Lions International

New Voices Symposium

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New Voices Symposium Program

As the emphasis on promoting membership diversity and inclusion in Lions International continues, it is important for clubs to identify relevant service opportunities that will spark the interest of people of all ages and backgrounds. An excellent avenue for pinpointing these needs is to hold a New Voices Symposium. The underlying goal of a symposium is to promote gender parity and diversity, while seeking to increase the number of women, young adults, and other underrepresented populations in our organization.

A symposium is a gathering at which there is a free interchange of ideas, or a formal meeting at which several experts deliver short addresses on a topic or related topics for an identified purpose. The purpose of a New Voices Symposium is four-fold:

1. Identify new community projects that are of interest to diverse groups of people.
2. Identify potential members.
3. Promote Lions clubs within the community.
4. Charter a new club/club branch to develop the new community project that has been identified.

Holding a New Voices Symposium in your area requires careful preparation, but the time invested in a well planned and executed event will reap many benefits for Lions clubs and the community.

Planning your Event

Select a Theme

The first step in planning a successful New Voices Symposium is to choose a theme for the event. The theme will set the tone for the symposium, give a direction for all your planning efforts and impact the eventual outcome.

Consider the following questions when determining your theme:

- Will you keep the topic broad, such as “meeting community needs?”
- Do you want to focus on a particular group, such as “meeting our children’s needs?”
- Would you prefer to focus on an area, such as “meeting pressing health care needs?”

Quick Tip

A broader subject will keep the possibilities open for a variety of service projects. However, it may be harder to keep the symposium focused and pinpoint service opportunities with a broader topic area. On the other hand, focusing too narrowly may overlook pressing needs and opportunities for service projects. Keep these thoughts in mind when planning your topic(s).

Brainstorm these ideas with interested Lions. Focus on ideas that will help meet the symposium goals. Once you have a list of these ideas, narrow it down by discussing the merits of each one. By the end of this step, you should have a short list of viable themes. (An alternative method to narrow down the list is to assign a number from 1-5 for each idea – "5" being a great theme idea and "1" being an idea that is not viable. The ideas that receive top scores by a majority of the group make it on the short list of theme choices).

From this list, choose the theme that will best help meet your symposium goals. You should then create a snappy title from your theme that succinctly states the idea and can be used for promotional materials. (For example, "Building a better Bedford" sponsored by the Bedford Breakfast Lions Club and the Bedford Chamber of Commerce).

Quick Tip

- Productive brainstorming sessions follow some basic guidelines to ensure their success:

    - Have a large pad of paper and a marker, a dry erase board or chalkboard to write down ideas so that they are visible to all participants.

    - Set a time limit for the session – 30 minutes generally works well.

    - Write down EVERY idea that is mentioned – don't think anything through or censor any ideas at this point.

    - Do not allow anyone to criticize an idea that could stifle participation, and even the most outlandish idea may lead to the one idea that eventually is perfect.

    - Have some fun, mindless activities available to keep participants' hands busy. Items like markers and paper for doodling or children's plastic building blocks can help busy the hands and open the right side of the brain for creative thinking.

Secure a Partner

After determining a theme, the next step is to identify one or more community partners for the event. Joining forces with other groups in your area lends credibility to the event, fresh perspectives and information to help identify crucial needs, as well as provide an additional source of resources and funding.

Ideas for partner groups include:

- Chamber of Commerce
- Red Cross
- Junior Women's Clubs
- Big Brother/Big Sisters
- United Way
- Girl Scouts
- Boy Scouts
- Association of University Women
- Association of Trial Lawyers
- Parent-Teacher Organization
- Nurses and Physician's Associations
- Junior League
- Community-based non-profit organizations

Quick Tip

- Consider holding another brainstorming session to create a list of potential sponsors/participants. Visit your community's website, look in phone directories and in the community groups section of your local newspaper to help spark ideas.

Once a partner has been identified, form a symposium planning committee composed of individuals from both groups.

