

# **Lions Worldwide Women's Symposium**

*Planning Guide*



# Lions Worldwide Women's Symposium Planning Checklist

Use this checklist as a guideline for planning and conducting your event. You may add or delete items as appropriate for your event.

## ***At Least Three Months Prior***

- Determine a theme
- Identify a partner organization
- Set up an organization committee
- Set a date
- Secure a location/confirm in writing
- Determine symposium format
- Invite speakers/confirm in writing
- Apply for funding
- Create a communications plan with the public relations chairperson
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## ***Two Months Prior***

- Create invitations/have printed
- Create publicity materials (flyers, posters, ads, etc.) /have printed
- Create mailing list for invitations
- Create a media list for publicity materials
- Research/purchase advertising space (if applicable)
- Research/secure food and beverage service, if facility doesn't provide
- Research/secure audio-visual equipment, if facility doesn't provide
- Contact organizations regarding Community Showcase and/or program advertising
- Secure display space on local business marquees
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## ***Six Weeks Prior***

- Mail invitations
- Post flyers, posters, etc.
- Distribute calendar listing to local media
- Begin creating program
- Order necessary membership brochures and invitations for membership from Lions Clubs International Headquarters
- Design Lions display for the Community Showcase (if applicable)
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## ***One Month Prior***

- Personally follow up invitations to key organizations/individuals
- Purchase necessary supplies – large easel pads for brainstorming, markers, pens, notepads, nametags, etc.
- Follow up with potential Community Showcase participants and program advertisers to confirm participation
- Order tables, chairs and table cloths for Community Showcase (from event facility, if available)
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

<b>Planning Your Event</b> .....	4
<i>Select a Theme</i> .....	4
<i>Secure a Partner</i> .....	5
<i>Set a Date</i> .....	5
<i>Find a Location</i> .....	6
<i>Apply for Funding</i> .....	6
<i>Plan the Presentation</i> .....	7
<i>Invite Speakers</i> .....	7
<i>Include Additional Elements</i> .....	8
<i>Invite Participants</i> .....	8
<i>Publicize the Event</i> .....	9
<i>Finalize Details</i> .....	9
<i>Turn Ideas Into Action...and New Members</i> .....	10
<b>Lions Worldwide Women’s Symposium Planning Checklist</b> .....	13
<b>Sample Presentation Schedules</b> .....	15
<b>Sample Calendar Listing</b> .....	16
<b>Sample News Release</b> .....	17
<b>Lions Worldwide Women’s Symposium Post Event Action Plan</b> .....	19
<b>Lions Worldwide Women’s Symposium Funding Application</b> .....	21
<b>Lions Worldwide Women’s Symposium Reporting/Reimbursement Form</b> .....	23
<b>Women’s Worldwide Symposium Pilot Program 2004-2007 Rules of Audit</b> .....	25
<b>Women’s Worldwide Symposium Expense Form</b> .....	27

# Lions Worldwide Women's Symposium *Planning Guide*

In late February 2003, Lions Clubs International hosted the Lions Women's Workshop, a groundbreaking event in which 14 dynamic women Lions from around the world gathered to discuss significant issues regarding the future role of women in Lions Clubs International. The frank dialog among participants resulted in relevant and fascinating findings that were used as the basis for the association's women's initiative – an effort to increase the participation and leadership development of women Lions at all levels.

Since the workshop, a concerted effort has been made to promote the growth and leadership opportunities of women Lions. The Women's Participation and Development Chairperson position has been created at the district and multiple district levels to provide support and enthusiasm for local efforts, and as a result, tens of thousands of women have become Lions club members. Additionally, the initiative has provided fresh ideas, new opportunities and momentum for ensuring a healthy future for Lions clubs worldwide.

One of the key items identified during the Lions Women's Workshop was to pinpoint additional local needs within communities that would provide relevant service opportunities and spark the interest of women community members. An excellent avenue for discovering these needs is to hold a symposium through the Lions Worldwide Women's Symposium Program.

