

The PGI 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.

10 Levels of Involvement and Recognition

Participate at your own pace

Level I - Bronze

Level II - Green

Level III - Burgundy

Level IV - Blue

Level V - Black

Level VI - Purple

Level VII - Gold

Level VIII - Orange

Level IX - Yellow

Level X - Lapel Pin

Elements of P.G.I.

Presence/Attendance
Activities/Programs
Growth/New Members

Knowledge of the Organization
Personal Growth/Self Development
Communication

How PGI Works

Request a Passport from your District Director of Personal Growth or call the International Office at 1-800-500-8130, extension 261. Your District Director of Personal Growth serves as the administrator of the program in your District.

- Use your passport to record the completion of requirements for each level. All activities at each level through level seven must be attested to by your Club Secretary-Treasurer or President in the passport. Levels eight, nine and ten must be attested to by your Lieutenant Governor or Governor.
- As you complete levels one through seven have your passport signed by the Club Secretary-Treasurer or President, and for levels eight, nine and ten have your passport signed by the Lieutenant Governor or Governor, who should forward the PGI Recognition Form to the District Director of Personal Growth.
- Round colored tabs (which fit behind your lapel pin) representing the level attained will be distributed upon completion of each of the first seven levels along with a Presidential Certificate of Personal Growth given to each member upon completion of the seventh (gold) level.
- A lapel pin will be presented at a District meeting (where possible) and will be recognized at the International Convention by the International President upon completion of Level ten. Tabs are sent to the Club from the District Director of Personal Growth upon receipt of the PGI Recognition Form.

Added Benefit

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!

**FOR ADDITIONAL INFORMATION OR PASSPORTS
call Optimist International, Leadership Development
Department, 1-800-500-8130, extension 261.**

PERSONAL GROWTH AND INVOLVEMENT PROGRAM INSTRUCTIONS

The following instructions are only meant to be suggestions and it is not mandatory that you follow these procedures. PGI Achievements are now listed on the Club Rosters.

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

As a member completes a step the Club Director of Personal Growth, Club President or Secretary-Treasurer should initial beside the step completed on the passport, initiates a Club PGI Tracking Form and enters the date each level is completed on the form.

When an entire level is completed, the Club Director of Personal Growth, Club President or Secretary-Treasurer should sign and date the bottom of the page of the level completed on the passport. The Club then forwards a copy of the PGI Recognition Form to the District Director of Personal Growth for processing.

The District Director of Personal Growth submits the name, Member number and date completed to the Leadership Development Department at Optimist International.

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

Any questions contact: Optimist International
Attn: Stephanie Monschein
4494 Lindell Boulevard
Saint Louis MO 63108
Fax: 314-735-4108
Phone: 800-500-8130 extension 261
email: stephanie.monschein@optimist.org

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

For questions or further information please contact:

Stephanie Monschein
Director, Leadership Development
Optimist International
4400 Lindell Boulevard
Saint Louis MO 63108
800-500-8130, extension 261
stephanie.monschein@optimist.org

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	
PRESENTED PIN BACK	
LEVEL 8	
ATTENDANCE	
ACTIVITY	
GROWTH	
KNOWLEDGE OF ORGANIZATION	
SELF DEVELOPMENT	
COMMUNICATION	
DATE COMPLETED LEVEL 8	
SENT TO DISTRICT	
LEVEL 9	
ATTENDANCE	
ACTIVITY	
GROWTH	
KNOWLEDGE OF ORGANIZATION	
SELF DEVELOPMENT	
COMMUNICATION	
DATE COMPLETED LEVEL 9	
SENT TO DISTRICT	
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**



Personal Growth and Involvement Program For A Better You

The Personal Growth & Involvement (PGI) Program is taking the Optimist world by storm. Thousands of Optimists are already earning recognition in this unique program that allows you an opportunity for personal growth at your own pace while providing new avenues for involvement in Club activities.

Here's what some of the Optimists are saying about PGI:

"It will remotivate you and rekindle the spark of optimism."

"It's wonderful! It has a way of introducing you to new areas. Times are changing, it's a tough time to get younger Members, but this is the kind of thing that may get them interested in joining."



"It's a motivational thing to do. You not only grow, but your Club grows too. We've all been doing these things, the PGI Program just makes you more aware."

