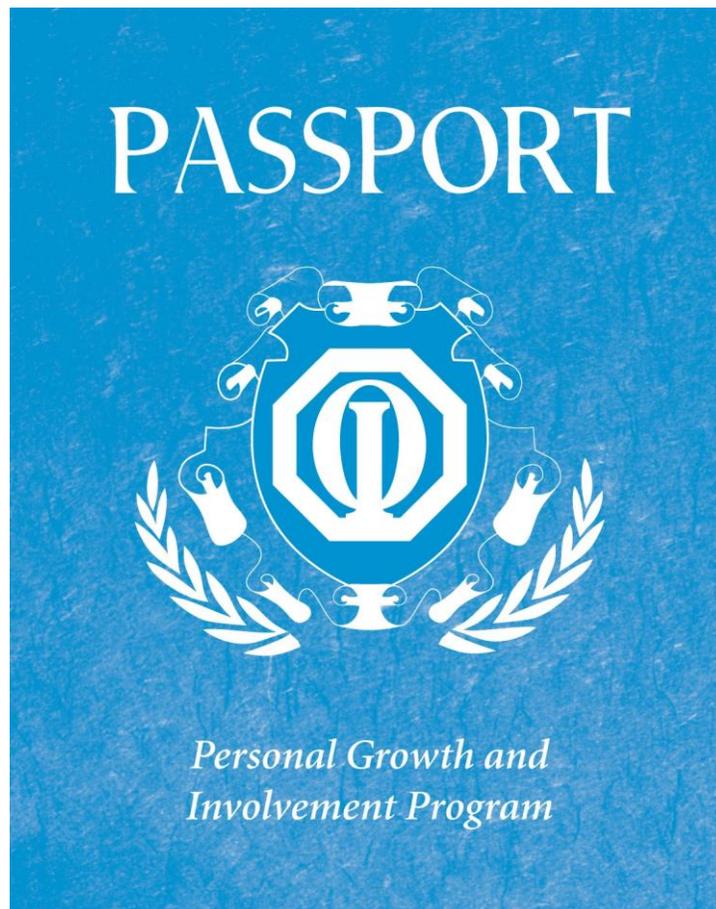


The Personal Growth and Involvement Program



PGI

Personal Growth & Involvement Program

PGI is your passport to personal development, increased member involvement and Club growth. Participation in PGI offers Members the opportunity for personal growth while working at their own pace. It will also provide fresh ideas for Club meetings.

Benefits of the Personal Growth & Involvement

- Allows Club Members to be recognized and appreciated for personal and professional accomplishments.
- Gives Members an opportunity to participate in long-term Club involvement while learning more about Optimism.
- Gives each Member the personal responsibility for his/her involvement in the Club's activities.
- Offers personal growth opportunities to each Member.
- Provides Members with Club meeting, membership recruitment and retention ideas.
- The PGI Program offers every Optimist Club Member the opportunity to grow personally and learn more about Optimism while advancing through ten levels of involvement, personal growth and achievement.
- PGI introduces you to Optimist International's Skills Development Modules on Public Speaking, Effective Time Management, Creative Problem Solving, Choosing Optimism as a Philosophy of Life, Orientation to Optimism for New Members, The Meeting Will Come to Order! A Parliamentary Procedure Manual, Team Building, Leadership Styles & Profiles and Mentoring - How to Build & Nurture a Relationship!

Elements of PGI

*Presence/Attendance
Activities/Programs
Growth/New Members*

*Knowledge of the Organization
Personal Growth/Self Development
Communication*

HOW PGI WORKS

When a Member enrolls in the PGI Program they receive a Passport from their District PGI Chair or their Club and enters his/her name, Club name and Club number on the front.

As a member completes a step, either the Club President or Secretary-Treasurer (for Levels 1-7), or the District Governor or Lieutenant Governor (for Levels 8-10) initials beside the step completed on the passport.

When an entire level is completed, the proper Club or District representative (as noted on the PGI Recognition Form) should fill out, sign and date the Recognition Form. The Club then forwards a copy of the PGI Recognition Form to the District Director of Personal Growth, or directly to the Optimist International headquarters, for processing.

Optimist International will forward the appropriate pin backings (and certificate for Level 7) to the District Director of Personal Growth (unless otherwise noted) to be presented to the Member(s) at the next District conference/convention.

10 Levels of Involvement and Recognition

Level I - Bronze

Level II - Green

Level III - Burgundy

Level IV - Blue

Level V - Black

Level VI - Purple

Level VII - Gold (and certificate of completion)

Level VIII - Orange

Level IX - Yellow

Level X - Lapel Pin



WHY DID OPTIMIST INTERNATIONAL DEVELOP PGI?

