



LIONS CERTIFIED INSTRUCTOR PROGRAM LCIP

VIDEO RECORDING REQUEST FORM

Review the information below before completing the request form to submit a video recording for evaluation. Failure to adhere to the requirements outlined in this document will prevent Leadership Development processing your request and reviewing your video for LCIP evaluation.

Why do I need to submit a formal request? Why do I need prior approval to record the session and submit my video?

Not all training sessions are suitable for LCIP evaluation. By submitting this request form and the Instructor Guide (or additional materials as required) and receiving approval **PRIOR** to recording your session, you ensure that the content of the training session you record meets the standards and expectations of LCIP.

When should I submit this request form?

Review the feedback provided from your previous evaluation. Note the suggested time recommended to incorporate your feedback and allow yourself time to practice your training and facilitation skills.

Once you have made the recommended adjustments, identify a local training opportunity where you will be a facilitator. A qualified opportunity would be one where the curriculum supports the LCIP competencies.

This completed request form must be submitted, along with the Instructor Guide you will use to prepare your training session, a minimum of TWO MONTHS PRIOR to the date of the planned training session. Request forms will be approved or rejected approximately 2 weeks after receipt.

How do I submit the video recording?

When you are ready to submit your digital video recording with Lions Clubs International please submit the recording to us via any file sharing method or contact LCIP@lionsclubs.org for additional information on how to submit the video.

What happens after my video is received? When can I expect to receive my evaluation result?

Your training session will be reviewed and evaluated by two observers. You can expect to receive the result of your LCIP evaluation within 8 weeks after you receive confirmation that we have your video recording.





LIONS CERTIFIED INSTRUCTOR PROGRAM LCIP

What are the requirements to ensure my video recording is able to be evaluated?

Please review the following instructions carefully:

- The digital video must show yourself in an **in-person classroom** setting, delivering an interactive training session, of **at least 60 minutes in length**, to a group of Lions and/or Leos. If your training session is longer than 60 minutes, please record and submit the entire session.
- The **entire training session must be filmed**, including any opening remarks, time spent with group work among participants, etc. **Do not edit, cut or pause the recording**. Submit the raw footage. It is important that the evaluators see the entire training session to conduct a fair and thorough review of your facilitation skills.
- The video should highlight your skills both as a trainer and a facilitator. **Speeches or presentations do not qualify for observation.**
- The training and the video must contain interactivity/participation of the participants as well as your skills exercised as faculty. **It must include a minimum of two learning activities, including debriefing of the activities (question and answer section, etc.).**
- It is best if the training is filmed from the side to capture the participant tables, the training space occupied by the trainer, and the trainer's visual aids.
- **Audio is VERY important.** The filming needs to be close enough for good audio of **both the participants and you as the faculty** but not cause distraction. Use of a microphone is highly recommended.
- The preferred digital video format is .MP4 due to the balance of quality and file size. We will accept .WAV and .MOV. Video files should not be larger than 5 GB.

Where should completed forms and/or questions be directed?

By email to the Learning and Development Programs Department/LCIP at LCIP@lionsclubs.org

By mail to:

Lions Clubs International, Leadership Development (LCIP)
300 W. 22nd Street
Oak Brook, IL 60523-8842 USA

By telephone: 630.468.6924





LIONS CERTIFIED
INSTRUCTOR PROGRAM
LCIP

VIDEO RECORDING REQUEST FORM

Part 1: Candidate Information

District: _____ Membership Number: _____
First Name: _____ Last Name: _____
E-Mail: _____ Preferred Telephone: _____

Part 2: Training/Seminar Session Details

Date: _____ Location: _____
Type of Training/Seminar (RLLI, Forum, specific Lions Club training, etc.): _____
Duration of Training Session (minimum of 60 minutes): _____
Language of Instruction: _____
Objective/Purpose of the Training (i.e., orientation, officer training, etc.): _____
Total Number of Expected Participants (classroom size): _____

Part 3: Training/Seminar Curriculum Details

- ☐ Option 1: I will be delivering a Lions Clubs International designed curriculum:

Submit a copy of Instructor Guide (IG) you will be using for your training session along with this form.

Please select training program and specify session topic:

Training Program	Training Session Title
<input type="checkbox"/> Emerging Lions Leadership Institute (ELLI)	_____
<input type="checkbox"/> Regional Lions Leadership Institute (RLLI)	_____
<input type="checkbox"/> Multiple District FVDG/DGE Training	_____
<input type="checkbox"/> Zone Chairperson Training	_____
<input type="checkbox"/> Second Vice District Governor Training	_____
<input type="checkbox"/> Other: _____	_____





LIONS CERTIFIED INSTRUCTOR PROGRAM LCIP

☐ Option 2: I will be using a curriculum not listed above:

Submit copies of Instructor Guide (IG), Participant Manual (PM) and PowerPoint (PPT) you will be using for your training session along with this form.

Part 4: Acknowledgement and signature

I acknowledge that should my video submission not meet the requirements of LCIP evaluation as indicated on this request form, my video may not be evaluated, and I may be asked to submit another video for my LCIP evaluation.

Print Name

Signature

Date

