu	nds Credits & Deductions Forms & Instructions Search Q
Home / File / Charities and nonprofits	/ Annual filing and forms
Annual filing a	nd forms
Individuals	In general, exempt organizations are required to file <u>annual returns</u> , although there are <u>exceptions</u> . If an organization does not file a required return or files Quick links
Businesses and self-employed	<u>late</u> , the IRS may assess <u>penalties</u> . In addition, if an organization does not file as required for three consecutive years, it automatically loses its tax-exempt status.
Charities and nonprofits	Effective for tax years beginning after July 1, 2019, the Taxpayer First Act, Pub. L.
Exempt organization types	No. 116-25 Section 2301, requires organizations exempt from taxation under • <u>Publications</u> section 501(a) to file their annual Form 990 and Form 990-PF returns • <u>Audit Process</u>
Lifecycle of an exempt organization	electronically, unless covered by one of the exceptions listed in the <u>form</u> <u>instructions</u> . Form 990-EZ filers are required to file electronically for tax years ending July 31, 2021, and later. <u>IRS: Recent legislation requires tax exempt</u> - <u>Contact IRS exempt organizations</u>
Annual filing and forms	organizations to e-file forms contains a summary of e-filing requirements.
Required filing (Form 990 series)	The IRS sends back Form 990 series returns filed on paper – and rejects electronically filed returns – when they are materially incomplete or the wrong return. If we send back your organization's return, follow the instructions in the
Employment taxes	accompanying letter and on <u>Filing procedures – incomplete returns</u> .

The most common errors causing the return of a Form 990 series returns are

d husinoss incom



IRS Form 990 Web Site

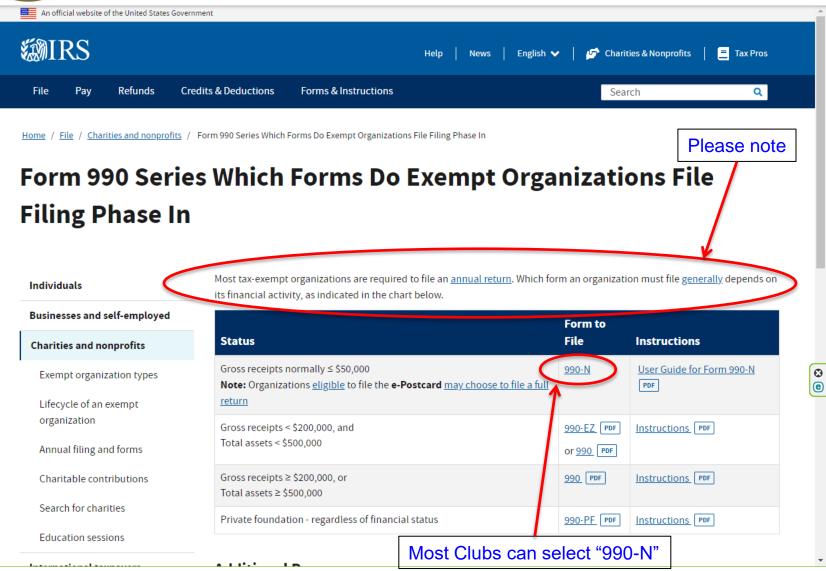


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IRS File P	ay Refunds	Credits & Deductions	Forms & Instructions	Search	Q
Individuals		1 0 1	red to file <u>annual returns</u> , al es not file a required return	0	Quick links
Businesses and self-employed		· · ·	ion, if an organization does omatically loses its tax-exer		• <u>A-Z Index</u>
Charities and nonprofits			1, 2019, the Taxpayer First A		 <u>Educational Resources and</u> <u>Guidance</u>
Exempt organization types		ion 2301, requires organiza o file their annual Form 990	itions exempt from taxation) and Form 990-PF returns	under	Publications Audit Process
Lifecycle of an exempt organization	instructions. Fo	rm 990-EZ filers are require	e exceptions listed in the <u>for</u> ed to file electronically for ta <u>t legislation requires tax exe</u>	x years	<u>Contact IRS exempt organizations</u> <u>About Us</u>
Annual filing and forms			mmary of e-filing requireme		Click here
Required filing (Form 990 series)	electronically fi return. If we ser	led returns – when they are nd back your organization's	s filed on paper – and reject materially incomplete or the return, follow the instruction	ne wrong	
Employment taxes		etter and on <u>Filing procedu</u>			
Unrelated business income tax	missing or inco	non errors causing the return mplete schedules . ages for Form 990, 990-EZ, ;	rn of a Form 990 series retur and 990-PF filing tips:	ns are	
Charitable contributions		and schedules			
Search for charities		olds – which 990-series ret dates for exempt organiza			
Education sessions		<u>should I use?</u> tronic notice (e-Postcard) fi	<u>or small exempt organizatio</u>	ns	
International taxpayers	• Filing tips	rting requirements FAQs			
Governmental liaisons	Informati	on reporting			

IRS Form 990 Web Site







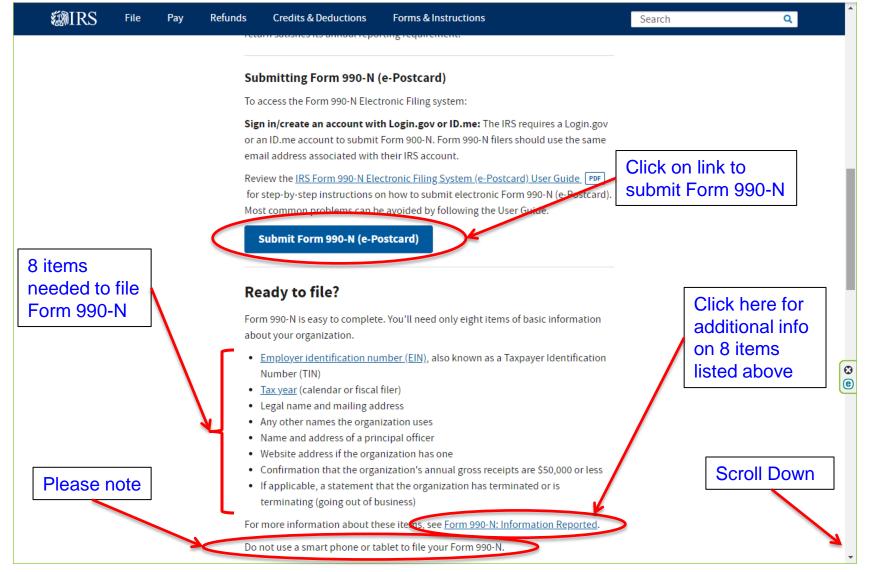


An official website of the United States Gove	rnment	
MIRS	Help	News English 🗸 📂 Charities & Nonprofits 📒 Tax Pros
File Pay Refunds C	redits & Deductions Forms & Instructions	Search Q
ome / File / Charities and nonprofits	Annual Electronic Filing Requirement for Small Exempt Organizat	ions — Form 990-N (e-Postcard)
	nie Filing Dequiremen	t for Small Evenuet
	nic Filing Requiremen	-
rganizations	— Form 990-N (e-Posto	ard)
Individuals	Who may file Form 990-N to satisf	y their annual Charities & Non-Profits Topics
Businesses and self-employed	reporting requirement?	• <u>A-Z Index</u>
Charities and nonprofits	In general, exempt organizations have an annual repo there are <u>exceptions</u> .	orting requirement although • Educational Resources and Guidance
Exempt organization types	Most small tax-exempt organizations that have an an can satisfy the requirements by submitting Form 990-	
Lifecycle of an exempt organization	Postcard) for Tax-Exempt Organizations Not Required EZ. Form 990-N is submitted electronically, there are	to File Form 990 or Form 990- • <u>Contact IRS exempt organizations</u>
Annual filing and forms	An organization eligible to submit Form 990-N can ins or Form 990-EZ to satisfy its annual reporting require	
Charitable contributions	Small tax-exempt organizations generally are eligible	
Search for charities	satisfy their annual reporting requirement if their ann normally \$50,000 or less.	Jual gross receipts are
Education sessions	 Gross receipts are the total amounts the organizate during its annual accounting period, without subt 	





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IRS File Pay Refun	nds Credits & Deductions Forms & Instructions	Search Q
	Filing due date Form 990-N is due every year by the 15th day of the 5th month after the close of your <u>tax year</u> . You cannot file the e-Postcard until after your tax year ends.	Filing Due Date for US Clubs is 15 FEB
	Example : If your tax year ended on December 31, the e-Postcard is due May 15 of the following year. If the due date falls on a Saturday, Sunday or a legal holiday, the due date is the next business day.	
	Late submissions	
	If we don't receive your submission by the due date, a reminder will be sent to the address on file. Organizations should submit the required form, even if they are late. There is no penalty for late submissions.	
	While there is no penalty assessment for filing Form 990-N late, organizations that fail to file required Forms 990, 990-EZ or 990-N for three consecutive years will <u>automatically lose their tax-exempt status</u> . Revocation of the organization's tax-exempt status will happen on the filing due date of the third consecutively-missed year.	
	Search for Form 990-N filings	
	To search for organizations that have filed Form 990-N and to view their filings, see <u>Tax-Exempt Organization Search</u> . You can also download the entire database of Form 990-N filings.	
	Problems filing	
	If you experience filing system or website problems, see <u>How to File: Frequently</u> <u>Asked Questions</u> . If you can't fix the problem, call TE/GE Customer Account Services at <u>877-829-5500</u> . A representative will file your Form 990-N information.	
	Additional information	
	 <u>Annual Electronic Notice (Form 990-N) Frequently Asked Questions</u> <u>Automatic Exemption Revocation for Non-Filing: Frequently Asked Questions</u> 	





CO/WY Optimist District Convention Club Treasurer Training

- →• Useful Websites
 - CO Secretary of State
 - (WY Secretary of State for Cheyenne OC)
 - Site for IRS Form 990 / 990-N
 - →• OI & District Websites
 - →• Optimist International (OI)
 - Optimist Institute (formerly Learning Management System (LMS))
 - Optimist International Foundation (OIF)
 - Optimist Leaders
 - CO/WY Optimist District
 - CO/WY Optimist District Facebook
 - District & Club Policies





OI web site contains plethora of information, including:

- OI Headquarters Staff Directory
- OI Bylaws
- OI Board Policies
- OI Dues & Fees Structure
- OI Insurance
- OI Tax-Exempt Info
- OI Int'l Convention
- OI Childhood Health & Wellness Program
- OI Junior Golf Program
- OI Scholarship Programs
- OI Forms & Documents
- OI Official Suppliers





OI web site is starting point to access key websites, including:

- Optimist Institute → Requires login using email address on record with OI.
 - Payment no longer required except for FOO (\$25 per yr.)
- Optimist International Foundation (OIF)
 - District Foundation Rep. (DFR) is District's Expert on OIF
 - Club Foundation Rep. (CFR) is Club's Expert on OIF
- Optimist Leaders → Requires login using email address on record with OI

Bring up Optimist International website



https://www.optimist.org







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Select "MEMBER RESOURCES" for various OI forms, documents, teaching materials, & leadership info

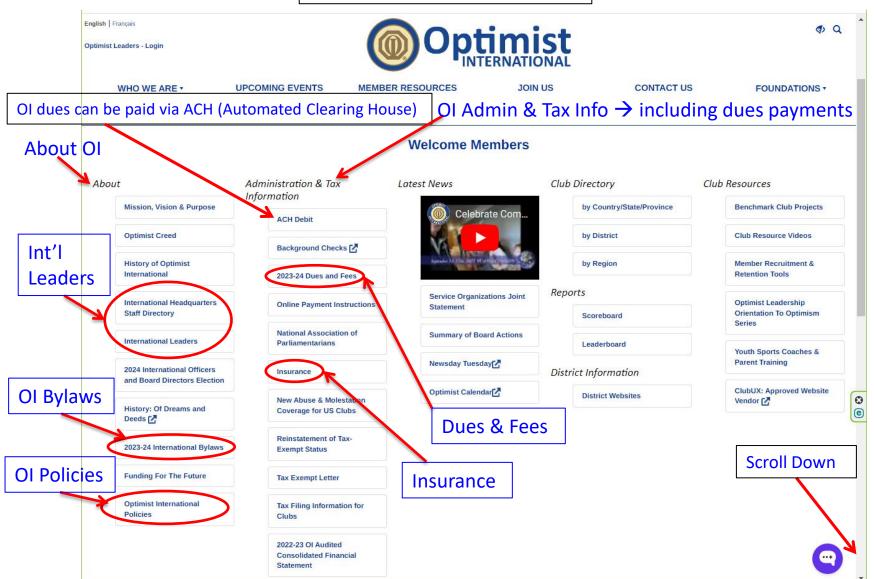




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Member Resources



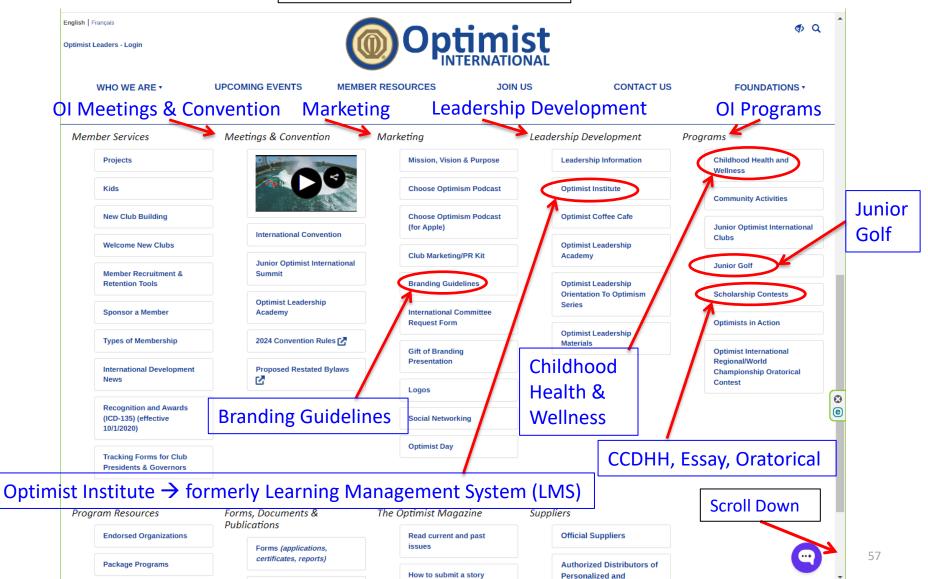




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Member Resources







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Member Resources



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Prog	ram Resources	Forms, Documents & Publications	The Optimist Magazine	Supplie	rs		
Endorsed Organizations		Forms (applications,	Read current and past issues		Official Suppliers		0
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Sponsorships		duties)					
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 - CO/WY Optimist District Facebook
 - District & Club Policies



Optimist Institute



Optimist Institute → Requires login using email address on record with OI. Payment no longer required except for FOO (\$25 per yr.):

- High level courses for training District & Club Leaders (Detailed training for District & Club Leaders given at District Conventions)
- Various courses for ALL Optimist Members, including:
 - Service to Youth
 - Optimist Skills Course: Communication Skills
 - Optimist Skills Course: Time Management
 - Optimist Skills Course: Working in Diverse Cultures or Environments
 - Optimist International Childhood Health and Wellness
 - Optimist International Junior Optimist International (JOI) Clubs
 - Optimist Programs Course: Community Activities Fundraising Programs
 - Bringing Out the Best in Our Clubs
- Int'l Convention Workshop Handouts & Session/Town Hall Videos
 Bring up Optimist Institute website



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Member Resources



WHO WE ARE *	UPCOMING EVENTS	MEMBER RESOURCES	JOIN US	CONTACT US	FOUNDATIONS •
Member Services	Meetings & Convention	Marketing	Leade	ership Development	Programs
Projects		Mission, Vision	& Purpose	Leadership Information	Childhood Health and Wellness
Kids		Choose Optimic	sm Podcast	Optimist Institute	Community Activities
New Club Building	International Conventional	Choose Optimis (for Apple)	sm Podcast	Optimist Coffee Cafe	Junior Optimist Internationa Clubs
Welcome New Clubs	Junior Optimist Intern	Club Marketing	/PR Kit	Optimist Leadership Academy	Junior Golf
Member Recruitment & Retention Tools	Summit	Branding Guide	elines	Optimist Leadership Orientation To Optimism	Scholarship Contests
Sponsor a Member	Optimist Leadership Academy	International Co Request Form	ommittee	Series	Optimists in Action
Types of Membership	2024 Convention Rule	Gift of Branding Presentation		Optimist Leadership Materials	Optimist International Regional/World
International Development News	Proposed Restated By				Championship Oratorical Contest
Recognition and Awards (ICD-135) (effective 10/1/2020)		Social Network	ing		
Tracking Forms for Club Presidents & Governors		Optimist Day			
nist Institute $ ightarrow$ fo	ormerly Learnin	g Management	System (LN	۸S)	
Program Resources	Forms, Documents & Publications	The Optimist Maga	nzine Suppl	iers	

How to submit a story

Personalized and



https://www.optimist.org/member/optimist-institute.cfm



Member Resources – Optimist Institute Website

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WHO WE ARE •	UPCOMING EVENTS	MEMBER RESOURCES	JOIN US	CONTACT US	FOUNDATIONS •
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PGI Recognition Form PGI Passport					
PDP Can be accessed via the O					
For more information, please co institute@optimist.org		uestions on Opti ute@optimist.or		e, send email to	
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Optimist Institute Website



	OPTIMIST CLUB MEMBER REGISTRATION	COLLEGE OPTIMIST CLUB MEMBER REGISTRATION	FRIEND OF OPTIMIST REGISTRATION	
	\$0.00 per Year	\$0.00 per Year	\$25.00 per Year	
	All Optimist Club Members, including Vice Presidents, Governors, Lieutenant Governors, Club Officers, and District Officers, should register for	All Optimist Club Members, including Vice Presidents, Governors, Lieutenant Governors, Club Officers, and District Officers, should register for	Friends of Optimist should register for the Optimist Institute using this subscription plan.	
	the Optimist Institute using this subscription plan.	the Optimist Institute using this subscription plan.	For \$25.00 USD, you will have access to the Optimist Institute for one	
	You will need to renew your subscription annually with the updated passcode.	You will need to renew your subscription annually with the updated passcode.	year! You must have your member number and a passcode in order to	
	VOU MUST HAVE A PASSCODE TO REGISTER FOR THIS LICENSE! Please reach out to your Club President or Lt. Governor for the Passcode.	VOU MUST HAVE A PASSCODE TO REGISTER FOR THIS LICENSE! Please reach out to your Club President or Lt. Governor for the Passcode.	register as a Friend of Optimist for the Optimist Institute. If you do not know your member number or the passcode, please reach out to the Club President of your Club.	
	Click Here to Subscribe	Click Here to Subscribe		
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If prompted for a Passcode, enter "2425member" and follow instructions.



