

ORIENTATION TO OPTIMISM
FOR NEW MEMBERS

Instructor's Workbook



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Developed for:



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ORIENTATION TO OPTIMISM FOR NEW MEMBERS

Preface:

Welcome to one in a series of individualized Optimist International Skills Development Modules. Our goal is to help you, our members, learn and apply practical skills to deal with the opportunities and issues in your life. This series of modules is not designed to deal with "theoretical" issues, but rather to provide a practical "hands on" approach.

Each of these modules is to be used, written in and applied. You can learn skills on your own, or join with others in a collaborative learning venture. Each module contains an instructor's guide in addition to a separate participant's guide which can be duplicated as often as necessary to supply the needs of your Club members.

Future modules will deal with individual as well as group-oriented skills, all of which are designed to help individual Optimists enhance their personal leadership ability in any chosen field of activity, i.e., employment, home, school, and volunteer activities. This is a significant development for our organization in its service to its own members, and we hope that participants will provide feedback about each module to the International Headquarters (c/o Leadership Development). In this way, we can maintain our focus on providing meaningful leadership training to Districts, Clubs and individuals throughout our Optimist organization.

We truly hope you enjoy the journey to self-improvement.

ORIENTATION TO OPTIMISM FOR NEW MEMBERS

It was cold, dark and the rain made visibility on the road almost zero. Then I saw them! Two men in the middle of the highway with flashlights signaling to turn into an entrance I surely would have passed. Several of us huddled together and followed the arrows leading us into a library. Umbrellas and drenched coats were piled in the entrance. Once seated we were handed a pamphlet called "Reaching Out." By the time I had become familiar with the material, the two men with flashlights came in. Someone presented as The Governor introduced the two men as President So and So and Lieutenant Governor Something or Other. "Hmmm, "I thought at the time, "surely these guys have better things to do than brave a storm to address a group of strangers." By the end of the evening, I was a charter member of a new Club and was enthusiastic about attending our Club's first meeting the following morning. As I entered the restaurant the next morning I recognized many faces from the evening before, but I was greeted only by two close friends. The three of us sat together and listened as our new President stumbled through the formalities of the meeting. I remember thinking, "What have I gotten myself into?" Officers already were to be in place, Committees, too, seemed to have been formed. Had I been courted as a number or was I going to be given the opportunity to be a productive member of this organization? We stood and read a Creed that made me feel good and so I decided to return the following week. Unfortunately, the following week's meeting was not much warmer. "One more meeting," I promised myself, "and that will be it." The next week the two flashlight barriers were there greeting membrs at the door. They addressed me by name and asked if I was enjoying my experiences as an Optimist. I don't recall my answer, but I do remember thinking maybe I should "reach out." At the conclusion of that meeting, I approached the President and introduced myself mentioning I had experience and would like to be part of the Oratorical Committee. I am not certain what would have happened if the two men hadn't called me by name, but I rather doubt I would have remained a member for very long.

When you agreed to be the instructor for *Orientation to Optimism for New Members*, you made a commitment that will help a new member *know* what is expected and ultimately strengthen Clubs, Zones and, in turn, Optimist International. This module has been developed to assist the new members in becoming familiar with the organization they have just joined and to assist them in finding the projects in which they can feel productive *and* be successful. The aim is to have *each* and *every* member feel he or she *is* an important part of this organization and *vital* to the services we provide.

As an instructor, it is your responsibility

- to become familiar with the material in both the member's workbook and yours
- to ensure the physical comfort of the participants
- to create a relaxed and friendly atmosphere
- to see discussions adhere to the subject at hand and are focused
- pose thought provoking questions
- encourage members to explain things to each other
- to arrive on time
- to start on time
- to end on time
- and to be prepared!

Once you have read and become familiar with the material to be presented, you are encouraged to cover it in a manner most comfortable to you. There is nothing worse than going through material page-by-page and thinking, “*I could have done this in the comfort of my own home!*”

Optimist members have been asked what they would have liked to have known when they became a member. Their responses and guidance kept us on a sound tract of the material to be covered. *Your* creativity and personality are important to the success of *your* instruction.

Four Ways to Cover Source Materials :

- Direct quotation
- Paraphrase (restate in your own words; about the same length as the original)
- Summarize (restate in your own words, about the same length as the original)
- Combination of the above

The information to be covered is often scripted for your convenience. Use it as a guide to assist new members in being prepared and gratified!

Your training session may have as few as one person or as many as twenty. You might consider joining with another Club/Zone to provide one workshop for all new members. Most importantly, the workshop should be held within a short time after the new member has been inducted into Optimist International.

This program is inexpensive, practical, easy to understand and easy to implement. Materials you should have available, include:

index cards
pens/pencils
name tags
Honor Club Requirements
Distinguished Club Requirements

The most effective means of instruction is to show how the Optimist Club and the community work *together*. You have the luxury of working with new Optimists from your particular area. For reinforcement, add a supplement to the Orientation Program, educating the new members about what your Club/Zone/District have accomplished!

Orientation to Optimism for New Members has been researched, written and tested. We are excited about the potential outreach of this work and thank *you* heartily for *your* energized caring. The world won't get better unless we make it better. *OPTIMISM* is one way to assist in creating that better world!

ORIENTATION TO OPTIMISM FOR NEW MEMBERS

Welcome to Optimist Interantional!

Congratulations on your decision! **You** have chosen to go “the extra mile” by becoming a member of Optimist International. The idea of a service organization which is a *Friend of Youth* was created by people just like *you*, dedicated to going beyond the expected measure and giving more. We want *you* to know how much we appreciate you! Without your dedication and drive, Optimism is just a word.

You are important to your Club and to Optimist International. We have designed this program for *you*. The intent is to assist you in better understanding the Optimist organization. Use the material in this module to help you in getting the most from your Optimist Club membership.

Optimism is an intangible commodity and not easily measured. You may never *fully know* how much good *your* efforts will bring; however, we’ve found the response to be continuous and positive. Optimists know we cannot provide too much assistance to the youth growin up in this complex world.

Lack of awareness is the same as no choice. If we give new choices to the youth of today, they may create a better tomorrow.

Being involved in an Optimist Club has many rewards. You will build friendships, refine personal leadership skills, expand social and business circles and develop Optimism as a way of life. You will also know that *you* have made the difference in the lives of many children. This is a feeling no words can describe.

Again, congratulations for choosing to become an Optimist! Enjoy giving something to your community.

BE proud!



Instructor's Notes

An icebreaker or warm-up is usually an effective way of setting the “climate.”

Introduce yourself to the participants. Be sure to share your background in Optimism as well as interesting information about yourself.

Explain to the participants you will be distributing name tags to assist in calling each other by name during the workshop. Ask each to choose a positive adjective that begins with the first letter of his/her first name. Then say a positive adjective and your name together. “So I, being Susie, choose “Special Susie” to describe myself.” Repeat the positive word begins with the same letter as their first names. Allow a minute or so for the completion of name tags.

Now explain - you are going to pair them off to interview each other. During the interview they are to find out at least two facts about each other which they will later tell to the group. To find out about each other, they will conduct a two-way interview. (Allow three minutes for the interviews, then have each pair introduce each other. Remind everyone to use their adjective names.)

Following the introductions, ask the participants to turn to page 4 in their workbooks and complete the statement “As a member of an Optimist Club I will...” by checking **all** the answers they feel are correct.

At the *conclusion* of your training, participants will be asked to complete a similar statement again.



HINT: The more members feel comfortable with each other, the more vibrant they become in teaching. Doing these exercises and meeting as a unit gives them a connection that will make a difference in what they will be doing.

ORIENTATION TO OPTIMISM FOR NEW MEMBERS

Instructor's Notes

Before this session begins, (✓) check *all* the statements you think best complete the following statement:

“As a member of an Optimist Club I will...”