A symposium is a gathering at which there is a free interchange of ideas, or a formal meeting at which several experts deliver short addresses on a topic or related topics. The purpose of a Lions Worldwide Women's Symposium would be three-fold:

- 1) Identify new community projects that are of interest to women;
- 2) Identify potential members; and
- 3) Promote Lions clubs within the community.

Holding a Lions Worldwide Women's Symposium in your area requires careful preparation, but the time invested in a well planned and executed event will reap many benefits for Lions clubs and the community.



# Planning Your Event

## *Select a Theme*

The first step in planning a successful Lions Worldwide Women's Symposium is to choose a theme for the event. The theme will set the tone for the symposium, give a direction for all your planning efforts and impact the eventual outcome. To appeal to women, consider topics that are typically close to their hearts: children, education, women's and children's health issues, the environment, etc.

Some questions to consider when determining your theme:

- Will you keep the topic broad, such as "Meeting Community Needs"?
- Do you want to focus on a particular group, such as "Meeting Our Children's Needs"?
- Would you prefer to focus on an area, such as "Meeting Pressing Health Care Needs"?

**TIP:** A broader subject will keep the possibilities open for a variety of service projects. However, it may be harder to keep the symposium focused and pinpoint service opportunities with a broader topic area. On the other hand, focusing too narrowly may overlook pressing needs and opportunities for service projects. Keep these thoughts in mind when planning your topic(s).

Brainstorm theme ideas with interested Lions. Focus on ideas that will help meet the symposium goals outlined above. Once you have a list of theme ideas, cull it down by discussing the merits of each one. By the end of this step, you should have a short list of viable themes. (An alternative method to cull down the list is to assign a number from 1-5 for each idea – "5" being a great theme idea and "1" being an idea that isn't viable. The ideas that receive top scores by a majority of the group make it on the short list of theme choices.)

From this list, choose the theme that will best help meet your symposium goals. You should then create a snappy title from your theme that succinctly states the idea and can be used for promotional materials. (For example, "Building a Better Bedford" sponsored by the Bedford Breakfast Lions Club and the Bedford Chamber of Commerce.)

**TIP:** Productive brainstorming sessions follow some basic guidelines to ensure their success:

- Have a large pad of paper and a marker, a dry erase board or chalkboard to write down ideas so that they are visible to all participants.
- Set a time limit for the session – 30 minutes generally works well.
- Write down EVERY idea that is mentioned – don't think anything through or censor any ideas at this point.
- Do not allow anyone to criticize an idea – that could stifle participation, and even the most outlandish idea may lead to the one idea that eventually is perfect.
- Have some fun, mindless activities available to keep participants' hands busy. Items like markers and paper for doodling or children's plastic building blocks can help busy the hands and open the right side of the brain for creative thinking.

## ***Secure a Partner***

After determining a theme, the next step is to identify community partners for the event. Joining forces with another group in your area lends credibility to the event and will provide fresh perspectives and information to help identify crucial needs, as well as provide an additional source of resources and funding.

Ideas for partner groups include:

- Chamber of Commerce
- Red Cross
- Junior Women's Clubs
- Big Brothers/Big Sisters
- United Way
- Girl Scouts
- Association of University Women
- Association of Trial Lawyers
- Parent Teacher Organization
- Nurses and Physician's associations
- Junior League

**TIP:** Consider holding another brainstorming session to create a list of potential sponsors/participants. Visit your community's Web site, look in phone directories and in the community groups section of your local newspaper to help spark ideas.

Once a partner has been identified, form a symposium planning committee composed of individuals from both groups.

## ***Set a Date***

In order to plan and execute an effective, well-publicized event, it is suggested that you allow ***at least three months*** to make appropriate arrangements. When discussing dates, take into consideration other scheduled community events and holidays. At this stage, it is a good idea to determine a target date and an alternate, to give more options for site selection.



