



Lions Clubs International

LIONS SERVICES FOR CHILDREN SYMPOSIUM

Planning Guide



Symposium Overview

Lions have a long tradition of helping the world's children through projects that alleviate suffering from poverty, homelessness, hunger, abuse, neglect, disease, and disability. The Lions Services for Children Symposium is a continuation of this tradition. It is an opportunity for Lions districts and multiple districts to network and collaborate with area experts and community organizations to develop robust local projects to serve children in need. It is easy to host a symposium and LCI staff is available to support you through the process. So get started today!

DEVELOPING MEANINGFUL SERVICE PROJECTS.



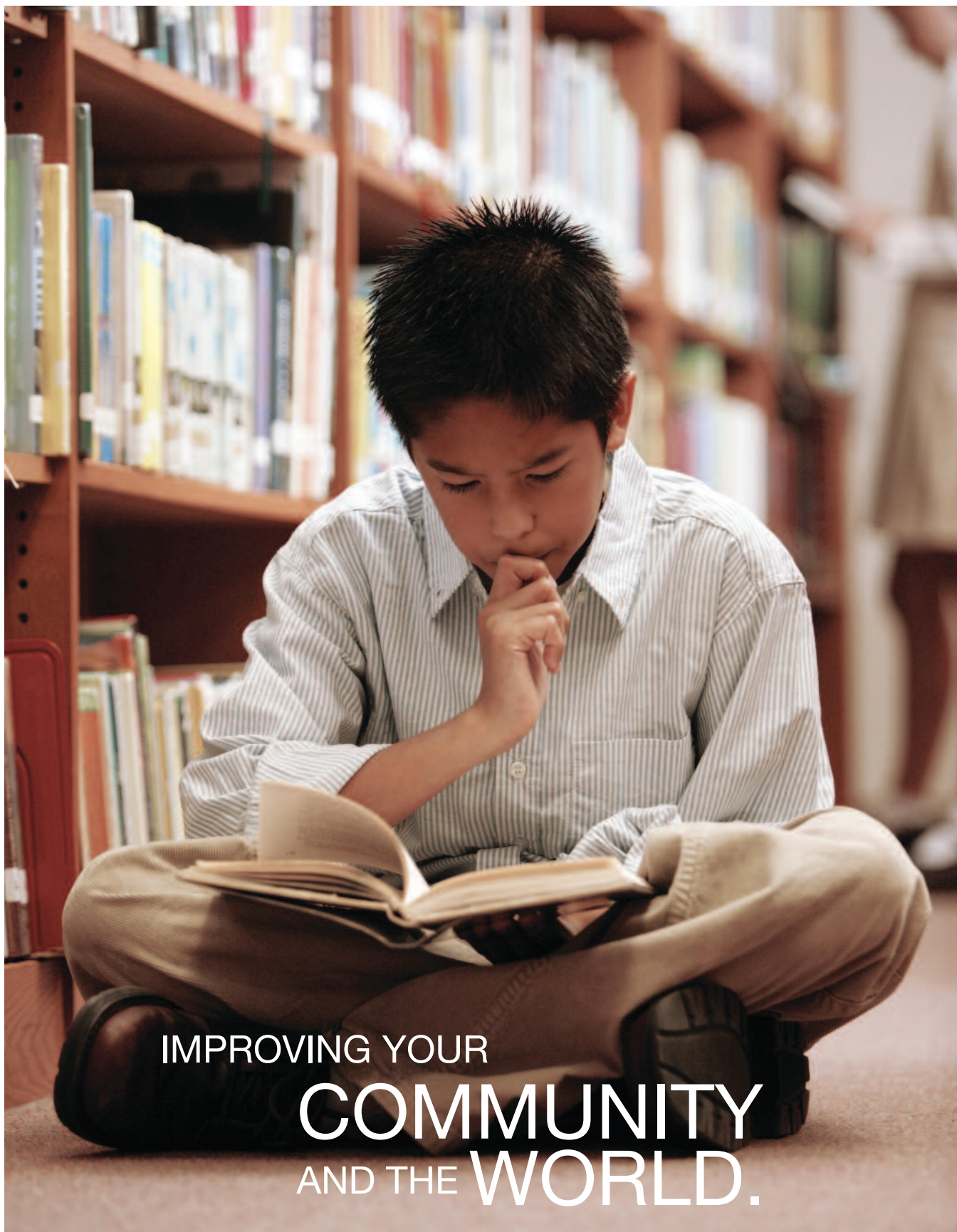
Benefits of Hosting a Lions Services for Children Symposium

