



Extension Workshop Training Application District Extension Workshop

This application is designed to help you apply for and plan an Extension Workshop Training. By completing the form, you have taken solid steps to the formation of a new club.

Please Note: Applications must be completed prior to sending to LCI. Incomplete applications will not be approved; however, the requested consultant will be notified of the date requested, but an official approval will not be provided until all information is complete. If a completed application comes in for the same dates and consultant, priority will be given to the completed application.

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 three modules (1) Recruiting for New Club Formation, (2) First Meetings and (3) Certified Guiding Lion training over a three-day period.

Flexible formats are available. If participants are unable to attend during the week, you may want to schedule a weekend training workshop with recruiting beginning on Monday and ending Tuesday.

Districts requesting a second workshop in a fiscal year will not be approved unless at least one new club has been chartered from the first workshop held.

LCI will reschedule/cancel a workshop if the consultant feels that the district is not properly prepared or if there isn't an adequate number of participants.

Responsibilities of the District:

- Promote the workshop throughout the district and nearby clubs.
- Secure meeting space for training. (Keep costs down by using a Lions facility or another inexpensive meeting place. The training location should be close in proximity to the location(s) where the new clubs will be formed).
- Submit a list of confirmed participants two weeks prior to the workshop. Failure to do so can result in rescheduling your workshop to a later date.
- 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 for the consultant.
- Submit an application for new club charter to LCI after the new club has been formed or create a branch club if unable to obtain the 20 required members to form a new club.

For Additional Information

Please complete the attached application in its entirety. If you need additional information or assistance, please contact the **Membership & New Club Development Department at Lions Clubs International** by phone at 630-203-3845, by fax at 630-571-1691 or by E-mail at membershipdev@lionsclubs.org.



Extension Workshop Training Application

Please complete the application below to the best of your ability to apply for an Extension Workshop.

Applications must be received at least three weeks prior to the dates requested.

1. Host Information:

Date of Application: _____ District: _____

2. Requested Workshop Date/Consultant:

Preferred Training Dates: _____
(3 days total)

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? _____

3. Participants:

LCI requires there to be a minimum of 10 participants for the training and recruiting. This information is important so that the correct number of training materials will be sent.

A list of confirmed participants needs to be sent to the consultant 2 weeks prior to the workshop. Failure to do so can result in your workshop being rescheduled.

Estimated number of participants for training: _____

4. Training location:

Facility: _____

Street Address: _____

City: _____ State: _____ Zip/Postal Code: _____

Workshop Needs: Secure a meeting room and refreshments for each day of training.

5. Workshop Coordinator:

The Lion named below will serve as the coordinator for the entire workshop which includes: promotion of the workshop, confirmation of participants, receive the materials and bring to workshop, secure a lap top, projector, and screen, reserve a hotel room for the consultant and provide local transportation to and from the airport for the consultant and will follow up with the club organizers on progress and report to consultant and district governor.

We encourage the district governor to appoint an extension-minded individual who is extremely organized and dependable.

Name: _____

Lion Title: _____

Phone Number: _____ E-mail address: _____

Cell/Mobile Number: _____

If you have a P.O. Box, please provide a street mailing address that we can ship materials by courier to.

Shipping Address: _____

City: _____ State: _____ Zip/Postal Code: _____

6. Site Development Information: Please provide the following information for two locations.

Prospective Community #1: _____

Proximity to the training location: _____

What type of club would you like to form in this community?

Traditional Club Campus Club Specialty Club _____
(List type of specialty club)

Prospective Community #2: _____

Proximity to the training location: _____

What type of club would you like to form in this community?

Traditional Club Campus Club Specialty Club _____
(List type of specialty club)

7. Endorsement:

Participating District Signature:

This certifies that I have reviewed and endorse this application. I will do everything in my power to ensure the success of the workshop and the formation of the potential new club. However, if a new club has not been formed two months after the workshop, I will submit the necessary paperwork to form a Branch Club with those new members who have been recruited.

Printed District Governor Name

Signature

Date

8. Send the completed form to:

LIONS CLUBS INTERNATIONAL
ATTN: MEMBERSHIP & NEW CLUB DEVELOPMENT DEPARTMENT
300 W 22ND STREET
OAK BROOK, IL 60523
Fax: 630-571-1691
E-mail: membershipdev@lionsclubs.org