- have lots of extra time on my hands.
- retire from being a pessimist.
- have the opportunity to give something back to my community.
- build new friendships.
- expand my social circles.
- get to wear one of those great T-shirts.
- learn new information from the speakers.
- expand my business circles.
- enjoy the rewards of service.
- enjoy satisfaction of a positive attitude.
- be required to recruit new members.
- grow from the experience gained in an Optimist Club.
- refine personal leadership goals.
- develop Optimism as a way of life.
- have the opportunity to help youth.
- have the chance to discover my hidden talents.
- be asked to make financial donations.
- be required to attend meetings.
- be too busy to find time for my family, work and friends.
- be expected to do a Service Project.
- wonder what I have gotten myself into.

History of OPTIMIST INTERNATIONAL



A group of New York businessmen began meeting for lunch on a regular basis in 1911. They organized their group as “The Optimist Club of Buffalo.” Originally, Optimists were sharing the benefits of networking. However, focus quickly turned to youth work. The original Club was so successful that similar groups began to form across the United States.

On June 19, 1919, representatives from eleven Optimist Clubs met in Louisville, Kentucky. It was here that Optimist International was formed. With the belief the giving of one’s self in service to others would advance the well-being of man, his community and the world, the *purposes* of the Optimist Club were clearly defined.

PURPOSES OF OPTIMIST INTERNATIONAL

- To develop optimism as a philosophy of life utilizing the tenets of the *Optimist Creed*,
- To promote an active interest in good government and civic affairs;
- To inspire respect for the law;
- To promote patriotism and work for international accord and friendship among all people;
- To aid and encourage the development of youth, in the belief that the giving of one’s self in service to others will advance the well-being of humankind, community life and the world.

Instructor’s Notes

Approximate Time: 5 minutes

I. History of Optimist International

Purposes

- To furnish participants with a background on the formation of the first Optimist Club.
- To instruct participants on the tenets of the Optimist Creed.
- To provide participants with the knowledge of the Purposes of the Optimist Club.

Objective

By the end of this section, participants will have an appreciation for the heritage of Optimist International.

The first Optimists started day camps and homes for delinquent youth, organized father son weeks and sponsored Junior Optimist Clubs. Then--as now--the service projects reflected the “signs of the times” and the needs of the communities the Clubs serviced. “Friend of Youth” eventually replaced the original motto as the membership reached out into communities.

In 1912, author Christian D. Larson published “Your Forces and How to Use Them.” Within the pages of the book was a creed which was adopted by Optimist International as the *Optimist Creed*. For over seven decades, Optimists have promised to recite and to live by the tenets of *The Optimist Creed*.

THE OPTIMIST CREED

Promise Yourself. . .

To be so strong that nothing can disturb your peace of mind.
To talk health, happiness and prosperity to every person you meet.
To make all of your friends feel that there is something in them.
To look at the sunny side of everything and make your optimism come true.
To think only of the best, to work only for the best and to expect only the best.
To be just as enthusiastic about the success of others as you are about your own.
To forget the mistakes of the past and press on to the greater achievements of the future.
To wear a cheerful countenance at all times and give every living creature you meet a smile.
To give so much time to the improvement of yourself that you have no time to criticize others.
To be too large for worry, too noble for anger, too strong for fear and too happy to permit the presence of trouble.

With purposes clearly defined and a Creed--a powerful tool for living--Optimist International has continued to grow and flourish. Women were invited to join the Optimist organization in 1987. In the 1990's the organization began serious efforts to expand outside North America.

This is the heritage of *your* organization. In this rapidly-expanding world, there doesn't seem to be any such thing as too much optimism. Thank **YOU** for continuing to add to the legacy.

Instructor's Notes

It is important for the new members to understand:

- the foundation of the Optimist Club is a solid one, which has endured the test of time.
- the first Club was created by people like you and me.
- the need for an Optimist Club has reflected the needs of the community.
- the *Optimist Creed* was adopted in 1922 by Optimist International as a philosophy of life.

Allow time to discuss the tenets of the *Optimist Creed* giving special attention to the reason we begin with.

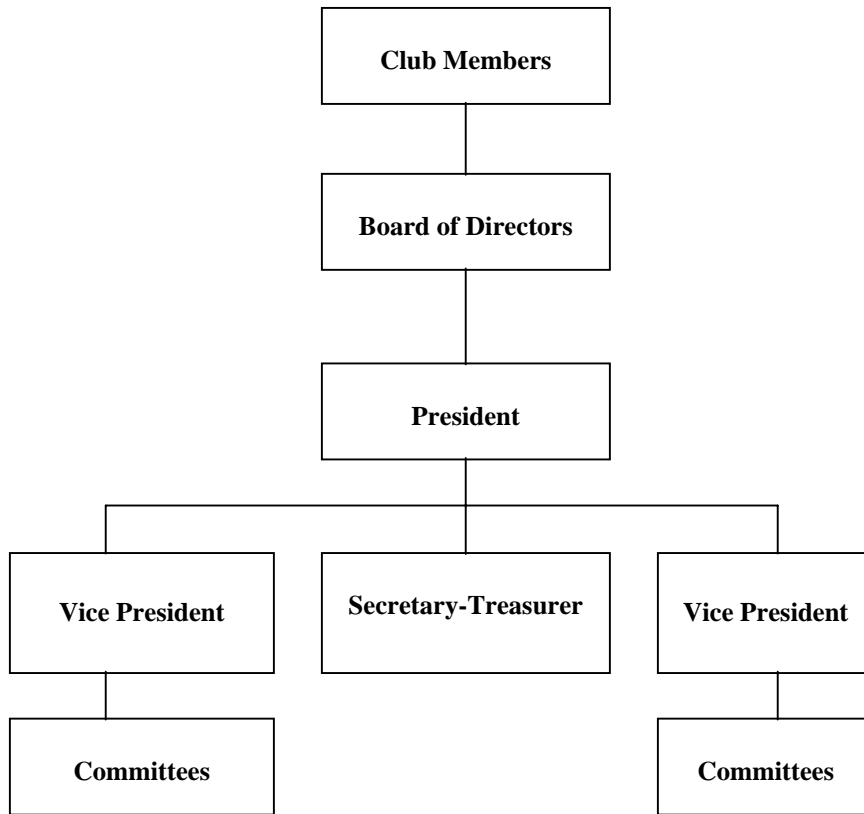
“Promise Yourself...”



HINT: If time permits, hold a discussion of what the community needs* were in the early 1900s that led to the development of the first Optimist Club.

How are these needs reflected in the *Purposes of the Optimist Club*?

*A closer look at the needs of the community *today*, will be a topic for discussion later in this program.



Be informed!



YOUR CLUB

Instructor's Notes

Approximate Time: 20 minutes

II. YOUR Club

Purposes

- To acquaint participants with the working organization of the Optimist Club.
- To give participants a working knowledge of Optimist Service Projects.
- To inform participants of leadership opportunities available through the Optimist Club.
- To help participants become familiar with the recognition opportunities available to members of an Optimist Club.
- To inform participants of what is expected of a member of an Optimist Club.
- To inform participants of what he/she can expect to receive as a member of an Optimist Club.

Objective

By the end of the session, participants will understand what is expected of a member of an Optimist Club.



I joined an Optimist Club, now what do I do?

A New Member Checklist

- I have a schedule of upcoming Club activities.
- I have begun to receive *The Optimist* magazine.
- I have a list of the names and telephone numbers of my Club's officers and Committee Chairs.
- I have volunteered to serve on a Committee.
- I know when and where my Club's Board of Directors meets.
- I know when and where the next District meeting will be held.
- I know the background of Optimist International.

Instructor's Notes

It is important to assure the new members that at one time we were *all* new to the organization and *all* felt a bit overwhelmed.

Ask them to complete the *New Member Checklist!*

Be familiar with the upcoming Club(s) activities your new members represent. Explain that knowing what is ahead helps them better plan their time. Reinforce they are not *required* to attend *all* activities but active participation and support of the Club's activities will reward them as a member.

Explain to them that a roster of a Club's members is intended *only* for the personal use of the membership. Any other use of the information is prohibited.



HINT: At the conclusion of your training, you will ask the members to return to this page and *again* complete the checklist.

WHAT SHOULD I EXPECT?

Every Optimist Club was formed by people like you and me. Optimist Clubs reach out and help the community. Members of an Optimist Club usually live in or work in the community. Members have joined together to serve others and to promote Optimism as a way of life.

