



FACULTY
DEVELOPMENT
INSTITUTE

FDI

Location: Dar-es-Salaam, Tanzania

Dates: December 13-15, 2024

Application Due Date: August 30, 2024

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 space-available basis only.

Participant Expectations

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

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

Steps to Achieving FDI Graduate Status (Optional Post-Institute Requirement)

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 before being observed for FDI Graduate status.
3. Invite the GLT Coordinator or an LCIP Certified Instructor to observe you at an in-person, local training.
4. Provide the observer with the Training Facilitation Summary (TFS) form (download the TFS from the [FDI webpage](#)) and request that they evaluate if you have successfully demonstrated all criteria.
5. Submit the completed and signed TFS form to 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: August 30, 2024

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 Multiple 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 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 their status approximately 4 weeks after the application deadline via the **email address provided on this application form.**

TIP: For ease of completion, this application has been created in PDF typable format. 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 it.

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 ☐ French

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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Last/Family Name:

Member Number:

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 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 **15 days before 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 **15 days before 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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Last/Family Name:

Member Number:

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 this participant to find suitable training opportunities.

Name: GLT Multiple District Coordinator/GAT Area Leader

Signature

Email (please print)

Member Number

Date