

PERSONAL GROWTH & INVOLVEMENT PROGRAM

All activities for each level must be completed in the Optimist Institute within the course titled for each given level. For example, if you're asked to view a video as one part of level 3, the video will be a lesson within the course for level 3. Nothing will need to be searched for and found elsewhere.

You will receive a certificate in the Optimist Institute for each level you complete; these certificates are printable if you would like to print a copy. As you complete a level, the next level will become available to you.

LEVEL I - BRONZE

- **INVOLVEMENT/PROJECTS:** Participate in a service or community project (must be submitted within 60 days of completion)
 - Download the form under the "lesson files" section on the right of your screen. Complete the form, scan it or take a picture of it, and then upload the scan or photo of the form. (Please include real signatures, not typed/electronic signatures; no one may verify their own form)
- **KNOWLEDGE OF THE ORGANIZATION:** Learn the Mission Statement of Optimist International and reflect on what it means as an Optimist.
 - Learn the Mission Statement of Optimist International and reflect on what it means as an Optimist in 150-300 words. Upload your reflection.
- **DEVELOPMENT AS AN OPTIMIST:** Participate in a live Optimist International Leadership Development Webinar, with attendance to be verified (must be submitted within 60 days of completion)
 - What was the title of the Leadership Development Webinar you attended?
 - What was the date of the webinar you attended?
- **LEADERSHIP SKILLS:** Complete the lesson, "Communication Matters—Verbal & Nonverbal Communication Skills"
- **SHARING OPTIMISM:** Bring a guest to a club meeting, activity, or event (must be submitted within 60 days of guest attending)
 - Download the form under the "lesson files" section on the right of your screen. Complete the form, scan it or take a picture of it, and then upload the scan or photo of the form here. (Please include real signatures, not typed/electronic signatures; no one may verify their own form)

LEVEL II - GREEN

- **INVOLVEMENT/PROJECTS:** Participate in second service or community project (must be submitted within 60 days of completion)

- Download the form under the "lesson files" section on the right of your screen. Complete the form, scan it or take a picture of it, and then upload the scan or photo of the form. (Please include real signatures, not typed/electronic signatures; no one may verify their own form)
- **KNOWLEDGE OF THE ORGANIZATION:** Complete the lesson, "The Five Purposes of Optimist International"
- **DEVELOPMENT AS AN OPTIMIST:** Complete the lesson, "Bringing Out the Best in Ourselves: Optimism 101"
- **LEADERSHIP SKILLS:** Complete the lesson, "Words Matter—Asking Questions & Listening"
- **SHARING OPTIMISM:** Sponsor a new Optimist member (must be submitted within 60 days of new member joining)
 - Please type the name of the new member
 - Please type the date they became a member
 - Please type the Club-Member Number of the new member

LEVEL III - BURGUNDY

- **INVOLVEMENT/PROJECTS:** Participate in planning and organizing a service or community project (must be submitted within 60 days of completion)
 - Download the form under the "lesson files" section on the right of your screen. Complete the form, scan it or take a picture of it, and then upload the scan or photo of the form here. (Please include real signatures, not typed/electronic signatures; no one may verify their own form)
- **KNOWLEDGE OF THE ORGANIZATION:** Complete the Lesson, "Structure of Optimist International"
- **DEVELOPMENT AS AN OPTIMIST:** Participate in second live Optimist International Leadership Development Webinar, with attendance to be verified (must be submitted within 60 days of completion)
 - What was the title of the Leadership Development Webinar you attended?
 - What was the date of the webinar you attended?
- **LEADERSHIP SKILLS:** Complete the lesson, "Email Matters—Effective Electronic Communication"
- **SHARING OPTIMISM:** Assist with orientation of a new Optimist member (must be submitted within 60 days of completion)
 - Download the form under the "up next" section on the right of your screen. Complete the form, scan it or take a picture of it, and then upload the scan or photo of the form. (Please include real signatures, not typed/electronic signatures; no one may verify their own form)

