



Childhood Cancer Entertainment Event Service Project Planner

All Lions clubs are autonomous, meaning that each Lions club is an independent entity responsible for conducting its own events and complying with local laws and regulations.

This planner is intended to provide recommendations and should not be considered legal advice or best practices. The activities in this planner may or may not be appropriate within your community. Please consult a local professional to ensure compliance with all laws and regulations, safety guidelines and best practices.



Childhood Cancer Entertainment Event Service Project Planner

Use this project planner to help your club organize an entertainment event that serves and encourages positivity for youth and families who are affected by childhood cancer.

1. Start planning your event.



QUICK TIP

► Plan your service project with a partner organization that serves children with cancer and/or their families.

Fill in the blank fields in the form below to determine the details of your event.

What you will achieve <ul style="list-style-type: none"> » Provide safe and fun entertainment for children impacted by cancer as well as their families/ caregivers. » Support children and families who are impacted by childhood cancer. » Encourage community among children and families experiencing childhood cancer. 	Duration <input type="checkbox"/> Recurring <input type="checkbox"/> One-time _____ # of hours	Location The location should be onsite at a partner facility, or at an offsite location that is chosen with a partner or healthcare professional that is deemed safe and appropriate for the participants. _____
	Planning time <input type="checkbox"/> 2-4 months	
	Start/end dates _____	
	Estimated number of participants: _____	

Planned participants

Select the audience you would like to serve at your event.

People we will serve: <ul style="list-style-type: none"> <input type="radio"/> Children with cancer <input type="radio"/> Siblings of children with cancer <input type="radio"/> Parents/caregivers of children with cancer <input type="radio"/> All of the above 	People who will provide services: <ul style="list-style-type: none"> <input type="radio"/> Partner organization that provides services for children and their families experiencing cancer <input type="radio"/> Entertainment professionals <input type="radio"/> Transportation services <input type="radio"/> Medical professionals <input type="radio"/> Other _____ 	Notes: Working with a partner organization that provides services to children and families experiencing cancer is a key component of a successful childhood cancer event.
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Determine the type of entertainment event you will hold:

This project planner provides guides for three types of entertainment events.

- An entertainment event held at a partner organization location (e.g., at the hospital, cancer center, support home, etc.). For example: a party at a cancer care center.
- An activity at the partner organization location, with outside entertainment. For example: a musician visiting the children in the hospital.
- A facilitated offsite activity. For example: an outing to a movie/film viewing at a local theater.

*Consider making your event virtual!

QUICK TIP

- ▶ Consider pairing your event with a donation drive (in-kind or financial) and presenting the donation(s) at the entertainment event.

If you do not yet have a partnership with a childhood cancer organization, please refer to the "Tips for Childhood Cancer Partnership Development" portion in the Supplement section of this planner.

2. Hold a training with a childhood cancer partner organization to prepare.

With a childhood cancer partner organization, hold a training meeting for your club members to educate them on the rules, regulations (e.g., dress code), best practices and dos/don'ts of working with children with cancer and their families. If possible, record the training so volunteers who were not able to attend the training can watch before the event.

QUICK TIP

- ▶ Discuss with your club, and the partner organization, additional topics that might be covered during the training. Topics might include how to communicate with children with cancer and their families, volunteer self-care, or basic medical information related to childhood cancer.

Preparation meeting details	
Presenter from partner organization	
Date	
Time	
Location	
Topics	



3. Determine all required tasks for your project.

This planner provides a guide to plan three different types of entertainment events. Please go to the section that provides details regarding the type of event you are planning.

QUICK TIP

- ▶ Determine if this event will be open to the public, or if participants will be identified by the partner organization.

Your club is planning an activity at the partner organization location, facilitated by Lions/Leos and supported by medical staff and/or parents/caregivers.

QUICK TIP

- ▶ Ideas for this project may include a party or carnival, a story time, a movie/film viewing, games, arts and crafts, socialization time, a dance, or other related activity. Consider virtual events such as a story time or playing a game over a video call.

1. Identify the specific activity Lions/Leos will facilitate at the partner organization location.

2. Identify the required materials.

- » Examples may include: arts and craft supplies, books or movies, small toys or gifts, decorations, etc.