## ***Find a Location***

There are several factors to keep in mind when selecting a facility for your symposium:

- Convenient location
- Large enough seating area to comfortably accommodate participants
- Ability to support audio-visual presentations
- Ample parking
- Handicap access
- Availability food/beverage service or kitchen
- Reasonable rental fee

Some ideas to consider include:

- Lions hall
- Community or park district halls
- Library conference facilities
- Hotel conference facilities
- School auditoriums or gymnasiums
- Hospital conference areas
- Church halls
- Public service building

Many locations will offer reduced fee services for non-profit organizations. If you partner with the local Chamber of Commerce, perhaps one of the chamber members would have access to an appropriate facility. When determining the cost-effectiveness of locations, keep in mind that while a facility that is equipped with needed audio-visual components and has easy access to food and beverage services might initially be more expensive, in the end you might save both time and money by paying for the convenience of having everything available on site. Create a cost comparison of available facilities to see what is most feasible as well as time- and cost-effective for your event.

## ***Apply for Funding***

After the major logistics have been determined, apply for funding from Lions Clubs International. There is a maximum of US\$2,000 available for each symposium contingent upon approval from Lions Clubs International. The funds are available on a first-come, first-served basis. In order to qualify for funding, you must supply a detailed budget as requested on the form. The application for funds will be reviewed and a response given within 21 days after it is received at the Membership Programs Department at Lions Clubs International. The Lions Worldwide Women's Symposium Application Form can be faxed or mailed as indicated on the form.

Approved funds will be **reimbursed after the event** contingent upon the Membership Programs Department receiving appropriate documentation as required by the Rules of Audit, and a report regarding the event. Use the reporting form and Standard Expense Form included in this guide to apply for reimbursement.

---

**Please Note: You must apply for funds before your event. Only pre-approved symposium will be reimbursed upon submission of appropriate documentation. No unapproved claims or expenses will be considered after the event has taken place.**

---



## ***Plan the Presentation***

A symposium can take several forms. It can be an informal, free exchange of ideas, a more formal, presentation-based event or a combination of the two. The format chosen will depend upon the time available for the event, the size of the event, the theme, as well as the planning committees members' preference.

Each alternative will require experienced people to help lead the presentation. For example:

- Informal idea exchange: moderator, small group leaders
- Formal presentation: moderator, speakers
- Combination of formal presentation/idea exchange: moderator, speakers, and small group leaders

Giving symposium participants the opportunity to actively contribute during the event can help them feel more connected to the topic and more inclined to join in the community project planned as a result of the symposium. Even if your event is more formal, be sure to build in some interactive time through question and answer periods, networking opportunities during breaks or a large-group discussion session.

**TIP:** In the back of this publication are two sample schedules to help in planning your symposium presentation. They can be customized to fit your event format, time allotted and other considerations.

## ***Invite Speakers***

Upon determining a format for the symposium, invite the appropriate speakers to participate. You will want to have a representative from Lions and your partner organization (if applicable) to welcome the group, as well as a moderator. Consider asking your district or multiple district's Women's Development and Participation Chairperson to serve as the moderator/facilitator for this event. If your symposium will include an opportunity for participants to brainstorm and share ideas, you will want a number of small group leaders to help facilitate the discussion.

For a more formal, speech-orientated event, identify local experts to give participants an overview of the symposium topic(s). Appropriate speakers include the leaders of your participating organizations, local officials, college or university faculty, etc. Look for people who are knowledgeable in the topic area, are experienced speakers and are interested in helping strengthen your community.

**TIP:** Prominent speakers not only add credibility to your event, they also provide a good "hook" for publicizing the symposium to the media.

Once you've secured the speakers, confirm their participation in writing. Be sure to include all the details of the event, as well as some background information on Lions clubs and your partner organization.

## ***Include Additional Elements***

Several supplementary elements can be added to the event to introduce Lions clubs to the participants, as well as give participants the opportunity to showcase their objectives, goods or services.

- Hold a Community Showcase: Have tables set up around the perimeter of the room or in the corridor. These tables can be rented to groups for a nominal fee (perhaps US\$25 a table) and used to promote their organizations. Participants can visit the tables before or after the symposium and during breaks.

**TIP:** Be sure to include a table for Lions clubs! Have literature available regarding your club's projects, general informational brochures and invitations/applications for membership. Excellent brochure choices include the *I Am a Lion*, which emphasizes women's membership in Lions clubs (ME-37); the pocket-size *Membership Application*, (ME-6B); and *The Lions... We Serve*, an excellent all-purpose informational publication (ME-4).

