



Lions International

New Voices Workshop

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Purpose/Requirements

Like the Lions International sponsored workshops, the Regional New Voices Workshop brings together a small group of diverse Lions from various levels of the association to:

- Explore factors surrounding the recruitment and retention of all individuals from the various ethnic, gender and age groups in their specific part of the world. The focus of the workshop should be how to better promote gender parity and diversity.
- Devise strategies for increasing the number of women, young adults and other underrepresented persons in Lions clubs.
- Create action plans to be implemented by clubs, districts and multiple districts in their region.

About the Workshops

- Participants should include at least eight to fourteen Lions drawn from all levels of Lions leadership and membership.
- Workshops should take place over a one or two day period at a convenient location within the region.
- Lions International will provide a maximum of US\$2,000 per district, and up to US\$2,000 in grant funding per workshop. The program allows for financial assistance of up to US\$8,000 per constitutional area each fiscal year. The funds are available on a first-come, first-served basis. **Applications for consideration must be submitted no later than 30 days prior to the workshop.**

Ideally, the workshops should be stand-alone events; however, they may take place prior to or following an area forum or district and multiple district convention.

Logistics

Who should attend?

Without attempting to be all-inclusive, the participants should be broadly representative of the cultural diversity of Lions in the region.

Advice about whom to invite can be gathered from current and past international directors, district governor teams, GAT leaders and other knowledgeable Lions in the area. It would be beneficial to seek input from particularly distinguished Lions in the region, but the workshop should **not** be viewed as “leadership” meeting or a “prestige” event. The viewpoints and ideas of new and young Lions are also valuable and invitees could include Lions known to you personally.

Where should it be held?

The workshop should take place at a hotel or conference center that is centrally located in the region or at a particularly convenient travel destination. Ask other Lions who have organized multi-day meetings in the region to recommend reliable and cost-efficient venues.

A block of hotel rooms may need to be secured for the participants and organizers. Plan on providing at least morning coffee and tea service and catered lunches while the workshop is in session. Depending on your budget, you may wish to coordinate all meals to foster a spirit of camaraderie and cooperation.

If audio-visual presentations will be a part of the workshop, determine if the facilities are sufficient for your needs and if equipment must be rented or can be brought in.

Be sure that all arrangements are confirmed in writing well before the event.

When should it be scheduled?

When selecting a date, allow three to four months of planning and preparation time (see Planning Timeline and Checklist, pages 3-4). Be sure to consider national and religious holidays and conflicts with other major Lions International events that might prevent those invited from attending.

What supplies are needed?

Don't neglect small details on the day of the event. They can contribute a great deal to the workshop's success. Consider the availability of:

- Name tags for participants and/or tent cards for the meeting table.
- Note pads, pens and pencils.
- An easel and flipchart or white board.
- Water and water glasses for the meeting table.
- Tape, scissors, markers (permanent and for whiteboard in several colors.)
- Other office supplies as needed.

Planning Timeline and 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

- Set up an organizing committee to assist with planning the workshop.
- Set a date.
- Secure a location/confirm in writing.
- Determine workshop format and who should be invited.
- Apply for a workshop grant (See Applying for Funding, page 5).
- Apply for any additional funding needed from local sources.

Two Months Prior

- Secure a well-respected Lion to sign the invitation letter.
- Create invitations and have printed.
- Create a mailing list for invitations.
- Research/secure food and beverage service, if not provided by the facility.
- Research/secure audiovisual equipment, if not provided by the facility.

Six Weeks Prior

- Mail/email invitations.
- Begin creating the program.
- Order necessary brochures and other resources from LI.

One Month Prior

- Personally, follow-up on invitations to key organizations/individuals.
- Purchase supplies – large easel pads for brainstorming, markers, pens, notepads, name tags, etc.

Two Weeks Prior

- Reconfirm all logistical arrangements.
- Meet with the moderator to review the 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.

Day of event

- Arrive early for set-up.

After the event

- Create action plan for new projects.
- Write/send thank you notes to speakers.
- Send follow-up news release announcing results to media.
- Submit Reporting/Reimbursement Form (page 16) and [Expense Claim](#) to LI.