Each Optimist Club is chartered as a member of Optimist International. This gives the Club the right to use the Optimist name and provides each Club with services and programs offered by Optimist International.

Each Optimist Club operates *autonomously*. This means they operate *independently* of each other. They choose their own activities, elect their own officers and raise their own funds. A Club's service activities are based on the needs of the community. What a Club *can do* is limited *only* by the imagination and resources of the members.

Optimist Clubs *do* share certain likenesses. This offers you, the member, the assurance of knowing *wherever* you are, should you wish to attend an Optimist Club's meeting, certain components will be the same.

Clubs meet on a regular schedule. Members share fellowship and a meal at that meeting.

TYPICAL AGENDA

Call to Order
Invocation
Pledge of Allegiance
Introduction of Guests
Meal Service
Recognition of Member's Birthdays/Anniversaries/etc.
Special Committee Announcements
Introduction of Guest Speaker/Program
Speaker
Special Committee Announcements
Recitation of *The Optimist Creed*
Adjournment

Little, if any, business is conducted during an Optimist Club's weekly meeting. There are two exceptions to this rule - the election of the Club's new officers and a request by the Club's Board of Directors to take a motion to the membership.

The programs and guest speakers offer the members an opportunity to learn, grow and improve themselves. The program often features the youth in the community, as in the Essay and Oratorical Contests or in the Youth Appreciation. These meetings help to reinforce our commitment and allow us to take pride in our accomplishments!

Instructor's Notes

It is particularly important to *directly quote* the information presented here.

This would be a good time to talk about *Club visitations*.

Ask the new members to "brainstorm" on programs or guest speakers they would like to have at their Clubs. New and fresh ideas can be of help to the Program Chair. You may wish to help them begin by listing a few traditional categories or programs.

THE ORGANIZATION OF AN OPTIMIST CLUB

The decisions of an Optimist Club are made by the Club's **Board of Directors**. The Board of Directors determines policies, makes long-term and short-term plans, approves and deletes members, supervises Club activities, activates Club Committees, provides for the annual review of the books, fills vacant offices between elections and determines causes for a plan to correct member loss and low attendance. The Board includes the President, Secretary-Treasurer, Vice Presidents, Past President and four to six (depending on the Club's size) elected Directors. The President, Vice Presidents, and Directors (at least two of the Directors are elected to serve on the Board for two-year terms) are elected by the membership; the Secretary-Treasurer is appointed by the President. Those serving a two-year term of office help ensure there is a continuity and constancy of the Board.

The **Club President** is of primary importance to the effectiveness of an Optimist Club. It is the President's responsibility to coordinate and encourage implementation of Club programs and policies, preside at Club and Board meetings, organize and run good meetings, direct the Club in meeting the goals set in the Clubs' *Annual Club Planning Conference*, to see that all members are contributing members, represent the Club at all District meetings and represent the Club to the community and various levels of Optimist International.

Vice Presidents act as liaisons between the Board and Committees, preside at Club and Board meetings in the President's absence, performs duties ordinarily incumbent upon Vice Presidents, and performs duties assigned by the President.

The **Secretary-Treasurer**, although appointed by the President, must be approved by the Board. The duties of the Secretary-Treasurer include maintaining the minutes of the Club and Board meetings, receiving and disbursing all Club funds, keeping financial records, handling the Club's correspondence, preparing and filing the Club's reports, maintaining membership, awards and attendance records. The Secretary-Treasurer also represents the Club at all District meetings.

To assist in optimum leadership, many Clubs have developed the office of **President-Elect**. The President-Elect spends a year observing and learning the responsibilities of the office of President.

Other optional appointees may be a **Sergeant-at-Arms, Chaplain and Parliamentarian**.

Board meetings are "open" meetings. Any member may attend a Board meeting.

Instructor's Notes

Reinforce there is an *autonomy* to each Club through the service projects chosen and the way the Club serves the community - but - each Club does operate under the structure set by Optimist International and in accordance with the Club's bylaws.

Encourage them to become familiar with the leadership structure of a Club.

Encourage them to think about serving as officers in the Club when possible.

Reinforce that Board meetings are "open" meetings. Members are welcome to attend and learn about the business conducted and the inner-workings of their Club.

Reinforce that by being informed, they can be more active and productive members.



HINT: Recite from the "Where Have I Heard That Before?" File.

"What one derives from participation in the Optimist Club is directly proportional to what one contributes to Club life."

When you completed your *Application for Membership*, there was a section called “*Member Interest Finder*.” The information you included in this section will be of value in finding the Committee(s) to which you are assigned based on Committee openings. If you have a preference, speak up! You will receive greater satisfaction and benefit in participating in your Club’s activities through Committee membership.

Standing Committees and their duties are:

- **COMMUNITY SERVICE:** Determines, plans and supervises community service projects. A special Committee usually conducts each project. Projects include those which are suggested by Optimist International as well as those which may be unique to your Club and community. Each Committee should complete a Community Project Activity Book as a guide for the Club.
- **FELLOWSHIP:** It is the responsibility of this Committee to stimulate attendance, greet members and guests, arrange for meeting facilities and menus, plan social functions and to arrange visitation to other Optimist Clubs.
- **FINANCE:** Plans and supervises the budget. Researches and recommends fundraising projects.
- **MEMBERSHIP:** Plans and organizes a year-round program for acquiring new members. Maintains a strong program of education and involvement for new members.
- **NEW CLUB BUILDING:** Conducts all activities involved in sponsoring a new Optimist Club.
- **PROGRAM:** Develops and carries out plans to provide interesting programs for Club meetings.
- **PUBLICITY:** Creates a new program that will build favorable community responses and inform the community of the Club’s activities. Edits and publishes the Club bulletin. Compiles the Club scrapbook.
- **YOUTH ACTIVITIES:** Determines, plans and supervises youth serving projects. A special Committee conducts each project.

In addition to the Standing Committees, Optimist International has a series of *activities programs* for use by Optimist Clubs. Your Club may use any of these programs, along with projects your Club creates on its’ own.

- **ORATORICAL CONTEST** - since 1928, Optimists have conducted this speech contest for youth. Held during April and May, Club contest winners advance to Zone, area and District competition. Scholarships totaling over \$150,000 are awarded to District winners. Speakers must use the official topic chosen by Optimist International.

Instructor’s Notes

Share the reason(s) **YOU** became an Optimist.

Explore the reasons the new members have chosen to become Optimists. It may be they were involved in an Optimist project or a family member was the recipient of recognition by an Optimist Club.

Assist the new members in becoming familiar with the Committees and projects which are essential to the Optimist organization.

Explain the importance of serving on a Committee.

If they have not volunteered or been assigned to a Committee, ask them for a commitment *now*. Forward this information to the Club President.

- **COMMUNICATION CONTEST FOR THE DEAF AND HARD OF HEARING** - Similar to the Oratorical Contest, this communications contest offers the deaf and hard of hearing youth the opportunity to compete using oral or sign presentations. Scholarships are given at the District level. This and the Oratorical Contest use the same official topic.
- **ESSAY CONTEST** - In the early fall, high school students write short essays on an assigned topic regarding freedom. Club, District and International winners are chosen.
- **OPTIMIST INTERNATIONAL JUNIOR GOLF CHAMPIONSHIPS (OIJGC)** - For almost 20 years the Optimists have been involved in the fantastic sport of junior golf. Many of today's leading golf pros found their training ground in Optimist-sponsored tournaments. Most Districts currently participate in the sport by organizing a series of golf events for youth.

The pinnacle of the golf program in the OIJGC, a prestigious Optimist-owned event where juniors compete with the best at a world class golf facility.

- **YOUTH SAFETY** - Teaches young people safe cycling, roller blading, skateboarding, in-line hockey, school bus safety, etc. Some Clubs hold bike rodeos, bicycle inspections and safety clinics.
- **RESPECT FOR LAW WEEK/DAY OF NONVIOLENCE** - Each year during the first week in May, the importance of law enforcement and citizen support, as well as ideas on promoting a non-violent society, are highlighted by special events hosted by Optimist Clubs.
- **YOUTH APPRECIATION WEEK** - Optimist Clubs hold events the second week in November to celebrate the positive contributions of young people.
- **TRI-STAR SPORTS** - Optimist Clubs host skills competition for young people in five sports.

