**Planning for a Successful Meeting/Club/JOI Year**

1. Agendas are necessary. It is hard to get where you are going without a “road map”!
   1. Advisor discusses “Agendas” and what they entail
   2. If there’s a JOI President & other officers, plan for them to create meeting agendas
   3. If there are not officers (such as Alpha Clubs often don’t have) then the staff Advisor or Optimist Advisor takes on the task. Many staff Advisors don’t want this responsibility and the Optimist Advisors must handle this leadership task.
2. The objectives of a JOI Club must be made clear at the first meeting of the year and revisited after each project.
3. JOI Members should take part in decision-making for projects/activities.
   1. Here is where the art of “Brainstorming” to share ideas can be taught. Then the ideas can be discussed, researched, and voted on by the JOI Club members. They can be decided one at a time, or several can be laid out for the month/semester/year.
   2. As the “Guide on the Side” Advisors need to ask the questions that lead their JOI members to problem solve. Giving answers doesn’t create opportunities for growth in problem solving.
4. Optimism is stressed at every meeting and the Creed is a guiding document.
   1. At the beginning of the year, the Creed is discussed and the meaning of each tenet is explored according to how JOI members see it interacting in his/her life.
   2. The Creed can be recited at the beginning of each meeting or at the end. It definitely can guide the club’s activities and motivation.
5. After every project, an “After Action” session should be held to determine what went well and what needs to change in future projects.
6. Fundraising is often a part of the clubs, especially in middle school and high school – not the main part, but enough to help the projects be successful.
   1. If it is a school club, the staff advisor should help get permission to develop the fundraiser. Many schools have restrictions.
   2. Some fundraising has had the sponsoring Optimist Club’s help to organize & be successful.
7. Social and fun times for Club members should be planned to bring the members together and to develop incentive for others to join.
8. It helps to have a JOI member or a team of members in charge of each project and a group to help. (Planning, presenting, assigning, and taking part in accountability of those involved is the key to success.)
9. A letter of Service Hours should be developed for high school JOI members, as many high schools have a community service expectation for graduation. This can be given out at the end of each school year.