



# FACULTY DEVELOPMENT INSTITUTE

Lomé, Togo

January 28-31, 2018

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 Africa. 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\$150.00** will be required to offset a portion of 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 Development 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 Development 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 Development Committee of the International Board of Directors.

## **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.

- A. Candidate's Information Form
- B. Nomination Form - must be signed by the applicant's:
  1. \*District Governor
  2. \*\*GLT Multiple District Coordinator / GLT Area Leader
  3. \*\*Council Chairperson.

\*Applicants from a provisional zone or provisional 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.

## **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 SUBMISSION DEADLINE DATE:**

**November 14, 2017**

## **RETURN COMPLETED APPLICATION TO:**

Institutes & Seminars Department  
Lions Clubs International  
Fax: 630-706-9010  
E-mail: [institutes@lionsclubs.org](mailto:institutes@lionsclubs.org)

***Electronic completion of this form is strongly encouraged to ensure accuracy of your information. The information typed in this form can be saved and then forwarded to officers for signatures.***

***To ensure timely receipt of your application, please submit by e-mail or fax.***



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CANDIDATE'S INFORMATION FORM

Application Submission Deadline Date: November 14, 2017

Please type or print and use additional sheets if needed.

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

First/Given Name \_\_\_\_\_ Last/Family Name \_\_\_\_\_

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

Languages Offered\*  English  French

If you selected more than one language, please indicate your preferred language of instruction: \_\_\_\_\_

\*Yes, I confirm that I am capable of understanding and actively participating (reading, writing and speaking fluently) in the language(s) selected above.

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

\*Will be used for ALL communication regarding the institute – PLEASE TYPE OR PRINT

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

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

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

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? \_\_\_\_\_

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 14, 2017**

**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.

**Applications submitted without information and required signatures will not be considered for selection.**

**1. DISTRICT GOVERNOR, GLT MD DISTRICT COORDINATOR OR COUNCIL CHAIRPERSON - Please complete this information about THE CANDIDATE:**

Candidate's Name \_\_\_\_\_

What **facilitating 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 selected language(s) of instruction at this institute.

**2. DISTRICT GOVERNOR**

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.

I certify that this application has been reviewed and supported by the First Vice District Governor and Second Vice District Governor, prior to its submission to LCI.

\_\_\_\_\_  
Name of District Governor

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

\_\_\_\_\_  
Email (please print)

\_\_\_\_\_  
Member number

\_\_\_\_\_  
Date

**3. GLT MULTIPLE DISTRICT COORDINATOR OR GLT AREA LEADER**

*NOTE: In areas without a GLT MD Coordinator e.g. single districts, the **GLT AREA LEADER** should complete this portion.*

Yes, I certify that this candidate has experience serving as instructor for Lions training events and s/he is (one of the) most eligible candidate(s) from my multiple district for the Faculty Development Institute.

\_\_\_\_\_  
Name of GLT MD Coordinator/GLT Area Leader

\_\_\_\_\_  
Signature of GLT MD Coordinator/GLT Area Leader

\_\_\_\_\_  
Email (please print)

\_\_\_\_\_  
Member number

\_\_\_\_\_  
Date

**4. COUNCIL CHAIRPERSON**

\_\_\_\_\_  
Name of Council Chairperson

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

\_\_\_\_\_  
Email (please print)

\_\_\_\_\_  
Member number

\_\_\_\_\_  
Date