BE active!



HOW DO I PAY FOR ALL THESE ACTIVITIES?



An Optimist Club does not expect members to fund activities.

An Optimist Club has two sources of money: member dues and income from fundraising projects.

Member dues cover administrative costs and a portion of the cost of youth and community service work. Administrative costs include the Club's internal operational costs (postage, printing, supplies and dues to your District and Optimist International). Some Clubs *do* "fine" members, hold raffles at Club meetings, have a White Elephant meeting or carry on other activities which add to the Club's internal funds.

Most of the money needed to run service projects comes from fundraising activities held in your community. Optimist International can assist your Club in fundraising by providing a list of tried and true fundraising activities. Other activities can include the sale of products, Christmas tree lots, rummage sales, dances, booths at local functions, pancake breakfasts, - your Club's fundraising is limited *only* by the resources and imagination of its members! All income from fundraisers is returned to the community in the form of service projects for youth. Fundraisers have another purpose. They can become *fun*-raisers for your members and they offer an opportunity to let others in the community know what an Optimist Club sponsors!

To assist members, Optimist International provides a wide range of workshops and handbooks. Training workshops in all facets of Club operations are conducted by experienced leaders at District meetings and at the International Convention.

Instructor's Notes


Reinforce Optimists are *not* expected to pay for activities sponsored by their Club.

Explain an Optimist Club usually has two accounts, one for Club operations and one for service projects.

Share with the new members successful fundraising activities sponsored by your Club.

Reinforce the fact that as new members they are coming in with new and fresh ideas. Ask them to "brainstorm" ideas for fundraising.

Now is also the time to reinforce the help provided by Optimist International and District officers.

 **HINT:** This is not the time to editorialize or say why some of their ideas may not work - rather it is an opportunity to let them know their input is important.



BEcome

AN EFFECTIVE MEMBER

Attend Meetings

The best way to know what is happening in your Club is to attend meetings. This is where you will hear the announcements about upcoming projects, Board decisions, etc.

Volunteer for Projects

When your Club needs help with a youth activity, fund raising booth - sign up! Experiencing a youth-service project is how you really get to know Optimism.

Join a Committee

Become familiar with the Committees in your Club. Then get involved with a project from start to finish.

Wear Your Pin

Your Optimist pin shows you are proud to be a member of a service organization!

Read *The Optimist Magazine*

Sent to every Optimist member, the magazine keeps you informed on what other Clubs are doing, offers valuable information on membership, fundraising and Optimist International activities. When you have finished your magazine, pass it on to a friend.

Pay Your Dues on Time

Your Club depends on member dues to operate.

Ask Questions

Don't be shy. You never know when your question might stimulate some fresh, new ideas.

Tell Others

Let friends and family know what you are doing in your Club. Invite them to Club projects and special events.

Instructor's Notes

Review what it takes to be an effective member of an Optimist Club.

TWO items have not yet been mentioned:

WEAR YOUR PIN

Wearing your pin daily makes an important statement...YOU are PROUD of being a member of the Optimist organization.

It also offers the opportunity to inform others about the organization if asked what the pin means.

TELL OTHERS

Although bringing in new members is not a requirement, each new member means more youth served.



HINT: Recite from the "Where Have I Heard That Before?" File.

Every member represents service to 35 youth.

Telling others what you and your Club do might interest them in becoming Optimists. Additional members means more youth in your community will be served by your Club.

Instructor's Notes

Approximate Time: 10 minutes

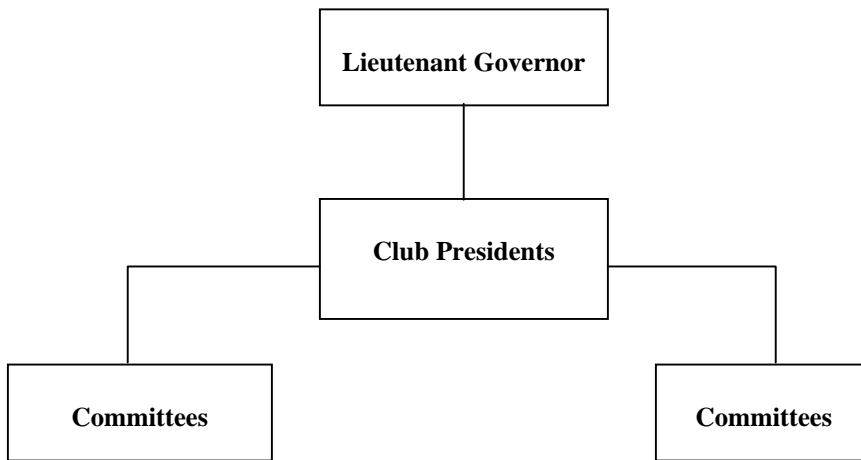
III. YOUR Zone

Purposes

- To acquaint participants with the organization of a Zone.
- To explain the purpose of the Zone to the participant.
- To assist participants in becoming aware of the leadership opportunities at the Zone level.
- To inform participants of the nature of Zone meetings.
- To inform participants of the Zone's responsibilities in Optimist International Service Projects.

Objective

By the end of this session, participants will have an understanding of and appreciation for the Zone's purpose in the organization of Optimist International.



Be aware!



YOUR ZONE

YOUR Club is part of a **ZONE**. A Zone consists of several Optimist Clubs within a geographical area. The Zones within a *District* are recognized by number (Zone 1, Zone 2, etc.). Your Club is in Zone _____.

A **Lieutenant Governor** who represents the **Governor** and **Optimist International**, is in charge of the Zone. Zones do not have officers, Directors, collect dues, raise money, have legislative authority or conduct activities. The purpose of a Zone is to promote better fellowship, organization and communication between Clubs. The District Board of Directors has the authority to align the Clubs within a Zone.

In order to run for the office of Lieutenant Governor, you must have served as a Club President. It is customary for the *home* Club to draft a letter of support, listing the candidate's qualifications, and mail it to each Club in the Zone. Presidents within a Zone elect the Lieutenant Governor (usually at the third quarter conference). The Lieutenant Governor acts as a facilitator and trainer for the Clubs within the Zone.

Responsibilities of a Lieutenant Governor

A Lieutenant Governor shall:

- Maintain close personal contact with Club Presidents and Secretary-Treasurers.
- Conduct Annual Club Planning Conferences (ACPC) with each Club.
- Install Club officers.
- Visit Club as many times as necessary—at least twice a year.
- Submit all mandated reports on time.
- Sponsor a new Club.
- Be an active member of the District Committee and Board.

Your Lieutenant Governor is: _____.

ZONE MEETINGS are held *at least* four times a year. Zone Meeting Reports are completed and distributed according to the instructions on the form. The Lieutenant Governor shall preside at all Zone meetings.

The purpose of Zone meetings is to open communications to the Clubs within the Zone; to share information between Clubs and Zone; to coordinate joint Club ventures; to promote Optimist International programs; to offer fellowship and to provide on-going motivation and training.

It is required of Club Presidents and Secretary-Treasurers to attend Zone meetings. Since often speakers at a Zone meeting are from the District, offering important information on required service projects, it is a good idea to have Committee Chairs attend as well. A Zone meeting is an open meeting and an additional way for a member to find out information, take advantage of training, and learn more about the operations of an Optimist Club.

Instructor's Notes

Reinforce the purpose of a Zone.

Explain to participants the boundaries of your Zone. Tell participants the name of his/her Zone.

Tell participants the names of the Clubs within the Zone.

Tell participants the name of his/her Lieutenant Governor.

Tell participants the day, time and place of the next Zone meeting.

Define the leadership opportunities offered at the Zone level.

Explain a typical Zone meeting agenda.

Clarify the reasons for members attending Zone meetings.

Explain how a member can become active at the Zone level.