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Optimist Institute Website







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Optimist Institute Website



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Optimist Institute Website Dashboard



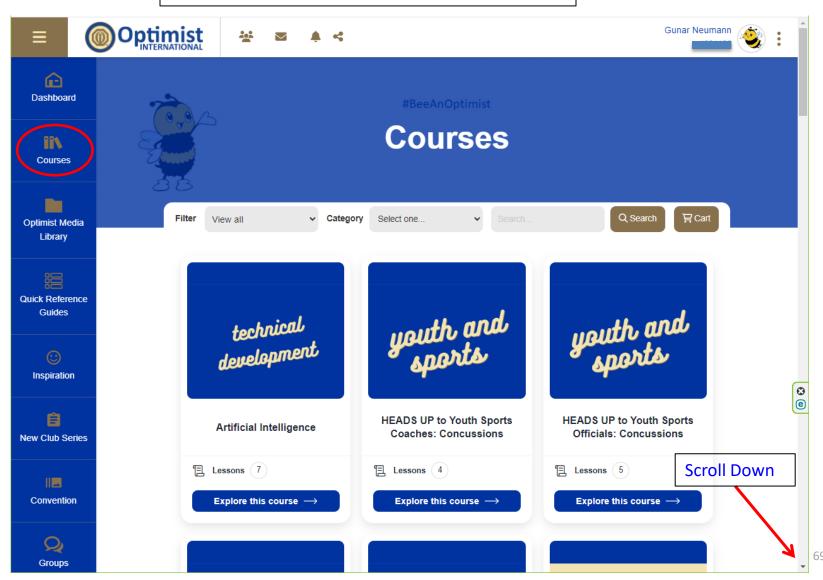
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E New Club Series	 Checklist 2023-2024 OI Webinars 0% 		e
Convention	Scholarship Webinar presented by the 2023-2024 Scholarship Committee Click arrow at far right to register	→	
Q Groups	Get to Know Your Bylaws Webinar presented by Marlene Phillips	÷	-



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Optimist Institute Website Courses



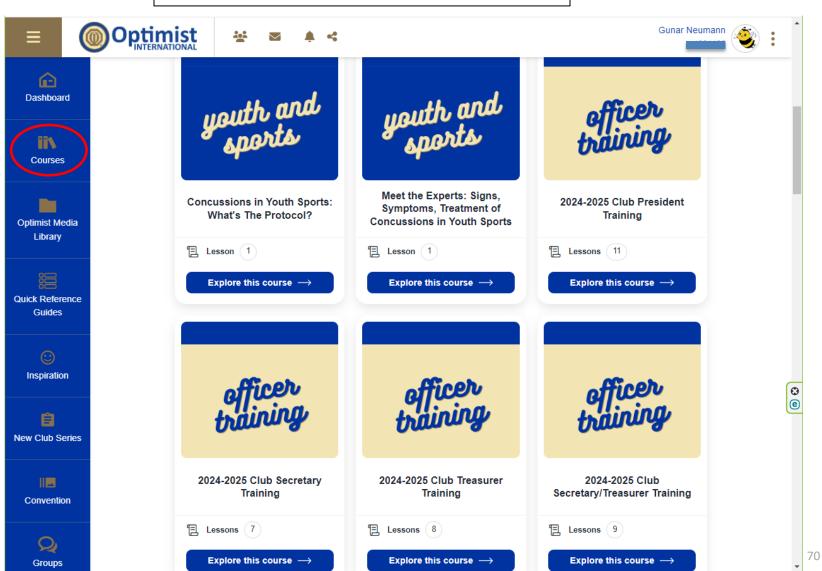




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Optimist Institute Website Courses







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Optimist Institute Website Media Library



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Optimist Institute Website Media Library



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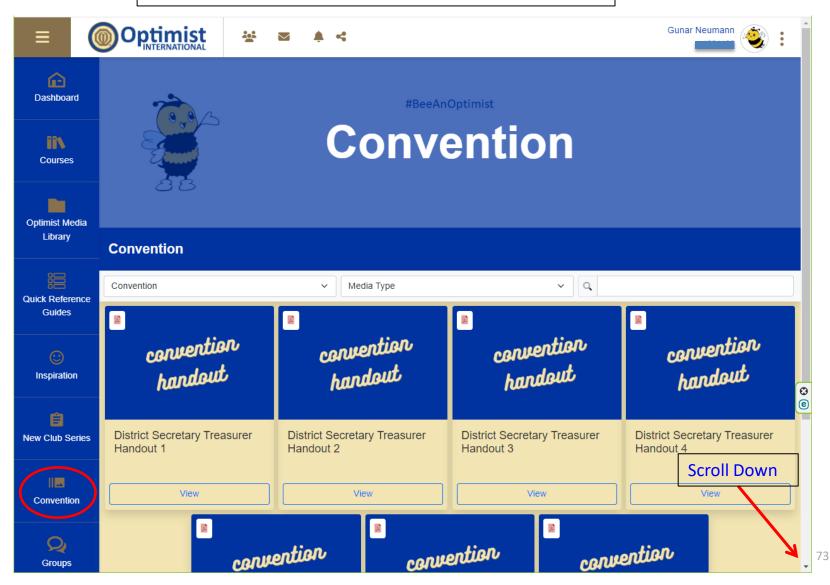


Optimist International (OI) Web Site

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Optimist Institute Website – Int'l Convention







Optimist International (OI) Web Site

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Optimist Institute Website – Int'l Convention



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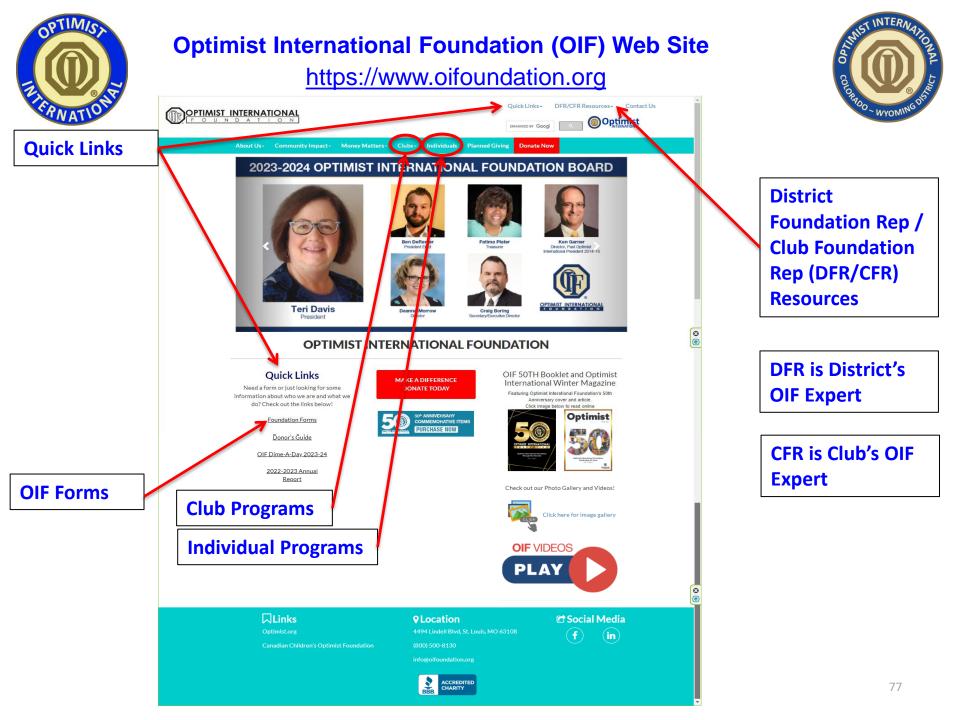
Optimist International (OI) Web Site

https://www.optimist.org





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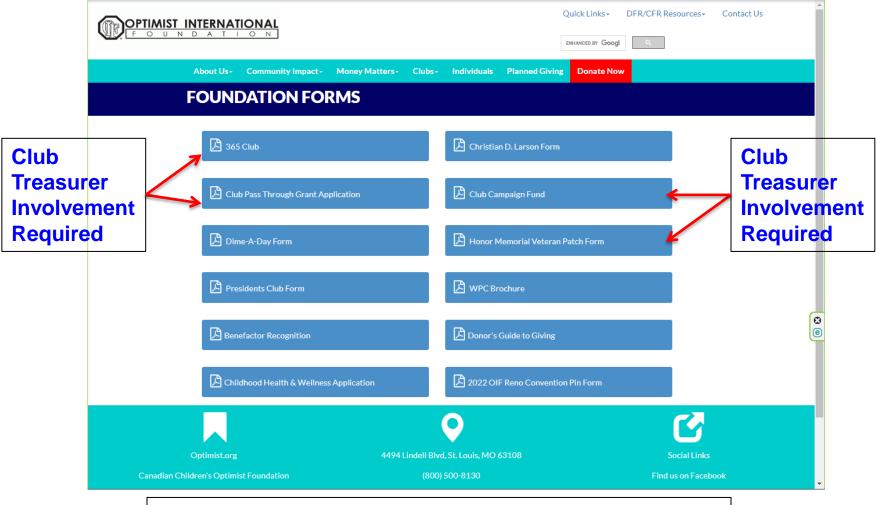


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OIF Forms Page

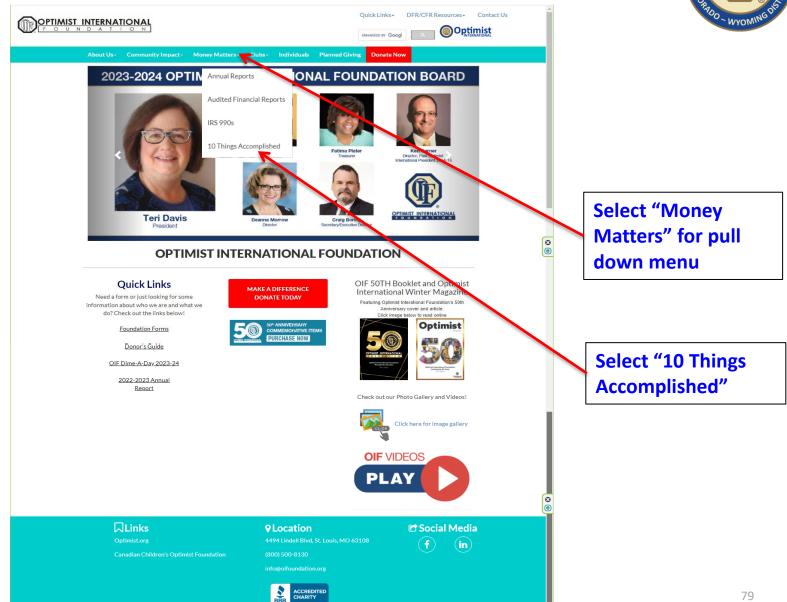


Check with your Club Foundation Rep (CFR) for details



Optimist International Foundation (OIF) Web Site https://www.oifoundation.org







Optimist International Foundation (OIF) Web Site

https://www.oifoundation.org



10 Things OIF Accomplished Per Year 2016-2023

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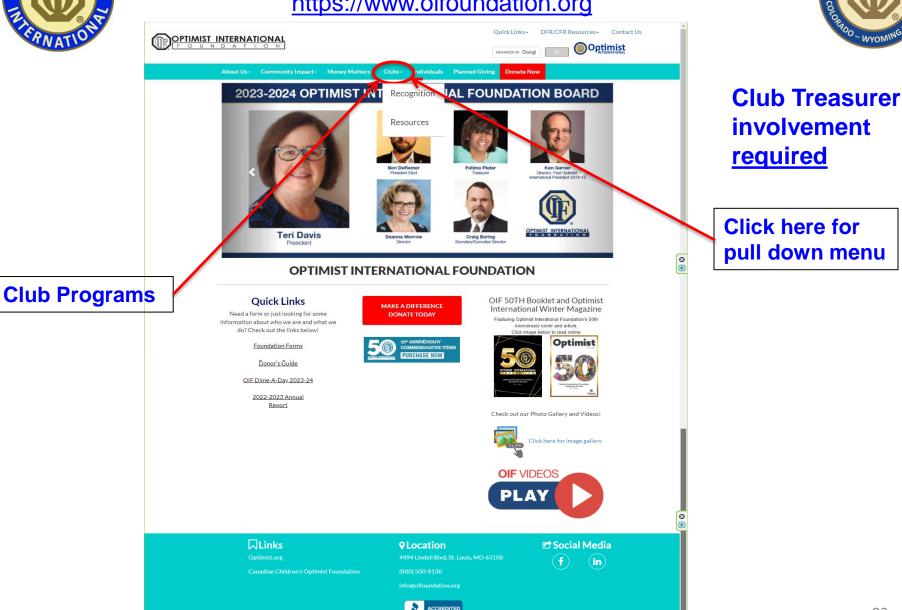
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Club Programs

	N D A T I O N				Quick Link		rces∓ Cont	act Us
Abou	t Us - Community Impact -	Money Matters -	Clubs-	Individuals	Planned Giving	Donate Now		
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Check with your Club Foundation Rep (CFR) for details



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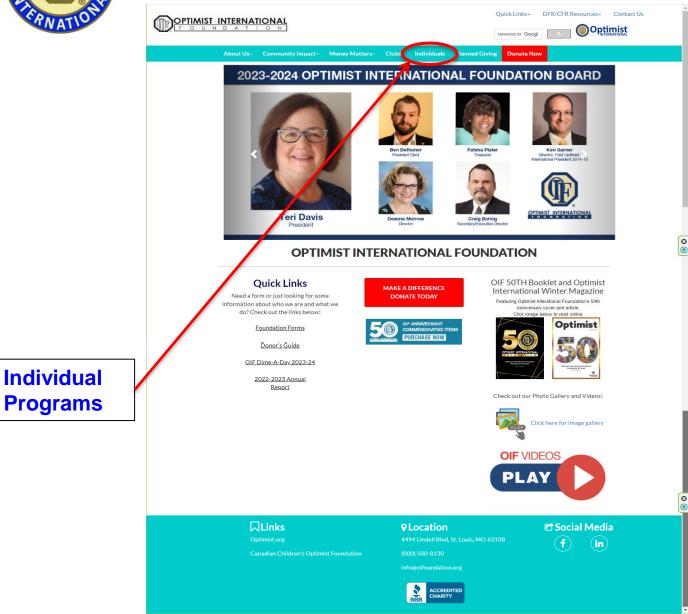
Club Programs

FOUNDATION	Quick Links- DFR/CFR Resources- Contact Us
About Us- Community Impact- Money Matters- Clubs-	Individuals Planned Giving Donate Now
CLUB RESOURCES	
Pass Through Program	Club Campaign
Foundation Forms	Childhood_Health_Wellness
Club Grants	
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Check with your Club Foundation Rep (CFR) for details



Optimist International Foundation (OIF) Web Site https://www.oifoundation.org





Club Treasurer involvement <u>NOT</u> required



Optimist International Foundation (OIF) Web Site

https://www.oifoundation.org



Individual Programs

			Quick Links-		Contact Us
About Us - Community Impact - Money Matte	rs- Clubs-	Individuals	Planned Giving	Donate Now	
INDIVIDUALS					
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Christian D. Larson		Benefac	ctors		
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 - CO/WY Optimist District
 - CO/WY Optimist District Facebook
 - District & Club Policies





Access "Optimist Leaders" website from OI website for:

- Club Roster
- Various reports:
 - T-shot
 - Aging
 - Club Roster Adjustments (CRAs)
 - Club Bylaws
 - Club Officer-Elect Reports (COERs)
 - etc.





"Optimist Leaders" web site's permissions dependent on Office Held:

- Gov, Dist. Sec., Dist. Treas. → Will be able to see data for entire District. Will be able to submit Dist. reports / forms
- Lt. Govs. → Will be able to see data for all Clubs in their respective Zones
- Club Pres., Club Sec., Club Treas.→ Will be able to see data for their Club. Will be able to submit Club reports / forms

Bring up Optimist website

Log into "Optimist Leaders" website



Optimist International (OI) Web Site

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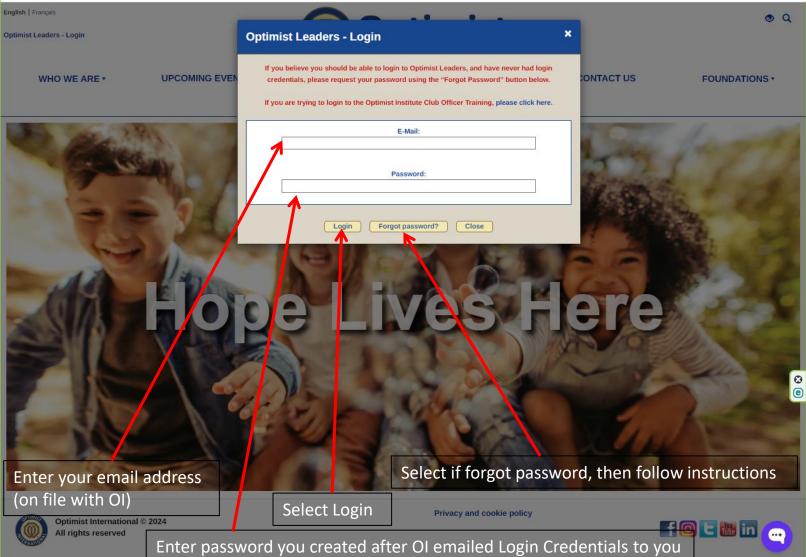