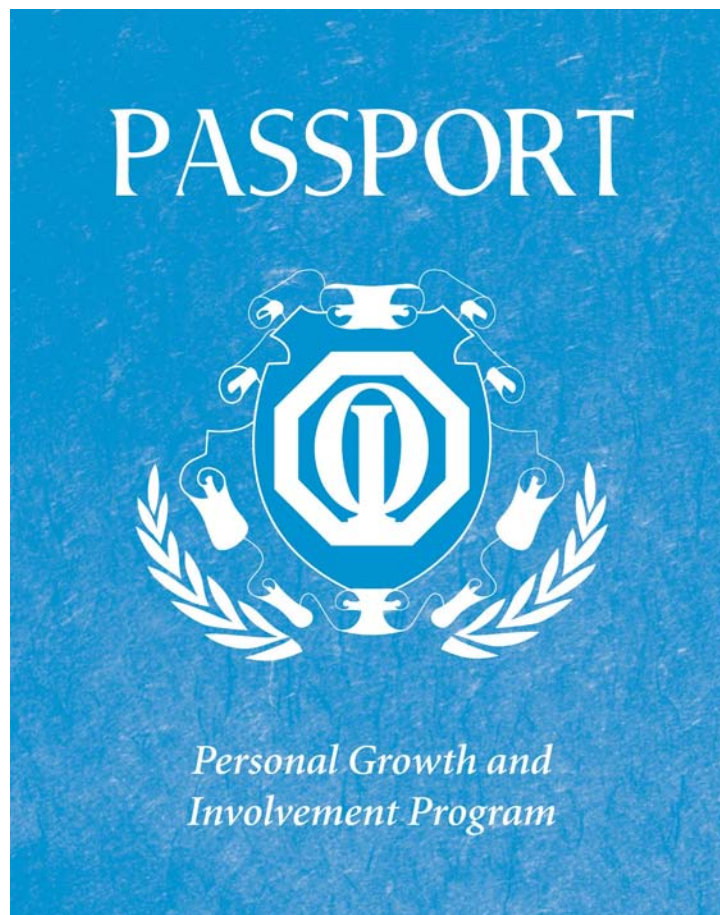
"It's talked about at every meeting. One Member gave his speech today and right away the President marked it in his passport, in front of the whole Club. We're urging everyone to bring their passports to the Club meetings. It's a program everyone can do because it's self-paced."

The PGI Program rewards you for service and encourages you to get involved, all the while fostering personal growth. It's unlike any other program you've ever seen. Achieve the 10 levels of involvement and receive a colored tab for levels 1 through 7 and a pin backing for level 10 to be worn behind your Member pin.

Your personal PGI passport can be obtained from your Club Director of Personal Growth, District Director of Personal Growth or by calling the Optimist International Leadership Development Department at 800-500-8130, extension 261.

Announcing

Your Passport to
Personal Growth & Involvement



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.



Growth

Knowledge
of
Organization

Activities

Self
Development

Elements of P.G.I.

Attendance

Communication



PGI HELPS CLUB PRESIDENTS

More
Participating
Club Members

Recruiting Tool

Improved
Meeting Agendas

More Active Club
Members

Healthy/Active
Clubs

Long-Term



PGI HELPS GOVERNORS & LIEUTENANT GOVERNORS



Personal Growth of
Members & Clubs

Increase Knowledge
of Organization

Enhanced District
Meetings

Recognition of
Participants

HOW CAN YOU USE PGI SUCCESSFULLY AS CLUB PRESIDENT?

- 1. Consider every element of PGI as equally important in developing true leadership of your Members.**
- 2. Explain PGI at your first meeting and stress the importance it will have during your year.**
- 3. Display a progress chart at every meeting to help promote the progress made by every Member.**
- 4. Every month recognize achievers by presenting the colored tabs in a special way. The recipient should be seated at the head table and the colored tabs should be presented by the Lieutenant Governor or the Club President.**
- 5. Introduce all new Members to PGI as soon as they join your Club.**
- 6. Appoint a Club Director of Personal Growth to track each Member's progress and to reflect that progress on a progress chart.**
- 7. When there are public speaking presentations and opportunities, diversify the subjects to include talks about your Club, the organization, the benefits of belonging to an Optimist Club or something personal. Your goal is to give every Member a chance to speak in front of his/her peers.**
- 8. Invite everyone who has achieved a new level to attend the District conference so he/she can be acknowledged by the District Governor.**
- 9. Promote the Optimist Skills Development Modules available at www.optimistleaders.org.**
- 10. Make sure you are the first one to "lead by example."**
- 11. Challenge the Member who achieves the most levels during your year to become the "Optimist of the Year" in your Club.**
- 12. Make sure you submit achievers to the District Director of Personal Growth by completing the appropriate form and present the awards to every Member who achieves a new level.**