- Create a Program for the Event: Participants can include information regarding their organizations for a nominal fee in the back of the program.
- Include a Lions Presentation During the Event: This can be brief, and included during the welcoming remarks. Include information about why Lions are sponsoring the symposium and what projects local Lions clubs actively pursue.

**TIP:** A complimentary showcase table or advertising in the event program may be used as a bartering tool for getting free or reduced-fee services for the event. Printers, caterers, media outlets, etc. can be approached for this opportunity.

## ***Invite Participants***

While you may identify one co-sponsor for the event, be sure to invite members from other groups to participate. You want to have a wide cross-section of groups represented to add to the free exchange of ideas during the symposium. Refer to your list of potential partner organizations to begin an invitation list.

Send written invitations to the groups you'd like to participate in the symposium. Follow up the written invitation with a phone call to the organization's leader to personally invite members to join the symposium and explain its objectives.

Invitations should include the symposium's title, sponsoring organizations, time, date, place, a brief description of the event and a contact name and number for more information or responses (if you would like to gauge how many people may attend).

**TIP:** Encourage invitees to bring a friend!

Invitations should be sent out approximately one month before the event.

**TIP:** Remember to invite Lions in your area – past international officers within your district, multiple district council chairperson, multiple district women's participation and development chairperson, district leadership, clubs within the district, etc.

## ***Publicize the Event***

In addition to personal invitations to key community groups, you should publicize the event to the general public. Work with the district Public Relations chairperson to develop a communications plan for the event.

Some ideas for publicizing your symposium include:

- Create a flyer that can be posted in area businesses. Be sure to prominently display the sponsoring Lion's district and/or club(s) name and the Lion's logo.
- Send a calendar listing to the community calendar editor of newspaper, radio and television stations. A sample calendar listing is included in this guide.
- Post information regarding the symposium on the sponsoring Lions club(s) and district Web site. Ask your partner to include the information on their Web site or include a link to your site.
- Research the cost of a print ad in a local newspaper. Newspapers often reduce advertising fees for non-profit groups. (Do this prior to submitting the funding application.)
- Research the cost of purchasing advertising spots on local radio stations. As with newspapers, they may offer a deal to non-profit groups. (Do this prior to submitting the funding application.)
- Invite the media to cover the event by sending a news release to local newspapers, radio and television stations. A sample release is included in this guide.
- Contact local businesses with marquees or electronic bulletin boards and request that they post information regarding the symposium.
- Participate in other community events prior to the symposium and use the opportunity to distribute information about the event.
- Be sure to publicize the event internally. Communicate to other Lions throughout your district via newsletters, Web sites, etc.

## ***Finalize Details***

The most important item to remember when planning a successful event is to confirm all arrangements in writing. Be sure to double check dates, times, etc. on all written correspondence.

Included in this guide is a handy checklist/timeline to assist you with planning your event and following up with those that you've delegated responsibilities.

**TIP:** Prepare an "emergency kit" filled with cellophane, masking tape, scissors, markers, pens, a stapler, an extension cord, etc., to take to the event location for set up. Having these items on hand will save precious time during set up.

Keep it simple when determining food and beverage needs for the event. If you have an all-day event, lunch can be "on your own" for participants. Have fresh water available throughout the day. If the group size isn't prohibitive, you might consider offering cookies or another snack for breaks and having coffee and tea service.

**TIP:** Ask a local business to sponsor the food and beverage service at the event in exchange for including their name in promotional materials and on-site at the event. Many businesses would be honored to be involved in an important community event such as the symposium.

## ***Turn Ideas Into Action...and New Members***

On the day of the symposium, take advantage of the enthusiasm and interest of participants by strongly encouraging involvement in Lions clubs and the new community effort that will be planned and launched as a result of the event. Participants have already shown that they have a vested interest in the topic – don't miss the opportunity to harness their interest and involve them further. Have a quantity of the appropriate membership materials available on-site so that they may be invited on the spot.