Set a Date

In order to plan and execute an effective, well publicized event, it is suggested that you allow **at least three to four months** to make appropriate arrangements. When discussing dates, take into consideration other scheduled community events and holidays. At this stage, it is a good idea to determine a target date and an alternate, to give more options for site selection.

Find a Location

There are several factors to keep in mind when selecting a facility for your symposium:

- Convenient location
- Ample parking
- Large enough seating area to comfortably accommodate participants
- Handicap access
- Food/beverage service or kitchen
- Ability to support audio-visual presentations
- Reasonable rental fee

Some ideas for locations to consider include:

- Lions halls
- Community or park district halls
- Library conference facilities
- Hotel conference facilities
- School auditoriums or gymnasiums
- Church halls
- Public service buildings

Many locations will offer reduced-fee services for non-profit organizations. Your partner organization may also have access to an appropriate facility. When determining the cost-effectiveness of locations, keep in mind that while a facility that is equipped with needed audio-visual components and has easy access to food and beverage services might initially be more expensive, in the end you might save both time and money by paying for the convenience of having everything available on site. Create a cost comparison of available facilities to see what is most feasible as well as time and cost effective for your event.

Apply for Funding

After the major logistics have been determined, you may apply for funding from Lions International. The maximum of US$2,000 is available per district, with a maximum grant of US$2,000 per symposium. The program allows for financial assistance of up to US$8,000 per constitutional area, per fiscal year. The funds are available on a first-come, first-served basis. A district or multiple district that received funding the previous year will be considered after November 1st to give other areas an opportunity. **Applications for consideration must be submitted no later than 30 days prior to the symposium**.

To apply for funding, you must complete the application form on page 17, supply a proposed budget form located on page 18, a preliminary agenda, information about your partner organization(s) and signature of the district governor for district symposiums and council chairperson for multiple district symposiums. The application for funds will be reviewed and a response given within 30 business days after it is received by the staff at Lions International. The New Voices Symposium Application, budget and agenda may be emailed to newvoices@lionsclubs.org as indicated on the form.

Approved funds will be **reimbursed after the event**, contingent upon District and Club Administration staff receiving the appropriate documentation as required by the General Reimbursement Policy on page 22. Use the Reporting/Reimbursement Form included in this guide to apply for reimbursement on page 19 and the Standard Expense Form. The Post Event Action Plan must also be included.

Plan the Presentation

A symposium can take several forms. It can be an informal, free exchange of ideas, a more formal, presentation based event or a combination of the two. The format chosen will depend upon the time available for the event, the size of the event, the theme, as well as the planning committee members' preference.

Each alternative will require experienced people to help lead the presentation. Examples include:

- Informal idea exchange: moderator, small group leaders
- Formal presentation: moderator, speakers
- Combination of formal presentation/idea exchange: moderator, speakers and small group leaders

Giving symposium participants the opportunity to actively contribute during the event can help them feel more connected to the topic and more **inclined to join in the community project planned as a result of the symposium.** Even if your event is more formal, be sure to build in some interactive time through questions and answer periods, networking opportunities during breaks or a large group discussion session.

Quick Tip

- In the back of this publication are two sample schedules pages 15 and 16 to help in planning your symposium presentation. They can be customized to fit your event format, time allotted and other considerations.

Invite Speakers

Upon determining a format for the symposium, invite the appropriate speakers to participate. You will want to have a representative from Lions and your partner organization (if applicable) to welcome the group, as well as a moderator. If your symposium will include an opportunity for participants to brainstorm and share ideas, you will want a number of small group leaders to help facilitate the discussion.

For a more formal, speech orientated event, identify local experts to give participants an overview of the symposium topic(s). Appropriate speakers include the leaders of your participating organizations, local officials, college or university faculty, etc. Look for people who are knowledgeable in the topic area, are experienced speakers and are interested in helping strengthen your community.

Quick Tip

- Prominent speakers not only add credibility to your event, they also provide a good "hook" for publicizing the symposium to the media.