Instructor's Notes

Approximate Time: 10 minutes

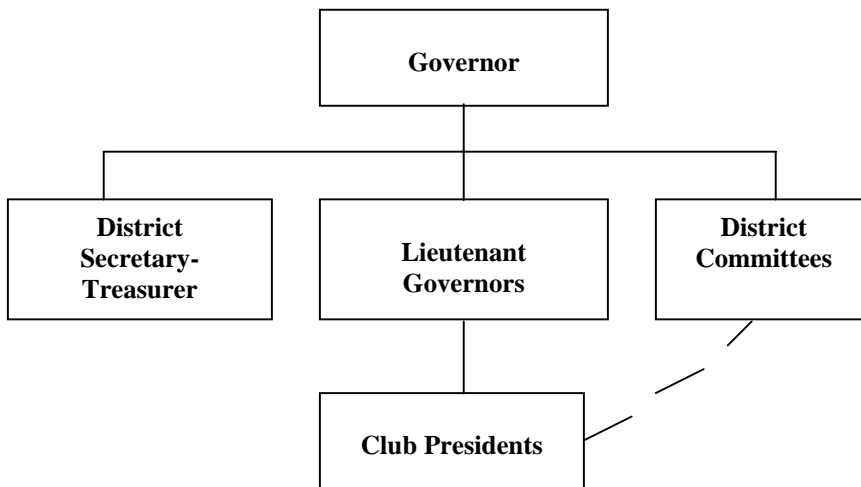
IV. YOUR District

Purposes

- To inform participants of the organization of a District.
- To explain the purposes of the District to the participants.
- To help participants become aware of the leadership opportunities at the District level.
- To inform participants of the recognition opportunities at the District level.
- To instruct participants of the District's responsibilities in Optimist International Service projects.
- To help participants become familiar with District Conferences.
- To offer participants an awareness of the resources available at the District level.

Objective

At the conclusion of this component, participants should have an understanding of Optimism at the District level *and* should be aware of the availability of resources provided.



Be a leader!

YOUR DISTRICT

In accordance with policy set by the International Board of Directors of Optimist International, Clubs are divided into administrative subdivisions called *Districts*. Districts usually follow state or province lines and *each* Optimist Club is assigned to a District.

Districts collect dues, conduct meetings, conferences and conventions. Districts do not conduct projects or activities not authorized by the International Board of Directors.

The Governor: The Governor is the Chief Executive Officer of a District's organization. The Governor sees that the policies, programs and purposes of Optimist International are carried out within the District. The Governor should provide leadership and motivation. In addition, the Governor calls and presides at all District Board of Directors meetings, meetings of the Executive Committee and the District Convention; appoints Committees and Chairs required by Optimist International; ensures the financial responsibilities of the District are met; and is the liaison between Optimist International and the District's Clubs.

The Governor is elected at the District's annual convention, a year prior to taking office. Each Club has a specified number of votes to cast based on membership. In order to run for the office of Governor, one must first have served as a Club President and a Lieutenant Governor. The Governor-Elect spends a year preparing for the office of Governor serving on the District Board of Directors, Executive Committee and Candidate Qualifications Committee. He/she should attend Optimist International training sessions and the International Convention.

Your Governor is _____.

District Secretary-Treasurer: The Governor appoints the District Secretary-Treasurer with approval of the Executive Board. The Secretary-Treasurer is responsible for:

- The minutes of all Board meetings, Executive Committee meetings and the annual Convention.
- Financial records and statements of receipts and disbursements.
- Budget preparation.
- Audits.
- Meeting notices.
- Collection of dues.

Your District Secretary-Treasurer is _____.

Instructor's Notes

Review the structure and purpose of the District.

Tell participants the name of your Governor and District Secretary-Treasurer.

Explain the function of the District's Executive Committee and when and where meetings are conducted.

Inform participants of the dates and location of the next District conference.

Review what happens during the District Conference.

Give an overview of the activities, workshops and roundtables participants can expect to find at a District Conference.

Be certain participants understand the training opportunities offered during the District conference.

Explore the concept of *first timer* activities at a District Conference.

Touch on the awards presentations.

Inform participants of the difference between a District Conference and the District's Annual Convention.

Describe what happens during the Convention.

Give the dates and location of the District's next Convention.

Explain the voting procedure during both the District Conferences and the Annual Convention.

Explain Optimist International's participation at District Conferences and the Annual Convention.

Encourage participants to attend District Conferences and the Annual Convention.

Lieutenant Governor:: The Lieutenant Governor is expected to provide leadership, guidance and motivation to the Clubs in his/her Zone.

District Chairs: Appointed by the Governor, District Chairs lead Clubs in the District to specific goals. They fall into two categories, *Administrative* and *Action*. Administrative Chairs deal with the internal functions. Action Chairs promote Club participation in the activities recommended by Optimist International.

Administrative Committees:

Achievement and Awards	Bulletin
Convention	Finance
Publicity	Supplies
Candidate Qualifications	

Action Committees

Membership	New Club Building
Activities	Essay Contest
Sustance Abuse Prevention	Junior Golf Championships
Oratorical Contest	Youth Clubs
Leadership Development	Club Services
International Development	Communication Contest for the Deaf and Hard of Hearing

Board of Directors: The District Board of Directors is responsible for conducting the business and affairs of the District. The Board of Directors consists of the District officers, Club Presidents, the two most immediate past Governors and the Governor-Elect.

District Executive Committee: The Executive Committee is comprised of the District officers. The District Board or Convention delegates define the powers and authority of the Executive Committee.

District Conferences: District conferences are open to all Optimists. Usually held every three months, the District Conferences rotate meeting locations to accommodate the District's membership and to shorten travel time. District Conferences offer training sessions for Club Presidents and Secretary-Treasurers and workshops to offer training in service projects and general sessions.

District Conventions: The District Convention is held the fourth quarter and is open to all Optimists. It is during the Convention that the election for Governor-Elect is held.

District Leaders and **District Chairs** are there to assist YOU and your Club. They have knowledge and experience, CALL ON THEM!

District Conferences and the **District Convention** offer excellent opportunities to meet other Optimists and to gain information and insight to take back to your Club.

