



FACULTY  
DEVELOPMENT  
INSTITUTE

FDI

Location: Visakhapatnam, India

Dates: April 28-30, 2023

Application Due Date: January 28, 2023

The purpose of the Faculty Development Institute (FDI) is to develop and expand the number of skilled faculty available for use in training at the club, zone, district, and multiple district levels.

Review the information provided below to ensure that your application meets the requirements for submission.

#### Applicant Qualifications

Candidates for FDI must meet all qualifications before applying:

- Current member of a club within the constitutional area.
- Has not attended an FDI within the last five (5) years. (International or Local)
- Have an interest in improving training delivery skills.
- In-depth knowledge of Lions' culture, Lions leadership experience and comfort using PowerPoint is preferred.

\*Current District Governors who meet the qualifications will be considered for participation on space available basis only.

#### Participant Expectations

Upon acceptance to the institute, participants are obligated to the following:

- Attend all sessions of the 3-day institute.
- Arrange personal travel to and from the institute.
- Complete pre-assignments prior to arrival.
- Arrange to be observed and evaluated conducting a local training event within 6 months of attending the FDI.
- Pay non-refundable participant fee of US\$150.

#### Steps to Achieving FDI Graduate Status

Participants at the institute will receive a participation certificate, but this does not guarantee FDI Graduate status. To achieve graduate status the participant must:

1. Review the feedback provided to you by the faculty during the institute.
2. Pursue local opportunities and refine your facilitation skills.
  - a. It is recommended that participants practice their skills and incorporate the feedback received during the FDI at 2-3 training events prior to being observed for FDI Graduate status.
3. Invite a qualified member of the GLT Team, LCIP Certified Instructor or experienced FDI faculty member to observe you at an in-person, local training.
4. Provide the observer with the Training Facilitation Summary (TFS) form (provided in the participant manual at the institute) and request that they evaluate whether or not you have successfully demonstrated all criteria.
5. Submit the completed and signed TFS form to [institutes@lionsclubs.org](mailto:institutes@lionsclubs.org).
6. Achieve FDI Graduate status and receive your pin.

Upon achieving FDI Graduate status, local area leaders will be notified, and your status will be updated in your Learn record. Continue to pursue training opportunities at the club, zone, region, district, and multiple district levels.



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## Application Submission Process

Application Due Date: January 28, 2023

Submission of this application does not guarantee acceptance to the institute. Ensure that your application is complete, and all questions have been thoroughly answered. Applications are evaluated based on the applicants' qualifications, experiences and endorsements from the district leaders.

- Applicant completes sections 1 through 3. District Governor and GLT District Coordinator complete section 4. Applicants from undistricted areas, should have section 4 completed by the country's coordinating lion and GAT Area Leader.
- Completed applications should be emailed to [institutes@lionsclubs.org](mailto:institutes@lionsclubs.org) by the application due date above.
- Lions Clubs International (LCI) will email a confirmation of receipt within 7-10 business days.
- All applicants will be notified of selection status via the **email address provided on the application form.**

TIP: For ease of completion, this application has been created in PDF typable format. In order to type directly onto the application, you must have Adobe Reader. Download it for free at the secured website, <https://www.adobe.com>. It is also recommended that you download the application from the LCI website and save it to your computer before completing.

## 1. Applicant Information

District: \_\_\_\_\_ Member Number: \_\_\_\_\_

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

Email\*: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**\*Required information for all institute correspondence; it is recommended that you provide a unique, personal email address.**

State/Province: \_\_\_\_\_ Country: \_\_\_\_\_

Club Number: \_\_\_\_\_ Club Name: \_\_\_\_\_

Current Lions Title: \_\_\_\_\_

Select Preferred Language(s) of Instruction: ☐ English

If you selected more than one language, please indicate your **first choice**: \_\_\_\_\_

☐ I confirm that I am capable of understanding and actively participating through reading, writing, and fluent speaking skills in the language(s) selected above.

How did you hear about this institute? ☐ Area leader informed me ☐ Website ☐ Social media

☐ Lions digest email ☐ Lions member portal/Learn ☐ Other \_\_\_\_\_

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## 2. Experience

*(Previous training or facilitation experience is not required to apply for the FDI)*

1. Provide a list of Lions training events at which you've had an active role as trainer or faculty (include years for each role). If none, please indicate "None" below:

Training Event Name:

Year:


2. Provide a list of non-Lions training events at which you've had an active role as trainer or faculty (include years for each role). If none, please indicate "None" below:

Training Event Name:

Year:


3. Provide a list of Lions Leadership Institutes previously attended (name, location & year) If none, please indicate below:

Institute Name:

Location:

Year:



## 3. Personal Interest

1. Explain why you want to attend the FDI. (250 words or less)

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2. How will your participation at the FDI benefit yourself, your club and your district? (250 words or less)

3. Please provide additional information that will help in the evaluation of your application. (250 words or less)



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## 4. Endorsements & Signatures

*(Applications missing ANY of the required signatures below will NOT be considered for acceptance.)*

### Applicant

If selected to attend, I understand and agree to the following:

- ☐ Participation and COVID-19: Participation at institutes is voluntary. Should any participant test positive for COVID-19 while at the institute and be held to quarantine regulations by the country they are in or the return to their country of origin, any required isolation expenses, including hotel accommodations and meals during this time, will be a personal expense.
- ☐ Additional Insurance: I understand that 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. It is recommended that participants have travel/medical insurance to cover these or other unanticipated costs.
- ☐ Cancellation/No Show Policy: I understand and agree that if I am selected to attend and do not cancel my registration for the FDI in writing to [institutes@lionsclubs.org](mailto:institutes@lionsclubs.org) **15 days prior to the institute**, my district will be billed for one night's meals and lodging for each day that I am absent according to board policy.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

### District Governor\* (\*For undistricted areas, the Coordinating Lion must complete this section.)

Many applications are received for every FDI. Please explain why you feel this applicant should be among those accepted to this institute. (200 words or less):

- ☐ Cancellation/No Show Policy: I understand and agree that if the above-named applicant is selected to attend and does not cancel his/her registration for the FDI in writing to [institutes@lionsclubs.org](mailto:institutes@lionsclubs.org) **15 days prior to the institute**, the district will be billed for one night's meals and lodging for each day that the participant is absent according to board policy.
- ☐ I certify that in addition to myself, the first vice district governor and second vice district governor have reviewed this application and are in support of this applicant.
- ☐ Should the applicant be accepted, I confirm that the district team will support the participant in finding suitable training opportunities.

\_\_\_\_\_  
Name: District Governor/Coordinating Lion (undistricted areas)

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Member Number

\_\_\_\_\_  
Date

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**GLT Multiple District Coordinator\*** (*\*For areas without a GLT Multiple District Coordinator, the GAT Area Leader must complete this section.*) Many applications are received for every FDI. Please explain why you feel this applicant should be among those accepted to this institute. (200 words or less):

- ☐ I certify that this applicant from my multiple district/GLT area is qualified and possesses the competencies to successfully participate in the FDI.
- ☐ I confirm that I will collaborate with the district team and support the participant to find suitable training opportunities.

\_\_\_\_\_  
Name: GLT Multiple District Coordinator/GAT Area Leader

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Member Number

\_\_\_\_\_  
Date