Once you've secured the speakers, confirm their participation in writing. Be sure to include all the details of the event, as well as some background information on Lions International, your club and your partner organization(s).

Include Additional Elements

Several supplementary elements can be added to the event to introduce Lions clubs to the participants, as well as give participants the opportunity to showcase their objectives, goods or services. Consider the following ideas:

- Hold a Community Showcase: Have tables set up around the perimeter of the room or in the corridor. These tables can be rented to groups for a nominal fee (perhaps US$25 per table) and used to promote their organizations. Participants can visit the tables before or after the symposium and during breaks.

Quick Tip

- Be sure to include a table for Lions clubs! Have literature available regarding your club's projects, general information brochures and invitations/applications for membership. Excellent resources include:
    - Family Membership Webpage
    - Lions Make a Difference (ME-40) – All-purpose information publication
    - Charter Member Application (TK-188) – if applicable
    - Membership Application (ME-6B)

- Create a program for the event: Participants can include information regarding their organizations for a nominal fee in the back of the program.

- Include a Lions International presentation during the event. This can be brief, and included during the welcoming remarks. Include information about why Lions are sponsoring the symposium and what projects local Lions clubs actively pursue.

- Identify a community project. At the end of the symposium, a new community project should be identified. Use the project as a means to start a new club or club branch.

Quick Tip

- ➢ A complimentary showcase table or advertising in the event program may be used as bartering tool for getting free or reduced-fee services for the event. Printers, caterers, media outlets, etc. can be approached for this opportunity.

Invite Participants

While you may identify one co-sponsor for the event, be sure to invite members from other groups to participate. You want to have a wide cross-section of groups represented to add to the free exchange of ideas during the symposium. Refer to your list of potential partner organizations to begin an invitation list.

Send written invitations to the groups you would like to participate in the symposium. Follow up the written invitation with a phone call to the organization's leader to personally invite members to join the symposium and explain its objectives.

Invitations should include the symposium's title, sponsoring organizations, time, date, place, a brief description of the event and a contact name, number and email address for more information or responses (if you would like to gauge how many people may attend).

Quick Tip

- ➢ Encourage invitees to bring a friend!

Invitations should be sent out approximately one month before the event.

Quick Tip

- Keep in mind that less than one-third of the participants should be Lions to focus on perspective members and alleviate costs.

Publicize the Event

In addition to personal invitations to key community groups, you should publicize the event to the general public. Work with the district public relations chairperson to develop a communications plan for the event.

Some ideas for publicizing your symposium include:

- Create a flyer that can be posted in area businesses. Be sure to prominently display the sponsoring Lion's district and/or club(s) name and the Lions logo.

- Send a calendar listing to the community calendar editor of newspapers, radio and television stations. A sample calendar listing is included on page 15.

- Post information regarding the symposium on the sponsoring Lions club(s) and district websites. Ask your partner to include the information on their website or include a link to your site.

- Research the cost of a print ad in a local newspaper. Newspapers often reduce advertising fees for non-profit groups. This should be done prior to submitting the funding application.

- Research the cost of purchasing advertising spots on local radio stations. As with newspapers, they offer a deal to non-profit groups. This should be done prior to submitting the funding application.

- Invite the media to cover the event by sending a news release to local newspapers, radio and television stations. A sample release is available on page 16.

- Contact local businesses with marquees or electronic bulletin boards and request that they post information regarding the symposium.

- Participate in other community events prior to the symposium and use the opportunity to distribute information about the event.

- Be sure to publicize the event internally. Communicate to other Lions throughout your district via newsletters, website, etc.

Finalize Details

The most important item to remember when planning a successful event is to confirm all arrangements in writing. Be sure to double check dates, times, etc. on all written correspondence.

Included in this guide is a handy checklist/timeline to assist with planning your event. These are available on pages 11 to 13.

Quick Tip

- Prepare an "emergency kit" filled with cellophane, masking tape, scissors, markers, pens, stapler, extension cord, etc. to take to the event location for set up. Having these items on hand will save precious time during set up.

