



# 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                           |
|--|--|--|--|
| <b>Pre-Workshop Planning / Certified Guiding Lion Training</b><br>(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><br>General Workshop  | Group Recruiting Training                          | Recruiting                                   | Review activities / begin follow-up      |
| <b>Module 2</b><br>General Workshop  | First and Second Meeting Training                  | Recruiting / continue follow-up              | Review activities and continue follow-up |
| <b>Module 3</b><br>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](mailto: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. **Applications must be received at least three weeks in advance to allow us to secure reasonable airfare for the consultants.**

## 1. Host Information:

Multiple districts or districts may host the workshop. Preference will be given to multiple districts, groups of districts that encompass a large area, areas that are suffering from membership losses, locations that draw a significant number of MERL Team members or areas that have a high potential for new club formation.

Date of Application: \_\_\_\_\_ Hosting District(s) or Multiple District: \_\_\_\_\_

## Who referred you to hold an Extension Workshop or how did you hear about the program?

(Please list names if applicable)

- |  |   |
|--|---|
| <input type="checkbox"/> Extension Chairperson _____         | <input type="checkbox"/> Website                  |
| <input type="checkbox"/> Global Membership Team Leader _____ | <input type="checkbox"/> District Convention      |
| <input type="checkbox"/> DG Mentor _____                     | <input type="checkbox"/> International Convention |
| <input type="checkbox"/> New Club Consultant _____           | <input type="checkbox"/> USA Canada Forum         |
| <input type="checkbox"/> Other Person/Place _____            |   |

## 2. Requested Workshop Date/Consultant:

Please allow for three days of training. If possible, the training should be conducted during the week (Monday through Friday). The canvassing training is best conducted during the week when business professionals are most available, but this is not 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 be able to facilitate the workshop.

What is the closest airport to the training location? \_\_\_\_\_

Prospective Community #1

**3. Site Development Information:** Please provide the following information for a minimum of two locations.

**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 Community #1:** \_\_\_\_\_

Is there currently a Lions Club in this community? Yes / No

If yes, what type(s) of Lions Club(s) \_\_\_\_\_

If no, was there a Lions Club in this community previously? Yes / No

If yes, why is it no longer in existence? \_\_\_\_\_

\_\_\_\_\_

**1. Population:** \_\_\_\_\_

**2. Site Development Checklist:** Please check if the following tasks have been completed:

- Identified a possible need in the community
- Secured meeting place for the New Club's First and Second Meeting

**3. Meeting Location:** \_\_\_\_\_

**4. Sponsoring Club:** \_\_\_\_\_ **Club Number:** \_\_\_\_\_

**5. Club Organizer:** To ensure that proper follow-up is conducted and who will report the progress of the new club to Lions Clubs International

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**6. Two Guiding Lions** (who plan to become Certified Guiding Lions) **for the potential new club.**  
The district governor must make these appointments from the new club's district.

Guiding Lion 1: Name: \_\_\_\_\_

Club: \_\_\_\_\_

Guiding Lion 2: Name: \_\_\_\_\_

Club: \_\_\_\_\_

Prospective Community #2

Prospective Community #2: \_\_\_\_\_

Is there currently a Lions Club in this community? Yes / No

If yes, what type(s) of Lions Club(s) \_\_\_\_\_

If no, was there a Lions Club in this community previously? Yes / No

If yes, why is it no longer in existence? \_\_\_\_\_

\_\_\_\_\_

1. Population: \_\_\_\_\_ Proximity to first location \_\_\_\_\_

2. **Site Development Checklist:** Please check if the following tasks have been completed:

- Identified a possible need in the community
- Secured meeting place for the New Club's First and Second Meeting

3. Meeting Location: \_\_\_\_\_

4. Sponsoring Club: \_\_\_\_\_ Club Number: \_\_\_\_\_

5. **Club Organizer:** To ensure that proper follow-up is conducted and who will report the progress of the new club to Lions Clubs International

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

6. **Two Guiding Lions** (who plan to become Certified Guiding Lions) **for the potential new club.**  
These appointments must be made by the district governor from the new club's district.

Guiding Lion 1: Name: \_\_\_\_\_

Club: \_\_\_\_\_

Guiding Lion 2: Name: \_\_\_\_\_

Club: \_\_\_\_\_

**Prospective Community #3**

**Prospective Community #3:** \_\_\_\_\_

Is there currently a Lions Club in this community? Yes / No

If yes, what type(s) of Lions Club(s) \_\_\_\_\_

If no, was there a Lions Club in this community previously? Yes / No

If yes, why is it no longer in existence? \_\_\_\_\_

\_\_\_\_\_

**1. Population:** \_\_\_\_\_ **Proximity to first location** \_\_\_\_\_

**2. Site Development Checklist:** Please check if the following tasks have been completed:

- Identified a possible need in the community
- Secured meeting place for the New Club's First and Second Meeting

**3. Meeting Location:** \_\_\_\_\_

**4. Sponsoring Club:** \_\_\_\_\_ **Club Number:** \_\_\_\_\_

**5. Club Organizer:** To ensure that proper follow-up is conducted and who will report the progress of the new club to Lions Clubs International.

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**6. Two Guiding Lions** (who plan to become Certified Guiding Lions) **for the potential new club.**  
These appointments must be made by the district governor from the new club's district.

Guiding Lion 1: Name: \_\_\_\_\_

Club: \_\_\_\_\_

Guiding Lion 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 | Title<br><i>(Please indicate if they are a<br/>MERL Team Member)</i> |
|------|------------|--|
| 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: \_\_\_\_\_