Instructor's Notes

Approximate Time: 15 minutes

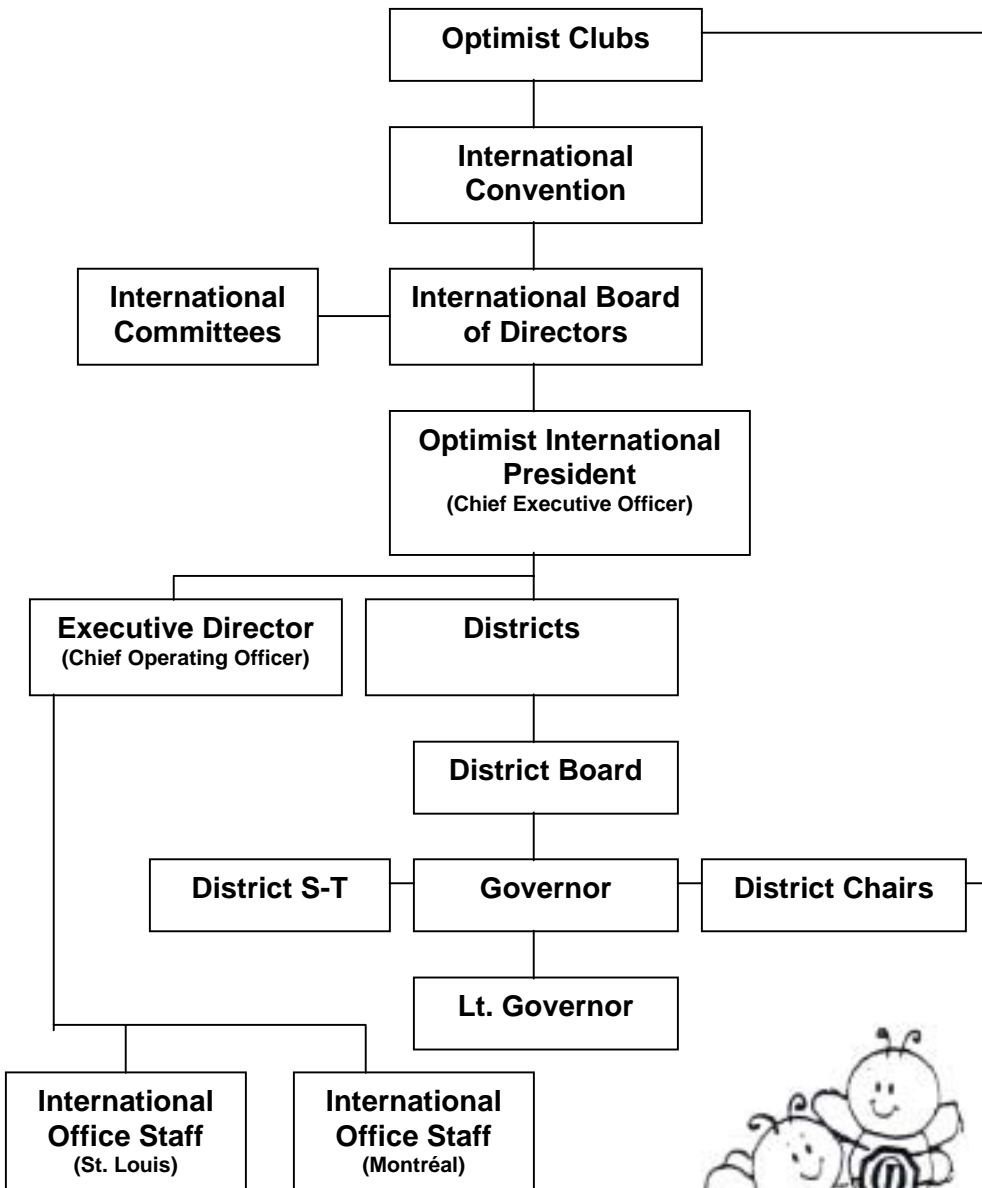
V. Optimist International

Purposes

- To provide participants with an understanding of the operations and structure of Optimist International.
- To make participants aware of the leadership opportunities available at the Optimist International level.
- To make participants aware of the services offered by Optimist International.
- To introduce participants to the opportunities provided through the Optimist International Convention.
- To reinforce Optimist International activities.
- To inform participants of the recognition opportunities available at the Optimist International level.
- To inform participants of the Optimist International Foundations.
- To provide participants with the information regarding merchandise available to them through Optimist International.

Objective

By the end of this component, participants will have an understanding of Optimist International services and resources.



YOU have BEcome part of an International organization!

OPTIMIST INTERNATIONAL

Optimist International is an association of affiliated Optimist Clubs located throughout the United States and its territories, Canada, Russia, the Caribbean, Mexico, Hungary and worldwide. The structure of Optimist International begins with the Club and expands into Zones, Districts and then to Optimist International.

Representatives of Optimist Clubs at the International Convention elect members to the **Board of Directors**. The Board includes the President, President-Elect, Immediate Past President and six Directors. The Board makes policy for the organization. The President appoints members to the various *International Committees* which make recommendations to the Board.

In order to keep the lines of communication open and to understand the needs of Clubs, the International President, Vice Presidents and President's Representatives visit Optimist District meetings throughout the year.

Optimist International is primarily supported by dues from each Club which are paid four times a year. Other revenue comes from new Member enrollment fees, new Club charter fees and supply purchases.

In June, 1919, Optimist International was formed as a joint effort to guide and assist Clubs with their community service activities. Your Club receives important support from being a part of a large association. These include:

- International activity programs
- Training of Club and District Leaders
- Handbooks, ideas and materials aiding Clubs in service projects, membership, publicity, fundraising and all other areas of Club activity
- Incentive awards for successful Clubs
- Incentive awards for individuals
- The opportunity to grow through special education projects
- Special assistance to Clubs

International Convention

The *International Convention* is held annually, usually in early July. Clubs send delegates to the Convention. Delegates receive voting power (based on the Club's membership). Decisions on issues affecting the organization and the election of international officers are part of the business sessions.

The Convention offers workshops and training in all facets of Optimism. Special training programs are held for incoming Presidents,

Instructor's Notes

It is important participants understand the structure of Optimist International beginning with the Club and expanding into Zones, Districts and then to Optimist International.

Review leadership opportunities available at the International level.

Accentuate the services provided to Clubs *and* individuals by Optimist International.

Allow sufficient time to give an overview of the International Convention. Be certain to give the dates and location for the upcoming Convention. Highlight opportunities for training, fellowship, visiting the House of Optimism and having a say in the future of Optimism.

It is important participants have an understanding of the voting procedures and understand the concept of delegates.

Emphasize the importance and fun of attending an International Convention. Mention too, the youth and spouse activities available during the Convention-making it possible to have a family vacation while learning!

Give an overview of the Optimist International Foundations. Be sure to mention the theme being used by the Foundations.

Reinforce the importance of reading *The Optimist* magazine. Suggest when participants finish reading the magazine they keep it in the office, pass it along to a friend, or put it someplace others can read it and become familiar with the Optimist Organization.

Secretary-Treasurers, Lieutenant Governors and Governors. The international faculty are some of the most knowledgeable and experienced Members of our organization.

The opportunity to meet with Optimists from other cultures and Regions provides for a very special fellowship during this annual Convention of Optimists.

Optimist International Foundations

Optimist International has foundations which provide funding for specific international youth service programs. The Foundations are supported by tax-deductible contributions from Members and the public.

The Foundations provide scholarships to District winners of the Oratorical Contest, and provide funding for the CCDHH and Essay Contests, and Junior Optimist Octagon International (JOOI).

The Optimist Magazine

All Members receive a subscription to *The Optimist*. The magazine features articles on outstanding Optimist service projects, information to help Clubs and inform them on a multitude of subjects. Information and news about Optimist International programs and the Optimist Convention are also provided.

This year, the Optimist International Convention will be held in

on



BE informed!

YOUR CLUB CAN RECEIVE RECOGNITION!

To promote excellence in Optimist Clubs, Optimist International offers Clubs the opportunity to receive recognition for the work they do. Have you seen your Club's awards banner? Most Optimist Clubs have an awards banner to display the various awards won in previous years.

- **HONOR CLUB** - Recognition for overall Club accomplishment in community service, membership growth, District participation and Club administration.
- **DISTINGUISHED CLUB** - Recognition for achievement higher than the requirements for Honor Club. Usually includes building a new Optimist Club in a neighboring community.
- **COMMUNITY PROJECTS AWARD** - Presented for the year's most outstanding Optimist service projects, in many categories. Winning Clubs are introduced at the International Convention.
- **INTERNATIONAL PRESIDENT'S AWARD** - Special awards are created each year to recognize certain accomplishments of Clubs and Members.
- **ACTIVITIES** - Presented for achieving required levels of youth and community service.



BE awarded!



Instructor's Notes

CLUB RECOGNITION

Have handouts on Honor and Distinguished Club requirements.

Have examples of CPA books for participants to review.

Have an awards banner on display. Talk about the various patches on the banner and what they mean.

Remind participants that although few join an Optimist Club for recognition, each banner patch or award received by a Club means **YOUTH HAVE BEEN SERVED.**

**Honor is your reward for
excellence.**

Learn and Grow with Optimism

*Attendance
Activity
Growth
Communication*

*Knowledge of the
organization
Self Development*



LEARN AND GROW WITH OPTIMISM!

In October of 1994, Optimist International introduced a new program for all Optimists. Personal Growth and Involvement (**PGI**) offers *you* the opportunity to grow while advancing through seven levels of service, fellowship and personal growth. On October 1, 2000, an additional three levels were added.

Participation gives Members the opportunity for personal growth at their own pace as well as providing new ideas for Club meetings. **PGI** also introduces Members to Optimist International's Skills Development Modules on various topics.

ELEMENTS OF PGI

Presence/Attendance
Activities
Growth/New Members
Knowledge of Organization
Personal Growth
Communication

The *goals* of the **PGI Program** are:

- To allow participants to be recognized and appreciated for personal accomplishments.
- To give Members a program that will give them the opportunity to participate in long-term involvement.
- To give each Member the responsibility of his/her own involvement in the Club's activities.
- To offer personal growth to all Optimist Members.