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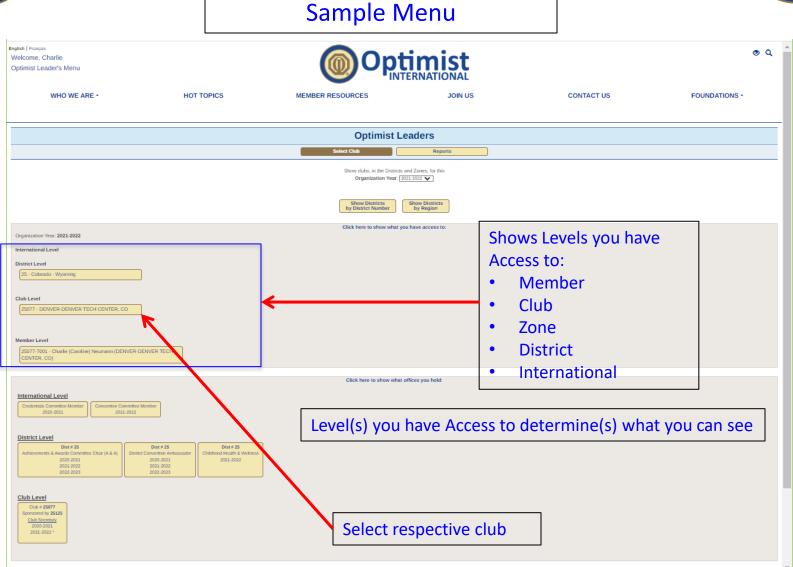






https://www.optimist.org/leaders/SelectClub.cfm

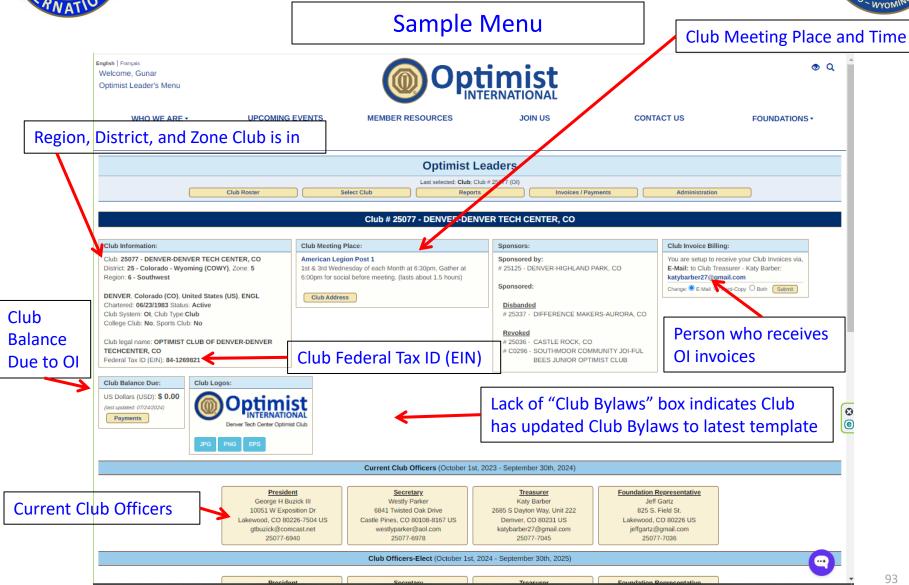






https://www.optimist.org/leaders/SelectClub.cfm#







https://www.optimist.org/leaders/SelectClub.cfm#



Sample Menu English | Français 0 ത Welcome, Gunar Optimist Leader's Menu UPCOMING EVENTS CONTACT US WHO WE ARE . MEMBER RESOURCES FOUNDATIONS -Will see "Club Bylaws" box if Club has not yet updated Club Bylaws to latest template **Optimist Leaders** Last selected: Club; Club # 25150 (OI) Club Roster Administration Invoices / Payments Select Reports Club # 25150 - BOULDER-LUNCHEON, CO Club Information: Club Meeting Place: Sponsors: Club Invoice Billing: Backcountry Pizza & Ta Club: 25150 - BOULDER-LUNCHEON, CO You are setup to receive your Club Invoices via, House Sponsored by: 1st & 3rd Wednesday of euch Month at 12:00 pm (lasts about 1 # 25010 - BOULDER, CO E-Mail: to Bill-To Email - Club - Club's Bill-To Email Address District: 25 - Colorado - Wyoming (COWY), Zone: 2 Region: 6 - Southwest timpreston4277@gmail.com hours) Sponsored: Change: Change BOULDER, Colorado (CO), United States (US), ENGL Club Address Chartered: 08/06/1962 Status: Active Active # 25153 - GREELEY-LUNCHEON, CO Club System: OI, Club Type:Club College Club: No, Sports Club: No # 25194 - LAKE DILLON-SUMMIT, CO Club legal name: OPTIMIST CLUB OF BOULDER-Disbanded **Clubs must update Club** LUNCHEON CO # 25009 - BOULDER-CENTRAL, CO # 25312 - LONGMONT, CO Federal Tax ID (EIN): 23-7007772 Bylaws NLT 30 SEP 2024 Revoked # 25011 - BROOMFIELD-BREAKFAST, CO Show more/less... Ο e Club Balance Due: Club Logos: Club Bylaws: **Club Bylaws Status** US Dollars (USD): \$ 0.00 The Optimist International Board has approved Optimist an updated Club Bylaw change(s) (last updated: 08/01/2024) Payments Optimist Club of Current Version: 2020.03 Boulder - Luncheon Latest Version: 2023.06 Date Last Changed: 05/30/2023 **Only Club President & Club Secretary can** Only the Club President and Secreatary can make changes initiate Club Bylaws update from here Please update to the latest version Current Club Officers (October 1st, 2023 - September 30th, 2024) President Secretary Foundation Representative Timothy S Preston Toby Leonard Richard Mandile

4277 Redwood Ct

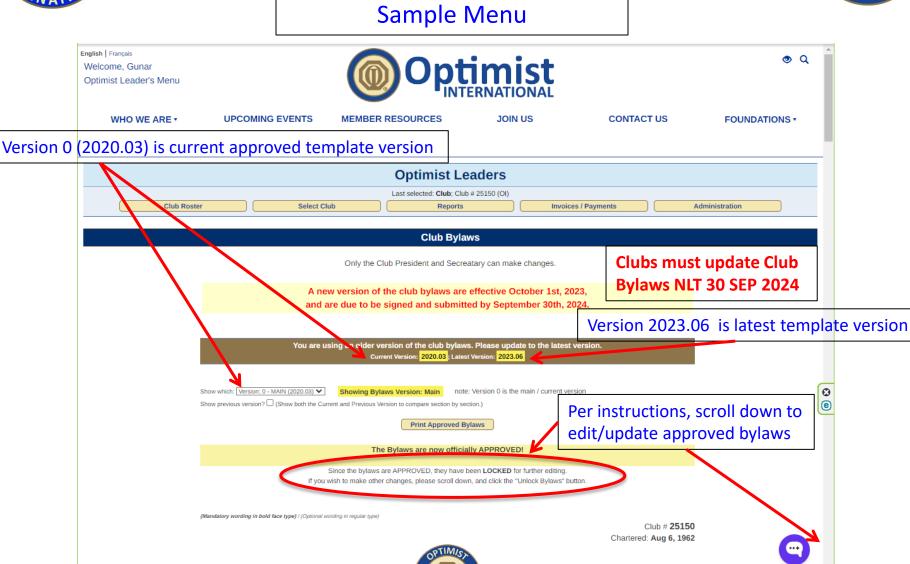
8245 Sawtooth Ln

662 Rockridge Dr



https://www.optimist.org/leaders/ClubBylaws/ByLaws.cfm

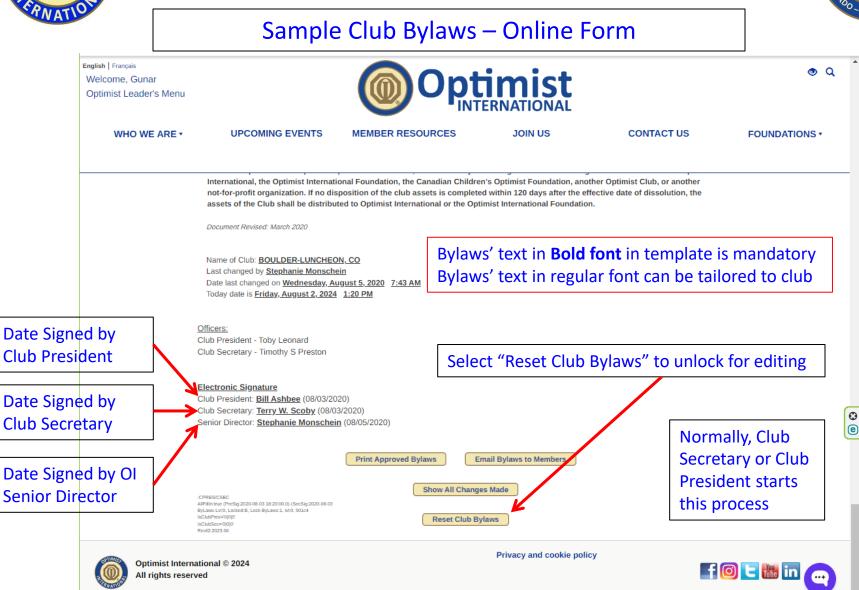






https://www.optimist.org/leaders/SelectClub.cfm#







Optimist International Board Briefing

Optimist International <communications@optimist.org>

To gunarneumann@comcast.net

Optimist International – BOARD REPORT

8/11/2023 2:55 PM

Optimist International WARD REPORT The latest updates and insights from the Optimist International Board of Directors. Welcome to a new communication to Optimist Club Members! To improve organizational communication, Optimist International will email a summary of pertinent information and actions of the International Board of Directors to Districts, Zones, Clubs, and Members after each Board meeting. This first edition is lengthy and includes a summary of decisions and actions taken by the Board of Directors from the board meetings that have taken place between March and July 2023. Moving forward, you should expect these communications about two weeks after any scheduled meeting of the International Board of Directors. Standard Club Bylaws Updates The Standard Club Bylaws were amended and will be effective October 1, 2023.

Included in these amended are two additions:

 Directory Information on Club Websites & Sharing with Club The Club may publish directory information on the Club website and to Club membership. Such information shall be password protected on the website and restricted to Club use if printed. Its use is restricted to Optimist Club business by an authorized representative of the Optimist Club. Directory information or Membership lists will not be shared with any party outside of the Optimist Club.

 The Club is responsible for obtaining permission from its members to use their likeness and/or image in Optimist publications.

Clubs must update their Bylaws to include these updates by September 30, 2024. Clubs Bylaws will only be accepted through the Optimist Leaders portal (no longer accepted in paper format).

Standard Club Bylaws Updates

Club Bylaws will only be accepted through Optimist Leaders portal



Clubs must include these updates in Club Bylaws NLT 30 SEP 2024

Amended Text



https://www.optimist.org/leaders/SelectClub.cfm#



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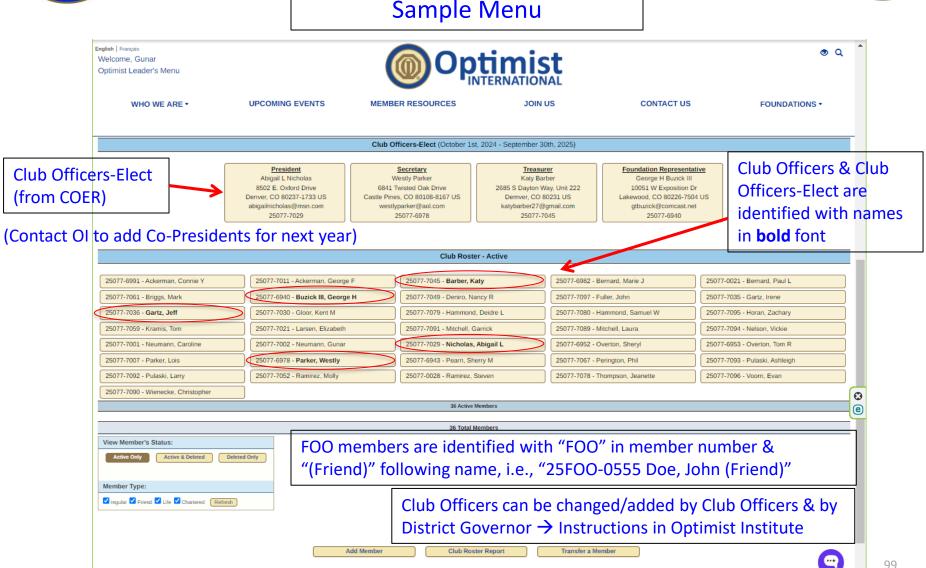
Sample Menu

English Français Welcome, Gunar Optimist Leader's Menu		Optimi	St		⊚ Q [▲]				
WHO WE ARE • UPCOMIN	G EVENTS MEMBER RES	OURCES JO	IN US	CONTACT US	FOUNDATIONS -				
		Optimist Leaders							
Club Roster	Select Club	Last selected: Club; Club # 25077 (OI) Reports	Invoices / Payments	Administration					
	Club # 25077 -	- DENVER-DENVER TECH C	ENTER, CO						
Club Information:	Club Meeting Place:	Sponsors:		Club Invoice Billing:					
Club: 25077 - DENVER-DENVER TECH CENTER, CO District: 25 - Colorado - Wyoming (COWY), Zone: 5 Region: 6 - Southwest DENVER, Colorado (CO), United States (US), ENGL Chartered: 06/23/1983 Status: Active Club System: 01, Club Type:Club College Club: No, Sports Club: No Club legal name: OPTIMIST CLUB OF DENVER-DENVER TECHCENTER, CO Federal Tax ID (EIN): 84-1269821 Club Balance Due: US Dollars (USD): \$ 0.00 (last gridsed: 0807/2024) Payments US Dollars (USD): \$ 0.00 (last gridsed: 0807/2024) Payments EPS		Sponsored: Disbandee # 25337 - Revoked # 25036 - # C0296 -	NVER-HIGHLAND PARK, CO		er - Katy Barber:				
	Current Club Off	ficers (October 1st, 2023 - Septemb	er 30th, 2024)						
George H 10051 W E Lakewood, CO gibuzick@	President George H Buzick III Secretary Westly Parker Treasurer Foundation Representative 10051 W Exposition Dr Lakewood, CO 80226-7504 US gtbuzick@comcast.net 25077-6940 Secretary Westly Parker Massing and Basing and Secretary Secretary Westly Parker Jeff Gartz 2685 S Dayton Way, Unit 222 Demver, CO 80231 US katybarber27@gmail.com 25077-7045 Secretary Secretary Secretary Secretary								
	Club Officers-E	Elect (October 1st, 2024 - September	r 30th, 2025)		×				
	ident Secretar Nicholas Westly Par			dation Representative Seorge H Buzick III	()				



https://www.optimist.org/leaders/SelectClub.cfm#







https://www.optimist.org/leaders/ClubRoster.cfm

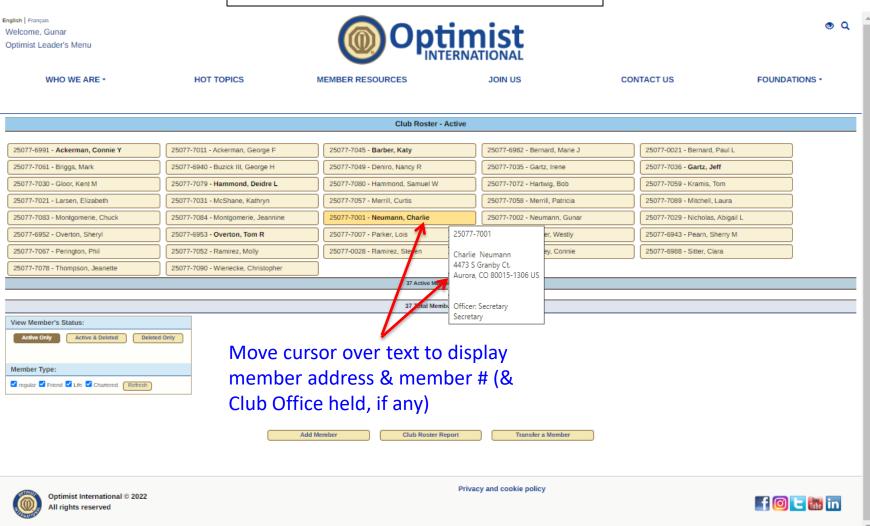


English Prançais Welcome, Gunar Optimist Leader's Menu					© Q ⁴
WHO WE ARE -	HOT TOPICS	MEMBER RESOURCES	JOIN US CO	NTACT US FO	DUNDATIONS -
		Club Roster - Active			
25077-6991 - Ackerman, Connie Y	25077-7011 - Ackerman, George F	25077-7045 - Barber, Katy	25077-6982 - Bernard, Marie J	25077-0021 - Bernard, Paul L	
25077-7061 - Briggs, Mark	25077-6940 - Buzick III, George H	25077-7049 - Deniro, Nancy R	25077-7035 - Gartz, Irene	25077-7036 - Gartz, Jeff	
25077-7030 - Gloor, Kent M	25077-7079 - Hammond, Deidre L	25077-7080 - Hammond, Samuel W	25077-7072 - Hartwig, Bob	25077-7059 - Kramis, Tom	
25077-7021 - Larsen, Elizabeth	25077-7031 - McShane, Kathryn	25077-7057 - Merrill, Curtis	25077-7058 - Merrill, Patricia	25077-7089 - Mitchell, Laura	
25077-7083 - Montgomerie, Chuck	25077-7084 - Montgomerie, Jeannine	25077-7001 - Neumann, Charlie	25077-7002 - Neumann, Gunar	25077-7029 - Nicholas, Abigail L	
25077-6952 - Overton, Sheryl	25077-6953 - Overton, Tom R	25077-7007 - Parker, Lois	25077-6978 - Parker, Westly	25077-6943 - Pearn, Sherry M	
25077-7067 - Perington, Phil	25077-7052 - Ramirez, Molly	25077-0028 - Ramirez, Steren	25077-7086 - Resley, Connie	25077-6988 - Sitter, Clara	
25077-7078 - Thompson, Jeanette	25077-7090 - Wienecke, Christopher]			
		37 Active Members			
		37 Total Members			
View Member's Status: Active Only Active & Deleted Deleted Member Type: regular © Friend © Life © Chartered Refresh	Move curs member a Club Office	sor over text to disp ddress & member e held, if any)			
Optimist International © 2022 All rights reserved	Add		Transfer a Member] 🔘 💽 揓 🖬



https://www.optimist.org/leaders/ClubRoster.cfm







https://www.optimist.org/leaders/ClubRoster.cfm



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English Français Welcome, Gunar Optimist Leader's Menu					● Q
WHO WE ARE -	KEY RESOURCES • M	EMBER RESOURCES	JOIN US	CONTACT US FOUNDATIO	ONS -
		Club Roster - Active			
25077-6991 - Ackerman, Connie Y	25077-7011 - Ackerman, George F	25077-7045 - Barber, Katy	25077-6982 - Bernard, Marie J	25077-0021 - Bernard, Paul L	
25077-7061 - Briggs, Mark	25077-6940 - Buzick III, George H	25077-7064 - Chavez, Michael A	25077-7062 - Cooper, David	25FOO-0126 - Delay, Jim (Friend)	
25077-7049 - Deniro, Nancy R	25077-7035 - Gartz, Irene	25077-7036 - Gartz, Jeff	25077-7030 - Gloor, Kent M	25077-7065 - Gustas, Ronald J	1
25077-7079 - Hammond, Deidre L	25077-7080 - Hammond, Samuel W	25077-7072 - Hartwig, Bob	25077-7066 - Hartwig, Carolyn S	25077-7063 - Knox, Aaron	1
25077-7059 - Kramis, Tom	25077-7020 - Larsen, Charles	25077-7021 - Larsen, Elizabeth	25077-7073 - Linn, Thomas	25077-7053 - Marshall, Linda D	
25077-7050 - Mason, Carole J	25077-7082 - Mcalister, Pat	25077-7031 - McShane, Kathryn	25077-7057 - Merrill, Curtin	25077-7058 - Merrill, Patricia	
25077-7054 - Moore, David H	25077-7076 - Negreann, Rick	25077-7051 - Nelsen, Becky	25077-7001 - Neumann, Charlie	25077-7002 - Neumann, Gunar	
25077-7029 - Nicholas, Abigail L	25077-7025 - Oss, Ruth A	25077-6952 - Overton, Sheryl	25077-6953 Overton, Tom R	25077-7007 - Parker, Lois	
25077-6978 - Parker, Westly	25077-6943 - Pearn, Sherry M	25077-7069 - Perington, Al	25077-067 - Perington, Phil	25077-7052 - Ramirez, Molly	
25077-0028 - Ramirez, Steven	25077-7060 - Riley, Kathleen	25077-7032 - Roesch, Gay	26077-7046 - Scates, Lynne	25FOO-0303 - Singh, Anne V (Friend)	
25FOO-0302 - Singh, Paul (Friend)	25077-6988 - Sitter, Clara	25077-7078 - Thompson, Jeanette	25077-7077 - West, Jodie	25077-7068 - Young, Greg W	
		55 Active Members			
		55 Total Members			
View Member's Status:					
Active Only Active & Deleted Delete	Move cu	ursor over text to	display FOO M	1ember Info	
Member Type:	includin	g FOO Membersł	nin expiration		
vernber Type: ✓ regular ✓ Friend ✓ Life ✓ Chartered Refresh	merdani				
	Add Mem	ber Club Roster Report	Transfer a Member		
		Privac	y and cookie policy		
Optimist International © 2021 All rights reserved				f 🔘 🕒	tie in
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https://www.optimist.org/leaders/ClubRoster.cfm