Applying for Funding

After the major logistics have been determined, you may apply for funding from Lions International. There is a maximum of US\$2,000 available for each workshop, and up to a total of US\$8,000 per constitutional area, per fiscal year. A district or multiple district that received funding the previous year will be considered after November 1st to give other areas an opportunity.

The funds are available on a first-come, first-served basis. Contact the District and Club Administration Division by phone (630) 468-6828 or by email newvoices@lionsclubs.org before submitting your application to determine if funding is available in your area. If funds are not available in your area, you may submit an application after March 1 if funds remain in other constitutional areas.

To apply for funding, you must complete and submit the application form (page 14), supply a detailed budget (page 15), preliminary agenda and signature of the district governor or its equivalent. The application for funds will be reviewed and a response given within 30 business days after it is received.

Approved funds will be reimbursed after the event, contingent upon the District and Club Administration Division receiving the required documentation and report forms (pages 14-15) as well as supporting documentation as mentioned in the General Reimbursement Policy (pages 19-20).

Applications must be received at least 30 days before your event. Only pre-approved workshops will be reimbursed upon submission of appropriate documentation. No unapproved claims or expenses will be considered after the event has taken place.

Sample Invitation Letter

Sending invitations with the signature of a well-known, well-respected Lion in your region will help to maximize response and attendance.

Dear Lion _____,

On behalf of International President (name), I would like to invite you to participate in a special program that will help shape the future of Lions clubs in (countries or areas represented at workshop) by promoting diversity and inclusion. Increasing the number of men and women of all ages and backgrounds in our clubs and expanding their opportunities for service is vital to the association and our region, as well as the people we serve.

To help meet this challenge, a two-day Regional New Voices Workshop will take place in (location) on (dates). The workshop will bring together eight to fourteen Lions from (districts and multiple districts) to explore factors surrounding recruitment and service of all individuals, devise strategies for increasing their participation and create an action plan to be implemented by districts and multiple districts. As a participant, you will have an opportunity to discuss specific questions about diversity and Lions service in our region and raise questions of your own.

Because cultures and conditions vary around the world, and even within constitutional areas, the association believes it is now time to focus the initiative on a regional level. This is where you can help. Whether your Lions career has been long and distinguished or you are just beginning, your insight is valuable and your voice will be heard. The Regional New Voices Workshops have the full endorsement of Lions Clubs International Board of Directors and are supported at the highest levels of the association.

I hope that you will take part in this unique opportunity. Please respond to (name and contact information) before (date) to let us know if you will attend the workshop.

Sincerely,

(A distinguished Lion)

Sample Information Card

Including a “save the date” card puts all necessary information in a clear, convenient format and can help increase response and attendance.

What: Lions International Regional New Voices Workshop

When: (Date) and (Date)
Day 1, (time) to (time)
Day 2, (time) and (time)

Where: (Name of venue)
(Location)

RSVP: By (Date)
(Name)
(Contact Information)

Details about travel, lodging and other incidentals will be provided upon confirmation of your participation.

Planning the Program

The Role of the Facilitator

Regional New Voices Workshops will be led by a facilitator. Workshop organizers may also serve as facilitators or may enlist the aid of a more experienced Lion. (Note: Lions who are members of the Global Action Team or graduates of the Lions Faculty Development Institute often have skills and experience relating to group facilitation.)

The role of the facilitator is similar to that of a meeting chairperson, but also different in important ways. Facilitators should not control or direct the discussion; instead, they should make it easier for open discussion to take place and help the group come to conclusions about matters being discussed. Facilitators should not inject their own opinions or favor any point-of-view in the discussion.

For an effective workshop, the facilitator should do the following:

- Begin and end workshop sessions on time.
- Ensure that everyone has the opportunity to be heard.
- Record ideas on a flip chart, whiteboard or computer.
- Ensure that audio-visual equipment is working and ready to use.
- Help the group prioritize topics under discussion.
- Provide exercises and activities that will stimulate discussion.
- Keep discussions on topic.