Instructor's Notes

It is important that this section be directly quoted.

Be certain participants understand that by being part of the PGI Program one becomes more knowledgeable, more active and strengthens his/her Club as a result of the participation.

When you discuss the requirements to complete Level I note that, by participating in this training, the *Knowledge of the Organization* has been achieved!

Ask if they have completed any other requirements of this level.

As a Member moves from one level to another, he/she is presented with a pin backing to be worn behind the Optimist pin.

Instructor's Notes

Level X	Lapel Pin
Level VII	Gold
Level VI	Purple
Level V	Black
Level IV	Blue
Level III	Burgundy
Level II	Green
Level I	Bronze

Why not start the climb by earning your bronze backing NOW? All that is required:

ATTENDANCE Attend six Club meetings and/or activities certified by the Club Secretary-Treasurer

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"

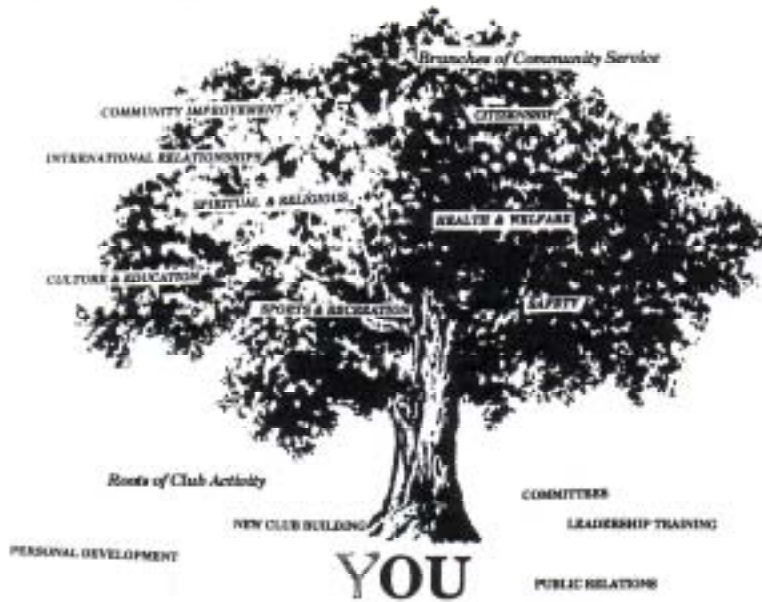
COMMUNICATION Read the curriculum vitae/résumé of a new Member at the induction ceremony

CERTIFICATION All activities in this level must be registered/certified by the Secretary-Treasurer or Club President in the Member's passport

More in-depth details on **PGI** can be obtained from your President, Lieutenant Governor, District Secretary-Treasurer or the Leadership Development Department at Optimist International.



TREE OF SERVICE



Instructor's Notes

Approximate Time: 15 minutes

VI. YOU

- To explore with the participants reasons for joining an Optimist Club.
- To assist participants in understanding the needs of their community.
- To reinforce the importance of the Optimist Club's value to the community.
- To encourage participants in finding the area(s) in which he/she can become a productive Member of an Optimist Club.
- To help participants become familiar with the "vocabulary" of an Optimist. (i.e., "OI," "CCDHH," "ACPC," etc.)
- To assist participants in time management.
- To reinforce the resources available to a Member of an Optimist Club.
- To reinforce the importance of the participant's talents to an Optimist Club.
- To encourage participants' creativity and importance to the success of the Optimist Club.
- To explore the opportunities an Optimist Club has in shaping the youth of today.

Objective

By the end of this session, participants will understand how to be an *effective* Club Member.

The reprint of the Tree of Service offers the participant another view of the Optimist Organization.

Please (✓) check *all* the statements that best complete the following statement:



“I joined my Optimist Club because...”

- I have lots of extra time on my hands.
- I want to retire from being a pessimist.
- I would like to give something back to my community.
- I would like to build new friendships.
- I want to expand my social circles.
- I want to wear one of those great T-shirts.
- I would like to learn new information from the speakers.
- It seems like a good way to expand my business circles.
- I enjoy the rewards of service.
- I enjoy satisfaction of a positive attitude.
- I will be required to recruit new Members.
- I will grow from the experience gained in an Optimist Club.
- I want to refine personal leadership goals.
- I would like to develop Optimism as a way of life.
- I would like to have the opportunity to help youth.
- I will have the chance to discover my hidden talents.
- I will not be asked to make financial donations.
- I enjoy attending meetings.
- I was interested in helping with a Service project.
- Other: _____

“If your plan is for a year, plant rice;

If your plan is for ten years, plant a tree;

If your plan is for one hundred years, educate children.”

Confucius

Instructor’s Notes

Have participants complete the statement ***“I joined my Optimist Club because...”***

How do the participants’ answers to this question correlate with the question asked on page 4 of the Participant’s Workbook?

TOPIC FOR EXPLORATION

Ask participants to read/share the “other” answers. Is there a common thread?

Will the “other” answers be answered by becoming an Optimist?

EVERYONE IS AN EXPERT!

Each of us joined an Optimist Club for a reason. In fact, there are probably as many reasons as there are Optimists! Yet, we all share one common factor--each of us will bring something special to our Club.

You are the expert on **YOU**. No matter how hard you try, no matter how far you look, you will never find another human being just like you. So, simply by being you, *you* are bringing something to your Club that no other Member can bring.

List your interests and talents in the spaces provided below. How will those talents or interests be of use to your Club?

MY TALENTS/ INTERESTS	HOW WILL THEY HELP MY CLUB?



**Imagination is more important than
knowledge.
Knowledge is limited, whereas
imagination
embraces the entire world -
stimulating
progress, giving birth to evolution.**

Albert Einstein

Instructor's Notes

It is important every new Member feels he/she will bring something to the Club he/she has chosen to join.

Often we are not aware how valuable our talents or interests can be to a Club.

Take a few minutes to compile the needs of a Club (note taking, bulletins, fundraisers, greeters, telephone tree, youth activities, carpentry, face painting...the list *could* be endless).

Have participants complete the worksheet. Remember the goal is to help the new Members feel unique *and* useful.

TOPIC FOR EXPLORATION

Your community is plagued with gangs and graffiti. What are some projects your Club could develop to implement and encourage community pride?

What is the problem?
What is the goal?
Whom do we target?
What are our resources?
What are the costs?
How much time will it take?

The GOAL is _____.

6		6
5		5
4		4
3		3
2		2
1		1

Personal
Responsibility
In
Daily
Effort

Instructor's Notes

The participants have heard that an Optimist Club serves the community. How does one go about developing a project?

The following exercise will take the participants through the development of a project, step by step.

Allow a maximum of 10 minutes to complete the ladder.

Instructor's Notes

Now is the time to explore the imagination of each participant.

What projects do participants visualize for their Club(s)?

What needs are in the community that Club(s) could address?

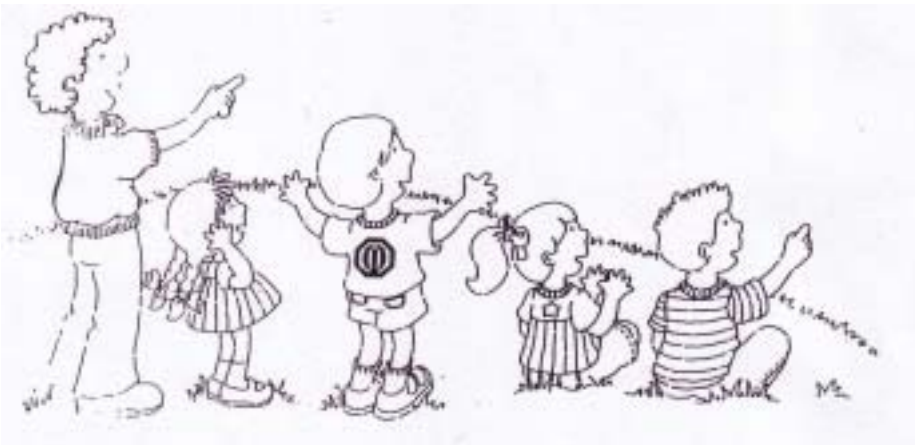
In what ways can youth be recognized?