English Français Welcome, Gunar Optimist Leader's Menu					⊚ Q
WHO WE ARE -	KEY RESOURCES • N	MEMBER RESOURCES	JOIN US	CONTACT US F	OUNDATIONS -
		Club Roster - Active			
25077-6991 - Ackerman, Connie Y	25077-7011 - Ackerman, George F	25077-7045 - Barber, Katy	25077-6982 - Bernard, Marie J	25077-0021 - Bernard, Paul L	
25077-7061 - Briggs, Mark	25077-6940 - Buzick III, George H	25077-7064 - Chavez, Michael A	25077-7062 - Cooper, David	25FOO-0126 - Delay, Jim (Frien	c),
25077-7049 - Deniro, Nancy R	25077-7035 - Gartz, Irene	25077-7036 - Gartz, Jeff	25077-7030 - Gloor, Kent M	25077-7065 - 25FOO-0126	
25077-7079 - Hammond, Deidre L	25077-7080 - Hammond, Samuel W	25077-7072 - Hartwig, Bob	25077-7066 - Hartwig, Carolyn S	25077-7063 - Jim Delay	
25077-7059 - Kramis, Tom	25077-7020 - Larsen, Charles	25077-7021 - Larsen, Elizabeth	25077-7073 - Linn, Thomas	25077-7053 - Flying Horse Ca P.o.box 56	atering
25077-7050 - Mason, Carole J	25077-7082 - Mcalister, Pat	25077-7031 - McShane, Kathryn	25077-7057 - Merrill, Curti	25077-7058 - Castle Rock, CC	0 80104
25077-7054 - Moore, David H	25077-7076 - Negreann, Rick	25077-7051 - Nelsen, Becky	25077-7001 - Neumann, Charlie	25077-7002 - FOO Member Renewal: 07/01	1/2020
25077-7029 - Nicholas, Abigail L	25077-7025 - Oss, Ruth A	25077-6952 - Overton, Sheryl	25077-6953 Overton, Tom R	25077-7007 - Expires: 07/01/	2021
25077-6978 - Parker, Westly	25077-6943 - Pearn, Sherry M	25077-7069 - Perington, Al	25077-067 - Perington, Pbi	25077-7052 - Ramirez, Molly	
25077-0028 - Ramirez, Steven	25077-7060 - Riley, Kathleen	25077-7032 - Roesch, Gay	25077-7046 - Secues, Lynne	25FOO-0303 - Singh, Anne V (F	riend)
25FOO-0302 - Singh, Paul (Friend)	25077-6988 - Sitter, Clara	25077-7078 - Thompson, Jeanette	25077 1077 - West, Jodie	25077-7068 - Young, Greg W	
View Member's Status: Active Only Active & Deleted Deleted Member Type:		55 Total Weters 55 Total Weters ursor over text to 1g FOO Members		Member Info	
regular 2 Friend 2 Life 2 Chartered (Refresh)	Add Men		Transfer a Member		
Optimist International © 2021 All rights reserved		Privac	y and cookie policy		f 🞯 🕒 🛗 in



https://www.optimist.org/leaders/SelectClub.cfm#



Sample Menu English | Français 0 Q Welcome, Gunar Optimist Leader's Menu WHO WE ARE -UPCOMING EVENTS MEMBER RESOURCES JOIN US CONTACT US FOUNDATIONS -Club Officers-Elect (October 1st, 2024 - September 30th, 2025) Members can be added to President Secretary Treasurer Foundation Representative Abigail L Nicholas Westly Parker Katy Barber George H Buzick III / deleted from Club Roster 8502 E. Oxford Drive 6841 Twisted Oak Drive 2685 S Dayton Way, Unit 222 10051 W Exposition Dr Denver, CO 80237-1733 US Castle Pines, CO 80108-8167 US Demver, CO 80231 US Lakewood, CO 80226-7504 US abigailnicholas@msn.com westlyparker@aol.com katybarber27@gmail.com gtbuzick@comcast.net by Club's Secretary, 25077-7029 25077-6978 25077-7045 25077-6940 Treasurer, or President Club Roster - Active 25077-6991 - Ackerman, Connie Y 25077-7011 - Ackerman, George F 25077-7045 - Barber, Katy 25077-6982 - Bernard, Marie J 25077-0021 - Bernard, Paul L 25077-7061 - Briggs, Mark 25077-6940 - Buzick III, George H 25077-7049 - Deniro, Nancy R 25077-7097 - Fuller, John 25077-7035 - Gartz, Irene 25077-7036 - Gartz, Jeff 25077-7095 - Horan, Zachary 25077-7030 - Gloor, Kent M 25077-7079 - Hammond, Deidre L 25077-7080 - Hammond, Samuel W 25077-7059 - Kramis, Torr 25077-7021 - Larsen, Elizabeth 25077-7091 - Mitchell, Garrick 25077-7089 - Mitchell, Laura 25077-7094 - Nelson, Vickie 25077-7001 - Neumann, Caroline 25077-7002 - Neumann, Gunar 25077-7029 - Nicholas, Abigail L 25077-6953 - Overton, Tom R 25077-6952 - Overton, Shervi 25077-7007 - Parker, Lois 25077-6978 - Parker, Westly 25077-6943 - Pearn, Sherry M 25077-7067 - Perington, Phil 25077-7093 - Pulaski, Ashleigh 25077-7092 - Pulaski, Larry 25077-7052 - Ramirez, Molly 25077-0028 - Ramirez Stever 25077-7078 - Thompson, Jeanette 25077-7096 - Voom Evan 25077-7090 - Wienecke, Christopher Ο 36 Active Members **e** 36 Total Members View Member's Status: Club-Level Access gives ability to delete member \rightarrow Select member to be Deleted Only Active & Deleted deleted and follow applicable instructions Member Type: ✓ regular ✓ Friend ✓ Life ✓ Chartered Refresh Club-Level Access provides "Add Member" & "Transfer a Member" Buttons Add Member Club Roster Report Transfer a Member



https://www.optimist.org/leaders/ClubRoster.cfm



glish Français Velcome, Gunar)ptimist Leader's Menu					@ Q
WHO WE ARE -	HOT TOPICS	MEMBER RESOURCES	JOIN US	CONTACT US	FOUNDATIONS -
		Club Roster - Act	ive		
25077-6991 - Ackerman, Connie Y	25077-7011 - Ackerman, George F	25077-7045 - Barber, Katy	25077-6982 - Bernard, Marie J	25077-0021 - Bernard, Pau	il L
25077-7061 - Briggs, Mark	25077-6940 - Buzick III, George H	25077-7049 - Deniro, Nancy R	25077-7035 - Gartz, Irene	25077-7036 - Gartz, Jeff	
25077-7030 - Gloor, Kent M	25077-7079 - Hammond, Deidre L	25077-7080 - Hammond, Samuel W	25077-7072 - Hartwig, Bob	25077-7059 - Kramis, Tom	
25077-7021 - Larsen, Elizabeth	25077-7031 - McShane, Kathryn	25077-7057 - Merrill, Curtis	25077-7058 - Merrill, Patricia	25077-7089 - Mitchell, Lau	ra
25077-7083 - Montgomerie, Chuck	25077-7084 - Montgomerie, Jeannine	25077-7001 - Neumann, Charlie	25077-7002 - Neumann, Gunar	25077-7029 - Nicholas, Abi	gail L
25077-6952 - Overton, Sheryl	25077-6953 - Overton, Tom R	25077-7007 - Parker, Lois	25077-6978 - Parker, Westly	25077-6943 - Pearn, Sherr	y M
25077-7067 - Perington, Phil	25077-7052 - Ramirez, Molly	25077-0028 - Ramirez, Steven	25077-7086 - Resley, Connie	25077-6988 - Sitter, Clara	
25077-7078 - Thompson, Jeanette	25077-7090 - Wienecke, Christopher				
		37 Activ Members			
		7 Total Members	i		
	ad Only				
Member Type:	Click on a me	ember's name to vie	W		
regular de Prierie de Chatered Reitean			•••		
	contact & me	embership info			
	Â	id Member Club Roster Repor	t Transfer a Member		
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https://www.optimist.org/leaders/CRA/MemberDetail.cfm



Sample Club member's contact & membership info

glish Français Velcome, Charlie Dptimist Leader's Menu					⊚ Q
WHO WE ARE -	HOT TOPICS	MEMBER RESOURCES	JOIN US	CONTACT US	FOUNDATIONS -
		Optimist Le	aders		
	Club Roster	Last selected: Club; Club Select Club	# 25077 (OI) Reports	Invoices / Payments	
		Member # 2507	7-7002		
Member Info: Name: Gunar Neumann Member # 25077-7002 Gender: Male Status: Active Member Type: Charter Member? No College Member? No College Member? No Diplomat Member? No Previous JOI Member? No Previous JOI Member? No Previous JOI Member? No POP: n/a Sponsored by: George H Buzick III (250 Magazine: Hard-Copy of Magazine Advertisement: Send 3rd-party Advertis If an Officer, show on Annual Directory: Publish Addresses: n/a		Phone / E-Mail: Main Phone Number and Email Add Cell: (303) 829-7903 Home: (303) 766-9649 E-Mail: gunarneumann@comcast Show all Phone / E-Mail	DIST # 25 - District C INTL # - Convention This member is an o	d Finance Committee Chair (25077-7002) 2orvention Ambassador (25077-7002) Committee Member (25077-7002) <i>Ifficer. Can't DELETE!</i>	
Publish Phone Numbers: n/a Publish Email Addresses: Yes Joined Club: 01/03/2008 Edit				dit" to update 's contact info	
Select "Back	"	Back	Show all Info for Member		
when done		TO TRANSFER A MEMBER, PLE	ASE CONTACT US		



https://www.optimist.org/leaders/ClubRoster.cfm



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English Français Welcome, Gunar Optimist Leader's Menu			nist		@ Q
WHO WE ARE -	HOT TOPICS	MEMBER RESOURCES	JOIN US C	CONTACT US	FOUNDATIONS -
		Club Roster - Active			
25077-6991 - Ackerman, Connie Y	25077-7011 - Ackerman, George F	25077-7045 - Barber, Katy	25077-6982 - Bernard, Marie J	25077-0021 - Bernard, Paul L	
25077-7061 - Briggs, Mark	25077-6940 - Buzick III, George H	25077-7049 - Deniro, Nancy R	25077-7035 - Gartz, Irene	25077-7036 - Gartz, Jeff	
25077-7030 - Gloor, Kent M	25077-7079 - Hammond, Deidre L	25077-7080 - Hammond, Samuel W	25077-7072 - Hartwig, Bob	25077-7059 - Kramis, Tom	
25077-7021 - Larsen, Elizabeth	25077-7031 - McShane, Kathryn	25077-7057 - Merrill, Curtis	25077-7058 - Merrill, Patricia	25077-7089 - Mitchell, Laura	
25077-7083 - Montgomerie, Chuck	25077-7084 - Montgomerie, Jeannine	25077-7001 - Neumann, Charlie	25077-7002 - Neumann, Gunar	25077-7029 - Nicholas, Abigail L	
25077-6952 - Overton, Sheryl	25077-6953 - Overton, Tom R	25077-7007 - Parker, Lois	25077-6978 - Parker, Westly	25077-6943 - Pearn, Sherry M	
25077-7067 - Perington, Phil	25077-7052 - Ramirez, Molly	25077-0028 - Ramirez, Steven	25077-7086 - Resley, Connie	25077-6988 - Sitter, Clara	
25077-7078 - Thompson, Jeanette	25077-7090 - Wienecke, Christopher				
		37 Active Members			
		37 Total Members			
View Member's Status:					
Active & Deleted Deleted	1 Only		Select "Add Membe	er"	
Member Type:					
🗹 regular 🗹 Friend 🗹 Life 🗹 Chartered 🛛 Refresh					
		K			
	Ad	Id Member Club Roster Report	Transfer a Member		
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					107



English | Français

Welcome, Charlie

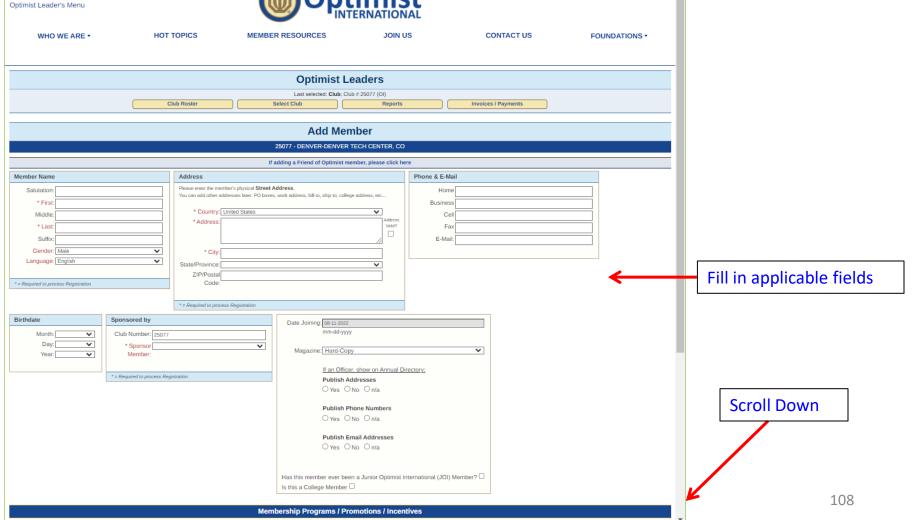
Optimist Leader's Web Site

https://www.optimist.org/leaders/CRA/MemberAdd.cfm



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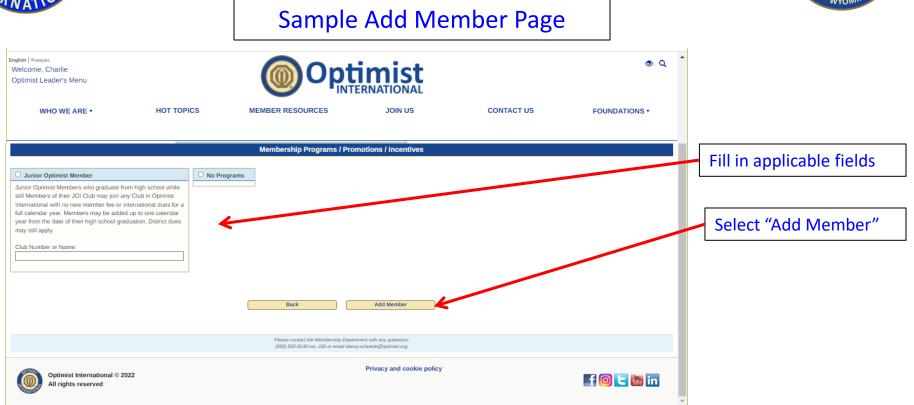






https://www.optimist.org/leaders/CRA/MemberAdd.cfm







https://www.optimist.org/leaders/ClubRoster.cfm



Sample Club Roster – page 2

glish Français Welcome, Gunar Dptimist Leader's Menu			ATIONAL		@ Q
WHO WE ARE -	HOT TOPICS	MEMBER RESOURCES	JOIN US	CONTACT US	FOUNDATIONS -
		Club Roster - Active			
25077-6991 - Ackerman, Connie Y	25077-7011 - Ackerman, George F	25077-7045 - Barber, Katy	25077-6982 - Bernard, Marie J	25077-0021 - Bernard, Paul L	
25077-7061 - Briggs, Mark	25077-6940 - Buzick III, George H	25077-7049 - Deniro, Nancy R	25077-7035 - Gartz, Irene	25077-7036 - Gartz, Jeff	
25077-7030 - Gloor, Kent M	25077-7079 - Hammond, Deidre L	25077-7080 - Hammond, Samuel W	25077-7072 - Hartwig, Bob	25077-7059 - Kramis, Tom	
25077-7021 - Larsen, Elizabeth	25077-7031 - McShane, Kathryn	25077-7057 - Merrill, Curtis	25077-7058 - Merrill, Patricia	25077-7089 - Mitchell, Laura	
25077-7083 - Montgomerie, Chuck	25077-7084 - Montgomerie, Jeannine	25077-7001 - Neumann, Charlie	25077-7002 - Neumann, Gunar	25077-7029 - Nicholas, Abigail L	
25077-6952 - Overton, Sheryl	25077-6953 - Overton, Tom R	25077-7007 - Parker, Lois	25077-6978 - Parker, Westly	25077-6943 - Pearn, Sherry M	
25077-7067 - Perington, Phil	25077-7052 - Ramirez, Molly	25077-0028 - Ramirez, Steven	25077-7086 - Resley, Connie	25077-6988 - Sitter, Clara	
25077-7078 - Thompson, Jeanette	25077-7090 - Wienecke, Christopher				
		37 Active Members			
		37 Total Members			
View Member's Status:					
Active & Deleted O	nty				
Member Type:			a la a la atua a sa la a		
🗹 regular 🗹 Friend 🗹 Life 🗹 Chartered 🛛 Refresh		lo delete mei	nber, select membe	r to be deleted	
	Add	Member Club Roster Report	Transfer a Member		
Optimist International © 2022 All rights reserved		Priv	acy and cookie policy		f 🞯 E 📷 in
					110



https://www.optimist.org/leaders/ClubRoster.cfm



Sample Club Roster – page 2

glish Français Velcome, Gunar pptimist Leader's Menu		O	DTIMIST		© Q
WHO WE ARE -	HOT TOPICS	MEMBER RESOURCES	JOIN US	CONTACT US	FOUNDATIONS -
		Optimis	t Leaders		
	Club Roster	Last selected: Cl Select Club	ub; Club # 25077 (OI) Reports	Invoices / Payments	
		Member #	¢ 25077-9999		
Aember Info:	Address:	Phone / E-Mail:	If Deleting Member, please select a Deletion R	eason:	
Name: Joe Joy Member # 25077-9999	Main Address: Main	Main Phone Number and Email Address:	Please select a reason Other:	~	
iender: Male tatus: Active	1234 Happy Lane Aurora, CO 89999 United States	Home: 303-123-4567	Delete		
<u>Member Type:</u> Charter Member? No College Member? No Life Member? No	Show address on Google Map	E-Mail: joejoy@happy.net Show all Phone / E-Mail			
viplomat Member? No Previous JOI Member? No	Show all Addresses			\mathbf{N}	
Gi: n/a PDP: n/a				\mathbf{X}	
Magazine: Hard-Copy of Magazine Advertisement: Send 3rd-party Advertisements					(
1ember Since: 09/30/2019		To delete me	mber, fill in this se	ection and select "	Delete"
Edit					
		Back	Show all Info for Member		
		TO TRANSFER A MEME	BER, PLEASE CONTACT US		
25077-7061, 409258, 1, CLUB [A/]					