Keep it simple when determining food and beverage needs for the event. If you have an all day event, lunch can be "on your own" for participants. Have fresh water available throughout the day. If the group size isn't prohibited, you might consider offering cookies or another snack for breaks and having coffee and tea service.

Quick Tip

- Ask a local business to sponsor the food and beverage service at the event in exchange for including their name in promotional materials and on-site at the event. Many businesses would be honored to be involved in an important community event such as the symposium.

For more information, questions or to order resources, contact the District and Club Administration Division staff by email newvoices@lionsclubs.org or by phone (630) 468-6828.

Turn Ideas into Action…and New Members

On the day of the symposium, take advantage of the enthusiasm and interest of participants by strongly encouraging involvement in Lions clubs and the new community effort that will be planned and launched as a result of the event. Participants have already shown that they have a vested interest in the topic – don't miss the opportunity to harness their interest and involve them further. Have a quantity of the appropriate membership materials available onsite so that they may be invited on the spot.

Some ideas for inviting new members during the event include:

- Charter a new club or create a branch of an existing club that is charged with specifically addressing the projects suggested by the symposium.
- Ask Lions present to invite attendees to become a Lions club member. The symposium will give participants a good look at Lions in action – make the most of this opportunity!
- Promote club membership at the Lions club booths at the community showcase. Create a display that specifically lists the benefits of club membership.
- Have the symposium moderator discuss Lions club membership and the opportunity to apply to become a member.
- Form a committee to contact people who gave a "maybe" or "not now" answer when asked about membership the day of the event.
- Ask every new recruit from the symposium to give you the name of at least three other people they feel would be interested in working on the project by becoming a Lions club member. Follow up with those people!

Please note: A membership growth component is an essential part of your symposium planning. It is required in order to qualify for funding from Lions Clubs International.

Use the form included in this guide to help create an action plan (page 20) to help realize your goals and plan the new community initiative. Begin planning promptly to capitalize on the goodwill and enthusiasm generated at the symposium – and to demonstrate to community members that Lions clubs are proactive.

In addition, send a follow-up news release citing the results of the symposium to local media, and send personal thank you notes to all the speakers.

Quick Tip

- A sign-in registration sheet is an excellent way to obtain a complete list of all participants and their contact information for use after the symposium.

Symposium Planning Checklist

Use this checklist as a guide for planning and conducting your event. You may add or delete items as you deem appropriate.

At least three months prior

- ☐ Determine a theme
- ☐ Identify a partner organization
- ☐ Set up an organizing committee
- ☐ Secure a location/confirm in writing
- ☐ Determine symposium format
- ☐ Invite speakers/confirm in writing
- ☐ Apply for symposium grant by submitting the Symposium Funding Application on page 17
- ☐ Apply for funding from local sources
- ☐ Create a communications plan with the marketing chairperson

Two months prior

- ☐ Create invitations/have printed
- ☐ Create publicity materials (flyers, posters, ads, etc.) have printed
- ☐ Create mailing list for invitations
- ☐ Create a media list for publicity materials
- ☐ Research/secure food and beverage service, if facility does not provide
- ☐ Research/secure audio-visual equipment, if facility does not provide
- ☐ Contact organizations regarding community showcase and/or program advertising
- ☐ Secure display space on local business marquees

Six weeks prior

- ☐ Mail invitations
- ☐ Post flyers, posters, etc.
- ☐ Distribute calendar listing to local media (sample can be found on page 16)
- ☐ Begin creating program
- ☐ Order necessary membership brochures and invitations from the Membership Division of Lions International
- ☐ Design Lions display for the community showcase (if applicable)

One month prior

- ☐ Personally, follow up on invitations to key organizations/individuals
- ☐ Purchase necessary supplies – large easel pads for brainstorming, markers, pens, notepads, nametags, etc.
- ☐ Follow up with potential community showcase participants and program advertisers to confirm participation
- ☐ Order tables, chairs and tablecloths for community showcase (from event facility, if available)

