



# Extension Workshop Application and Planning Form

## District or Multiple District Extension Workshop

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

*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.*

**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 four areas of extension over a three-day period.

	Morning	Early Afternoon	Late Afternoon
<b>Pre-Workshop Planning / Certified Guiding Lion Training</b> (Key Lions/Guiding Lions Only)	Review checklist and discuss recruiting strategies	Visit location / meet with community leaders	Certified Guiding Lion Training
<b>Module 1</b> General Workshop	Group Recruiting Training	Recruiting	Review activities / begin follow-up
<b>Module 2</b> General Workshop	First and Second Meeting Training	Recruiting / continue follow-up	Review activities and continue follow-up
<b>Module 3</b> General Workshop	Recruiting / continue follow-up	Review activities and continue follow-up	Continue follow-up

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

### Responsibilities of the Host

- Identify two or three communities located near the training location where recruiting can take place and where a new club could potentially be formed.
- Promote the workshop to extension-minded Lions and the MERL team so that 10 or more Lions participate.
- Ensure that there is an adequate number of confirmed participants for the training, as well as recruiting efforts and encourage participants to dress in business attire.
- 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 transportation to/from airport, training location and recruiting locations for the consultant throughout the workshop.
- Review the checklist received in the Pre-workshop Kit with the consultant and ensure everything is ready for the workshop including securing audio-visual equipment.
- Submit an application for new club charter to LCI after the new club has been formed. If a club has not been formed two months after the conclusion of the workshop, submit a "Notification of Club Branch" form, so those who were recruited can become involved before the interest is lost.

### Responsibilities of Lions Clubs International

- Provide a trained New Club Development Consultant to conduct training.
- Cover transportation costs, hotel accommodations and meals for New Club Development Consultant.
- Provide training materials for each participant.
- Provide training materials for extension chairpersons and others who would like to conduct the training.

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

### **For Additional Information**

Please complete the attached application to the best of your ability. 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).**

# Extension Workshop Application and Planning Form

Please complete the application below to the best of your ability to apply for an Extension Workshop. Availability is limited so please submit the application as soon as possible to secure your desired workshop date. **Applications must be received at least three weeks in advance to allow us to secure reasonable airfare for the consultants.**

## 1. Host Information:

Multiple districts or districts may host the workshop. Preference will be given to multiple districts, groups of districts that encompass a large area, areas that are suffering from membership losses, locations that draw a significant number of MERL Team members or areas that have a high potential for new club formation.

Date of Application: \_\_\_\_\_ Hosting District(s) or Multiple District: \_\_\_\_\_

## Who referred you to hold an Extension Workshop or how did you hear about the program?

(Please list names if applicable)

- |  |   |
|--|---|
| <input type="checkbox"/> Extension Chairperson _____         | <input type="checkbox"/> Website                  |
| <input type="checkbox"/> Global Membership Team Leader _____ | <input type="checkbox"/> District Convention      |
| <input type="checkbox"/> DG Mentor _____                     | <input type="checkbox"/> International Convention |
| <input type="checkbox"/> New Club Consultant _____           | <input type="checkbox"/> USA Canada Forum         |
| <input type="checkbox"/> Other Person/Place _____            |   |

## 2. Requested Workshop Date/Consultant:

Please allow for a minimum of three days of training. If possible, the training should be conducted during the week (Monday through Friday). The canvassing training is best conducted during the week when business professionals are most available, but this is not a requirement. Training can also be conducted on the weekend to allow for more Lions to participate, with recruiting beginning on Monday and ending Tuesday or Wednesday.

**Preferred Training Dates:** \_\_\_\_\_

Alternate Dates: \_\_\_\_\_

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?** \_\_\_\_\_

Prospective Community #1

**3. Site Development Information:** Please provide the following information for a minimum of two locations.

**NOTE:** The first meeting of the new club should be within five to seven days of the recruiting dates so the prospects do not lose interest. Meeting arrangements should be made before recruiting starts to give recruiters a place to refer to as they invite perspective Lions to the meeting.

**Prospective Community #1:** \_\_\_\_\_

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

\_\_\_\_ Traditional Club    \_\_\_\_ Campus Club    \_\_\_\_ Specialty Club \_\_\_\_\_  
List type of specialty club

**2. Is there currently a Lions Club in this community? Yes / No**

If yes, what type(s) of Lions Club(s) \_\_\_\_\_

If no, was there a Lions Club in this community previously? Yes / No

If yes, why is it no longer in existence? \_\_\_\_\_

\_\_\_\_\_

**3. Population:** \_\_\_\_\_

**4. Site Development Checklist:** Please check if the following tasks have been completed:

- Identified a possible need in the community
- Secured meeting place for the New Club's First and Second Meeting

**5. Meeting Location:** \_\_\_\_\_

**6. Sponsoring Club:** \_\_\_\_\_ **Club Number:** \_\_\_\_\_

**7. Club Organizer:** To ensure that proper follow-up is conducted and who will report the progress of the new club to Lions Clubs International