https://www.optimist.org/leaders/SelectClub.cfm#



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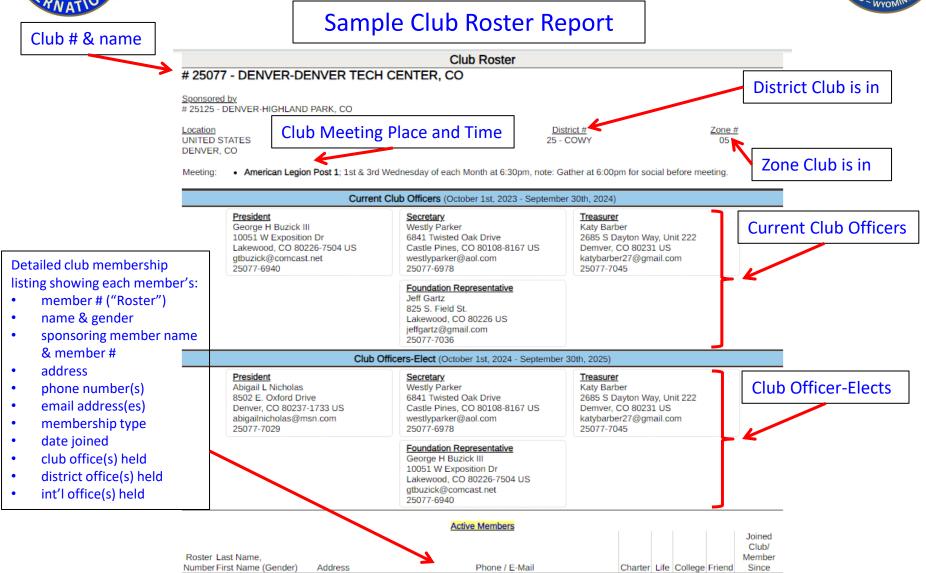
Sample Menu

nglish Français Welcome, Gunar Optimist Leader's Menu		O p	timist		@ Q
WHO WE ARE -	UPCOMING EVENTS	MEMBER RESOURCES	JOIN US	CONTACT US	FOUNDATIONS -
		Club Officers-Elect (October 1s	st, 2024 - September 30th, 2025)		
	President Abigail L Nicholas 8502 E. Oxford Drive Denver, CO 80237-1733 US abigailnicholas@msn.com 25077-7029	Secretary Westly Parker 6811 Twisted Oak Drive Castle Pines, CO 80108-8167 US westlyparker@aol.com 25077-6978	Treasurer Katy Barber 2685 S Dayton Way, Unit 222 Demver, CO 80231 US katybarber27@gmail.com 25077-7045	Eoundation Representative George H Buzick III 10051 W Exposition Dr Lakewood, CO 80226-7504 US gtbuzick@comcast.net 25077-6940	
		Club Rost	er - Active		
25077-6991 - Ackerman, Connie Y 25077-7061 - Briggs, Mark	25077-7011 - Ackerman, George 25077-6940 - Buzick III, George				077-0021 - Bernard, Paul L 077-7035 - Gartz, Irene
25077-7036 - Gartz, Jeff 25077-7059 - Kramis, Tom	25077-7030 - Gloor, Kent M 25077-7021 - Larsen, Elizabeth	25077-7079 - Hammond 25077-7091 - Mitchell, C			077-7095 - Horan, Zachary 077-7094 - Nelson, Vickie
25077-7001 - Neumann, Caroline 25077-7007 - Parker, Lois	25077-7002 - Neumann, Gunar 25077-6978 - Parker, Westly	25077-7029 - Nicholas 25077-6943 - Pearn, St			077-6953 - Overton, Tom R 077-7093 - Pulaski, Ashleigh
25077-7092 - Pulaski, Larry	25077-7052 - Ramirez, Molly	25077-0028 - Ramirez,			077-7096 - Voorn, Evan
25077-7090 - Wienecke, Christopher		36 Active	Members		
		36 Total	Members		
View Member's Status: Active Only Active & Deleted D Member Type: Pregular Priend Life Chartered Refres		Add Member Club Ro:	Detail	: "Club Roster Re ed Club Roster (ct info)	



https://www.optimist.org/leaders/reports/ClubRosterRpt.cfm



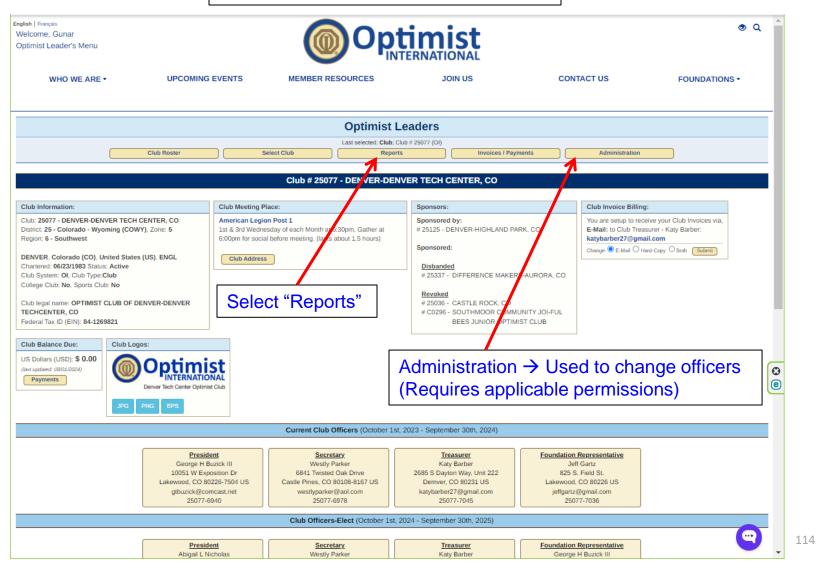




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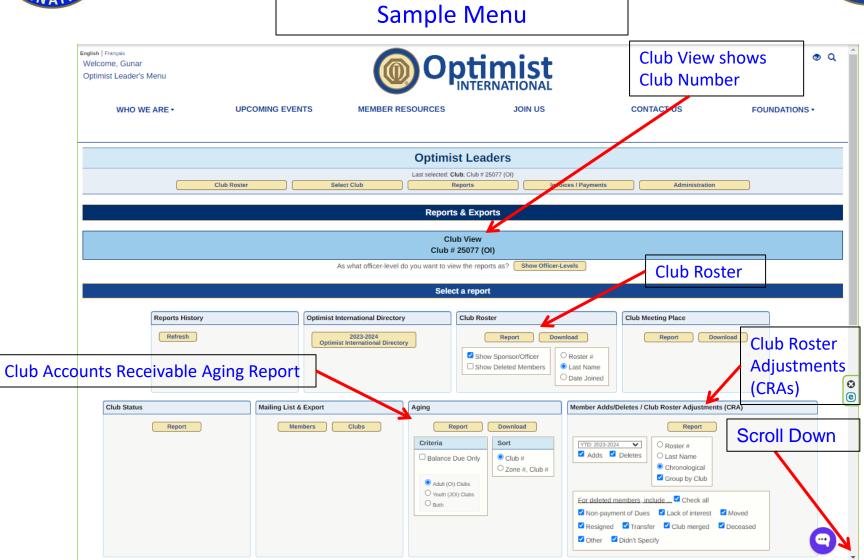
Sample Menu





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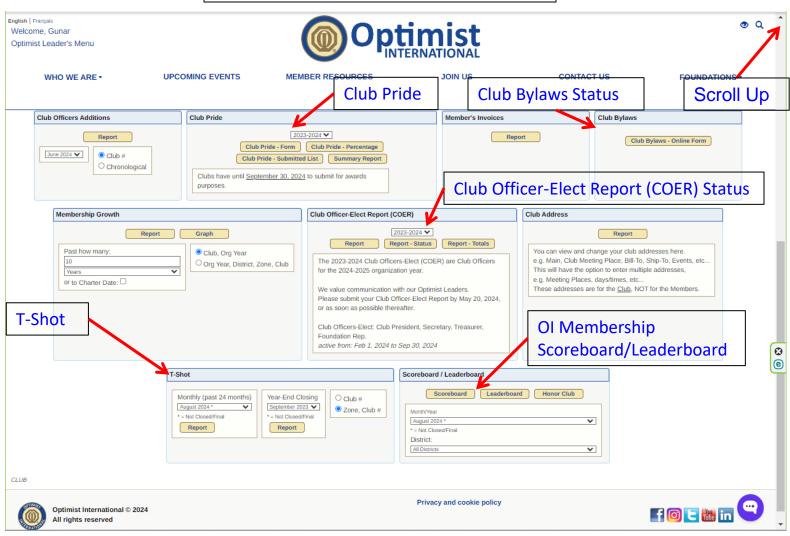




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Sample Menu





https://www.optimist.org/leaders/SelectClub.cfm#



		Sample	Menu		
English Français Welcome, Gunar Optimist Leader's Menu		ၜၟႍႄၣႜ			
WHO WE ARE - UI	COMING EVENTS	MEMBER RESOURCES	JOIN US	CONTACT US	FOUNDATIONS -
		Optimist Last selected: Club;	Club # 25077 (OI)		
Club Rost	er Sele	ct Club Reports &		Ces / Payments Administration	
	A	Club \ Club # 25 s what officer-level do you want to view th	077 (OI)	evels	
		Select a			
Reports History		2023-2024 t International Directory	Show Deleted Members	Club Meeting Place Iload Report Download P Roster # Last Name Date Joined	
Club Status Report Can Select "Report Club Roster Report		Clubs Repor	Sort Conly Club # Cone #, Club #	Member Adds/Deletes / Club Roster Adjustments (CRA)	



https://www.optimist.org/leaders/SelectClub.cfm#



	Sar	nple	Menu			
English Français Welcome, Gunar Optimist Leader's Menu)Op				@ Q [^]
WHO WE ARE - UPCOMING	G EVENTS MEMBER RES	OURCES	JOIN US		CONTACT US	FOUNDATIONS -
		Optimist				
Club Roster	Select Club	Last selected: Club Rep		ices / Payments	Administration	
		Reports &	Exports			
	As what officer-level do	Club Club # 2 you want to view	5077 (OI)	Levels		
		Select a	report			
Reports History	Optimist International Directory	C	lub Roster		Club Meeting Place	
Refresh	2023-2024 Optimist International Directory		Show Sponsor/Officer	mload O Roster # I Last Name O Date Joined	Report Download	
Club Status Mailin	ng List & Export	Aging		Member Adds/Del	etes / Club Roster Adjustments (CRA)	
Report Select "Report" for Cl Receivable Aging Report		Criteria Balance Due Adult (OI) Cla Youth (JOI) Cl Both	Sort © Club # O Zone #, Club #	Non-payment	eletes Chast Name Chronological Chronological Group by Club abers, include C Check all of Dues C Lack of interest Move Transfer C Lub merged Decer	



https://www.optimist.org/leaders/reports/reportaging.cfm



Sample Club Accounts Receivable Aging Report – <u>Club</u>-Level Access

Accounts Receivable Aging Report

lub: Denver-Denver Tecl Currency	0-30	31-60	61-90	91-120	120+	Total Balance Due
USD	0.00	0.00	0.00	0.00	0.00	0.00

Total Clubs: 1 08/02/2024 07:41:59 PM Aging Date: 08/02/2024



Shows if club is current on financial obligations to OI



https://www.optimist.org/leaders/reports/reports.cfm



Sample Club-Level Reports – page 1

English Français Welcome, Gunar Optimist Leader's Menu			Opti			۵ ۵ أ
WHO WE ARE •	UPCOMING EV	ENTS MEMBER RE	ESOURCES	JOIN US	CONTACT US	FOUNDATIONS -
			Optimist Lea	ders		
	Club Roster	Select Club	Last selected: Club; Club # 2 Reports	5077 (OI)	nents Administration	
			Reports & Expo	rts		
		As what officer-level of	Club View Club # 25077 (C			
			Select a repor	E Contraction of the second		
	ts History Ifresh	Optimist International Directory 2023-2024 Optimist International Director	ny (ter Report Download v Sponsor/Officer v Deleted Members Cast Nat Cast Na	ne	
		st & Export Members Clubs	Aging Report Criteria Balance Due Only Adult (OI) Clubs Youth (200 metrics Dent	Download Sort © Club # O Zour #, Club # For d © No © Re	r Adds/Deletes / Club Roster Adjustments (Report 2023-2024 ids Deletes Chronological Group by Club eleted members, include Chronological Chron	



8 Records.

Optimist Leader's Web Site

https://www.optimist.org/leaders/reports/CRA_AddsDels.cfm



Sample Club Roster Adjustments (CRAs) Report – <u>Club</u>-Level Access

	olorado - Wyoming								D = [Delet
Club: 250	77 - DENVER-DENVER TECH CENTER, CO (2 Name	Zone: 5)							Joined/	
Roster	Gender-Language	Address	Phone	Chtr	Life	Colg	Foo	Stat	Deleted	
7097	John Fuller male-engl Sponsor: George H Buzick III (25077-6940)	1500 Little Raven St., Apt. 503 Denver, CO 80202	c: (305) 610-8562 jpfuller17@gmail.com					A	06/17/2024	
7096	Evan Voorn male-engl Sponsor: Connie Y Ackerman (25077-6991)	9888 E. Vassar Dr., Apt # D302 Denver, CO 80231	c: (972) 322-0981 Evan.Voorn@gmail.com					A	04/13/2024	
7095	Zachary Horan male-engl Sponsor: Elizabeth Larsen (25077-7021)	20596 E. Maplewood Place Centennial, CO 80016	b: (720) 810-1955 c: (720) 810-1955 zwjhoran15@gmail.com					A	04/07/2024	
6988	Clara Sitter female-engl Sponsor: Henry T Wyeno (25077-6963) Deleted by: Westly Parker (westlyparker@ao	3091 Mill Vista Road, Unit 1021 Highlands Ranch, CO 80129 Lcom)	c: (720) 250-7828 csitter75@gmail.com		F			D Resigned	07/11/2006 03/23/2024	
7031	Kathryn McShane female-engl Sponsor: Lester D Sitter (25077-6987)	Shiloh House 6588 West Ottawa Ave Littleton, CO 80128-4572	b: (303) 933-1393 c: (720) 252-8804 f: (303) 933-8216 kmcshaneshiloh@gmail.com					D Moved	01/14/2014 12/02/2023	
7094	Deleted by: Westly Parker (westlyparker@ao Vickie Nelson female-engl	13194 E. Exposition Ave Aurora, CO 80012	h: (303) 360-9812 c: (303) 489-8367 vickie.nelson@comcast.net					A	11/03/2023	
7092	Sponsor: Caroline Neumann (25077-7001) Larry Pulaski male-engl Sponsor: Tom R Overton (25077-6953)	7145 Greenwater Cir. Castle Rock, CO 80108	h: (303) 814-0814 c: (303) 956-9202 Larry.Pulaski@gmail.com					A	10/31/2023	
7093	Ashleigh Pulaski female-engl Sponsor: Abigail L Nicholas (25077-7029)	7145 Greenwater Cir. Castle Rock, CO 80108	h: (303) 814-0814 c: (303) 596-6300 ashleigh.pulaski@gmail.com					A	10/31/2023	
	Sponsor, Abigan E Nicholas (25077-7029)	8 Total Member(s); 6 Total Adds, 2 Total Deletes					08/02/2	024 07:53:	:46 PM	
Status:		Print	Close	Sele	ct "	′Clc	se'	″ wh	en done	

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https://www.optimist.org/leaders/reports/reports.cfm



Sample Club-Level Reports – page 1

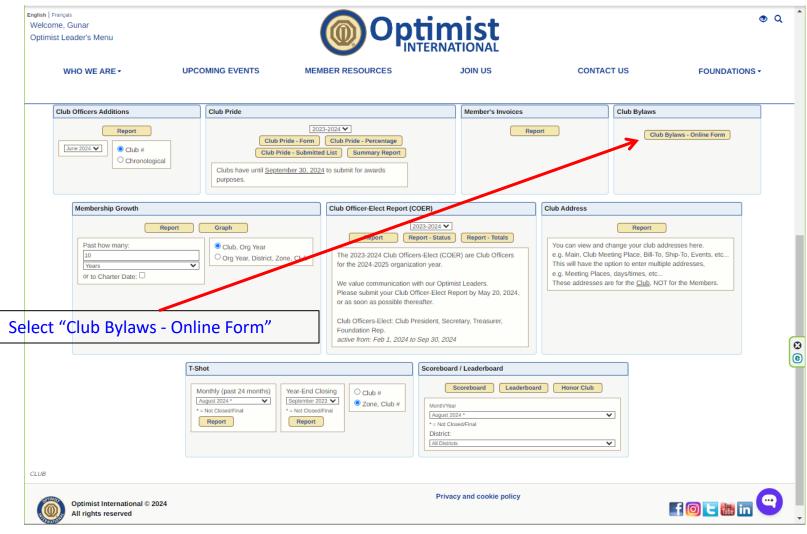
English Français Welcome, Gunar Optimist Leader's Menu			Op				
WHO WE ARE •	UPCO	MING EVENTS	MEMBER RESOURCES	JOIN US	(CONTACT US	FOUNDATIONS -
			Optimist	Leaders			
	Club Roster	Select Clu	Last selected: Club		voices / Payments	Administration	
			Reports &	& Exports			
		As what	Club Club # 2 at officer-level do you want to view		r-Levels		
			Select a	a report			
	is History fresh	Optimist Internal 200 Optimist Inter	23-2024 national Directory	Club Roster Report Do Show Sponsor/Officer Show Deleted Members	Roster # Date Joined	ub Meeting Place	
Club Status		Mailing List & Export	Aging		Member Adds/Delete	es / Club Roster Adjustments (CRA)	
Re	port	Members Clu	bs Repo	e Only ubs	Non-payment of	tes O Last Name © Chronological © Group by Club ers. include © Check all Dues © Lack of interest © Move fransfer © Club merged © Dece:	



https://www.optimist.org/leaders/reports/Reports.cfm



Sample Club-Level Reports – page 2





https://www.optimist.org/leaders/ClubBylaws/ByLaws.cfm



					<u>\</u>
	Samp	ole Club Bylaws	s – Page 1		0
nglish Français Nelcome, Gunar Optimist Leader's Menu					@ Q
WHO WE ARE •	UPCOMING EVENTS	MEMBER RESOURCES	JOIN US	CONTACT US	FOUNDATIONS •
		Optimist Le	eaders		
Club Roster	Select Clu	Last selected: Club; Club b Reports		oices / Payments	Administration
		Club Byla	ws		
OI Template Ver	rsion Date	Only the Club President and Secre	atary can make changes.		
		v version of the club bylaws are e due to be signed and submitt			
_		You are using the latest version	n of the Club bylaws.		
	which: Version: 0 - MAIN (2023.06) V previous version? (Show both the Curre	Showing Bylaws Version: Main note Int and Previous Version to compare section by sec Print Approved B		t version	Scroll Down
		The Bylaws are now officia	ally APPROVED!		
		ince the bylaws are APPROVED, they have l ish to make other changes, please scroll dow		-	
(Manda	atory wording in bold face type) / (Optional wo	ding in regular type)			
	11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1				



https://www.optimist.org/leaders/ClubBylaws/ByLaws.cfm



Sample Club Bylaws – Page 1

Club # 25077 Chartered: Jun 23, 1983



Date Signed by OI Senior Director

Effective: October 1, 2023 and required by all Clubs by September 30, 2024 ARTICLE I - NAME

This Club shall be known as <u>Optimist Club of DENVER-DENVER TECHCENTER, CO</u>, an affiliate of Optimist International (hereinafter referred to as "OI").