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Your club is planning an activity at the partner organization location, where outside entertainment will be provided with the assistance of Lions/Leos supported by medical staff and/or parents/caregivers.



QUICK TIP

- ▶ Entertainment may be a musical performance, a guest appearance, a magician or clown, a puppet show, or other related entertainment activity.

- 1. Decide the type of entertainment to be provided. Seek guidance from partner organization staff to determine what will be most enjoyed by the event participants.**

- 2. Research and select an appropriate provider for the entertainment. Gain approval from the partner organization to ensure safety and appropriateness of the selected entertainment provider.**

- 3. Work with the partner organization to gain information you will use to brief the entertainment provider.**

- » Topics should include the goals of the event and rules, regulations and expectations they are to follow.



Your club is planning an offsite activity facilitated by Lions/Leos supported by medical staff and/or parents/caregivers.

1. Work with your partner organization to determine an appropriate location for the entertainment event. This event may be a group outing to a movie, park, or other entertaining community location.

- » Research and speak with the potential location to ensure proper safety and gather all relevant information.
- » Ensure the location has the appropriate and required equipment and facilities, such as restrooms, electricity, etc.
- » Make a selection with approval of your partner organization.

Potential location	Notes

2. Plan transportation:

- » Participants may provide their own transportation. They should be provided with all event details ahead of time. Develop a message to give to participants and their parents/caregivers regarding transportation requirements.
- » If you are traveling for an extended period, create a plan for a rest stop along the way.

- » If Lions/Leos or the partner organization are providing transportation to participants, work with the partner organization to determine safe, reliable and appropriate transportation to and from the activity.

Lion-provided transportation	
	Secure safe, reliable and appropriate mode of transportation.
	Identify licensed, safe and trained drivers.
	All required insurance and maintenance are obtained.



3. Work with your partner organization to establish plans for event staffing, as well as the medical care and safety of the event participants. Develop a plan of action in case of an emergency.

4. Work with your partner organization to identify interested and appropriate event participants. Gain the proper approvals and any required paperwork, such as consent forms, from their parents/caregivers.

- » Every child who attends should be accompanied by partner organization medical staff and/or parents/caregivers. Lion/Leos should support the group and facilitate the activity. Participants should have caregivers and medical professionals available to meet their individual needs.



4. Assign roles for volunteers at your event.

Make sure you have the appropriate ratio of adults to children for your selected activities. Volunteers are additional support to facilitate the activity. Medical staff and/or parents/caregivers should accompany the children as well.

Participant name	Caregiver accompanying the participant	Proper approvals obtained (Y/N)



QUICK TIP

► Work with the partner organization and the location to determine the number of participants you can accommodate.

Make sure you have the appropriate ratio of adults to children for your selected activities.

Number of Lions	
Number of Leos	
Number of non-Lion volunteers and partner organization staff support	

Suggested volunteer ratios*:

- » 0-4 years: 1 volunteer per 3 children
- » 5-8 years: 1 volunteer per 5 children
- » 9-12 years: 1 volunteer per 7 children
- » 13-18 years: 1 volunteer per 9 children

* Many local governments have laws limiting the number of children a childcare worker can be assigned to. Please comply with local regulations and the policy of the partner organization.




QUICK TIP

- You may not need all the roles listed below, and you might need additional or different roles. You may also choose to combine roles, as appropriate. Work with your planning committee to determine the roles that are needed for your service project.

Position/role	Example duties	Name	Contact information	Notes
Project lead/ coordinator	Oversee the event planning.			
Day-of program coordinator	Organize the setup of the event and monitor time throughout the event.			
Volunteer lead/ coordinator	Coordinate the volunteers who are assisting during the event.			
Partnership lead/ coordinator	Work with the partner organization(s).			
Activity lead/ coordinator	Oversee the activities during the event.			
Donation/ sponsorship lead/ coordinator (as applicable)	Coordinate the donations and sponsors needed for the event.			
Transportation lead coordinator (as applicable)	Coordinate all aspects of transportation of the event participants.			
Service provider lead/coordinator (as applicable)	Work with the required medical staff, entertainment providers, etc.			
Event photographer (as appropriate and approved)	Take pictures during the event.			<ul style="list-style-type: none"> » Ensure you are following partner organization rules, local laws and regulations, and respecting the dignity and privacy of event participants. » You must secure signed release forms from participants if you plan to use event photographs for promotional purposes.