Some ideas for inviting new members during the event include:

- Charter a new club or create a branch of an existing club that is charged with specifically addressing the projects suggested by the symposium.
- Ask Lions present to invite attendees to become a Lions club member. The symposium will give participants a good look at Lions in action – make the most of this opportunity!
- Promote club membership at the Lions clubs booth at the Community Showcase. Create a display that specifically lists the benefits of club membership.
- Have the symposium moderator discuss Lions clubs membership and the opportunity to apply to become a member.
- Form a committee to contact people who gave a “maybe” or “not now” answer when asked about membership the day of the event.
- Ask every new recruit from the symposium to give you the name of at least three other people they feel would be interested in working on the new project by becoming a Lions club member. Follow up with those people!

**Please Note: A membership growth component is an essential part of your symposium planning. It is required in order to qualify for funding from Lions Clubs International.**

**TIP:** Order a quantity of membership and extension publications to have available during the symposium. Excellent publications include:

- The Lions...We Serve (ME-4)
- I am a Lion (ME-37)
- Pocket-Size Membership Application (ME-6B)
- Traditional Extension Kit (KITEXT)
- Club Branch Kit (KITBR)
- New Century Lions Club Kit (KITNC)

Use the form included in this guide to help create an action plan to help realize your goals and plan the new community initiative. Begin planning promptly to capitalize on the goodwill and enthusiasm generated at the symposium – and to demonstrate to community members that Lions clubs are proactive.

In addition, send a follow-up news release citing the results of the symposium to local media and send personal thank-you notes to all the speakers.

**TIP:** A sign in/registration sheet is an excellent way to obtain a complete list of all participants and their contact information for use after the symposium.

### ***For More Information:***

For more information, questions or to order resources,  
contact:

Membership Programs Department  
Lions Clubs International  
Phone: (630) 571-5466, ext. 390  
Email: [Memberprog@lionsclubs.org](mailto:Memberprog@lionsclubs.org)



**Three Weeks Prior**

- Follow up with speakers to confirm arrangements, answer questions, etc.
- Create sign in/registration sheets
- Finalize program – all advertisements due
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Two Weeks Prior**

- Reconfirm all logistical arrangements
- Meet with moderator to review schedule for the event, discuss objectives, answer questions, etc.
- Create a schedule/responsibility outline for event day.
- Send program to printer.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**One Week Prior**

- Hold a strategy meeting with your committee and other event volunteers to review responsibilities and schedule for the event
- Make follow up calls to media regarding event attendance – confirm time, location, notable speakers, etc.
- Gather all materials you need to take to event
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Day of Event**

- Arrive early for set-up
- Hold a great event!
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**After the Event**

- Create action plan for new projects
- Write/send thank-you notes to speakers
- Follow up with participants interested in Lions club membership
- Send follow up news release announcing results to media
- Submit reporting form/expense claim to LCI
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Sample Presentation Schedules

The following schedules can be used as guideline when planning your symposium. The event can be planned as a half or full day event, depending on the number of speakers, number of issues to be addressed and any additional components you might have.

### ***Sample Half-Day Event with Two Speakers***

1. Welcome – Leaders from sponsoring organizations (5 minutes each)
2. Opening Remarks/Introductions – Moderator (15 minutes)
3. First Speaker (30 minutes)
4. Question and Answer Session (15 minutes)
5. Second Speaker (30 minutes)
6. Question and Answer Session (15 minutes)
7. Break (15 minutes)
8. Issues of the Day – Moderator (15 minutes)
9. Small Group Discussion – (30-45 minutes)
10. Large Group Discussion/Results – (30 minutes)
11. Wrap Up/Closing (15 minutes)

### ***Sample Full-Day Event with Four Speakers***

1. Welcome – Leaders from sponsoring organizations (5 minutes each)
2. Opening Remarks/Introductions – Moderator (15 minutes)
3. First Speaker (30 minutes)
4. Question and Answer Session (15 minutes)
5. Second Speaker (30 minutes)
6. Question and Answer Session (15 minutes)
7. Break (15 minutes)
8. Issues of the First Session – Moderator (15 minutes)
9. Small Group Discussion – Small Group Leaders (30-45 minutes)
10. Large Group Discussion/Results – Moderator (30 minutes)
11. First Session Wrap Up (15 minutes)
12. Lunch Break (45 minutes)
13. Third Speaker (30 minutes)
14. Question and Answer Session (15 minutes)
15. Fourth Speaker (30 minutes)
16. Question and Answer Session (15 minutes)
17. Break (15 minutes)
18. Small Group Discussion – Small Group Leaders (30-45 minutes)
19. Large Group Discussion/Results – Moderator (30 minutes)
20. Wrap Up/Next Steps – Moderator (15 minutes)
21. Closing/Thank You – Moderator (5 minutes)