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**8. Two Guiding Lions** (who plan to become Certified Guiding Lions) **for the potential new club.**  
The district governor must make these appointments from the new club's district. It is also encouraged that these two Guiding Lions participate in the workshop

Guiding Lion 1: Name: \_\_\_\_\_

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

Guiding Lion 2: Name: \_\_\_\_\_

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

Prospective Community #2

Prospective Community #2: \_\_\_\_\_

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

\_\_\_\_ Traditional Club    \_\_\_\_ Campus Club    \_\_\_\_ Specialty Club \_\_\_\_\_  
List type of specialty club

2. Is there currently a Lions Club in this community? Yes / No

If yes, what type(s) of Lions Club(s) \_\_\_\_\_

If no, was there a Lions Club in this community previously? Yes / No

If yes, why is it no longer in existence? \_\_\_\_\_

\_\_\_\_\_

3. Population: \_\_\_\_\_

4. Site Development Checklist: Please check if the following tasks have been completed:

- Identified a possible need in the community
- Secured meeting place for the New Club's First and Second Meeting

5. Meeting Location: \_\_\_\_\_

6. Sponsoring Club: \_\_\_\_\_ Club Number: \_\_\_\_\_

7. Club Organizer: To ensure that proper follow-up is conducted and who will report the progress of the new club to Lions Clubs International

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

8. Two Guiding Lions (who plan to become Certified Guiding Lions) for the potential new club. The district governor must make these appointments from the new club's district. It is also encouraged that these two Guiding Lions participate in the workshop

Guiding Lion 1: Name: \_\_\_\_\_

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

Guiding Lion 2: Name: \_\_\_\_\_

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

Prospective Community #3

Prospective Community #3: \_\_\_\_\_

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

\_\_\_\_ Traditional Club    \_\_\_\_ Campus Club    \_\_\_\_ Specialty Club \_\_\_\_\_  
List type of specialty club

2. Is there currently a Lions Club in this community? Yes / No

If yes, what type(s) of Lions Club(s) \_\_\_\_\_

If no, was there a Lions Club in this community previously? Yes / No

If yes, why is it no longer in existence? \_\_\_\_\_

\_\_\_\_\_

3. Population: \_\_\_\_\_

4. Site Development Checklist: Please check if the following tasks have been completed:

- Identified a possible need in the community
- Secured meeting place for the New Club's First and Second Meeting

5. Meeting Location: \_\_\_\_\_

6. Sponsoring Club: \_\_\_\_\_ Club Number: \_\_\_\_\_

7. Club Organizer: To ensure that proper follow-up is conducted and who will report the progress of the new club to Lions Clubs International

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

8. Two Guiding Lions (who plan to become Certified Guiding Lions) for the potential new club. The district governor must make these appointments from the new club's district. It is also encouraged that these two Guiding Lions participate in the workshop

Guiding Lion 1: Name: \_\_\_\_\_

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

Guiding Lion 2: Name: \_\_\_\_\_

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

#### 4. Training Participants:

Please list a minimum of 10 **confirmed** participants, including the following:

- 2 Guiding Lions for each club who will participate in the Certified Guiding Lion Training
- 2 Lions to host the first and second meeting for each club
- 4 or more recruiting Lions (preferably MERL Team members and Lions interested in learning extension strategies that can be applied in other communities)

Name	Lions Club	Title <i>(Please indicate if they are a MERL Team Member)</i>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

Please attach an additional list if necessary.

**NOTE:** Have a team of Lions ready to follow-up with each Lion recruited into the new club during the training. A personalized letter should be mailed within 48 hours of the canvassing to confirm the meeting date and location.

#### 5. Training location:

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

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

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

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

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

E-mail address: \_\_\_\_\_

**Workshop Needs:** Secure a meeting room and refreshments for each day of training for the extension team. The meeting location should be available in the morning and late afternoon of training day one, and throughout the second and third day of the workshop.

**6. Onsite Assistance:**

The Lion named below will serve as the contact for Lions Clubs International and coordinate local activities such as the delivery of supplies to the location, securing audio and video equipment for the session, securing a hotel room for the consultant and providing local transportation to and from the airport for the consultant.

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

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

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

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

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

Cell/Mobile Number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

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

**7. Endorsement:**

The application should be endorsed by the Council Chairperson in cases where the application encompasses a complete multiple district. If the application does not encompass a complete multiple district, the district(s) hosting the training must endorse the application. It should further be noted that the district that plans to charter the potential new club should be in support of the application and be willing to approve and support the new club's development.

**Council Chairperson Signature** (If the application is for the multiple district)

This is to certify that I have reviewed and endorsed this application and 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.

\_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
Council Chairperson Signature

**Participating District(s) Signature(s):** Each district governor from the participating area should endorse the application if the area does not encompass a complete multiple district.

This certifies that I have reviewed and endorse this application and 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.

\_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
District Governor Signature

\_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
District Governor Signature

**8. 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