



# ZONE MEETING REPORT

Complete and file this report immediately after each zone meeting. Distribute as indicated below.  
**Please type or print.**

Quarter 1  2  3  4

Meeting Location: \_\_\_\_\_ District Name: \_\_\_\_\_ No. \_\_\_\_\_

Date of Meeting: \_\_\_\_\_ Time of Meeting: \_\_\_\_\_  a.m.  p.m. Zone Number: \_\_\_\_\_

Length of Meeting (hours) \_\_\_\_\_ Was Meal Served?  yes  no Date Filed: \_\_\_\_\_

Was this zone meeting held in lieu of the second quarter District Board Meeting?  yes  no

Signature: \_\_\_\_\_ Lt. Gov. \_\_\_\_\_

List name of each club in zone: indicate attendance of president, secretary - treasurer and number of other members in attendance.

NAME OF CLUB	PRES.	S - T	MEMBERS	NAME OF CLUB	PRES.	S - T	MEMBERS
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

- SUGGESTED TOPICS FOR DISCUSSION**
- Future district and International Meetings
  - Club recognition (criteria, deadlines, etc.)
  - Club Administration (bulletin, fellowship, committees, member recognition, budget, board meetings, etc.)
  - Membership Recruitment
  - Optimist International Foundation Support
  - New Club Building
  - Community and Youth-Serving Projects
  - Fund-Raising Projects
  - Idea Exchange
  - District and International Services

Please provide information from the meeting which will be helpful to the district Governor, Secretary-Treasurer or Club Services Chairman.

Next Scheduled Zone Meeting Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

For distinguished Lt. Gov. status four zone meetings (one each quarter) must be held. A Zone Meeting Report must be filed with the District Secretary-Treasurer within 30 days after each meeting. Credit will not be given for zone meetings held in conjunction with zone Oratorical Contests, district Board or Convention meetings.

**Additional pages may be attached if needed**

**Distribution**

District Secy. Treas.      Governor      Lieutenant Governor