# Sample Calendar Listing

Use the following as a guide for creating a calendar listing by filling in the blanks and customizing it for your event. Print the calendar listing on your club's letterhead. Be sure to proofread the release carefully prior to distribution.

For Immediate Release

For More Information:  
(Name of Contact Person)  
(Phone Number)

## LIONS SYMPOSIUM TO ADDRESS COMMUNITY NEEDS

(NAME OF YOUR COMMUNITY) —“(Title of symposium),” a symposium addressing (insert objective of symposium) will be held on (date, time, location). The event is being sponsored by the (name of your Lions club and partner organization).

The symposium is free and open to the public. Events include (briefly list events – such as notable speakers, brainstorming session, community showcase, etc.)

“(Title of symposium)” is part of the Lions Clubs Women's Worldwide Symposium Series – a program for Lions clubs worldwide to gather community members to discuss issues of relevance to women.

(Name) Lions Club is a humanitarian service club that has been active in the community for (number) years. Its programs include (list 2-4 significant club programs).

###

# Sample News Release

Use the following news release as a guide for creating your own. Be sure to print it on your club's letterhead and proofread it before distribution.

For Immediate Release

For More Information:  
(Name of Contact Person)  
(Phone Number)

## LIONS SYMPOSIUM TO ADDRESS COMMUNITY NEEDS

(NAME OF YOUR COMMUNITY) —“(Title of symposium),” a symposium addressing (objective of symposium) will be held on (date, time and location). The event is being sponsored by (name of your Lions club and partner organization).

The symposium is free and open to the public. Speakers include (list names of prominent speakers). During the symposium, attendees are invited to participate in discussions regarding (objective of brainstorming sessions). The event will also include (other parts of symposium, such as a community showcase).

“(Quote about why the Lions club is sponsoring the symposium from a Lions club leader),” said (name, position and organization). “(Quote regarding importance of event from leader in partner organization or community official),” said (name, position and organization).

Sample 4th Paragraph

“Helping Our Children” is part of the Lions Clubs Women's Worldwide Symposium Series, a program for Lions clubs worldwide to gather community members to discuss issues of relevance to women. As a result of the symposium, the (name) Lions Club hopes to implement a program to meet one of the pressing community needs discussed by event participants.

The (name) Lions Club is a humanitarian service club that has been active in the community for (number) years. Its programs include (list 2-4 significant club programs).

###

# Lions Worldwide Women's Symposium Post Event Action Plan

(Please Print)

Club/District: \_\_\_\_\_

Symposium Title/Date: \_\_\_\_\_

## ***Key Learnings from Symposium:***

---

---

---

---

---

---

---

## ***Program Ideas:***

---

---

---

---

---

---

---

## ***Action Plan:***

Goal \_\_\_\_\_

Priority: \_\_\_\_\_ Timeframe: \_\_\_\_\_

<u>Step</u>	<u>Who is Responsible</u>	<u>Date Completed</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Action Plan:**

Goal \_\_\_\_\_

Priority: \_\_\_\_\_ Timeframe: \_\_\_\_\_

<u>Step</u>	<u>Who is Responsible</u>	<u>Date Completed</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Action Plan:**

Goal \_\_\_\_\_

Priority: \_\_\_\_\_ Timeframe: \_\_\_\_\_

<u>Step</u>	<u>Who is Responsible</u>	<u>Date Completed</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Action Plan:**

Goal \_\_\_\_\_

Priority: \_\_\_\_\_ Timeframe: \_\_\_\_\_

<u>Step</u>	<u>Who is Responsible</u>	<u>Date Completed</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

