



# FACULTY DEVELOPMENT INSTITUTE

Lisbon, Portugal

February 7-10, 2015

The purpose of the Faculty Development Institute is to develop and expand the pool of skilled Lions faculty for use in training at all levels.

## **PARTICIPANT QUALIFICATIONS**

1. Candidates for this institute must be from Constitutional Area IV - Europe. This institute will be conducted in English and French. Candidates must be capable of understanding and participating in the language of instruction at this institute.
2. Candidates should have had some experience serving as instructors for Lions training events. Those with extensive training experience with Lions or professionally are not recommended for this program but are welcome to apply. Qualified district governors will be considered for participation in a Faculty Development Institute on a space available basis only.
3. Candidates must be willing to commit to a four-day institute, including group mealtime activities, and understand personal time is extremely limited. Attendance at all classroom sessions and scheduled meals is mandatory.
4. Lions participating in this four-day course will be required to conduct a training event within 6 (six) months of the institute, in order to be considered a graduate of the FDI program.

## **COST OF THE INSTITUTE**

Lions Clubs International will provide meals and lodging according to the schedule of the institute. Please note that according to board policy, a non-refundable participation fee of **US\$95.00** will be required to offset these costs for all institutes. This fee will be due no less than six weeks prior to the institute start date. **Please do not send fees until you receive a letter of acceptance to the institute.** Participants are also responsible for their own transportation and related travel expenses to and from the institute site.

## **SELECTION PROCESS**

Because of the high number of applications received by the association, acceptance into the institute is not guaranteed. In the selection process the Leadership Division strives to achieve maximum geographical representation of districts throughout the constitutional area. **All candidates will be notified of selection status no more than two weeks after the application deadline via the email address provided on the application form.**

The Leadership Division of Lions Clubs International reserves the right to cancel any institute or language-specific classroom due to insufficient applications submitted by the stated application submission deadline date.

The division maintains the quality of all aspects of the institute, including program, faculty and the selection process of

participants. The division works in concert with the International President and the Leadership Committee of the International Board of Directors.

## **Expectations of FDI graduates:**

1. Serve as a leadership resource and pursue additional leadership and training roles and responsibilities in their respective zones, regions, districts, multiple districts, and constitutional areas.
2. Share their institute experiences with members of their zones, regions, districts, multiple districts, and constitutional areas and encourage other qualified Lions to apply to the institutes.
3. Continue to enhance training facilitation skills through practice and participation in further development opportunities.

## **APPLICATION PROCEDURE**

All candidates must complete the following items and submit them as indicated below. All completed documents must be submitted by the stated application submission deadline date in order to be considered. Asterisked (\*) forms are attached.

- A. \*Application Form
- B. \*Nomination Form

Must be signed by the applicant's **\*\*District Governor, Global Leadership Team Multiple District Coordinator and Council Chairperson.**

**\*\*Applicants from a provisional zone or provision region must have the signature of the Zone Chairperson or Region Chairperson respectively, in lieu of the District Governor. Applicants from a single district will need to obtain the signatures of their District Governor and Global Leadership Team Area Leader in lieu of the Global Leadership Team Multiple District Coordinator and Council Chairperson.**

***To facilitate processing of your application, please complete this form electronically and click on the submit button on the last page of the application.***

***After clicking "submit", save your document and complete the application process by obtaining the required signatures on the nomination form.***

**RETURN COMPLETED APPLICATION TO:**

**Institutes & Seminars Department**

**Lions Clubs International**

**Fax: 630-706-9010**

**E-mail: [institutes@lionsclubs.org](mailto:institutes@lionsclubs.org)**

**APPLICATION SUBMISSION DEADLINE DATE:**

**November 24, 2014**



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## APPLICATION FORM

**Application Submission Deadline Date: November 24, 2014**

Purpose: The purpose of the Faculty Development Institute is to develop and expand the pool of skilled Lions faculty for use in training at all levels. Ideal participants are Lions who have had some experience serving as instructors for Lions training events. Those with extensive training experience with Lions or professionally are not recommended for this program but are welcome to apply. All graduates are expected to utilize their skills in training events at all levels of Lionism.

**Please type or print.** Please attach additional sheets if needed.

District Number \_\_\_\_\_ Membership Number \_\_\_\_\_

First Name \_\_\_\_\_ Last/Family Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Current Lions Title \_\_\_\_\_ Highest Lions Office Held \_\_\_\_\_

Language Preference:  English  French

E-Mail\* \_\_\_\_\_ Preferred Telephone \_\_\_\_\_

**\*Will be used for ALL communication regarding the institute**

State/Province \_\_\_\_\_ Country \_\_\_\_\_ Gender:  Male  Female

Lions Club Name \_\_\_\_\_ Club Number \_\_\_\_\_ Month and Year Joined: \_\_\_\_\_

Lions Leadership Institutes Previously Attended (Locations & Dates) \_\_\_\_\_

Have you conducted or contributed to Lions trainings? (List training course names and dates): \_\_\_\_\_

Have you conducted or contributed to trainings outside of Lions Clubs? (List types of trainings and dates): \_\_\_\_\_

How do you intend to use your training at the Faculty Development Institute in the future? \_\_\_\_\_

Why is this institute of interest to you? \_\_\_\_\_

**Yes, I am capable of understanding and participating in the language of instruction at this institute.**

**Lions Clubs International is not responsible for personal costs, including but not limited to, those associated with the following: illness, unanticipated or other personal events, lost or stolen property of participants. Participants are requested to carry medical insurance information in the event they require medical services.**

Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_



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## NOMINATION FORM

**Application Submission Deadline Date: November 24, 2014**

PLEASE NOTE: The applicant's District Governor, Global Leadership Team Multiple District Coordinator and Council Chairperson must complete this form. Please see Application Procedure instructions. Please type or print.

### 1. Please complete this information about THE CANDIDATE:

First Name \_\_\_\_\_ Last/Family Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

What training experience does the candidate bring to the institute? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

After completion, how will the participant contribute to training and development in his/her area? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Yes, this Lion is capable of understanding and participating in the language of instruction at this institute.

### 2. DISTRICT GOVERNOR--Please complete this information:

I understand and agree that in the event that the above named candidate is selected to attend and does not cancel his/her registration for the Faculty Development Institute in writing 10 days prior to the institute, or does not attend any portion of the institute, the district will be billed for one night's meals and lodging according to Board policy.

I have read and agree to the above cancellation policy statement.

First Name \_\_\_\_\_ Last/Family Name \_\_\_\_\_ Email \_\_\_\_\_

Signature of District Governor \_\_\_\_\_ Date \_\_\_\_\_

**YES! This application has been reviewed and supported by the First Vice District Governor and Second Vice District Governor, prior to its submission to LCI.**

### 3. GLOBAL LEADERSHIP TEAM MULTIPLE DISTRICT COORDINATOR—Please complete this information:

First Name \_\_\_\_\_ Last/Family Name \_\_\_\_\_ Email \_\_\_\_\_

Signature of Multiple District GLT Coordinator \_\_\_\_\_ Date \_\_\_\_\_

### 4. COUNCIL CHAIRPERSON—Please complete this information:

First Name \_\_\_\_\_ Last/Family Name \_\_\_\_\_ Email \_\_\_\_\_

Signature of Council Chairperson \_\_\_\_\_ Date \_\_\_\_\_