1. To create the standard of a good Optimist Member
2. To offer every Member an opportunity to receive personal benefits when joining an Optimist Club.
3. To make sure every Optimist Club offers every Member the challenges he/she needs to become a better leader.
4. To give the proper recognition to every Member of the Club, based on clear challenges.
5. To promote a better understanding of Optimist International at every level of the organization.
6. To help everyone promote the Optimist philosophy throughout the world.
7. To help the Club President receive all the support he/she needs to accomplish a successful year.



Personal Growth and Involvement Forms

Enclosed in this packet are the following forms to help you through the PGI Program, or to help you implement it in your District (if you're a PGI Chair) :

PGI Passport Pages : These are larger versions of the pages contained in the PGI Passports. Members may use these pages, or the actual Passports, to track their progress through the program. Passports may be obtained by contacting the Optimist International headquarters, or your District PGI Chair.

Club PGI Tracking Form : This form can be used by Members to track their own progress through PGI, or by District PGI Chairs to track other Members' progress. This is especially useful for PGI Chairs, because for each Level, they can track whether or not they've sent in the Recognition Form, received the pin backings, and presented the pin backings to the Member.

PGI Recognition Form : This is the official form that OI Headquarters uses to process and send out the PGI pin backings. Once it is properly filled out and signed by the appropriate officials, either send it directly to the Optimist International headquarters, or send it to your District PGI Chair, who will then forward it to Optimist International. Once received, OI will verify it is correct; update our records; and send the form, along with proper pin backings, back to the District PGI Director. Please allow up to 3 weeks for OI to process and send out PGI materials.

Please note : If the same person has achieved multiple levels on the same form (i.e. John Doe has achieved Levels 4,3, and 5), OI will only send the pin backing for the highest level achieved.

All of these forms are available in paper or electronic form by contacting the Optimist International Office. Please contact Joe Fetter at 1-800-500-8130 x227, or joe.fetter@optimist.org. You may also photocopy the forms from this packet.

PERSONAL GROWTH & INVOLVEMENT PROGRAM

LEVEL I - BRONZE

_____	ATTENDANCE:	Attend six Club meetings and/or activities
_____	ACTIVITY:	Participate in one Club service activity
_____	KNOWLEDGE OF ORGANIZATION:	Learn the Five Purposes and about the founding of Optimist International
_____	SELF DEVELOPMENT:	Prepare and give a short presentation on "How Optimism Can Make A Better World"
_____	COMMUNICATION:	Read the curriculum vitae/résumé of a new member at the induction ceremony
_____	CERTIFICATION:	Activities to be certified by Club Secretary/Treasurer or Club President

LEVEL II - GREEN

_____	ATTENDANCE:	Attend three additional Club meetings and/or activities (cumulative total of 9)
_____	ACTIVITY:	Serve as a Club Committee member
_____	GROWTH:	Sponsor a new Member
_____	KNOWLEDGE OF ORGANIZATION:	Know Optimist International, District, Zone and Club structures
_____	SELF DEVELOPMENT:	Make a short presentation at a club meeting on why a perspective member should join your Optimist club.
_____	COMMUNICATION:	Promote Club meeting attendance for a period of at least one month
_____	CERTIFICATION:	Activities to be certified by Club Secretary/Treasurer or Club President

LEVEL III - BURGUNDY

_____	ATTENDANCE:	Attend three additional Club meetings and/or activities (cumulative total of 12)
_____	ACTIVITY:	Participate in one additional Club youth, community or Respect for Law activity.
_____	GROWTH:	Sponsor a second new Member
_____	KNOWLEDGE OF ORGANIZATION:	Read the book "The Power of the Creed" or "Of Dreams & Deeds" available through Optimist Supply
_____	SELF DEVELOPMENT:	Complete an Optimist Skills Development Module of your choice
_____	COMMUNICATION:	Participate in assembling a Community Project Awards (CPA) Summary
_____	CERTIFICATION:	Activities to be certified by Club Secretary/Treasurer or Club President

LEVEL IV - BLUE

_____	ATTENDANCE:	Attend two additional Club meetings and/or activities (cumulative total of 14), plus one Inter-Club visitation
_____	ACTIVITY:	Participate in one additional Club youth activity
_____	GROWTH:	Sponsor a third new Member
_____	KNOWLEDGE OF ORGANIZATION:	Know the name of the President of Optimist International, the names of the District's assigned International Vice President, the District Governor and the Zone Lieutenant Governor
_____	SELF DEVELOPMENT:	Make a brief presentation on "Highlighting the Best Times You've Shared With Children Since Becoming an Optimist Member"
_____	COMMUNICATION:	Pay a visit or call a member appointed by the Club President who has been missed from Club meetings
_____	CERTIFICATION:	Activities to be certified by Club Secretary/Treasurer or Club President

