

Achievements and Awards Program (A&A)

THIS PROGRAM IS DESIGNED TO PROMOTE INTEREST AND ACTIVITY IN THE CLUB, ZONE, DISTRICT AND INTERNATIONAL LEVELS OF ACHIEVEMENT. Take advantage of this program to gain recognition for your club.

The web form uses Microsoft Excel. You may fill in the blanks on this form using Excel and totals will be automatically computed for you. You can then either print the form for distribution, or email a saved copy to the required recipients...A&A Chair, Governor, District Secretary, Lt. Governor.

Completion of form:

In the header section of the form:

- a. Mark the quarter for which the report is being submitted.
- b. Use official club name, club number and zone number.
- c. Provide names and telephone numbers for President and Secretary.
- d. Put your October 1st membership on each report and then the membership at the end of each quarter.

Line by line instructions:

1. Governor's Choice—The topic and number of points will be announced at District Meetings and published in the District newsletter.
2. Membership—self explanatory.
3. N.O.W. program—minimum of 3 new members.
4. New Club Building—self explanatory.
5. A.C.P.C. with Lt. Governor by November 10 (Governor will confirm).
6. Financial obligations to Optimist International paid in full (claimed each quarter).
7. Financial obligations to District paid in full each half (claimed 2 times per year).
8. Office Elects reported by May 20th.
9. Outstanding member recognition—self explanatory.
10. CPA Books sent to District CPA Chair (no limit).
11. Club Foundation Representative nomination (1st quarter only).
12. Club newsletter (minimum 3 per quarter).
13. Club visitations—Documentation consists of verification signed by an officer of the club visited, which will include the date, visited club name and names of members making visit. This documentation must accompany the A&A report sent to the A&A Chair.
14. Club scrapbook should be counted 4th quarter only. Scrapbook must be entered in the District competition.
15. \$7.00 per member to OI Foundation. Claim when goal is achieved.
16. Self-explanatory.
17. Self-explanatory.
18. Annual Activities Report (take in 4th quarter only).
19. Club service reports may be submitted monthly or quarterly. Points are to be taken for youth and/or community service projects, NOT fund-raisers or social activities. IF FUNDRAISING MONEY IS USED FOR YOUR COMMUNITY SERVICE PROJECTS, COUNT POINTS FOR PROJECTS BUT NOT THE FUND-RAISER!
20. You cannot count members more than one place. (e.g. President cannot be counted both as President and as a member.) Points for chair people can only be counted once. If the same person chairs membership and NOW, only count once.
21. These points should be claimed during the fourth quarter is you are reasonably sure that you have completed all the requirements to attain this goal.
22. Only claim for current quarter.
23. Enter the total points for the current quarter (if you use the form in Excel, this is done for you.)

If you have questions, contact the [A&A Chair](#).