



Serving Your Cause

Service Project Planner

All Lions clubs are autonomous, meaning that each Lions club is an independent entity responsible for conducting its own events and complying with local laws and regulations. This planner is intended to provide recommendations and should not be considered legal advice or best practices. The activities in this planner may or may not be appropriate within your community. Please consult a local professional to ensure compliance with all laws and regulations, safety guidelines and best practices.





This project planner can help your club organize a service activity that promotes a cause or issue important to your community in a sustainable way. By serving in this way, you're helping to ensure the overall wellbeing of your community and its members.

Event: _____

Start planning your event.

Fill in the blank fields in the form below to determine the details of your event.

What you will achieve?	Duration	Location
	Planning time	
	Start/end dates	

Planned participants		
Select the audience you would like to serve at your event.		
People we will serve: <input type="radio"/> Children <input type="radio"/> Youth <input type="radio"/> Adult <input type="radio"/> Seniors <input type="radio"/> All <input type="radio"/> Other	People who will provide services:	Notes:



Determine all required tasks for your project.

1. Outline the tasks to be completed

- a.
- b.
- c.
- d.
- e.
- f.

2. Outline the materials needed to prepare your project

- a.
- b.
- c.
- d.
- e.
- f.

Notes



Assign roles for volunteers at your event.

Position/Role	Name	Contact Information	Notes
Project lead			Should be familiar with the cause/ activity and able to manage event logistics.
Volunteer manager			Assigns duties to volunteers and supports them as needed.
Local emergency medical services			Must be present in case of an emergency.
Marketing leader			Promotion of project, capturing success, celebrating.
Event photographer			Signed release forms must be secured from participants/beneficiaries.
Liaison to local partners, community stakeholders, etc.			Responsible for collaboration with community members.
Other			

Make sure you have the appropriate ratio of adults to children for your selected activities.

Number of Lions	
Number of Leos	
Number of others	

Suggested volunteer ratios*:

- » 0-4 years: 1 volunteer per 4 children
- » 4-8 years: 1 volunteer per 6 children
- » 9-12 years: 1 volunteer per 8 children
- » 12-18 years: 1 volunteer per 10 children

* Many local governments have laws limiting the number of children a child care worker can be assigned to. Please be sure that any activities comply with local regulations.



Organize your project into achievable steps.

Status	Task	Deadline	Task Lead	Tips
	Discuss with your club			Host a meeting to inform your club about the event
	Create project name and description			
	Form a planning committee			Committee to determine event participants, activities, tasks and logistics
	Contact other clubs in your district or multiple district, Leo clubs, and non-Lion members of the community to work together on this project			
	Prepare a budget and pursue funding (if needed)			
	Determine location and logistics			
	Contact local officials and community stakeholders			
	Choose and contact local experts			
	Secure any necessary volunteers			Engage all volunteers in order to facilitate an interactive and impactful experience.
	Assess what preparation is needed			
	Purchase or procure materials			
	Determine any post event follow-up			
	Create promotion/marketing plan			Can include fliers, digital media, social media, etc.
	Ensure proper insurance coverage			Check with relevant local officials to determine if a certificate of insurance or supplemental insurance will be required. Visit lionsclubs.org/insurance for information about the General Liability Insurance provided to all Lions clubs.
	Schedule a post-event meeting to celebrate successes, discuss opportunities for growth, and explore replicating your service activity for sustainability and impact			
	Report service activity to Lions International			
	Other			

Determine the budget for your project.

Description	Quantity	Cost	Total Expense	In-Kind/ Donations	Income	Balance
Education						
Educational materials						
Equipment						
Marketing						
Other						

Measure the success of your project.

Reconvene as an event planning committee to celebrate your impact and report your service!

Success Measures			
Measure your project			
# of people served		Funds raised	
# of volunteers		Organization receiving donation	
# of volunteer hours		Funds donated	
# of non-Lion volunteers			
# of non-Lion volunteer hours			
Reflect on your project			
1. Were you able to raise awareness in the community about the cause/issue?			
2. Was there a positive impact on the people served/beneficiaries?			
3. Did the Lions/Leos and non-Lion volunteers have a positive experience?			
4. What were the most significant successes and challenges?			
5. Did you foster partnerships with community stakeholders?			
6. How can your club replicate or repeat this activity to achieve sustainability? Can this event be hosted on a monthly, quarterly, or bi-annually basis?			
7. Can additional clubs and non-Lions become involved?			