In addition to supporting children in your community, there are many benefits to hosting a symposium:

- Build collaborative relationships with governmental agencies, health care organizations, educators and other leaders in your community
- Develop and implement relevant and meaningful service projects for local children
- Expand service projects into more robust, topic-specific initiatives
- Revitalize clubs and engage existing members through new or expanded service opportunities
- Showcase Lions support for children's services in a highly visible community event
- Strengthen the club, district or multiple district's commitment to serving disadvantaged children
- Build membership by working collaboratively with non-Lions

Lions districts and multiple districts that intend to host a symposium are encouraged to apply for the Lions Services for Children Symposium reimbursement opportunity to potentially receive financial assistance for expenses related to the event. Past symposium topics have included "Coping with Disabilities," "Obesity in Children and Youth," "Street Children: Health, Education, and Safety," and "Tools and Resources to Improve Literacy."





IMPROVING YOUR
COMMUNITY
AND THE **WORLD.**

Ten Steps to Hosting a Successful Lions Services for Children Symposium

Hosting a Lions Services for Children Symposium requires preparation, but the time invested will reap many benefits for underserved children, Lions clubs, and the community as a whole. Consider the following recommended steps for organizing your symposium:

STEP 1: Form a Planning Team

- Select a team leader who possesses interpersonal, organizational, and delegation skills.
- When selecting team members, include Lions that have a passion for issues affecting children and who will work well together.

STEP 2: Select a Theme

- Your symposium theme is a call to action. It should alert Lions and community members of a need affecting local children and inspire them to become involved.
- Determine a theme that reflects a local community need together with the interests of the team members.
- Choose a theme that will expand existing Lions service initiatives, or consider doing a community needs assessment to identify the greatest area of need.
- Keep the theme broad enough to allow for idea sharing and input, but defined enough to easily determine next steps for enhancing or developing your future service project for children.
- Consider incorporating a special Lions event, campaign, or program into the theme, such as Lions Children First or the Reading Action Program.

STEP 3: Establish an Agenda

- Determine how the event will flow and fit into the established timeframe.
- Allow for breaks for presenters and attendees to refresh.
- Include time for group work, personal interaction and networking opportunities.

STEP 4: Select a Date

- Take into consideration Lions events, holidays, community events, or international recognition days when deciding on potential dates.
- Consider organizing the symposium in conjunction with a Leo gathering.
- Allow time to make appropriate arrangements for all logistics.
- Determine a target date and an alternate date, to give more options for site selection.

STEP 5: Select a Location

- Choose a convenient, centrally located space to host the symposium.
- Make sure the location has ample parking and is accessible to public transportation.
- Consider the specific accommodations needed for the presentations.
- Ensure there is handicapped access and comfortable accommodations for attendees.

STEP 6: Invite Speakers and Facilitators

- Invite a variety of speakers, like local health, education, and government leaders that will spark insightful discussion relevant to the symposium theme. They can help you gather information on the needs of your community and elaborate an action plan. They may become the greatest advocates for your project!
- Invite a moderator that is familiar with Lions service activities.
- Encourage the engagement of Leo club leaders in the symposium planning, or invite Leos to contribute to session discussions via a youth panel.

Step 7: Promote your Event

- Work with the district or multiple district public relations chairperson to publicize your event. Plan general publicity, invitations, local media coverage, and news releases.
- Publicize the symposium via social media. Consider using an identifiable hashtag for symposium participants to use on the day of the event. (e.g. #LionsChildrenFirst, #RAPsymposium, etc.)
- Share news of your symposium with LCI. Submit the reimbursement opportunity application to potentially receive reimbursement for your symposium expenses.*

STEP 8: Hold your Event

- Ensure district or multiple district program chairpersons attend the symposium and participate in the discussions, as their input following the event will influence follow-up action.
- Focus symposium discussions on current, specific needs that Lions may consider addressing in starting or expanding services for disadvantaged children.

