

# Extension Workshop Application and Planning Form District or Multiple District Extension Workshop

This application is designed to help you apply for and plan an extension workshop. By completing the form, you have taken solid steps to the formation of a new club.

**Training Objective:** The Extension Workshop is designed to provide extension-minded Lions an opportunity to learn key strategies to successfully charter Lions clubs and participate first-hand in new club formation.

Training Outline: The workshop is designed to cover four areas of extension over a three-day period.

_		Morning	Early Afternoon	Late Afternoon
	Pre-Workshop Planning / Certified Guiding Lion Training (Key Lions/Guiding Lions Only)	Review checklist and discuss recruiting strategies	Visit location / meet with community leaders	Certified Guiding Lion Training
	<b>Module 1</b> General Workshop	Group Recruiting Training	Recruiting	Review activities / begin follow-up
	<b>Module 2</b> General Workshop	First and Second Meeting Training	Recruiting / continue follow-up	Review activities and continue follow-up
	Module 3 General Workshop	Recruiting / continue follow-up	Review activities and continue follow-up	Continue follow-up

### Responsibilities of the Host

- Identify two or three communities near the training location where recruiting can take place and where a new club could potentially be formed.
- Promote the workshop to extension-minded Lions and the MERL team so that 10 or more Lions participate.
- Secure meeting space for three days of training. (Keep costs down by using a Lions facility or another inexpensive meeting place.)
- Reserve a hotel room for the consultant at a nearby Holiday Inn, Red Roof Inn, Best Western, etc. (LCI will reimburse the Consultant for the cost.)
- Provide transportation to/from airport, training location and canvassing locations for the consultant throughout the workshop.
- Report the organizers, Guiding Lions and sponsoring clubs as appointed by the district governor.
- Secure audio-visual equipment for the training sessions. (See Workshop Checklist)
- Encourage participants to dress in business attire.

### **Responsibilities of Lions Clubs International**

- Provide a trained New Club Development Consultant to conduct training.
- Cover transportation, hotel accommodations and meals for New Club Development Consultant.
- Provide training materials for each participant.
- Provide training materials for extension chairpersons and others who would like to conduct the training.

### For Additional Information

Please complete the attached application to the best of your ability. If you need additional information or assistance, please contact the New Clubs and Marketing Department at Lions Clubs International by phone at 630-571-5466 extension 306, by fax at 630-571-1691 or by E-mail at newclubs@lionsclubs.org.

# **Extension Workshop Application and Planning Form**

Please complete the application below to the best of your ability to apply for an Extension Workshop. Availability is limited so please submit the application as soon as possible to secure your desired workshop date. <u>Applications must be received at least three weeks in advance to allow us to secure reasonable airfare for the consultants.</u>

1. Host Information:				
districts that encompass a large area, areas that	shop. Preference will be given to multiple districts, groups of at are suffering from membership losses, locations that draw or areas that have a high potential for new club formation.			
Date of Application: Ho	osting District(s) or Multiple District:			
Who referred you to hold an Extension Workshop of (Please list names if applicable)	r how did you hear about the program?			
☐ Extension Chairperson	Website			
☐ Global Membership Team Leader	□ District Convention			
□ DG Mentor □ International Convention				
□ New Club Consultant	USA Canada Forum			
□ Other Person/Place				
2. Requested Workshop Date/Consultant:				
	le, the training should be conducted during the weeking is best conducted during the week when business a requirement.			
Preferred Training Date:				
Alternate Date:				
I would like to request New Club Consultant	However, I			
understand that it is not guaranteed that he or she will b	e able to facilitate the workshop.			
What is the closest airport to the training location?_				

3. 3	Site	Deve	lopment	Informatio	<b>n:</b> Please	provide	the following	g information	for a	minimum (	of two	locations.
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**NOTE:** The first meeting of the new club should be within five to seven days of the recruiting dates so the prospects do not lose interest. Meeting arrangements should be made before recruiting starts to give recruiters a place to refer to as they invite perspective Lions to the meeting.

