



Lions Clubs International Leo Leadership Grant Program

Guidelines

Lions Clubs International recommends the following guidelines when organizing a Leo leadership conference:

- **Planning Committee**
Invite Leos and Lions to serve on the committee. Provide the opportunity for Leos to serve in a leadership role on this committee and to collaborate with Lions in all facets of the conference development, execution and follow-up.

The planning committee should create measurable goals and objectives for the conference. Provide the opportunity for Leos on the planning committee to develop an action plan in order to meet those goals and objectives.
- **Leo Representation and Age Compatibility**
Ensure that Leos within a compatible age range from the host multiple district, sub-district or single district are invited to attend. Leos and guests who are within a compatible age range outside of the host area can also be invited to attend.
- **Site Location**
Select a convenient location for Leos, guests (potential Leos) and Lions. The facility should have comfortable accommodations as well as any necessary equipment and services needed (i.e. audio-visual equipment, food and beverage service, etc.).
- **Conference Agenda**
Plan seminars, workshops, roundtables, social activities and award ceremonies that will further develop leadership skills in:
 - Teamwork
 - Communication
 - Creativity/Innovation
 - Project Management/Planning
 - Providing Community Service
- **Speakers and Facilitators**
Invite speakers who will interest and inspire Leos and who have expertise in the topic they will present.
- **Application of Conference Objectives**
Provide the opportunity for all Leo participants to develop an action plan in order to apply the information they have learned during the conference. For example, one or more sessions may involve developing a goal and creating an action plan in order to achieve the goal with their club.
- **Promotion/Publicity**
Work with the Lions multiple district, sub-district or single district public relations chairperson to develop a communications plan. Submit a press release to local media. Consider the purchase of a print ad in the local newspaper or an advertising spot on a local radio station. Invite local media to cover the conference.