LEVEL V - BLACK

_____	ATTENDANCE:	Attend two additional Club meetings and/or activities (cumulative total of 16), plus attend a District or Zone meeting
_____	ACTIVITY:	Participate in one additional service project of the Club
_____	GROWTH:	Sponsor a fourth new Member
_____	KNOWLEDGE OF ORGANIZATION:	Recite (by memory) the Optimist Creed
_____	SELF DEVELOPMENT:	Complete a second Optimist Skills Development Module of your choice
_____	COMMUNICATION:	Write an article for your Club bulletin/website or make a presentation to your club on the district or zone meeting that you attended.
_____	CERTIFICATION:	Activities to be certified by Club Secretary/Treasurer or Club President

LEVEL VI - PURPLE

_____	ATTENDANCE:	Attend two additional Club meetings and/or activities (cumulative total of 18)
_____	ACTIVITY:	Serve as Chair of a Club Committee
_____	GROWTH:	Sponsor a fifth new Member
_____	KNOWLEDGE OF ORGANIZATION:	Make a five minute presentation on a program promoted by your Club, District or Optimist International
_____	SELF DEVELOPMENT:	Educate a new Member on the purposes and benefits of an Optimist Club
_____	COMMUNICATION:	Promote a Club activity within the surrounding community
_____	CERTIFICATION:	Activities to be certified by Club Secretary/Treasurer or Club President

LEVEL VII - GOLD (With Certificate of Completion of Levels I through VII)

_____	ATTENDANCE:	Attend two additional Club meetings and/or activities (cumulative total of 20), and attend your District's Annual Convention
_____	ACTIVITY:	Create, organize and present a new activity to your Club's Board of Directors
_____	GROWTH:	Participate in building a new Club
_____	KNOWLEDGE OF ORGANIZATION:	Make a presentation to your Club or Zone about the District Convention you attended.
_____	SELF DEVELOPMENT:	Serve as Club officer or Club officer-elect
_____	COMMUNICATION:	SEND an article for <i>The Optimist</i> magazine TO THE LEADERSHIP DEVELOPMENT DEPARTMENT
_____	CERTIFICATION:	Activities to be certified by Club Secretary/Treasurer or Club President

LEVEL VIII - ORANGE

_____	ATTENDANCE:	Attend two consecutive District Conferences one of which can be the District Convention attended for Level VII
_____	ACTIVITY:	Serve on a District Committee
_____	GROWTH:	Participate in a new Club building follow-up program
_____	KNOWLEDGE OF ORGANIZATION:	Make a presentation to your Zone or District about Optimist International
_____	SELF DEVELOPMENT:	Complete a third Optimist Skills Development Module
_____	COMMUNICATION:	Assist a Member in achieving Level I of PGI
_____	CERTIFICATION:	Activities to be certified by Lieutenant Governor or Governor

LEVEL IX - YELLOW

_____	ATTENDANCE:	Attend four additional (total of 6) District Conferences/Convention
_____	ACTIVITY:	Serve on a second District Committee
_____	GROWTH:	Recruit a sixth and seventh new Member
_____	KNOWLEDGE OF ORGANIZATION:	Make a Club or Zone presentation on behalf of a District Committee
_____	SELF DEVELOPMENT:	Complete a fourth Optimist Skills Development Module
_____	COMMUNICATION:	Assist a Member in achieving Level IV of PGI
_____	CERTIFICATION:	Activities to be certified by Lieutenant Governor or Governor

LEVEL X - SPECIAL LAPEL PIN BACKING PRESENTED AT A DISTRICT MEETING (WHERE POSSIBLE) AND WILL BE RECOGNIZED BY THE INTERNATIONAL PRESIDENT AT THE INTERNATIONAL CONVENTION
PGI LEVEL X RIBBON AT THE INTERNATIONAL CONVENTION

_____	ATTENDANCE:	Attend two additional District Conventions or one International Convention
_____	ACTIVITY:	Serve as a District Committee Chair or officer
_____	GROWTH:	Earn the "Builder of Excellence" award
_____	KNOWLEDGE OF ORGANIZATION:	Conduct the Optimist Skills Development Module, Orientation to Optimism for New Members, at a Club, Zone or District meeting
_____	SELF DEVELOPMENT:	Attend three training seminars at a District Convention or three Back-To-School Workshops at the International Convention
_____	COMMUNICATION:	Assist a Member in achieving Level VII of PGI
_____	CERTIFICATION:	Activities to be certified by Governor