Prospective	e Community #1: _			
Is th	nere currently a Lion	s Club in this commu	nity? Yes / No	
	If yes, what type	e(s) of Lions Club(s)		
	If no, was there	a Lions Club in this o	ommunity previously? Yes	s / No
	•		existence?	
1. P				
2. S	☐ Identified a p	ossible need in the co	ck if the following tasks have ommunity w Club's First and Second M	·
3. N	leeting Location:			
4. S	ponsoring Club: _		Club N	Number:
		ensure that proper fol ns Clubs Internationa	low-up is conducted and who	o will report the progress
	Name:		Phone Numbe	r:
			Certified Guiding Lions) <b>for</b> cointments from the new club	
	Guiding Lion 1:	Name:		
		Club:		
	Guiding Lion 2:	Name:		
		Club		

Prospective Community #2:	
Is there currently a Lions Club	o in this community? Yes / No
If yes, what type(s) of	Lions Club(s)
If no, was there a Lio	ns Club in this community previously? Yes / No
If yes, why is	it no longer in existence?
1. Population:	Proximity to first location
☐ Identified a possibl	list: Please check if the following tasks have been completed: le need in the community place for the New Club's First and Second Meeting
3. Meeting Location:	
4. Sponsoring Club:	Club Number:
5. Club Organizer: To ensure of the new club to Lions Club	e that proper follow-up is conducted and who will report the progress ubs International
Name:	Phone Number:
	plan to become Certified Guiding Lions) for the potential new club. be made by the district governor from the new club's district.
Guiding Lion 1: Name	e:
Club	·
Guiding Lion 2: Name	e:
Club	:

rospective Community #3:	
Is there currently a Lic	ons Club in this community? Yes / No
If yes, what ty	rpe(s) of Lions Club(s)
If no, was the	re a Lions Club in this community previously? Yes / No
If yes	, why is it no longer in existence?
1. Population:	Proximity to first location
☐ Identified a	Checklist: Please check if the following tasks have been completed: possible need in the community eeting place for the New Club's First and Second Meeting
3. Meeting Location:	
4. Sponsoring Club:	Club Number:
	o ensure that proper follow-up is conducted and who will report the progress ions Clubs International.
Name:	Phone Number:
	s (who plan to become Certified Guiding Lions) for the potential new club must be made by the district governor from the new club's district.
Guiding Lion	1: Name:
	Club:
Guiding Lion 2	2: Name:
· ·	Club

## 4. Training Participants:

Please list a minimum of 10 confirmed participants, including the following:

- 2 Guiding Lions for each club who will participate in the Certified Guiding Lion Training
- 2 Lions to host the first and second meeting for each club
- 4 or more recruiting Lions (preferably MERL Team members and Lions interested in learning extension strategies that can be applied in other communities)

Name	Lions Club	<b>Title</b> (Please indicate if they are a MERL Team Member)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

Please attach an additional list if necessary.

**NOTE:** Have a team of Lions ready to follow-up with each Lion recruited into the new club during the training. A personalized letter should be mailed within 48 hours of the canvassing to confirm the meeting date and location.

## 5. Training location:

Facility:			
Street Address:			
City:	State:	Zip/postal Code:	
Phone Number:			
Fax Number:			
E-mail address:			

Workshop Needs: Secure a meeting room and refreshments for each day of training for the extension team. The meeting location should be available in the morning and evening of training day one, and throughout the second and third day of the workshop.

### 6. Onsite Assistance:

The Lion named below will serve as the contact for Lions Clubs International and coordinate local activities such as the delivery of supplies to the location, securing audio and video equipment for the session, securing a hotel room for the consultant and providing local transportation to and from the airport for the consultant.

	Lion Coordinating Training:			
	Lion Title:			
	Address*:			
	City:	State:	Zip/postal Cod	le:
	Phone Number:	Fax N	lumber:	
	Cell/Mobile Number:	E-mail a	ddress:	
* If you	ı have a P.O. Box, please provide	a street mailing addre	ess that we can sh	nip materials by courier to.
7. End	dorsement:			
	encompasses a complete multiple district, the district(s) hosting the t district that plans to charter the possible approve and support the new club <b>Council Chairperson Signature</b> This is to certify that I have revie ensure the success of the worksh	raining must endorse the otential new club should o's development.  (If the application is for tweed and endorsed this	e application. It sho be in support of the the multiple district) application and will	buld further be noted that the e application and be willing to  I do everything in my power to
	Council Chairperson Signature	 Э	Title	Date
	Participating District(s) Signature the application if the area does not			ticipating area should endorse
	This certifies that I have reviewed ensure the success of the worksh			
	District Governor Signatu	ıre	Title	Date

8. Send the completed form to: LIONS CLUBS INTERNATIONAL

ATTN: NEW CLUBS AND MARKETING DEPARTMENT

300 W 22<sup>ND</sup> STREET OAK BROOK, IL 60523 Fax: 630-571-1691

E-mail: newclubs@lionsclubs.org