Characteristics of a good workshop facilitator include being:

- Organized and prepared.
- A good listener.
- Able to synthesize and summarize ideas discussed.
- A good presenter.
- Enthusiastic about promoting diversity and inclusion, as well as new ideas, in Lions clubs.
- Flexible in dealing with problems and emergencies.
- Able to “read” members of the group and know when an unscheduled break is needed or when it is appropriate to disregard the schedule to continue a discussion.
- Knowledgeable about Lions International.

Before the Workshop

Consider giving participants a “homework” assignment prior to the workshop. This can give them a hint about what to expect and prepare them for topics to be discussed. Assignments can be as basic as answering simple personal questions or as involved as collecting information and examples related to workshop topics.

The Workshop: Sample Program

The following sample schedule can be used when planning your workshop. It may be adapted to meet specific needs in your region.

Day One

1. Welcome – 15 minutes
 - Thanks for participating
 - Logistics and housekeeping – location of restrooms, times of breaks and lunch
 - Set “ground rules” for respect and courtesy
 - Overview of the agenda

2. Diversity and innovation in Lions International, an overview – 15 minutes
 - Ensure that all participants are “on the same page” with basic information about the benefit of diversity and underrepresented new voices in Lions.
 - Local membership statistics are available in the *Cumulative Report and summary of Membership*.

3. Icebreaker – 15 minutes
 - “Icebreakers” are light, fun activities that clear the way for productive discussion by allowing participants to get to know and feel comfortable with one another. (Note: *Icebreakers, Team Building Activities and Energizers* can be found by searching for “icebreakers” on the LI Website. The activities were developed by Lions leadership training but can be easily adapted for Regional New Voices Workshops.)

4. Review “homework,” if any – 15 minutes

5. Select and prioritize topics for discussion from a prepared list (See *Suggested Topics*, page 12) – 30 minutes

6. Break – 15 minutes

7. First topic discussion, full group – 15 minutes

8. Small groups (two to four participants each) go deeper into the topic and suggest action steps – 30 minutes
9. Small groups report on discussion and present action steps – 30 minutes
 - Collect and record the ideas generated
10. Lunch – 1 hour
11. Second topic discussion, full group – 15 minutes
12. Small groups (two to four participants each) to go deeper into the topic and suggest action steps – 30 minutes
13. Small groups report on discussion and present action steps – 30 minutes
 - The ideas generated are collected and recorded
14. Break – 15 minutes
15. Third topic discussion, full group – 15 minutes
16. Small groups (two to four participants each) to go deeper into the topic and suggest action steps – 30 minutes
17. Small groups report on discussion and present action steps – 30 minutes
 - Collect and record the ideas generated.
18. Closing – 15 minutes
 - Recap Day one activity
 - Review schedule of Day Two

Day Two

1. Welcome – 15 minutes
 - Reminders on logistics and housekeeping matters
 - Review Day One results
 - Overview of Day Two Agenda
2. “Traffic Signal” Exercise, introduced and discussed – 15 minutes
 - Based on the red, yellow and green lights of a traffic signal, small groups created lists in three categories:
 - Green – things Lions should START doing to attract and retain members.
 - Yellow – things Lions should CONTINUE to do.
 - Red – things Lions should STOP doing.
3. Small groups present Green, Yellow and Red lists – 30 minutes
4. Break – 15 minutes
5. Full group discussion to summarize results – 1 hour
 - Create specific action plans (Use the *Lions Regional New Voices Workshop Post-Event Action Plan* on pages 17-18.)
 - Include additional comments and ideas and raise questions for future discussions.
6. Closing – 15 minutes
 - Thanks to all participants and organizers.
7. Lunch and departures

After the Workshop

1. Send a note to all participants thanking them for their time and ideas and expressing appreciation on behalf of all Lions in the region.
2. Draft a report on the insights gained during the workshop and send to all participants for corrections and comments.
3. Share the final report, along with the recommended action plan, with your district governor team(s), district and multiple district Global Action Team and other Lion leaders as appropriate. Include with the *Reporting/Reimbursement Form*.