Position/role	Example duties	Name	Contact information	Notes
Publicity coordinator (as applicable)	Publicize the event to recruit participants. If appropriate and approved, post on social media during the event. Publicize the results of the event after it is completed.			<ul style="list-style-type: none"> » If the event is open to the public and you are recruiting participants, utilize local media, flyers and social media to recruit participants. » Connect with the local hospital, cancer care center and/or cancer support home to share the event.
Food/beverage coordinator (as applicable)	If you are providing food/beverages, this role can coordinate and ensure that the food and beverages are distributed and meet dietary restrictions.			
Local emergency medical services	Determine the need and plan for paramedics, ambulance, etc. with the partner organization.			
Other:				
Other:				
Other:				



5. Organize your project into achievable steps.

The project lead may complete this form and track progress.



QUICK TIP

- Your planning committee might find using an online volunteer and/or task management system helpful. Research online programs that might be of use to your planning process.

Status	Task	Deadline	Task lead	Date completed	Tips
	Create an event name/title.				
	Form a planning committee.				» Use this template to define project objective(s); determine event participants, activities and logistics; and assign volunteer tasks.
	Identify a potential partner.				
	Complete all partner organization requirements.				» Requirements may vary depending on the partner organization and local laws and regulations.
	Complete paperwork for local authorities (if necessary).				» Check with relevant officials, such as local government offices, healthcare facilities, public spaces, etc., to determine if paperwork is required for this project.
	Host a training presented by the partner organization to prepare club members for childhood cancer service (if necessary).				
	Prepare a preliminary budget.				
	Pursue funding (if necessary).				» Solicit local businesses and service providers that may provide supplies or entertainment at lower or no cost.
	Work with partner organization to identify event participants. If participants are not being identified by a partner agency, publicize the event and recruit event participants.				
	Secure an entertainment provider (if necessary).				
	Secure required event supplies (if necessary).				



Status	Task	Deadline	Task lead	Date completed	Tips
	Secure an offsite location (if necessary).				» Work with the partner organization and potential locations to ensure the safety and appropriateness of the community location.
	Secure transportation (if necessary).				
	Secure necessary volunteers.				
	Communicate details of the event to participants and their parents/caregivers.				
	Ensure proper insurance coverage.				» Check with relevant officials to determine if a certificate of insurance or supplemental insurance will be required. » For questions regarding coverage under the General Liability Insurance Policy provided to all Lions clubs, please review Lions Clubs International insurance information found at lionsclubs.org/insurance .
	Create event itinerary/event flow.				» This should be a time-specific schedule of all activities from start to finish. See the Event-Flow Template in the supplements section for reference. » Consider including a meet-and-greet portion of the event so participants and families can make connections.
	Finalize event logistics				» Before your event, contact any service providers or event collaborators to make sure they are prepared to fill their roles in the event.
	On the day of the event, brief the volunteers and service providers of the expectations, rules, goals and necessary tasks to successfully complete the event.				
	Facilitate the activity per training and regulations.				
	Schedule a post-event meeting with the partner organization and your club to celebrate successes and discuss opportunities for improvement.				» Use the reflection questions on page 13 of the planner to talk about your project.



6. Determine the budget for your project.



▶ Track who donated (financially or in-kind) so you may send a thank you following the event.

_____ may use this worksheet to determine finances for the event.

Description	Quantity	Cost	Total expense	In-kind/ donations	Monetary income	Monetary balance
Your club is planning an activity at the partner organization location, facilitated by Lions/Leos.						
Activity supplies						
Water/snacks (optional and as approved)						
Your club is planning an activity at the partner organization location, with outside entertainment.						
Entertainment provider						
Additional activity supplies, as needed						
Water/snacks (optional and as approved)						
Your club is planning an offsite activity, facilitated by Lions/Leos.						
Activity (e.g., movie tickets)						
Transportation costs/ fees						
Supplies						
Location reservation fees						
Paid medical staff, as needed						
Water/snacks (optional and as approved)						



7. Measure the success of your project.



QUICK TIP

- Consider having the event participants complete a survey or feedback form to gather more detailed information about the event success.

