



# District Extension Training Workshop Application LEVEL 2



This application is designed to help you apply for and plan a Level 2 Extension Workshop Training. By completing the form, you have taken solid steps to the formation of multiple new clubs in all areas of your district.

**Training Objective:** Level 2 focuses on training one (1) selected individual from each area of the district (4 - 5 total). The District Governor and their team should select and ask for a commitment from one person in each area to build a minimum of one new club within their area. LCI will send a New Club Development Consultant to the district free of charge to spend 1 day training on the following:

- Identifying locations for new clubs
- Determining club types
- Identifying and recommending a sponsor club
- Building an extension team
- Recruiting for new club formation
- Training guiding lions, if requested

**The consultant will follow up with each individual on a regular basis and assist when needed.**

For additional information on the program or responsibilities of the district, please visit the LCI website.

*LCI will reschedule/cancel a workshop if the consultant feels that the district is not properly prepared.*

### **Responsibilities of the District:**

- Identify four to five Lions throughout the district to agree to be a Club Organizer and form a minimum of one new club within their area.
  - Have each person sign the Club Organizer Commitment Form and submit with this application.
- Identify one responsible Lion to be the Workshop Coordinator that will assist with all workshop logistics as well as following up with club organizers to ensure that deadlines are being met.
  - Secure meeting space for 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 or arrange for transportation to/from airport, training location for the consultant.
  - Follow up with each club organizer on the progress of the clubs and report to the district governor team and consultant on a weekly basis.
- Submit an application for new club charter to LCI.

### **For Additional Information**

If you need additional information or assistance, please contact the **Membership Programs and New Clubs 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).



# District Extension Training Workshop Application LEVEL 2



Please complete the application to apply for a Level 2 Extension Workshop.

**Applications must be received at least three weeks prior to the dates requested.** This is important to keep workshop costs low.

## 1. Host Information:

Date of Application: \_\_\_\_\_

Hosting District: \_\_\_\_\_

**Has your district held a traditional Extension Workshop previously?      Yes / No**

A traditional workshop is the regular three day workshop with field work.

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

## 2. Requested Training Date:

Preferred Training Date: \_\_\_\_\_  
(1 day total)

Alternate Date: \_\_\_\_\_  
(1 day total)

## 3. Club Organizers

Each of the below club organizers have agreed to oversee and coordinate the formation of a minimum of 1 new club.

	Name	Phone	Email
1			
2			
3			
4			
5 <i>(Optional)</i>			

**4. Training location:**

Facility: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/postal Code: \_\_\_\_\_

**5. Workshop Coordinator:**

The Lion named below will serve as the coordinator for the entire workshop which includes: confirmation of participants, receive the materials and bring to the workshop, secure a lap top, projector, and screen, reserve a hotel room for the consultant and provide or arrange for local transportation to and from the airport for the consultant and will follow up with the club organizers on a weekly basis to ensure that deadlines are being met and report to the district governor team and consultant.

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

Lion Coordinating Training: \_\_\_\_\_

Lion Title: \_\_\_\_\_

Shipping Address\*: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Cell/Mobile Number: \_\_\_\_\_ Email address: \_\_\_\_\_

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

**6. Endorsement:**

**Participating District Signature:**

This certifies that I have reviewed and endorse this application and will do everything in my power to ensure the success of the training and the formation of the potential new clubs.

District Governor Printed Name	Signature	Date
--------------------------------	-----------	------

**7. Send the completed form to:**

LIONS CLUBS INTERNATIONAL  
ATTN: MEMBERSHIP PROGRAMS AND NEW CLUB MARKETING DEPARTMENT  
300 W 22<sup>ND</sup> STREET  
OAK BROOK, IL 60523  
Fax: 630-571-1691  
E-mail: newclubs@lionsclubs.org

# Club Organizer Commitment Form

Please have each club organizer complete and submit with the Level 2 Extension Workshop Application 3 weeks prior to the requested training date.

As a club organizer, you agree to the following to ensure a minimum of one new club is formed:

- Attend a 1 day workshop, conducted by a LCI New Club Development Consultant
- Identify areas that would be suitable for a new Lions club
- Develop an extension team of 3-6 people to assist you
- Make appointments with community/business leaders in the community to recruit for the new club
- Continue to recruit and make contacts for the new club
- Follow up with phone calls and letters to prospective members
- Delegate responsibilities to members of your extension team and ensure they are completed
- Work with the district to identify a good sponsor club and guiding lions
- Arrange and assist with planning of the first meeting of the new club
- Report results weekly to the Workshop Coordinator
- Contact the New Club Development Consultant, a member of your DG team, or District GMT Coordinator if have any questions or need advice
- Complete the Charter Application and paperwork to submit to LCI

I have read the above and will do everything in my power to ensure a minimum of one new club is formed in my area.

---

**Printed Name**

---

**Signature**

**If you have any questions, please contact:**

Lions Clubs International  
Membership Programs and New Clubs Marketing Department  
300 W 22nd Street  
Oak Brook, IL 60523  
Phone: 630-571-5466 ext 306  
Fax: 630-571-1691  
E-mail: [newclubs@lionsclubs.org](mailto:newclubs@lionsclubs.org)