Sample Topics

The following are questions to help create a list of topics for possible discussion at your workshop. The list is not exhaustive nor is any question required. Be sure to include topics that are specific to your part of the world.

- What kind of men and women do you want serving along side you in a Lions club?
 - What qualities do they possess?
 - Where are they?
 - How can they be reached?
- Is gaining new skills – like public speaking or leadership – an important reason why individuals choose Lions service?
- What kind of service projects most appeal to the diverse populations in your community?
- How important are family programs – such as the [Family Membership Program](#) and [Cub Program](#) – in attracting various individuals to Lions clubs?
- Does Lions International provide sufficient resources – such as brochures, PowerPoints and audio-visual presentations – for developing diversity and inclusiveness in membership?
 - How effective are those currently available?
- Should diversity in membership numbers in Lions reflect the local make up, and would this be a realistic goal, based on your community?"

- How can predominantly male and female gender oriented clubs be motivated to actively seek gender parity in their club?
- What steps should clubs take to retain new members from underrepresented groups?
 - Are they different from those needed to retain new male Lions?
- Having a father, grandfather or other family member who was a Lion seems to be an important factor in influencing individuals to join Lions clubs. What can the association and individual clubs do to take advantage of this?
- Is cost – membership fees and dues – a factor for individuals choosing Lions clubs?
 - Are international dues too high?
 - Are local dues too high?
 - How can these fees be addressed?
- What roles should active Lions play in bringing more diversity and inclusion into their club, and where are some unexpected places you can find new members?
- What type of publicity works best to reach diverse populations in your region who are potential Lions club members?
- Does Leadership structure of a Lions club make membership more appealing to individuals, less appealing or neither?
 - How could the leadership structure be changed to make it more appealing?
- Do Lions club meetings and the way they are conducted make membership more appealing to all individuals, regardless of age, gender and background, less appealing or neither?
 - How could meetings be changed to make them more appealing?

Funding Application

Hosting District or Multiple District: _____

Organizing Lion: _____

Title: _____

Email: _____

Workshop Date: _____

Workshop Details

Workshop Title: _____

Workshop Date: _____ Location: _____

Facilitators Name: _____

Amount of Funds Requested: _____ Recipient Account Currency: _____

Expected number of Lions in attendance: _____

Please describe the need to address diversity in membership in your area: _____

Please describe proposed workshop events, including format, speakers, membership recruitment component, additional activities, etc. _____

Explain in detail the goals of the workshop. How will the events of the workshop help accomplish these goals? _____

Will the workshop be held in conjunction with another event? Yes No

If yes, please describe? _____

Proposed Budget

Facility Rental: _____ Audio/Visual Equipment: _____
Postage: _____ Office Supplies: _____
Food/Beverage: _____ Facilitator Expenses: _____
Printing (invitations, workbooks, etc.): _____
Other (Please Specify): _____
Total: _____

District Governor/Council Chairperson Signature: _____
Date: _____

Please send the completed form to:

District & Club Administration Division
Lions Clubs International
300 W. 22nd Street
Oak Brook, IL 60523-8842 USA
Email: newvoices@lionsclubs.org

Applications for consideration must be submitted no later than 30 days prior to the workshop.

Reporting/Reimbursement Form

Hosting District or Multiple District: _____
Organizing Lion: _____ Title: _____
Email: _____ Workshop Date: _____
Workshop Theme: _____
Location: _____
Number of Participants: _____ Amount of Funds Requested: _____

Workshop Payment Payable to District or Multiple District (cannot be payable to an individual without prior approval from LCI):

Name on Account: _____
Address: _____
City: _____ State/Province: _____
Country: _____ Recipient Account Currency: _____

Brief description of the event: _____

Successes and ideas for improvement: _____

Topic(s) addressed: _____

Key items to start, continue and stop: _____

Other key discoveries/results: _____

Signature: _____ Date: _____

**For district workshops the district governor is to sign. For multiple district workshops the council chairperson is to sign.*

Please return this completed form, along with the [expense claim](#) and post event [action plan](#) to:

District & Club Administration Division, Lions Clubs International, 300 W. 22nd Street, Oak Brook, IL 60523-8842, USA

This form may be emailed to newvoices@lionsclubs.org.