STEP 9: Report your Symposium

- Encourage club leadership to report symposium service hours via MyLCI.
- If receiving reimbursement from LCI, submit all necessary paperwork to programs@lionsclubs.org within 60 days of the event and prior to June 30.

STEP 10: Evaluate and Determine Next Steps

- Gather Lions leadership and the planning team to evaluate the key findings of the symposium discussions.
- Determine how current children's projects can be more effective and what additional programs are needed.
- Consider input from the district and multiple district program chairpersons in attendance when determining new service activities to engage in or develop.



*Reimbursement Opportunity

The *Lions Services for Children Symposium* reimbursement opportunity allows for a maximum US\$2,000 in expense reimbursements for one (1) symposium per constitutional area, plus the continental area of Africa, per fiscal year. To apply, email your complete reimbursement opportunity application and proposed budget to programs@lionsclubs.org with the subject line “Symposium Application”.

Allowed expenses include facility rental, audio/visual equipment, refreshments, postage, advertising and publicity, speaker fees, office supplies, and printing of invitations, posters, and flyers.

Disallowed expenses include personal expenses, alcoholic beverages, medical insurance, speaker incidental expenses, expenses not properly documented, and expenses that exceed the budgeted allowance.

Applications must be submitted by a district or a multiple district beginning July 1 of the fiscal year in which the symposium is to be held, and are approved on a first-come, first-served basis. Preference will be given to applications from districts or multiple districts that have not received previous expense assistance through this symposium program, although past recipients may reapply once every three years. All applicants will be notified with their selection status within 30 days of submitting their application.



BUILDING COLLABORATIVE
RELATIONSHIPS
IN YOUR COMMUNITY.

Reimbursement Opportunity

APPLICATION

Submit the completed application by email attachment to programs@lionsclubs.org. Applicants will receive a response from the Service Activities Division at Lions Clubs International within 30 days of receipt of the application. To be considered for expense assistance, the district or multiple district must be in good standing with Lions Clubs International.

☐ District Enter District Name. Symposium

☐ Multiple District Enter MD Name. Symposium

Symposium Contact Person: _____

Title: _____ Member Number: _____

Club Name: _____

Address: _____

City: _____ State/Province: _____

Postal Code: _____ Country: _____

Phone Number: _____ Email: _____

Symposium Theme: _____ Symposium Date: _____

Symposium Location: _____

1. Describe the needs of the children in your area that you hope this symposium will address. Include any local statistics available that help describe the issue.
2. Who is expected to attend the event? Provide information about speakers and non-Lion organizations that will participate. How many individuals do you project will attend?
3. What are some potential discussion topics? Describe any activities or group work that will facilitate networking and collaboration among Lions and other attendees.
4. How will the symposium be publicized?
5. Describe possible new or expanded service activities that will benefit children as a result of the symposium. How many children could potentially be served?

Reimbursement Opportunity

PROPOSED BUDGET

Item	Cost
Facility Rental	
Audio/Visual Equipment	
Refreshments	
Printing (invitations, posters, flyers, etc.)	
Postage	
Advertising and Other Publicity	
Speaker Expenses	
Office Supplies	
Other (please describe):	
Total	

Signatures:

If the application is being submitted by a district, the signatures of both the district governor and symposium coordinator are required. If the application is being submitted by a multiple district, the signatures of both the council chairperson and symposium coordinator are required.

<input type="checkbox"/> District Symposium		
Signature of Symposium Coordinator	District	Date
Signature of Council Chairperson	District	Date

<input type="checkbox"/> Multiple District Symposium		
Signature of Symposium Coordinator	District	Date
Signature of Council Chairperson	Multiple District	Date

NOTE: In the event that expense assistance funding is still available as of January 1 in the current fiscal year of the program: (1) requests for applications will be extended to all districts and multiple districts that have not already received LCI symposium approval for the current fiscal year; (2) applications from districts or multiple districts that have previously received funding for a children's symposium may be considered in the order received; and (3) a constitutional area or the continental area of Africa may be approved to receive expense assistance for more than one symposium held within the same fiscal year.



Lions Clubs International

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