LEVEL IV - BLUE

- **INVOLVEMENT/PROJECTS:** Submit a brief summary and two photos from a service or community project that you participated in planning and organizing (must be submitted within 60 days of completion)

- Submit your brief summary
- Submit photo 1
- Submit photo 2
- **KNOWLEDGE OF THE ORGANIZATION:** Complete the Lesson, “Introduction to the Optimist International Foundation” and “Introduction to the Canadian Children’s Optimist Foundation”
- **DEVELOPMENT AS AN OPTIMIST (Part 1):** Complete the Lesson, “Bringing Out the Best in Ourselves”
- **DEVELOPMENT AS AN OPTIMIST (Part 2):** Complete the Lesson, “Bringing Out the Best in YOU!”
- **LEADERSHIP SKILLS:** Complete the Lesson, “Behavior Matters—Working with Difficult People”
- **SHARING OPTIMISM:** Sponsor second new Optimist member (must be submitted within 60 days of new member joining)
 - Please type the name of the new member
 - Please type the date they became a member
 - Please type the Club-Member Number of the new member

LEVEL V - BLACK

- **INVOLVEMENT/PROJECTS:** Assist a member in achieving Level III of PGI (must be submitted within 60 days of completion)
 - Download the form under the "lesson files" section on the right of your screen. Complete the form, scan it or take a picture of it, and then upload the scan or photo of the form. (Please include real signatures, not typed/electronic signatures; no one may verify their own form)
- **KNOWLEDGE OF THE ORGANIZATION:** View the video, “The Optimist Creed” and reflect on the most meaningful statement in the Creed (150-300 words)
 - View the video
 - Reflect on what you feel is the most meaningful statement in the Creed in 150-300 words. Upload your reflection.
- **DEVELOPMENT AS AN OPTIMIST:** Participate in third live Optimist International Leadership Development Webinar, with attendance to be verified (must be submitted within 60 days of completion)
 - What was the title of the Leadership Development Webinar you attended?
 - What was the date of the webinar you attended?
- **LEADERSHIP SKILLS:** Complete the Lesson, “Goals Matter—Problem Solving through Goal Setting”
- **SHARING OPTIMISM:** Assist with orientation of a second new Optimist member (must be submitted within 60 days of completion)
 - Download the form under the "lesson files" section on the right of your screen. Complete the form, scan it or take a picture of it, and then upload the scan or photo of the form. (Please include real signatures, not typed/electronic signatures; no one may verify their own form)

LEVEL VI - PURPLE

- **INVOLVEMENT/PROJECTS:** Coordinate and lead the planning and organization of a service or community project (must be submitted within 60 days of completion)
 - Download the form under the "lesson files" section on the right of your screen. Complete the form, scan it or take a picture of it, and then upload the scan or photo of the form. (Please include real signatures, not typed/electronic signatures; no one may verify their own form)
- **KNOWLEDGE OF THE ORGANIZATION:** View the video, "Bringing Out the Best into the Next Century"
- **DEVELOPMENT AS AN OPTIMIST:** Complete the Lesson, "Bringing Out the Best in Each Other – Modeling"
- **LEADERSHIP SKILLS:** Complete the Lesson, "Responsibility Matters—Holding Yourself & Others Accountable"
- **SHARING OPTIMISM:** Sponsor third new Optimist member (must be submitted within 60 days of new member joining)
 - Please type the name of the new member
 - Please type the date they became a member
 - Please type the Club-Member Number of the new member