Three weeks prior

- ☐ Follow up with speakers to confirm arrangements, answer questions, etc.
- ☐ Create sign-in/registration sheets
- ☐ Finalize program – all advertisements due

Two weeks prior

- ☐ Reconfirm all logistical arrangements
- ☐ Meet with the moderator to review the schedule for the event, discuss objectives, answer questions, etc.
- ☐ Create a schedule/responsibility outline for event day
- ☐ Send program to printer

One week prior

- ☐ Hold a strategy meeting with your committee and other event volunteers to review responsibilities and schedule for the event
- ☐ Make follow-up calls to media regarding event attendance – confirm time, location, notable speakers, etc.
- ☐ Gather all materials you need to take to event

Day of event

- ☐ Arrive early for set-up

After the event

- ☐ Create action plan for new projects
- ☐ Write/send thank you notes to speakers
- ☐ Send follow up news release, announcing results to media
- ☐ Submit Reporting/Reimbursement Form (page 19) and Expense Claim to Lions International

Symposium Presentation Schedule

The following schedules can be used as a guide when planning your symposium. The event can be planned as a half or full day event, depending on the number of speakers, number of issues to be addressed and any additional components you might have.

Sample Half-Day Event with Two Speakers

1. Welcome – Leaders from sponsoring organizations (5 minutes each)
2. Opening remarks/introductions – Moderator (15 minutes)
3. First speaker (30 minutes)
4. Question and answer session (15 minutes)
5. Second speaker (30 minutes)
6. Question and answer session (15 minutes)
7. Break (15 minutes)
8. Issues of the day – Moderator (15 minutes)
9. Small group discussions (30-45 minutes)
10. Large group discussion/results (30 minutes)
11. Wrap-up/closing (15 minutes)

Sample Full Day Event with Four Speakers

1. Welcome – Leaders from sponsoring organizations (5 minutes each)
2. Opening remarks/introductions – Moderator (15 minutes)
3. First speaker (30 minutes)
4. Question and answer session (15 minutes)
5. Second speaker (30 minutes)
6. Question and answer session (15 minutes)
7. Break (15 minutes)
8. Issues of the first session – Moderator (15 minutes)
9. Small group discussions (30-45 minutes)
10. Large group discussion/results (30 minutes)
11. First session wrap-up (15 minutes)
12. Lunch break (45 minutes)
13. Third speaker (30 minutes)
14. Questions and answer session (15 minutes)
15. Fourth speaker (30 minutes)
16. Question and answer session (15 minutes)
17. Break (15 minutes)
18. Small group discussions (30-45 minutes)
19. Large group discussion/results (30 minutes)
20. Wrap-up/next steps – Moderator (15 minutes)
21. Closing/thank you – Moderator (15 minutes)

Sample Calendar Listing

Use the following as a guide for creating a calendar listing by filling in the blanks and customizing it for your event. Print the calendar listing on your club's letterhead. Be sure to proofread the news release carefully prior to distribution.

For immediate release

For more information:
(Name of contact person)
(Phone number)

LIONS SYMPOSIUM TO ADDRESS COMMUNITY NEEDS

(NAME OF YOUR COMMUNITY) – "(Title of symposium)," a symposium **(insert objective of symposium)** will be held on **(date, time, location).** The event is being sponsored by the **(name of your Lions club and partner organization).**

The symposium is free and open to the public. Events include **(briefly list events – such as notable speakers, brainstorming session, community showcase, etc).**

"(Title of symposium)" is part of the New Voices Symposium Program – a program for Lions clubs worldwide to gather community members to discuss issues of relevance to our diverse communities.

(Name) Lions club is a humanitarian service club that has been active in the community for **(number)** years. Its programs include **(list 2-4 significant club programs).**

###

Sample News Release

Use the following news release as a guide for creating your own. Be sure to print it on your club's letterhead and proofread it before distribution.