ARTICLE II - MISSION

By providing hope and positive vision, Optimists bring out the best in youth, our communities, and ourselves.

ARTICLE III - MEMBERSHIP

Section 1:	Membership in this Optimist Club shall represent adults who are persons of good character, from the business, social, and cultural life of the community. All memberships shall be held by individuals. Membership is not transferrable to another person.
Section 2:	Individuals having executive or supervisory control or authority such as coaches, assistant coaches, referees, and other participants managing Club projects are required to be members of the Club to receive benefits of the Club, including liability insurance protection. Any contracted or paid person(s) or entity(s) are not subject to this requirement.
Section 3:	The Club may publish directory information on the Club website and to Club membership. Such information shall be password protected on the website and restricted to Club use if printed. Its use is restricted to Club business by an authorized representative of the Club. Directory information or Membership lists will not be shared with any party

Section 4: The Club is responsible for obtaining permission from its members to use their likeness and/or image in Optimist publications.

Section 5: A member in good standing is a member who is current on dues.

ARTICLE IV - ADMISSION TO MEMBERSHIP

Members shall be admitted to the Club according to such procedures as established by the Board of Directors, hereafter referred to as "the Board."

	ARTICLE V - TERMINATION OF MEMBERSHIP
Section 1:	Any member may resign from the Club provided that all dues and fees have been paid.
Section 2:	After issuance of a dues statement, a member who is two (2) or more months in arrears in the payment of dues or fees to the Club will be sent a written notice of the delinquency by the Club Secretary and/or Treasurer. If any member has not paid the dues or fees within 30 days of said letter, the member is subject to termination upon a vote of the Board.
Section 3:	An individual's membership may be terminated if they are charged with conduct unbecoming of an Optimist (including being charged with a serious crime against a child, person or entity) or conduct prejudicial to the best interest of the Club or OI. Said member shall be given the opportunity to be heard by the Board to present any defense to the charges. If the charges are sustained by the Board, the individual's membership shall be terminated. Upon action by the Board, the Secretary shall immediately notify the member in writing.



https://www.optimist.org/leaders/ClubBylaws/ByLaws.cfm



Sample Club Bylaws – Last Page

- Section 3: While attending any project, meeting, social event, or other gathering that is conducted for the benefit of the youth in attendance, adults are expected to refrain from consumption of alcoholic beverages, tobacco, e-cigarettes, and marijuana products during any portion of the event.
- Section 4: Any person admitted to membership in this Club shall be bound by these bylaws and the Bylaws of OI (as they may be amended from time to time).
- Section 5: The Board shall provide for the prompt payment of all dues and other obligations to OI and the District and shall require the prompt completion and submission of all reports required by OI and the District.
- Section 6: If the Club carries any form of club liability insurance, it must add OI as an additional insured to the policy. Should the Club not name OI as an additional insured, the Club shall hold OI harmless from any liability and the Club shall reimburse OI for any and all reasonable attorney fees, court costs and losses sustained by OI.
- Section 7: These bylaws shall be reviewed annually.

ARTICLE XIII - NOT-FOR-PROFIT ORGANIZATION

This Club is organized and shall operate as a not-for-profit organization and shall be incorporated pursuant to applicable law. The Club is organized to operate exclusively for charitable and educational purposes set forth in Section 501(c)(4) of the Internal Revenue Code of 1986, as now in effect on or as may be amended by the "Code".

ARTICLE XIV - AMENDMENTS

- Section 1: Any amendment to these bylaws must be in conformity with the Bylaws of OI and shall be adopted by a two-thirds (2/3) vote of the members present at any meeting, provided that written notice of the proposed amendments and date of such meeting shall have been given the members at least two (2) weeks prior thereto.
- Section 2: All amendments to these bylaws must be submitted to OI for approval.

ARTICLE XV - DISSOLUTION

After delinquent dues are paid to OI and District, Clubs with any remaining assets are encouraged to contribute them to OI, the Optimist International Foundation, the Canadian Children's Optimist Foundation, another Optimist Club, or another not-for-profit organization. If no disposition of the Club assets is completed within 120 days after the effective date of dissolution, the assets of the Club shall be distributed to OI or the Optimist International Foundation.

Document Revised: June 30, 2023 to be effective October 1, 2023 with all Optimist Clubs' compliance by September 30, 2024. Name of Club: DENVER-DENVER TECH CENTER, CO Date Signed by Last changed by Stephanie Monschein Date last changed on Friday, May 31, 2024 12:46 PM **Club President** Today date is Friday, August 2, 2024 8:03 PM Officers: Date Signed by Club President - George H Buzick III Club Secretary - Westly Parker **Club Secretary Electronic Signature** Club President: George Buzick (05/06/2024) Date Signed by OI Club Secretary: Westly Parker (03/07/2024) Senior Director: Stephanie Monschein (05/31/2024) Senior Director Print Approved Bylaws Show All Changes Made

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https://www.optimist.org/leaders/reports/Reports.cfm



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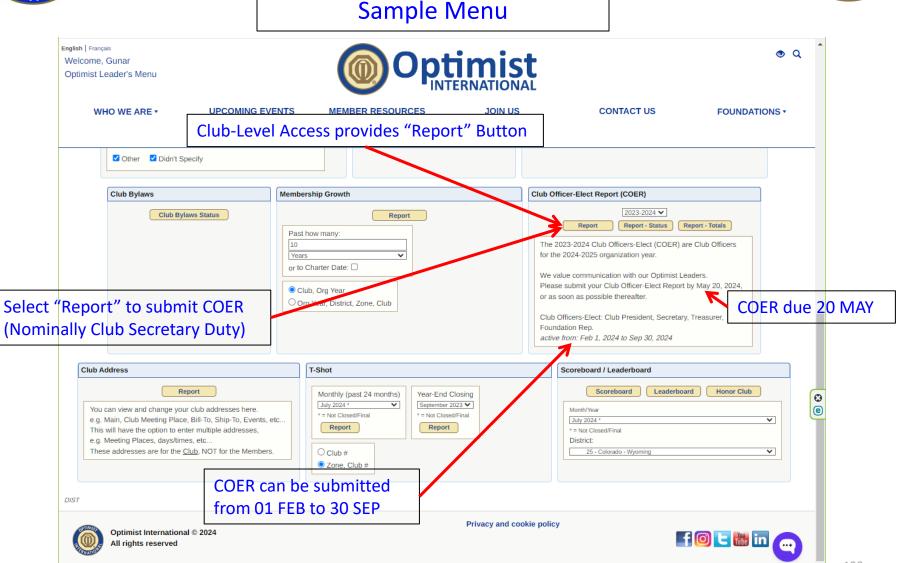
Sample Menu

nglish Français Welcome, Gunar Optimist Leader's Menu						@ Q
WHO WE ARE •	UPCOMING EV	'ENTS	MEMBER RESOURCES	JOIN US	CONTACT US	FOUNDATIONS *
Member Adds/Deletes	C Roster #	ts (CRA)	Club Officers Additions Report July 2024	ub #	Pride [2023-2024] Club Pride - Percentage Club Pride Summary Report	- Submitted List
For deleted members	C Last Name C Chronological Group by Club include C Check all use Lack of interest nsfer Club merged	Moved Deceased			ubs have until <u>September 30, 2024</u> to sub rposes.	Scroll Down
Club Bylaws Club Bylaws	- Online Form	Membership	Report	Club	Officer-Elect Report (COER) 2023-2024 Report - Status Report -	
		Past how m 10 Years or to Charte Club, Org Org Year	r Date:	for We Ple	e 2023-2024 Club Officers-Elect (COER) the 2024-2025 organization year. e value communication with our Optimist I ease submit your Club Officer-Elect Repo as soon as possible thereafter.	Leaders.
Club Address			ot	Fo	ub Officers-Elect: Club President, Secreta undation Rep. <i>tive from: Feb 1, 2024 to Sep 30, 2024</i>	Iry, Treasurer,



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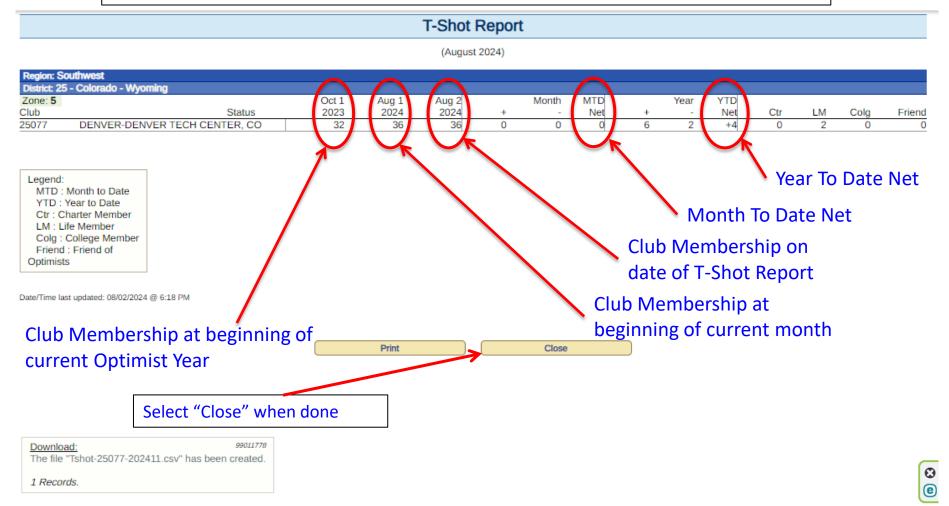
	Sample Men	iu
English Français Welcome, Gunar Optimist Leader's Menu WHO WE ARE T UPCOMING	S EVENTS MEMBER RESOURCES JC	DIN US CONTACT US FOUNDATIONS +
Other Didn't Specify		
Club Bylaws	Membership Growth	Club Officer-Elect Report (COER)
Club Bylaws Status	Report Past how many: 10 Years or to Charter Date: Image: Club, Org Year Org Year, District, Zone, Club	Report Report - Status Report - Totals The 2023-2024 Club Officers-Elect (COER) are Club Officers for the 2024-2025 organization year. We value communication with our Optimist Leaders. Please submit your Club Officer-Elect Report by May 20, 2024, or as soon as possible thereafter. Club Officers-Elect: Club President, Secretary, Treasurer, Foundation Rep. active from: Feb 1, 2024 to Sep 30, 2024 Compare Sep 30, 2024
Club Address	T-Shot	Scoreboard / Leaderboard
Report You can view and change your club addresses here e.g. Main, Club Meeting Place, Bill-To, Ship-To, Ew This will have the option to enter multiple addresse e.g. Meeting Places, days/times, etc These addresses are for the <u>Club</u> , NOT for the Meet DIST	s, etc	Scoreboard Leaderboard Honor Club Month/Year July 2024 * * = Not Closed/Final District: 25 - Colorado - Wyoming
Optimist International © 2024 All rights reserved	Privacy	y and cookie policy



https://www.optimist.org/leaders/reports/ReportTshot.cfm



Sample Club-Level Monthly T-Shot Report – <u>Club</u>-Level Access





https://www.optimist.org/leaders/reports/reports.cfm



	Sample M	enu
English Français Welcome, Gunar Optimist Leader's Menu WHO WE ARE T UPCOMING		SINGLE STATIONAL STATIONAL STATIONAL STATIONAL STATIONAL STATIONAL STATIONAL STATIONS FOUNDATIONS FOUNDATIONATIONATIONATIONATIONATIONATIONATION
Other Didn't Specify		
Club Bylaws	Membership Growth	Club Officer-Elect Report (COER)
Club Bylaws Status	Past how many: 10 Years or to Charter Date: Image: Club, Org Year Org Year, District, Zone, Club	2023-2024 V Report Report - Status Report Report - Status The 2023-2024 Club Officers-Elect (COER) are Club Officers for the 2024-2025 organization year. We value communication with our Optimist Leaders. Please submit your Club Officer-Elect Report by May 20, 2024, or as soon as possible thereafter. Club Officers-Elect: Club President, Secretary, Treasurer, Foundation Rep. active from: Feb 1, 2024 to Sep 30, 2024
Club Address	T-Shot	Scoreboard / Leaderboard
Report You can view and change your club addresses here e.g. Main, Club Meeting Place, Bill-To, Ship-To, Eve This will have the option to enter multiple addresse e.g. Meeting Places, days/times, etc These addresses are for the <u>Club</u> , NOT for the Mer	ents, etc es, etc	
DIST Select year & "I	Report" for Year-End Closing	; T-shot
Optimist International © 2024 All rights reserved		Privacy and cookie policy

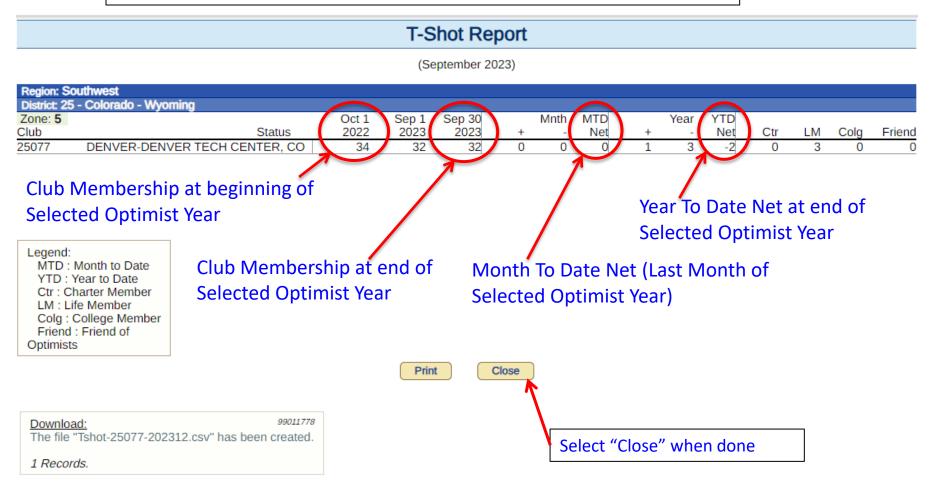
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Sample Club-Level Year-end Closing T-Shot Report





https://www.optimist.org/leaders/reports/Reports.cfm

Comple Menu



	Sample Me	enu
Français come, Gunar nist Leader's Menu		mist NATIONAL
WHO WE ARE VUPCOMING	EVENTS MEMBER RESOURCES	JOIN US CONTACT US FOUNDATIONS •
Club Bylaws	Membership Growth	Club Officer-Elect Report (COER)
Club Bylaws Status	Past how many: 10 Years or to Charter Date: Image: Club, Org Year Org Year, District, Zone, Club	Z023-2024 ✓ Report Report - Status Report - Totals The 2023-2024 Club Officers-Elect (COER) are Club Officers for the 2024-2025 organization year. We value communication with our Optimist Leaders. Please submit your Club Officer-Elect Report by May 20, 2024, or as soon as possible thereafter. Club Officers-Elect: Club President, Secretary, Treasurer, Foundation Rep. active from: Feb 1, 2024 to Sep 30, 2024
Club Address Report You can view and change your club addresses here e.g. Main, Club Meeting Place, Bill-To, Ship-To, Ever This will have the option to enter multiple addresses e.g. Meeting Places, days/times, etc These addresses are for the <u>Club</u> , NOT for the Mem	nts, etc Report * = Not Closed/Final Report Report	Scoreboard / Leaderboard Scoreboard / Leaderboard Honor Club Month/Year July 2024 * * = Not Closed/Final District: 25 - Colorado - Wyoming
Select "Score		Numbers across OI (All Regions & Districts)
Optimist International © 2024 All rights reserved		



https://www.optimist.org/leaders/reports/ReportScoreboardLive.cfm



Sample Scoreboard

Scoreboard

October 1, 2023 - July 26, 2024

Region / Rank					Clubs						N	Membersh	nip				F	inancial	
Northeast & Great Lakes	District	Mbrs Rank	Begin Clubs	New Clubs	NC Credit	Dsbd Rvkd	Curr Clubs	Begin Mbrs	Mbrs Add	Mbrs Del	New Friend Add	Friend total	Curr Mbrs	Net	Mbrs % Attained	Mbrs % Retention	Clubs 61-90	Clubs 91-120	Clubs 120+
PARTY NAME	1-NYNE	24	26	0	0	0	26	530	21	41	0	1	510	-20	96.23	92.45	0	2	0
Sillingarit	* 🛨 17-MI	15	84	1	1	1	84	2,314	225	253	2	26	2,286	-28	98.79	89.41	0	9	5
A	* 24-OH	28	61	0	0	6	55	2,082	164	270	4	15	1,976	-106	94.91	87.32	0	1	1
	45-SWONT	14	71	0	0	3	68	1,769	262	282	1	1	1,749	-20	98.87	86.60	0	5	0
March 1 Mars	* 46-MWONT	6	67	2	2	1	68	1,709	170	123	6	16	1,756	47	102.75	93.21	0	1	1
	47-CENON	7	48	1	1	0	49	1,074	145	117	2	5	1,102	28	102.61	91.06	0	2	1
3	91-NEGL		0	0	0	0	0	1	0	0	0	0	1	0	100.00	100.00	0	0	0
	Regional Totals		357	4	- 4	11	350	9,479	987	1086	15	64	9,380	-99	98.96	89.47	0	20	8

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Southwes	st				Clubs						N	/lembersh	lip				F	inancial	
00000231218027	PERSONAL PROPERTY AND INCOME.										New								
THE R. LEWIS CO.	and the second se	Mbrs	Begin	New	NC	Dsbd	Curr	Begin	Mbrs	Mbrs	Friend	Friend	Curr		Mbrs %	Mbrs 96	Clubs	Clubs	Clubs
12030	District	Rank	Clubs	Clubs	Credit	Rvkd	Clubs	Mbrs	Add	Del	Add	total	Mbrs	Net	Attained	Retention	61-90	91-120	120+
E	🗄 6-STX	42	38	0	1	2	36	783	64	149	1	7	698	-85	89.14	84.67	0	5	0
	19-NMWTX	41	21	0	0	2	19	244	19	44	1	3	219	-25	89.75	82.79	0	0	0
000	25-COWY	27	37	0	0	2	35	957	89	135	0	5	911	-46	95.19	86.73	0	0	0
	34-TA	5	19	0	1	0	19	386	37	24	4	14	399	13	103.37	93.78	0	2	0
8	38-TXO	43	53	0	1	4	49	1,199	131	262	1	8	1,068	-131	89.07	81.98	0	8	0
9	96-SW		0	0	0	0	0	1	0	0	0	0	1	0	100.00	100.00	0	0	0
	Regional Totals		168	0	3	10	158	3,570	340	614	7	37	3,296	-274	92.32	85.18	0	15	0