In what ways can the youth in the community be helped?

The topic is wide open - the sky is the limit!



**What an Optimist Club can do is limited only
by the Imagination and Resources of its
MEMBERS!**



HOW CAN I AFFORD THE TIME?

It *has* been said that the creator of the twenty-four hour day was the *first* Optimist!

Being a productive and active volunteer, juggling family responsibilities, career demands *and* finding time to sleep is often an opportunity to become organized and focused.

Suggestions for Being Effectively Involved

Come to the Meeting with Something

- An idea, a suggestion, a question
- Bring writing tools

Know the Meeting's Purpose

- Share ideas
- Weave ideas
- Build an end product

Accept All Ideas

- All good, all help
- Incorporate Somehow
- Agree on, use adjustments
- Say something

Have Trust in the Process

- You don't know how it will turn out
- Allow time to listen, time to talk
- Respect each Member for their suggestions

Keep Attention Focused on the Project

Record Ideas and Suggestions

Work Toward a GOAL

- End Product
- Consider who it is from, where it goes

Congratulate Each Other for Getting Together and Completing the Project



Be organized!



Be proactive!

Be all you can be!



Instructor's Notes

For the purpose of time management, reflect upon the *Suggestions for Being Effectively Involved*.

Remind participants that many activities planned by an Optimist Club will include family members.

BUZZ WORDS

Talk like an *Oldtimer*. Below you will find many terms or phrases that *real* Optimists use interchangeably with everyday language.

ACPC

Annual Club Planning Conference - completed by your Lieutenant Governor and your Club. The ACPC Report offers the Lieutenant Governor the opportunity to recognize and praise Clubs for their accomplishments and can help spot situations which may need assistance.

CCDHH

The Communications Contest for the Deaf and Hard of Hearing offers the opportunity for the hearing impaired to enter an Oratorical Contest using sign or oral presentations.

PGI Pin Backing

Colored tabs worn behind your Optimist pin to indicate you have completed various levels of requirements in the Personal Growth and Involvement Program.

Community Service Project

It may be a project suggested by Optimist International or one that is unique and answers the needs in YOUR community.

Convention

There are two, your District's and the International. Both Conventions offer opportunities to meet other Optimists, vote on leadership and vote on policies that will affect the future of Optimist Clubs.

CPA

Community Project Award books are kept by the Chair for each service project your Club completes. The books act as a resource for the next Chair and are submitted to the District and Optimist International for recognition.

District

By policy of the International Board of Directors, Districts are administrative subdivisions of Optimist International. Districts levy dues and conduct conventions, meetings and conferences.

BE Knowledgeable!



Instructor's Notes

It's your turn to have some fun and use your imagination.

Often when attending meetings/conferences/conventions new Members feel they are listening to a foreign language.

Have fun in reviewing "Optimisms" with your participants.

Dues

Collected by Optimist International, your District and your Club. Dues are a necessary factor in funding the internal operations of Optimist International, your District and your Club. Each Club determines the amount of dues to be levied.

First Timer

An optimist attending a conference or convention for the first time.

JOOI

Optimist Clubs sponsor Youth Clubs which share in structure with the founding adult Clubs. JOOI Clubs have Districts, Governors, Secretary-Treasurers and Lieutenant Governors. District-wise they hold conventions and they, too, have an International Convention.

New Members

The necessary element in ensuring our youth are serviced. Although Members of an Optimist Club are not required to bring in new Members, to continue to grow and accomplish the goals we have set, new Members are essential. Remember someone asked YOU to join!

OI

Optimist International, governed by the International Board of Directors, Optimist International offers a plethora of training, leadership and resources to Optimist Clubs.

Old Timer

Those Members who have been around for some time are given recognition at special breakfasts at both District and International Conventions. Watch out for the *Old Timer* who may try and pass as a *First Timer* (circa. 1919). We honor our Old Timers for their knowledge, devotion and dedication to Optimist purposes.

PGI

The Personal Growth and Involvement Program was developed to give all Optimists the opportunity to grow while advancing through ten levels of involvement, personal growth and achievement.

District Conferences

District Conferences are held four times a year, giving the Governor and District Chairs the opportunity to explain programs and objectives. Open to all Optimists, Conferences offer training programs, workshops, business sessions and fellowship.

Zone

A local geographic subdivision of Optimist International. A Zone is headed by a Lieutenant Governor, who is the liaison for the Governor. Zones do not collect dues or conduct activities. Zones do open the lines of communication between Optimist International and the Clubs within the Zone.

HELP!

Help and support is there for all Optimists and their Clubs. The Lieutenant Governor, Governor, District Chairs and Optimist International are only a telephone call away. The Optimist International number is 800-500-8130.

Before going further, have the participant return to page 10 and complete the checklist!

TEST YOUR KNOWLEDGE

FILL IN THE BLANKS

A group of people willing to give of their time to serve their community are called _____.

The Optimist International Motto is _____.

HOW MANY CAN YOU MATCH?

OIJGC	Community Project Award
ACPC	Personal Growth & Involvement Program
CPA	Annual Club Planning Conference
PGI	Optimist International Junior Golf Championships

COMPLETE THE FOLLOWING EQUATION

_____ Optimist serves _____ youth.

MAKE THESE STATEMENTS TRUE BY CHANGING ONE WORD

District Conferences are held *five* times a year.

Zones *do* collect dues and conduct activities.

All Optimist Board meetings and Zone meetings are *closed*.

Members of an Optimist Club *are* expected to fund the Club's activities.

One Purpose of Optimist International is _____.

One Tenet of *The Optimist Creed* is _____.

Instructor's Notes

It is time to allow participants to "test their knowledge" by completing this worksheet.

The correct answers offer the opportunity to reinforce their knowledge.

FILL IN THE BLANKS

Optimists
Friend of Youth

HOW MANY CAN YOU MATCH?

Optimist International Junior
Golf Championships

Annual Club Planning
Conference

Community Project Award

Personal Growth &
Involvement Program

COMPLETE THE EQUATION

one
thirty-one

CHANGE ONE WORD five to **four** or **three** and an **annual convention**

do to **do not**

closed to **open**

are to **are not**

One purpose of an Optimist Club is...(answers will differ)

One Tenet of *The Optimist Creed* is...(answers will differ)

If time permits, chart or discuss the answers given to the last two questions.

QUESTION: How can I afford the time to help a child?



Instructor's Notes

CHALLENGE: How can *you* NOT?

We can never *really* be certain where or how far the boundaries of our service reach.

But if *one* child can

- become a better reader
- or eat a Thanksgiving meal
- or give a speech
- or go camping
- or have a home
- or have Christmas presents to open
- or have shoes that fit
- or hit a ball
- or learn to fish
- or receive blood
- or receive recognition for a job well done
- or ride a bike safely
- or *has* a bike
- or run a race
- or say "NO!" to drugs
- or sing a song
- or stay in school
- or wear a Halloween costume
- or wear a warm coat
- or write an essay
- or know *someone* cares

-*we* know we have touched a life and made a difference. For that, there *are* not boundaries.

ENJOY BEING "A FRIEND OF YOUTH!"

BEgin your service!



As *your* training session concludes, be certain all questions have been answered.

Thank the participants for taking part in the training session.

Reinforce that *you* and an *International* force are here to offer help, assistance and guidance to the participants *whenever* needed.

The End
or
The Beginning

OPTIMISTS GARDEN

There's a very special garden where the flowers of Optimism grow--It's nurtured by the kindness and concern that good friends show--The seedlings are the helpful deeds that Optimists so gladly do, and love and laughter are the showers that strengthen and renew. The roots are cherished memories of good times in the past, and the buds are tender promises that Optimist's joys will last. It's a place of peace and beauty where bright new dreams can start. . .It's Optimist's lovely garden and it blossoms in the heart.