For immediate release

For more information:
(Name of contact person)
(Phone number)

LIONS SYMPOSIUM TO ADDRESS COMMUNITY NEEDS

(NAME OF YOUR COMMUNITY) – "(Title of symposium)," a symposium **(insert objective of symposium)** will be held on **(date, time, location).** The event is being sponsored by the **(name of your Lions club and partner organization).**

The symposium is free and open to the public. Speakers include **(list names of prominent speakers).** During the symposium, attendees are invited to participate in discussions regarding **(objective of brainstorming sessions).** The event will also include **(other parts of symposium, such as a community showcase).**

"(Quote about why the Lions club is sponsoring the symposium from a Lions club leader)," said **(name, position and organization). "(Quote regarding importance of event from leader in partner organization or community official),"** said **(name, position and organization).**

Sample 4th Paragraph

"Helping Our Children" is part of the New Voices Symposium Program, a program for Lions clubs worldwide to gather community members to discuss issues of relevance to our diverse communities. As a result of the symposium, the **(name)** Lions club hopes to implement a program to meet one of the pressing community needs discussed by event participants.

The **(name)** Lions club is a humanitarian service club that has been active in the community for **(number)** years. Its programs include **(list 2-4 significant club programs).**

###

Funding Application

To see if your symposium meets the criteria please review the New Voices Symposium Program on page 1. If it does not, your program may not be funded.

Hosting District or Multiple District:_____

Organizing Lion:_____ Title:_____

Email:_____ Symposium Date:_____

Symposium Theme:_____

Amount of Funds Requested:_____ Recipient Account Currency:_____

Partner Organization:_____

Please describe the community needs your symposium will address:_____

_____

Please describe proposed symposium events including format, speakers, membership recruitment component, additional activities, etc._____

_____

_____

Explain in detail all goals of the symposium. How will the events of the symposium be directed to accomplishing these goals?_____

_____

_____

Describe the new or expanded service abilities that will benefit the community as a result of the symposium. How many community members will be served?_____

_____

Please describe how non-Lions will be asked to join a new club, or a club branch?_____

_____

Attach an agenda with activities and speakers listed. If needed, please use additional paper (applications will not be considered without the agenda).

Applications for consideration must be submitted no later than 30 days prior to the symposium.

Proposed Budget

Facility Rental:_____ Food/Beverage: _____

Printing (invitations, posters, flyers, etc.):_____

Postage: _____ Advertising/Publicity: _____

Speaker Expenses:_____ Office Supplies: _____

Other (please specify):

_____

_____

_____

_____

Total Budget:_____

Anticipated number of participants: Non Lions:_____ Lions: _____

District Governor Signature:_____ Date:_____

Please send the completed form to:

District & Club Administration Division
Lions International
300 W. 22nd Street
Oak Brook, IL 60523-8842 USA
Email: newvoices@lionsclubs.org

Reporting/Reimbursement Form

Hosting District or Multiple District:_____

Organizing Lion:_____ Title:_____

Email:_____ Symposium Date:_____

Symposium Theme:_____

Location:_____

Number of Participants: _____ Amount of Funds Requested:_____

Recipient Account Currency:_____

Symposium Payment Payable to District or Multiple District (cannot be payable to an individual):

Name on Account:_____

Address:_____

City:_____ State/Providence:_____

Country:_____

Partner Organization:_____

Speaker names:_____

Issue(s) addressed: _____

_____

Significant results: _____

_____

Proposed community project: _____

_____

Number of new Lions clubs members_____ New clubs or club branches chartered:_____

Signature:_____ Date:_____

**For district symposiums the district governor is to sign. For multiple district symposiums the council chairperson is to sign.*

Please return this completed form, along with the expense claim and post event action plan to:

District & Club Administration Division, Lions International, 300 W. 22nd Street, Oak Brook, IL 60523-8842, USA

This form may be emailed newvoices@lionclubs.org.

Forms must be received within 30 days after the event. Only symposiums that have been pre-approved will be eligible for reimbursement.