CO/WY Optimist District

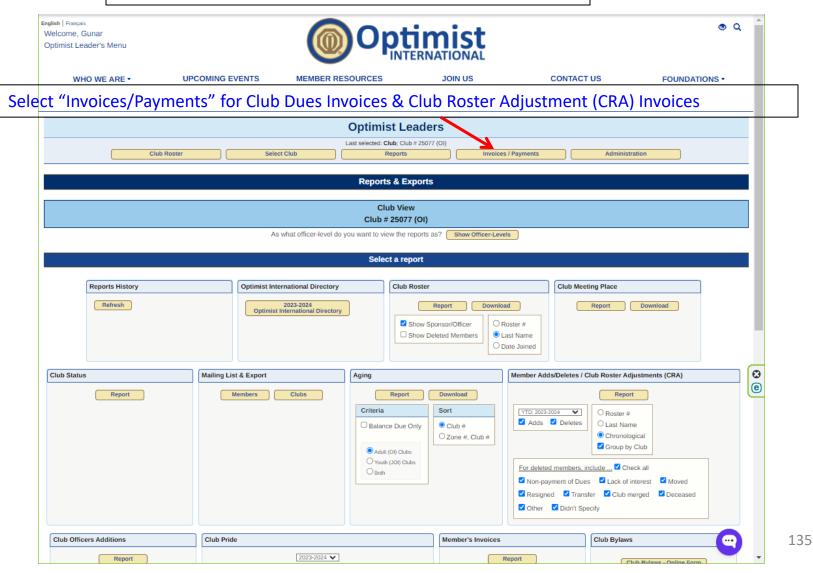
			Clubs							Members	hip				F	inancial	
	Begin Clubs	New Clubs	NC Credit	Dsbd Rvkd	Curr Clubs	Begin Mbrs	Mbrs Add	Mbrs Del	New Friend Add	Friend total	Curr Mbrs	Net	Mbrs 96 Attained	Mbrs % Retention	Clubs 61-90	Clubs 91-120	Clubs 120+
International Totals	1710	32	34	66	1676	43,941	4,351	5,778	123	498	42,515	-1426	96.75	87.47	2	167	69



https://www.optimist.org/leaders/reports/reports.cfm



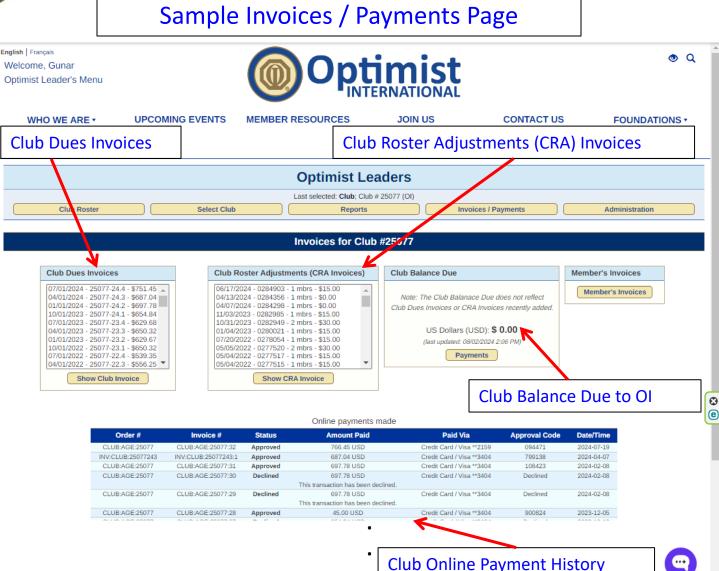
Sample Club-Level Reports – page 1





https://www.optimist.org/leaders/invoices/list.cfm







https://www.optimist.org/leaders/invoices/list.cfm



Sample Invoices / Payments Page

VHO WE ARE VUPCOM	ING EVENTS MEMBER	RESOURCES	JOIN US	CONTACT US	FOUNDATIONS
		Optimist Lea	ders		
Club Roster	Select Club	Last selected: Club; Club # 2 Reports		pices / Payments	Administration
04/01/2024 - 25077-24.3 - \$687.04 01/01/2024 - 25077-24.2 - \$697.78 10/01/2023 - 25077-24.1 - \$654.84 07/01/2023 - 25077-23.4 - \$629.68 04/01/2023 - 25077-23.3 - \$650.32 01/01/2023 - 25077-23.2 - \$629.67 10/01/2022 - 25077-23.1 - \$656.32 07/01/2022 - 25077-22.4 - \$539.35	04/13/2024 - 0284356 04/07/2024 - 0284356 11/03/2023 - 0282945 10/31/2023 - 0282945 01/04/2023 - 028021 07/20/2022 - 0277520 05/04/2022 - 0277520	- 1 mbrs - \$0.00 - 1 mbrs - \$15.00 - 2 mbrs - \$30.00 - 1 mbrs - \$15.00 - 1 mbrs - \$15.00 - 2 mbrs - \$30.00	Club Dues Invoices or Cl US Dollars ((last updated: Ol	A Invoices not reflect A Invoices recently added. USD): \$ 0.00 V02/2024 2:06 PM() ments	
10/01/2023 - 25077-24.1 - \$654.84 07/01/2023 - 25077-23.4 - \$629.68 04/01/2023 - 25077-23.2 - \$629.62 01/01/2023 - 25077-23.2 - \$629.67 10/01/2022 - 25077-23.1 - \$650.32	11/03/2023 - 0282985 10/31/2023 - 0282949 01/04/2023 - 0280201 07/20/2022 - 0278054 05/05/2022 - 0277520	- 1 mbrs - \$15.00 - 2 mbrs - \$30.00 - 1 mbrs - \$15.00 - 1 mbrs - \$15.00 - 2 mbrs - \$30.00	US Dollars ((last updated: 0)	USD): \$ 0.00	
	05/04/2022 - 0277515				
04/01/2022 - 25077-22.3 - \$556.25 ▼ Show Club Invoice					
04/01/2022 - 25077-22.3 - \$556.25 🔻					



Invoice #

Order #

Status

Amount Paid

Optimist Leader's Web Site

https://www.optimist.org/leaders/invoices/ViewClubInv.cfm



Sample Club Dues Invoice

ATY BARBER 685 S DAYTON WAY, DEMVER, COLORADO INITED STATES BALANCE - PAST 34 CLUB DUES - REC 2 CLUB DUES - FU TOTAL DUES & FE TOTAL AMOUNT	CI D DENVER-DENV com IVER TECH CENTER, CO (, UNIT 222 O 80231	DUES INVOICE ub # 25077 istrict # 25 /ER TECH CENTER, CO	Optimist In P.O. Box 9 Saint Loui United Sta Toll-free: 8 Telephone Fax: 3143	is, Missouri 631 ates 3005008130 e: 3143716000 @OPTIMIST.Of 77-24.4 07/01/2024	RG Fee per Member 21.4700	Amount 15.00 729.98	Club Balan	ce Due to OI	
C OF DENVER-DEN ATY BARBER 685 S DAYTON WAY, DEMVER, COLORADO INITED STATES BALANCE - PAST 34 CLUB DUES - REG 2 CLUB DUES - FUI TOTAL DUES & FEI TOTAL AMOUNT	CI D DENVER-DENV com IVER TECH CENTER, CO (, UNIT 222 O 80231 TDUE IGULAR MEMBERS ILLY-PAID LIFE MEMBERS	ub # 25077 istrict # 25 'ER TECH CENTER, CO	P.O. Box 5 Saint Loui United Sta Toll-free: 8 Telephone Fax: 3143 Email: AR Invoice # 250 Invoice Date: 1 Quarter	500473 is, Missouri 631 ates 8005008130 :716006 @OPTIMIST.0f 77-24.4 07/01/2024	RG Fee per Member 21.4700	15.00	Club Balan	ce Due to OI	
C OF DENVER-DEN ATY BARBER 685 S DAYTON WAY, DEMVER, COLORADO INITED STATES BALANCE - PAST 34 CLUB DUES - REG 2 CLUB DUES - FUI TOTAL DUES & FEI TOTAL AMOUNT	DENVER-DENV com IVER TECH CENTER, CO 7, UNIT 222 O 80231 FDUE IGULAR MEMBERS JULY-PAID LIFE MEMBERS	YER TECH CENTER, CO	Toll-free: 8 Telephone Fax: 3143 Email: AR Invoice # 250 Invoice Date: (Quarter	8005008130 2: 3143716000 716006 @OPTIMIST.OF 77-24.4 07/01/2024	Fee per Member 21.4700	15.00	Club Balan	ce Due to OI	
C OF DENVER-DEN ATY BARBER 685 S DAYTON WAY, DEMVER, COLORADO INITED STATES BALANCE - PAST 34 CLUB DUES - REG 2 CLUB DUES - FUI TOTAL DUES & FEI TOTAL AMOUNT	COM IVER TECH CENTER, CO 7, UNIT 222 O 80231 I DUE IGULAR MEMBERS ILLY-PAID LIFE MEMBERS		Fax: 3143 Email: AR Invoice # 250 Invoice Date: (Quarter	1716006 @OPTIMIST.Of 77-24.4 07/01/2024	Fee per Member 21.4700	15.00	Club Balan	ce Due to OI	
C OF DENVER-DEN ATY BARBER 685 S DAYTON WAY, DEMVER, COLORADO INITED STATES BALANCE - PAST 34 CLUB DUES - REG 2 CLUB DUES - FUI TOTAL DUES & FEI TOTAL AMOUNT	IVER TECH CENTER, CO 7, UNIT 222 0 80231 T DUE IGULAR MEMBERS ILLY-PAID LIFE MEMBERS	Description	Invoice Date: Quarter	07/01/2024	Member 21.4700	15.00	Club Balan	ce Due to OI	
ATY BARBER 685 S DAYTON WAY, DEMVER, COLORADO INITED STATES BALANCE - PAST 34 CLUB DUES - REC 2 CLUB DUES - FU TOTAL DUES & FE TOTAL AMOUNT	, UNIT 222 O 80231 F DUE GULAR MEMBERS ILLY-PAID LIFE MEMBERS	Description	Quarter		Member 21.4700	15.00	Club Balan	ce Due to OI	
ATY BARBER 685 S DAYTON WAY, DEMVER, COLORADO INITED STATES BALANCE - PAST 34 CLUB DUES - REC 2 CLUB DUES - FU TOTAL DUES & FE TOTAL AMOUNT	, UNIT 222 O 80231 F DUE GULAR MEMBERS ILLY-PAID LIFE MEMBERS	Description			Member 21.4700	15.00	Club Balan	ce Due to OI	
BALANCE - PAST 34 CLUB DUES - REG 2 CLUB DUES - FU TOTAL DUES & FE TOTAL AMOUNT	FDUE GULAR MEMBERS JLLY-PAID LIFE MEMBERS	Description			Member 21.4700	15.00	Club Balan	ce Due to OI	
BALANCE - PAST 34 CLUB DUES - REC 2 CLUB DUES - FUI TOTAL DUES & FEI TOTAL AMOUNT	GULAR MEMBERS JLLY-PAID LIFE MEMBERS	Description			Member 21.4700	15.00	Club Balan	ce Due to OI	
BALANCE - PAST 34 CLUB DUES - REC 2 CLUB DUES - FUI TOTAL DUES & FEI TOTAL AMOUNT	GULAR MEMBERS JLLY-PAID LIFE MEMBERS	Description			Member 21.4700	15.00		/	
34 CLUB DUES - REG 2 CLUB DUES - FU TOTAL DUES & FE TOTAL AMOUNT	GULAR MEMBERS JLLY-PAID LIFE MEMBERS								
2 CLUB DUES - FU TOTAL DUES & FE TOTAL AMOUNT	ILLY-PAID LIFE MEMBERS					729.98			
TOTAL DUES & FE TOTAL AMOUNT									
TOTAL AMOUNT	EES - THIS PERIOD				10.7350	21.47			
	OWE (DUE UPON RECEIPT)					\$ 751.45 \$ 766.45			
Department at ar@optim	nvoice payment process, please consi nist.org or call: 800-500-8130, ext. 222	der signing up for ACH payments. Sim 2. online at optimist.org remains available		mist Internatio	nal's Accou	nts Receivable			
	TEA	R OFF AND SEND THIS SECTION WITH PAYMENT	т						
Invoice #	Date Due Date	Club Name		Club #		Amount to pay			
25077-24.4	07/01/2024 DUE UPON RECEIPT	DENVER-DENVER TECH CENT	TER, CO	25077	\$	5 766.45		Scroll Dov	, n
Consider a non-restric	cted contribution to your Foundatio	on and meet your Honor Club requi	irement.						
P.O. Bo	ist International ox 500473 .ouis, Missouri 63150-0473			Amour Pai					

Paid Via

Approval Code Date/Time



https://www.optimist.org/leaders/invoices/ViewClubInv.cfm



Sample Club Dues Invoice

			Online payments made					
Order #	Invoice #	Status	Amount Paid	Paid Via	Approval Code	Date/Time		
UB:AGE:25077	CLUB:AGE:25077:32	Approved	766.45 USD	Credit Card / Visa **2159	094471	2024-07-19		
:CLUB:25077243	INV:CLUB:25077243:1	Approved	687.04 USD	Credit Card / Visa **3404	799138	2024-04-07		
UB:AGE:25077	CLUB:AGE:25077:31	Approved	697.78 USD	Credit Card / Visa **3404	108423	2024-02-08		
UB:AGE:25077	CLUB:AGE:25077:30	Declined	697.78 USD This transaction has been declined.	Credit Card / Visa **3404	Declined	2024-02-08		
UB:AGE:25077	CLUB:AGE:25077:29	Declined	697.78 USD	Credit Card / Visa **3404	Declined	2024-02-08		
			This transaction has been declined.					
UB:AGE:25077	CLUB:AGE:25077:28	Approved	45.00 USD	Credit Card / Visa **3404	900824	2023-12-05		
UB:AGE:25077	CLUB:AGE:25077:27	Declined	654.84 USD This transaction has been declined.	Credit Card / Visa **3404	Declined	2023-10-19		
:CLUB:25077241	INV:CLUB:25077241:1	Approved	654.84 USD	Credit Card / Visa **3404	352344	2023-10-19		
UB:AGE:25077	CLUB:AGE:25077:26	Approved	629.68 USD	Credit Card / Visa **3404	878890	2023-07-25		
UB:AGE:25077	CLUB:AGE:25077:25	Declined	629.68 USD This transaction has been declined.	Credit Card / Visa **3404	Declined	2023-07-25		
UB:AGE:25077	CLUB:AGE:25077:23	Approved	650.32 USD	Credit Card / Visa **3404	985850	2023-04-24		
UB:AGE:25077	CLUB:AGE:25077:22	Approved	629.67 USD	Credit Card / Visa **3404 Credit Card / Visa **3404	752145	2023-04-24		
IV:CRA:280021	INV:CRA:280021:1	Approved	15.00 USD	Credit Card / Visa **3404 Credit Card / Visa **3404	626687	2023-01-05		
CLUB:25077231	INV:CLUB:25077231:1		650.32 USD	Credit Card / Visa 5404 Credit Card / Visa **3404	242850	2022-10-22		
UB:AGE:25077	CLUB:AGE:25077:21	Approved	15.00 USD	Credit Card / Visa **3404 Credit Card / Visa **3404	979455	2022-09-17		
UB:AGE:25077	CLUB:AGE:25077:20	Declined	15.00 USD	Credit Card / Visa **3404 Credit Card / Visa **3404	Declined	2022-09-17		
10.405.05077	0110-005-05077-40	Approved	This transaction has been declined.	Condit Cond (Mar #23404	660510	2022 07 11		
UB:AGE:25077 IV:CRA:277520	CLUB:AGE:25077:19 INV:CRA:277520:1	Approved Approved	569.35 USD 30.00 USD	Credit Card / Visa **3404 Credit Card / Visa **3404	669512 601823	2022-07-11 2022-05-05		
CLUB:25077223				Credit Card / Visa **3404 Credit Card / Visa **3404	820846	2022-05-05		
CLUB:25077223	INV:CLUB:25077223:1 INV:CLUB:25077222:1		541.25 USD 605.04 USD	Credit Card / Visa **3404 Credit Card / Visa **2159	087311	2022-04-10		
			Print			Clul	o Online Pa	ayme
	Υοι	ı will be bi	Payments lled in US Dollars in the amou	int of <u>\$766.45</u>				
	Credit Card			Check				
	We accept: Visa	a, MasterCa	rd, Discover, and American Expre	Pay by Check)			
		Devi	by Credit Card					

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https://www.optimist.org/leaders/invoices/list.cfm