LEVEL VII - SILVER

- **INVOLVEMENT/PROJECTS:** Submit a brief summary and two photos from a service or community project in which you led and coordinated the planning and organization (must be submitted within 60 days of completion)
 - Submit your brief summary
 - Submit photo 1
 - Submit photo 2
- **KNOWLEDGE OF THE ORGANIZATION:** View the video, "Scholarship Programs"
- **DEVELOPMENT AS AN OPTIMIST:** Participate in fourth live Optimist International Leadership Development Webinar, with attendance to be verified, and submit a brief summary of the presentation, including highlights to be shared (must be submitted within 60 days of completion)
 - What was the title of the Leadership Development Webinar you attended?
 - What was the date of the webinar you attended?
 - Upload your brief summary of the attended webinar.
- **LEADERSHIP SKILLS:** Complete the Lesson, "Motivation Matters--Leading & Motivating Others"
- **SHARING OPTIMISM:** Assist with orientation of a third new Optimist member (must be submitted within 60 days of completion)
 - Download the form under the "lesson files" section on the right of your screen. Complete the form, scan it or take a picture of it, and then upload the scan or photo of the form. (Please include real signatures, not typed/electronic signatures; no one may verify their own form)

LEVEL VIII - ORANGE

- **INVOLVEMENT/PROJECTS:** Assist a member in achieving Level VII of PGI (must be submitted within 60 days of completion)
 - Download the form under the "lesson files" section on the right of your screen. Complete the form, scan it or take a picture of it, and then upload the scan or photo of the form. (Please include real signatures, not typed/electronic signatures; no one may verify their own form)
- **KNOWLEDGE OF THE ORGANIZATION:** View the video, "Optimist International JOI Clubs"
- **DEVELOPMENT AS AN OPTIMIST:** Complete the Lesson, "Bringing Out the Best in Each Other – Trusting"
- **LEADERSHIP SKILLS:** Complete the Lesson, "Self-Management Matters—Assertiveness & Self-Management When Leading & Working with Others"
- **SHARING OPTIMISM:** Sponsor fourth new Optimist member (must be submitted within 60 days of new member joining)
 - Please type the name of the new member
 - Please type the date they became a member
 - Please type the Club-Member Number of the new member

LEVEL IX - YELLOW

- **INVOLVEMENT/PROJECTS:** Participate in planning and organizing a collaborative service or community project that involves multiple organizations (must be submitted within 60 days of completion)
 - Download the form under the "lesson files" section on the right of your screen. Complete the form, scan it or take a picture of it, and then upload the scan or photo of the form. (Please include real signatures, not typed/electronic signatures; no one may verify their own form)
- **KNOWLEDGE OF THE ORGANIZATION:** View the video, "Optimist International Junior Golf"
- **DEVELOPMENT AS AN OPTIMIST:** Participate in fifth live Optimist International Leadership Development Webinar, with attendance to be verified, and submit a brief summary of the presentation, including highlights to be shared (must be submitted within 60 days of completion)
 - What was the title of the Leadership Development Webinar you attended?
 - What was the date of the webinar you attended?
 - Upload your brief summary of the attended webinar.
- **LEADERSHIP SKILLS:** Complete the Lesson, "Influence Matters—The Art of Persuasion & Influence"
- **SHARING OPTIMISM:** Assist with orientation of a fourth new Optimist member (must be submitted within 60 days of completion)
 - Download the form under the "lesson files" section on the right of your screen. Complete the form, scan it or take a picture of it, and then upload the scan or



photo of the form. (Please include real signatures, not typed/electronic signatures; no one may verify their own form)

LEVEL X – GOLD

- **INVOLVEMENT/PROJECTS:** Submit a brief summary and two photos from a collaborative service or community project that you participated in planning and organizing, involving multiple organizations (must be submitted within 60 days of completion)
 - Submit your brief summary
 - Submit photo 1
 - Submit photo 2
- **KNOWLEDGE OF THE ORGANIZATION:** View the video, “OWLS” and reflect on a favorite Optimist International program from the videos you watched in levels 7-10 (150-300 words)
- **DEVELOPMENT AS AN OPTIMIST:** Complete the Lesson, “Bringing Out the Best in Each Other – Inspiring”
- **LEADERSHIP SKILLS:** Complete the Lesson, “Change Matters--Leading Others into the Future”
- **SHARING OPTIMISM:** Be involved in the building and orientation of a new Optimist Club, which includes adult clubs, special interest clubs, college clubs, or JOI clubs. (must be submitted within 60 days of installation)
 - Please type the name of the new club
 - Please type the date they chartered
 - Please type the Club Number of the new club