



## Lions Services for Children Worldwide Symposium Program

### Application

The Lions Services for Children Worldwide Symposium Program extends from July 1, 2005 through June 30, 2008 and allows for financial assistance for two symposiums per constitutional area, per fiscal year. The program provides for expense assistance of up to US\$2,000 per symposium. Funds are approved for the organization of a symposium or conference that will promote activities supportive of Lions' health and education services for children in need. This application must be submitted by a multiple district or a single district that is not a sub-district of a multiple district. Applications from individual clubs will not be accepted. A multiple district or a single district can receive symposium expense assistance only once.

Symposiums eligible for expense assistance will be selected and approved by the Service Activities Committee at the October/November Lions Clubs International Board of Directors Meeting for the fiscal year in which the symposiums will be held. To be considered for expense assistance, applications must be received by the International Activities and Program Planning Division at Lions Clubs International Headquarters in Oak Brook, Illinois, USA no later than September 1.

Symposium Coordinator/Contact Person: \_\_\_\_\_

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

Club Name: \_\_\_\_\_

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

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

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

E-Mail Address: \_\_\_\_\_

Symposium Date: \_\_\_\_\_

Symposium Theme: \_\_\_\_\_

Partner Organization(s), if any: \_\_\_\_\_

## **SYMPOSIUM INFORMATION**

**Please respond to the following questions about your symposium. Attach additional sheets as needed.**

1. Describe the needs of children that the symposium will address. How many children in your area are affected by these needs?
  
2. Where will the symposium be held? Why was this site chosen? How will the symposium be publicized?
  
3. Describe proposed symposium events. Include information about the meeting's format and speakers. Will Leo club members and representatives of non-Lion organizations participate? If so, how many and in what roles?
  
4. Will the symposium be held in conjunction with another youth or children-related event? Will there be media coverage?
  
5. Provide information about the symposium's audience. Who is expected to attend the event? How many individuals will attend?
  
6. Explain in detail the goals of the symposium. Describe how the events of the symposium will be directed at accomplishing these goals.
  
7. Describe the new or expanded service activities that will benefit children as a result of the symposium. How many children will be served?

**PROPOSED BUDGET**

**Facility Rental:** \_\_\_\_\_

**Audio/Visual Equipment:** \_\_\_\_\_

**Food/Beverages at symposium:** \_\_\_\_\_

**Printing (invitations, posters, flyers, etc.):** \_\_\_\_\_

**Postage:** \_\_\_\_\_

**Advertising/Publicity:** \_\_\_\_\_

**Speaker Expenses:** \_\_\_\_\_

**Office Supplies:** \_\_\_\_\_

**Other (Please specify):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total:** \_\_\_\_\_

**SIGNATURE REQUIRED**

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<b>Signature of District Governor</b> (if application is from a single district)	<b>District</b>	<b>Date</b>
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<b>Signature of Council Chairperson</b> (if application is from a multiple district)	<b>Multiple District</b>	<b>Date</b>
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**HOW TO SUBMIT APPLICATION**

1. Attach with this application a printed symposium program with a proposed agenda as well as a list of participating speakers.
2. Mail or fax the completed, signed application to:

INTERNATIONAL ACTIVITIES AND PROGRAM PLANNING DIVISION LIONS CLUBS INTERNATIONAL 300 W. 22ND ST OAK BROOK IL 60523-8842 USA  Fax: (630) 571-1692
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## **Lions Services for Children Worldwide Symposium Program**

### **Guidelines**

Lions Clubs International sponsored the International Symposium on Children and Youth in January 2005. This event provided a model format for the Lions Services for Children Worldwide Symposium Program. It is recommended that the following features be included in the organization of local symposiums:

- A location that will allow many individuals from different areas to attend

Choose a convenient site for the symposium that will attract individuals with diverse experiences of helping children and youth. Select a facility with comfortable accommodations for participants and the audio-visual equipment necessary for presentations.

- Publicity for the event

Create awareness about the symposium through flyers, mailings, and a Web site. Research the possibility of purchasing a print ad in the local newspaper or advertising spots on local radio stations. Work with the District Public Relations Chairperson to develop a communications plan for the event.

- Scheduling in conjunction with another youth or children-related event

Offer symposium attendees an opportunity to learn about a successful Lions program that encourages the development of young people. Coordinate the organization of the symposium with a Leo gathering, a Peace Poster award ceremony, or a similar event.

- Invitations to a variety of speakers involved with children in need

Invite Lions as well as representatives of non-Lion organizations so as to encourage the sharing of information and possible future collaboration. Invite a moderator who is familiar with the service activities of Lions clubs.

(continued)

- Participation of Leos and other young leaders dedicated to active citizenship

Encourage the engagement of future leaders in efforts to help children. Involve Leo club leaders in the planning and organization of the symposium. Invite Leos and other young leaders to contribute to the discussions as members of a youth panel.

- Local media coverage

Invite the media to cover the symposium. Send a news release to the local newspaper and radio and television stations. Include details about what makes the symposium unique, such as its inter-generational dynamic.

- Use of the symposium as a catalyst for initiating or expanding a project for children

Evaluate the effectiveness of current projects for children in need. Focus the discussions on ways to begin or increase services for children in your area after the symposium. Work with District Lions Services for Children Chairpersons to implement a plan.



For more information about the Lions Services for Children Worldwide Symposium Program, please contact the Lions Services for Children Department at International Headquarters by e-mail ([children@lionsclubs.org](mailto:children@lionsclubs.org)), fax (630-571-1692), or telephone (630-571-5466, ext. 320).