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

Post Event Action Plan

(Please Print)

District/Multiple District: _____

Workshop Title: _____ Date: _____

Key discoveries from the topics discussed:

Program ideas:

Action Plan 1:

Goal: _____

Priority: _____ Timeframe: _____

Step: _____ Who is responsible: _____ Date completed: _____

Action Plan 2:

Goal: _____

Priority: _____ Timeframe: _____

Step:	Who is responsible:	Date completed:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Action Plan 3:

Goal: _____

Priority: _____ Timeframe: _____

Step:	Who is responsible:	Date completed:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Action Plan 4:

Goal: _____

Priority: _____ Timeframe: _____

Step:	Who is responsible:	Date completed:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

General Reimbursement Policy – New Voices Workshop Program

(Updated June 2023)

The International Board of Directors approved the New Voices Workshop Program. These funds are approved for activities that support membership development in growth and retention of underrepresented members.

In cases where reimbursement is sought, all expenses should be submitted to Lions International's, District & Club Administration Division using the New Voices Workshop Expense Claim Form. Individuals incurring expenses on behalf of the program **must be approved ahead of time.** Expense claims must be signed by the approved individuals in the spaces provided on the claim form. LI will reimburse only expense claims bearing the proper signature of the district governor, council chairperson, multiple district secretary or other preapproved individual.

Excess expenditures over the approved budget allowance will be the responsibility of the individuals and not Lions International.

All expenditures must be properly submitted with an itemized receipt to be reimbursed.

Allowed expenses:

- Facility rental
- Presentation equipment
- Audio/Visual equipment
- Food and beverages at the workshop
- Advertising and publicity
- Office supplies
- Printing costs
- Internet
- Photo copying fees
- Postage

Disallowed expenses:

- Airfare
- Personal expenses
- Medical insurance
- Alcoholic beverages
- Telephone
- Laundry
- Movie rentals
- Travel insurance
- Gifts
- Valet car parking fees
- Hotel fitness and recreational facilities
- Entertainment expenses
- Banners/Promotional give away items
- Greeting cards, personalized cards

Speaker Reimbursement:

- Speaker fees: Cost for services rendered. Note: copy of invoice and copy of payment are required. Fees will not be reimbursed unless both forms of documentation are provided.
- Speaker ground transportation: Lions International will cover ground transportation expenses to the workshop. Ground transportation includes car mileage (US\$.50 per mile or \$US.31 per kilometer) or actual cost of train, bus, and taxi. Also covered is local taxi related travel.
- Speaker lodging: Reimbursement will be made for a standard hotel room at the single rate. Receipts are required.
- Speaker meals: Cost of meals upon arrival at the workshop and prior to departing the workshop. Receipts are required.
- Approved Luggage tips: US\$1.00 per piece; Taxi 10% of fare: Housekeeping: US\$2.00 per day.

Expense Reimbursement Notes:

1. All expenses must be listed on the expense reimbursement form by day and supported by **original receipts**. Note: electronic copies of receipts are acceptable and may be considered as original.
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 established currency rate at time expense claim submission is received at LI.
3. Upon completion of the workshop, *email/mail your claim, support documentation, and final report within 30 days* to District and Club Administration staff. For claims received more than **60 days after** the workshop or later, **NO** reimbursement will be made.
4. Any questions concerning the reimbursement should be sent to newvoices@lionsclubs.org.

Lions Clubs International does not provide medical insurance coverage to its members whether or not on Lions business. Therefore, when traveling on personal or Lions International 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 their city, state, province, or country. This is especially true of the United States Medicare insurance, which is effective in the United States only, and is probably true in many government-sponsored and individual medical plans.

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



Lions Clubs International

District and Club Administration Division
300 W. 22nd Street
Oak Brook, IL 60523-8842, USA
www.lionsclubs.org
Email: newvoices@lionsclubs.org

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