# Lions Worldwide Women's Symposium Funding Application

(Please Print)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Club Name: \_\_\_\_\_ District: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Symposium Date: \_\_\_\_\_ Location: \_\_\_\_\_

Symposium Theme: \_\_\_\_\_

Partner Organization: \_\_\_\_\_

Please describe the community need(s) your symposium will address:

---

---

---

---

---

---

---

---

Please describe proposed symposium events, including format, speakers, membership growth component, additional activities, etc:

---

---

---

---

---

---

---

---

**Proposed Budget:**

Facility Rental: \_\_\_\_\_

Food/Beverage: \_\_\_\_\_

Printing (invitations, posters, flyers, etc.): \_\_\_\_\_

Postage: \_\_\_\_\_

Advertising/Publicity: \_\_\_\_\_

Speaker Expenses: \_\_\_\_\_

Office Supplies: \_\_\_\_\_

Other (Please specify):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please mail or fax completed, signed form to:  
Membership Programs Department,  
Lions Clubs International  
300 W. 22nd Street,  
Oak Brook, IL 60523-8842, USA

Fax: (630) 571-1691

# Lions Worldwide Women's Symposium Reporting/Reimbursement Form

(Please Print)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Club Name: \_\_\_\_\_ District: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Symposium Date: \_\_\_\_\_ Location: \_\_\_\_\_

Symposium Theme: \_\_\_\_\_

Partner Organization: \_\_\_\_\_

Number of Participants: \_\_\_\_\_

Speaker Names: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Issue(s) Addressed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Significant Results:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Community Project:

\_\_\_\_\_

Number of New Lions Clubs Members and Clubs or Branches Chartered: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this completed form, along with the Standard Expense Reporting Form to: Membership Programs Department, Lions Clubs International, 300 W. 22nd Street, Oak Brook, IL 60523-8842, USA

**Forms must be received within 30 days after event. Only symposiums that have been pre-approved will be eligible for reimbursement.**

# Lions Worldwide Women's Symposium Program

## 2004-2007

### Rules of Audit

#### PREFACE

The board approved the Women's Worldwide Symposium Program for July 1, 2004 through June 30, 2007. These funds are approved for activities supportive of Lions membership development in growth and retention of women members.

In cases where reimbursement is sought, all expenses should be submitted to International Headquarters, care of the Extension and Membership Division, on the Women's Worldwide Symposia Expense Claim Form. Individuals incurring expenses on behalf of the program **must be approved ahead of time by the Extension and Membership Division Manager**. Expense claims must be signed by the approved individual in the space provided on the claim form. International Headquarters will reimburse only expense claims bearing the proper signature of the District Governor and pre-approved individuals.

Allowed expenses consist of rental of hall, presentation equipment, and miscellaneous supplies.

Disallowed expenses consist of medical insurance, expenses not properly documented as outline below, and expenses that exceed budgeted allowance.

Excess expenditures over the budgeted allowance will be borne by the individual and not by LCI.

**Note: The budget is limited.**

1. All expenses must be listed on this form on a daily basis and supported by **original receipts**.
2. Please list the monetary amount for each item in each national currency used. Reimbursement will be made in local currency if supported by the association, or US dollars based on weekly market rate at time of expense.
3. Upon completion of the symposium, *mail your claim and support documentation within 30 days* to the Extension and Membership Division in Oak Brook. If claims are received **120 days after** the symposium or later, **NO** reimbursement will be considered.
4. Any questions concerning reimbursement should be addressed to the Extension and Membership Division.

Lions Clubs International provides no medical insurance coverage to its members whether on Lions business or not. Therefore, when traveling on personal or Lions business, it would be wise to make sure you have sufficient medical insurance coverage. Many individual group medical insurance plans do not cover the insured outside their own country, and sometimes even out of their own city, state or province. This is especially true of the USA Medicare insurance, which is effective in the USA only, and is probably true in many government sponsored and individual medical plans.

This is a personal matter, which varies from individual, so please be sure to examine your own situation and that of family members and friends carefully.





LIONS CLUBS INTERNATIONAL  
300 W 22ND ST  
OAK BROOK IL 60523-8842 USA  
[www.lionsclubs.org](http://www.lionsclubs.org)