Reconvene as an event planning committee to celebrate your impact and report your service!

Success measures			
Measure your project's success.			
# of people served		Funds donated	
# of volunteers		Organization receiving donation	
# of volunteer hours			
Other potential metrics			
Reflect on your project.			
1. What impact did this project have on the children and/or the families?			
2. What positive feedback did you receive from the partner organization?			
3. What publicity did the club receive from this project?			
4. What were the biggest successes?			
5. What were the biggest challenges and how did you overcome them?			
6. Would you complete this, or a similar event, again? Why or why not?			
7. What do you wish to improve for future events and why?			



8. Celebrate your service!

Congratulations on completing your service project! In this final step, use the suggestions below to celebrate your success and plan for future childhood cancer service projects.

1. Report your service — visit MyLion® or your regional reporting system to report your service to Lions Clubs International.
2. Thank the partner organization, event participants, service providers, other volunteers and donors. Consider sending a personalized card with fun photos or quotes from the event to the children who participated with uplifting messages.
3. Share your successes with the community by posting approved photos, stories and successes on social media as well as with local media outlets. Consider creating a short video or picture series of the journey organizing and executing the event and tag Lions Clubs International on social media.
4. If applicable, report the event to the multiple district or district newsletter.
5. If you are a Leo club, report your project to your sponsoring Lions club.
6. Begin planning your next event: consider another activity for childhood cancer or other global causes. Visit lionsclubs.org/service-project-planner for more information.
7. Consider having the club service chairperson nominate your club for the Kindness Matters Service Award. You can learn about this award at lionsclubs.org/KMSA.
8. Consider applying for an LCIF Childhood Cancer Grant for future projects. Visit lionsclubs.org/childhood-cancer-grant to learn more.



Tips for Childhood Cancer Partnership Development

1. Identify potential community partner agencies that support children experiencing cancer and their families.

Quick tips:

- » Examples of partner organizations include local hospitals and cancer treatment facilities, and agencies serving families affected with childhood cancer, such as a support home, camps serving youth with cancer, or other related organizations that provide service for childhood cancer.
- » You might find these organizations by entering “childhood cancer support programs/hospitals in <your area >” into an online search engine.
- » When you reach out to the partner organization, explain the type of event you are interested in working on with them. You may connect with a volunteer manager, a program manager, a social service director, etc.

If there is more than one potential partner in your area, reach out to as many of the potential partners as you may be interested in working with.

2. Request to meet or speak with the potential partners to discuss the project.

_____	_____
_____	_____
_____	_____

Quick tips:

- » Call or write to the organization using your local Lions club letterhead or your local Lions club email address.
- » Explain the project goals and tentative plan, and how your club hopes to benefit the organization and the event participants.
- » Discuss the budget and the financial contributions of the club and the partner organization.



3. Select a partner to work with that best fits your club's goals.

4. Discuss the following logistics with the partner (may vary by local municipality and partner):

Task	Notes
Background checks for volunteers and other safety regulations required by law and/or the partner organization, and steps to complete these.	
Patient privacy policy and regulations volunteers must follow while working with the partner organization.	
Training requirements prior to volunteering with the partner organization, and how and when to fulfill these requirements.	
General rules and regulations volunteers must follow, such as volunteer illness guidelines, photography regulations, dress code, proper communication, etc.	
Completion of volunteer paperwork such as consent and/or patient privacy forms.	
Relevant infection control procedures and personal protective equipment requirements (e.g., face masks, gloves, etc.)	
Best practices and expectations to help guide the event.	
How children are identified to participate in the event. Will this event be open to the public and require publicity, or will the partner organization identify children/families to participate?	



Childhood Cancer Entertainment Event Flow Template

Service project title: _____

Service project location: _____

Project date: _____

Project time (setup through cleanup): _____ - _____

Task/event	Start time	End time	Details	Lead/ coordinator
<i>E.g., Set up event at the cancer care center</i>	<i>10:00 a.m.</i>	<i>10:30 a.m.</i>	<i>Lion David will bring the materials and work with Lion Deb and Lion Greg to set up the activities</i>	<i>Lion David</i>