Sample Invoices / Payments Page

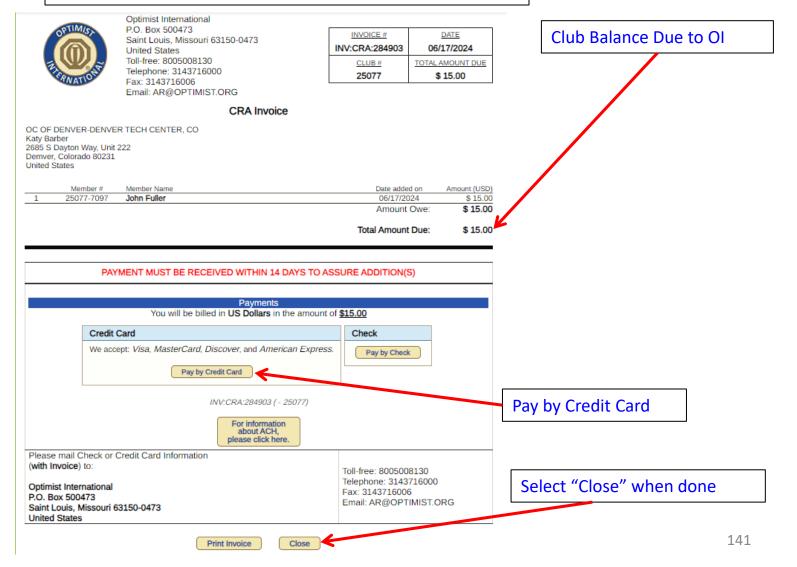
WHO WE ARE VUPCOMIN	G EVENTS MEMBER RESOURCES	JOIN US	CONTACT US	FOUNDATIONS •
	Optimist	Leaders		
Club Roster	Last selected: Club; Select Club Report		ces / Payments	Administration
	Invoices for C	Club #25077		
Club Dues Invoices	Club Roster Adjustments (CRA Invoices	s) Club Balance Due	Men	ber's Invoices
07/01/2024 - 25077-24.4 - \$751.45 04/01/2024 - 25077-24.3 - \$687.04 01/01/2024 - 25077-24.1 - \$654.84 07/01/2023 - 25077-23.4 - \$629.68 04/01/2023 - 25077-23.3 - \$650.32 01/01/2023 - 25077-23.1 - \$650.32 07/01/2022 - 25077-23.1 - \$650.32 07/01/2022 - 25077-22.4 - \$539.35 04/01/2022 - 25077-22.3 - \$556.25 ▼ Show Club Invoice	06/17/2024 - 0284903 - 1 mbrs - \$15.00 04/13/2024 - 0284356 - 1 mbrs - \$0.00 04/07/2024 - 0284298 - 1 mbrs - \$0.00 11/03/2023 - 0282985 - 1 mbrs - \$15.00 01/04/2023 - 0282949 - 2 mbrs - \$15.00 01/04/2023 - 0280021 - 1 mbrs - \$15.00 07/20/2022 - 0277520 - 2 mbrs - \$15.00 05/05/2022 - 0277517 - 1 mbrs - \$15.00 05/04/2022 - 0277517 - 1 mbrs - \$15.00 05/04/2022 - 0277515 - 1 mbrs - \$15.00	Note: The Club Balanad Club Dues Invoices or CRA US Dollars (U (last updated: 08/0 Paym	e Due does not reflect A Invoices recently added. SD): \$ 0.00 I/2/2024 2:06 PM)	lember's Invoices



https://www.optimist.org/leaders/invoices/ViewCraInv.cfm



Sample CRA Invoice







CO/WY Optimist District Convention Club Treasurer Training

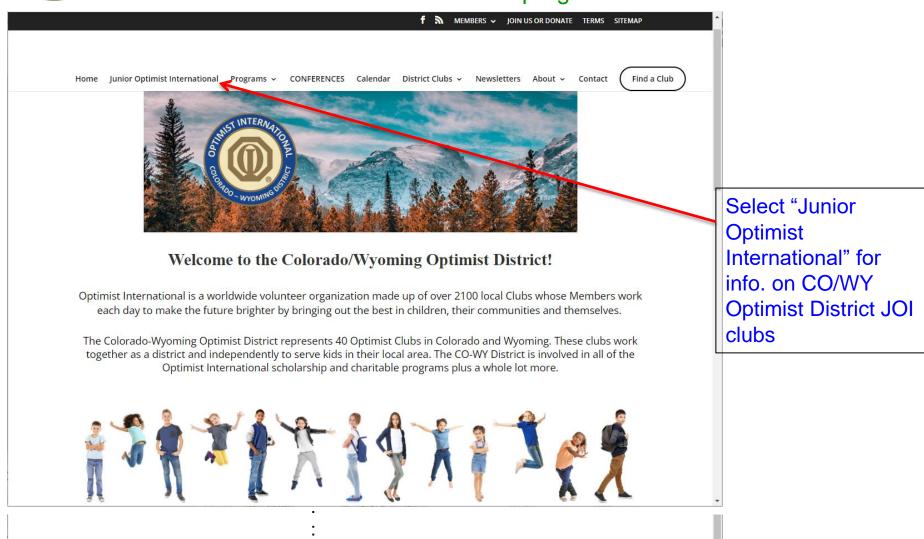
- →• Useful Websites
 - CO Secretary of State
 - (WY Secretary of State for Cheyenne OC)
 - Site for IRS Form 990 / 990-N
 - →• OI & District Websites
 - Optimist International (OI)
 - Optimist Institute (formerly Learning Management System (LMS))
 - Optimist International Foundation (OIF)
 - Optimist Leaders
 - →• CO/WY Optimist District
 - CO/WY Optimist District Facebook
 - District & Club Policies



CO/WY Optimist District Web Site

https://www.optimistcowy.org This website is a work in progress



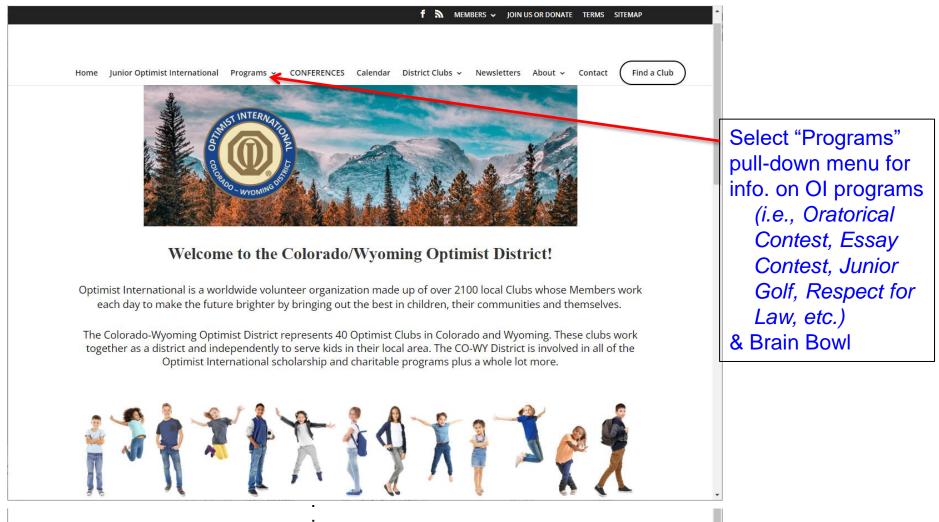




CO/WY Optimist District Web Site

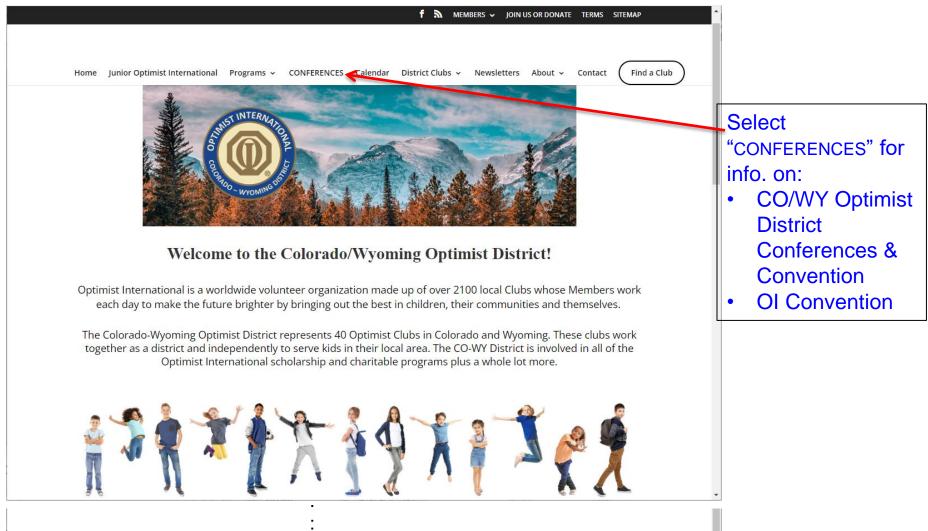
https://www.optimistcowy.org





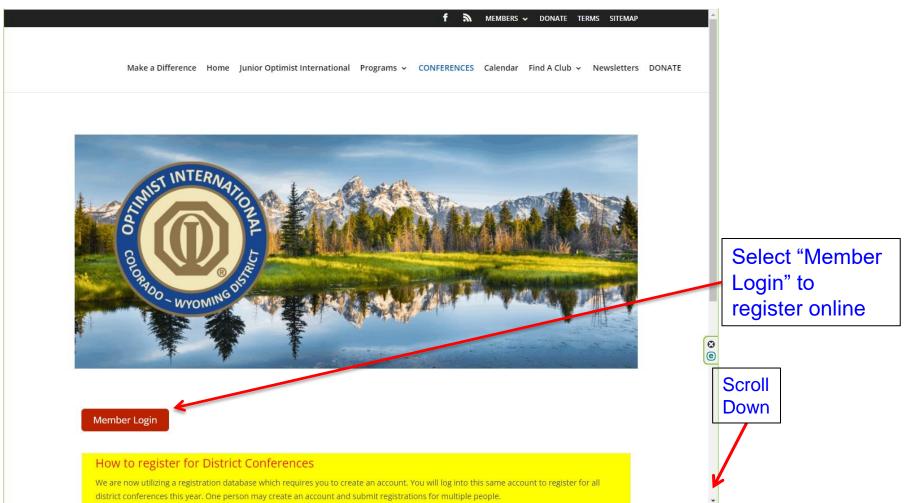






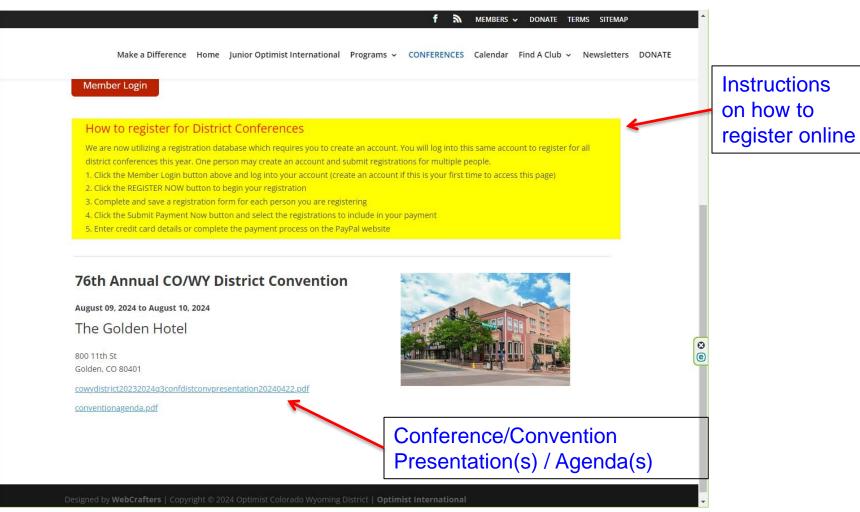






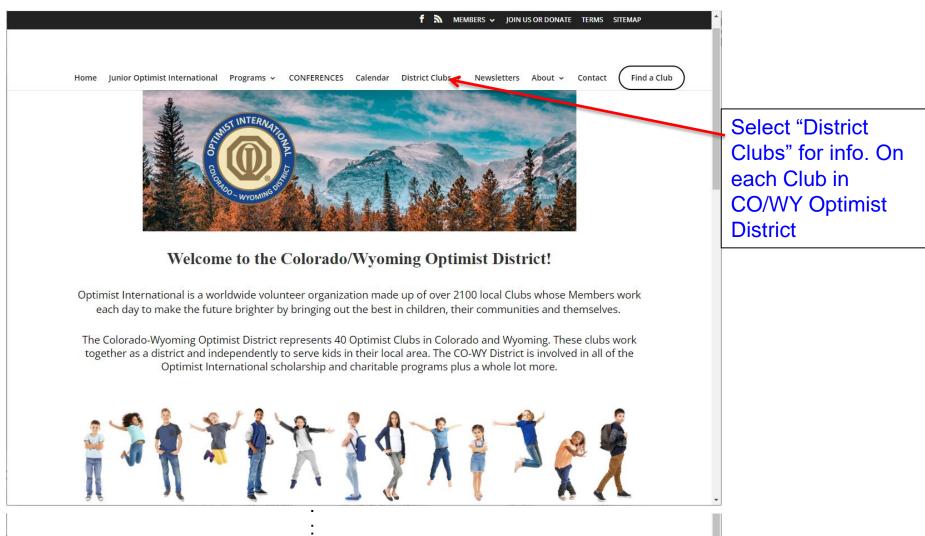




















https://www.optimistcowy.org





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https://www.optimistcowy.org





Click on "RESOURCES" for access to CO/WY Optimist District:

- Forms
- Policies
- Connections Forum Videos
- Training Presentations
- Etc.

(password req'd)



https://www.optimistcowy.org



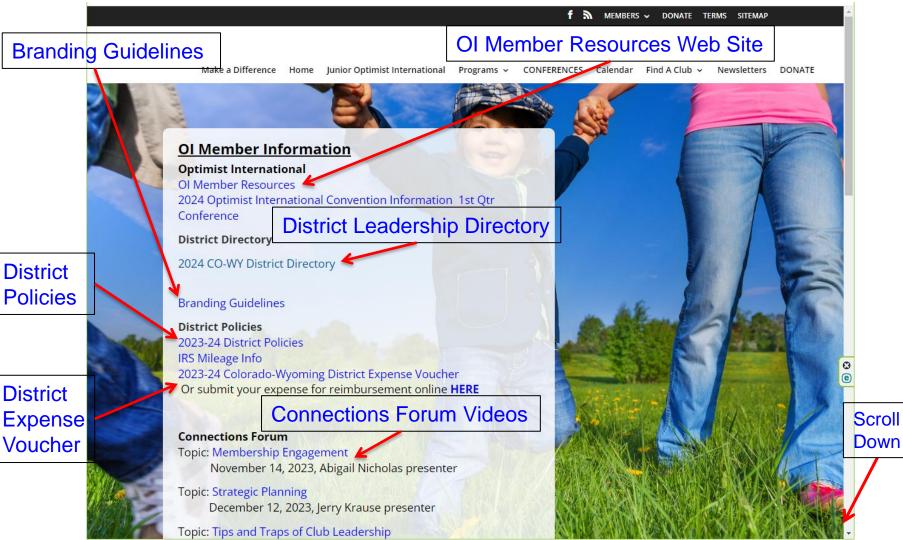
						f 🤊	МЕМВ	ers 🗸 join	US OR DONAT	e terms	SITEMAP	
	Home	Junior Optimist International	Programs 🗸	CONFERENCES	Calendar	District Clu	ubs ~	Newsletters	About ~	Contact	Find a Club)
This content is Password:	password pro	tected. To view it please enter you Enter	ir password belo	ow:								
i assword.	Designed	by WebCrafter : Copyright © 2	023 Optimist Co	lorado Wyoming [District Opti	mist Interna	ational					
		//										
I			X									
			Ent	<mark>er</mark> CoWy	′BB25#	^t and s	elec	t "Ente	r"			

Please limit dissemination of CoWyBB25# password to active CO/WY District Optimists



https://www.optimistcowy.org RESOURCES Page







https://www.optimistcowy.org RESOURCES Page



		f a	MEMBERS	✓ DONATE TEL	RMS SITEMAP		•
	Make a Difference Home Junior Optimist International Programs 🗸 C	CONFERENCES	Calendar	Find A Club 🗸	Newsletters	DONATE	
an and	Topic: Fundraising March 12, 2024, presenter Dan Johansen Topic: Socializing by Caring, Communicating and Celebrating April 9, 2024, presenter Mary Grace Wake		Star I and a star				
A	Topic: Understanding OI Insurance Coverage to Hold Safe Events and Better Protect Children May 14, 2024, presenter Erin Reese, OI's Risk Manager with AMBA insurance company	P					
	Topic: Building Community Connections June 11, 2024 presented by Connie Ackerman, Marketing Chair						
	Topic: Spreading Optimism to Other Communities July 9, 2024 presented by Jim Boyd, Optimist International Director of Strategic Growth		- Al		ha	n	
	New Club Officer Change Form						3 e
-	New Club Officer Change Form Club Roster Adjustment Form		(1				Scroll
	Optimist International Application Form (take to your local club) OI Membership Application Member invite brochure	,				Ĺ	Down
	JOI Membership Application			Contraction of			
1-	Friend of Optimists Application Form Friend of Optimists Brochure			WANGE OF	C.P.N.A		4

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https://www.optimistcowy.org RESOURCES Page

This website is a work in progress





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District Financial Files / Leadership Meeting Minutes





- →• Useful Websites
 - CO Secretary of State
 - (WY Secretary of State for Cheyenne OC)
 - Site for IRS Form 990 / 990-N
 - →• OI & District Websites
 - Optimist International (OI)
 - Optimist Institute (formerly Learning Management System (LMS))
 - Optimist International Foundation (OIF)
 - Optimist Leaders
 - CO/WY Optimist District
 - →• CO/WY Optimist District Facebook
 - District & Club Policies



CO/WY Optimist District Facebook Page

https://www.facebook.com/cowyoptimist









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 - Optimist International Foundation (OIF)
 - Optimist Leaders
 - CO/WY Optimist District
 - CO/WY Optimist District Facebook

District & Club Policies



District Policies



- Define:
 - How District conducts its business
 - District Leadership Positions Officers & Committees
 - District Finances
 - How District addresses delinquent Clubs
 - District Conferences/Convention
 - District Scholarship Contests
- Should:
 - Conform with OI Bylaws & Policies
 - Promote efficient & effective District administration
 - Provide continuity to District practices & procedures



Club Policies



- Define:
 - Club Leadership Positions
 - Club Board of Directors
 - Club Finances
 - Club Projects
- Should:
 - Be consistent with your OI-approved Club Bylaws
 - Provide more details than your Club Bylaws on how your clubs operate
 - May help your Club prevent unnecessarily "reinventing the wheel"
- May be divided into "Club Policies" and "Board Policies"



Club Policies



Sample "Club Policies" Table of Contents

1.0	Club Meetings
2.0	Board of Directors Meetings
3.0	Member Dues and Fees 3.1 Definitions 3.2 Dues – Members 3.3 Dues – New Members 3.4 Dues – Former Members and Transferees
4.0	Member Expenses and Reimbursements
5.0	Friends of Optimists (FOO)
6.0	Project Organization
7.0	E-Mail Etiquette
8.0	Sollicitation for Contributions
9.0	Member Input to the Board

Sample "Board Policies" Table of Contents

- 1.0 Board Meetings
- 2.0 Board of Directors' Duties
- 3.0 President's/Co-Presidents' Duties
- 4.0 Vice-President's (if elected)/President-Elect's Duties
- 5.0 Secretary's Duties
- 6.0 Treasurer's Duties
- 7.0 Officers, Directors and Election Procedures
- 8.0 Allocation of New Funds by the Board
- 9.0 Reimbursement for District and Optimist International Meeting Expenses





Summary

- Introductions / Expectations
- Optimist International (OI) Dues-Paying Levels
- OI vs OI Foundation
- Club Leadership
- Club Finance Committee
- Club Budget
- Club Treasurer's Responsibilities
- Club Bank Accounts
- Club Treasurer's Key Milestones
- Available Tools
- Useful Websites
- District & Club Policies
- Supporting Information







Instructor:

Gunar Neumann, DTC OC 303-766-9649 (home) 303-829-7903 (cell) gunarneumann@comcast.net





- Supporting Information
 - CO/WY Optimist District Contests





- CO/WY Optimist District Contests:*
 - Brain Bowl
 - Chair: Connie Ackerman
 - Oratorical Contest
 - Chair: Steve Gorrell
 - Comm. Contest for Deaf & Hard of Hearing (CCDHH)
 - Chair: TBD
 - Essay Contest
 - Chair: Jeff Gartz
 - Junior Golf
 - Co-Chairs: Bob Meyer & Joe Marci
- * Contact Info will be in CO/WY Optimist District Directory