CLUB PGI TRACKING FORM

CLUB #: _____

MEMBER #: _____

MEMBER NAME: _____

LEVEL 1	
ATTENDANCE	
ACTIVITY	
KNOWLEDGE OF ORGANIZATION	
SELF-DEVELOPMENT	
COMMUNICATION	
DATE COMPLETED LEVEL 1	
SENT TO DISTRICT	
RECEIVED PIN BACK	
PRESENTED PIN BACK	
LEVEL 2	
ATTENDANCE	
ACTIVITY	
GROWTH	
KNOWLEDGE OF ORGANIZATION	
SELF DEVELOPMENT	
COMMUNICATION	
DATE COMPLETED LEVEL 2	
SENT TO DISTRICT	
RECEIVED PIN BACK	
PRESENTED PIN BACK	
LEVEL 3	
ATTENDANCE	
ACTIVITY	
GROWTH	
KNOWLEDGE OF ORGANIZATION	
SELF DEVELOPMENT	
COMMUNICATION	
DATE COMPLETED LEVEL 3	
SENT TO DISTRICT	
RECEIVED PIN BACK	
PRESENTED PIN BACK	
LEVEL 4	
ATTENDANCE	
ACTIVITY	
GROWTH	
KNOWLEDGE OF ORGANIZATION	
SELF-DEVELOPMENT	
COMMUNICATION	
DATE COMPLETED LEVEL 4	
SENT TO DISTRICT	
RECEIVED PIN BACK	
PRESENTED PIN BACK	
LEVEL 5	
ATTENDANCE	
ACTIVITY	
GROWTH	
KNOWLEDGE OF ORGANIZATION	
SELF DEVELOPMENT	
COMMUNICATION	
DATE COMPLETED LEVEL 5	
SENT TO DISTRICT	
RECEIVED PIN BACK	
PRESENTED PIN BACK	

LEVEL 6	
ATTENDANCE	
ACTIVITY	
GROWTH	
KNOWLEDGE OF ORGANIZATION	
SELF DEVELOPMENT	
COMMUNICATION	
DATE COMPLETED LEVEL 6	
SENT TO DISTRICT	
RECEIVED PIN BACK	
PRESENTED PIN BACK	
LEVEL 7	
ATTENDANCE	
ACTIVITY	
GROWTH	
KNOWLEDGE OF ORGANIZATION	
SELF DEVELOPMENT	
COMMUNICATION	
DATE COMPLETED LEVEL 7	
SENT TO DISTRICT	
RECEIVED PIN BACK/CERTIFICATE	
PRESENTED PIN BACK/CERTIFICATE	
LEVEL 8	
ATTENDANCE	
ACTIVITY	
GROWTH	
KNOWLEDGE OF ORGANIZATION	
SELF DEVELOPMENT	
COMMUNICATION	
DATE COMPLETED LEVEL 8	
SENT TO DISTRICT	
RECEIVED PIN BACK	
PRESENTED PIN BACK	
LEVEL 9	
ATTENDANCE	
ACTIVITY	
GROWTH	
KNOWLEDGE OF ORGANIZATION	
SELF DEVELOPMENT	
COMMUNICATION	
DATE COMPLETED LEVEL 9	
SENT TO DISTRICT	
RECEIVED PIN BACK	
PRESENTED PIN BACK	
LEVEL 10	
ATTENDANCE	
ACTIVITY	
GROWTH	
KNOWLEDGE OF ORGANIZATION	
SELF DEVELOPMENT	
COMMUNICATION	
DATE COMPLETED LEVEL 10	
SENT TO DISTRICT	
DATE PRESENTED LAPEL PIN INTERNATIONAL CONVENTION	

PGI RECOGNITION FORM

NAME OF CLUB: _____ NO.: _____

NAME OF MEMBERS	MBR #	LEVEL	DATE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CERTIFIED BY:

President's Signature (Levels I - VII)
Governor's Signature (Levels VIII-X)

OR Secretary-Treasurer's Signature (Levels I-VII)
OR Lieutenant Governor's Signature (Levels VIII-X)

**THIS FORM MUST BE SENT
BY THE ABOVE CERTIFYING
OFFICIAL TO THE DISTRICT
DIRECTOR OF PERSONAL
GROWTH**



If you have any questions, comments, suggestions, or need any PGI materials, please contact:

Joe Fetter
Leadership Development and Growth Coordinator
Optimist International
4494 Lindell Boulevard
Saint Louis, MO 63108
800-500-8130, extension 227
Joe.fetter@optimist.org