Post Event Action Plan

(Please Print)

Club Name:_____ District:_____

Symposium Title:_____ Date:_____

Key objectives learned from symposium:

_____

_____

_____

_____

Program ideas:

_____

_____

_____

_____

Action Plan:

Goal:_____

Priority:_____ Timeframe:_____

Step: Who is responsible: Date completed:

_____

_____

_____

_____

Action Plan:

Goal:_____

Priority:_____ Timeframe:_____

Step: Who is responsible: Date completed:

_____

_____

_____

_____

Action Plan:

Goal:_____

Priority:_____ Timeframe:_____

Step: Who is responsible: Date completed:

_____

_____

_____

_____

Action Plan:

Goal:_____

Priority:_____ Timeframe:_____

Step: Who is responsible: Date completed:

_____

_____

_____

_____

New Voices Symposium Reimbursement Policy

(Updated June 2023)

The International Board of Directors approved the New Voices Symposium Program. These funds are approved for activities supportive of Lions membership development in growth and retention of Leos and Lions of all ages and backgrounds.

In cases where reimbursement is sought, all expenses should be submitted to Lions International's, District & Club Administration Division using the New Voices Symposium Expense Claim Form. Individuals incurring expenses on behalf of the program **must be approved ahead of time.** Expense claims must be signed by the approved individuals in the spaces provided on the claim form. Lions International will reimburse only expense claims bearing the proper signature of the district governor, council chairperson, multiple district secretary and preapproved individual.

Excess expenditures over the approved budget allowance will be the responsibility of the individual and not Lions International.

All expenditures must be properly submitted with an itemized receipt to be reimbursed.

Allowed expenses:

- Facility rental
- Presentation equipment
- Audio/Visual equipment
- Food and beverages at the symposium
- Advertising and publicity
- Office supplies
- Printing costs
- Internet
- Photo copying fees
- Postage

Disallowed expenses:

- Personal expenses
- Medical insurance
- Alcoholic beverages
- Telephone
- Laundry
- Movie rentals
- Travel insurance
- Gifts
- Valet car parking fees
- Hotel fitness and recreational facilities
- Entertainment expenses
- Banners/Promotional give away items
- Greeting cards, personalized cards

Speaker Reimbursement:

- Speaker fees: Cost for services rendered. Note: copy of invoice and copy of payment are required. Fees will not be reimbursed unless both forms of documentation are provided.
- Speaker transportation: Lions International will cover ground transportation expenses to the symposium. Ground transportation includes car mileage (US$.50 per mile or $US.31 per kilometer) or actual cost of train, bus, and taxi. Also covered is local taxi related travel.
- Speaker lodging: Reimbursement will be made for a standard hotel room at the single rate. Receipts are required.
- Speaker meals: Cost of meals upon arrival at the symposium and prior to departing the symposium. Receipts are required.
- Approved Luggage tips: US$1.00 per piece; Taxi 10% of the fare: Housekeeping: US$2.00 per day.

Expense Reimbursement Notes:

1. All expenses must be listed on the expense reimbursement form by day and supported by **original receipts.** Note: electronic copies of receipts are acceptable and may be considered as original.
2. Please list the monetary amount for each item in each national currency used. Reimbursement will be made in local currency if supported by the association, or US Dollars based on established currency rate at time expense claim submission is received at Lions International.
3. Upon completion of the symposium, email/*mail your claim, support documentation, and final report within 30 days* to District and Club Administration Staff. For claims received more than **60 days after** the symposium, **NO** reimbursement will be made.
4. Any questions concerning the reimbursement should be sent to newvoices@lionsclubs.org.

Lions International does not provide medical insurance coverage to its members whether or not on Lions business. Therefore, when traveling on personal or Lions International business, it would be wise to make sure you have sufficient medical insurance coverage. Many individual group medical insurance plans do not cover the insured outside their city, state, province, or country. This is especially true of the United States Medicare insurance, which is effective in the United States only, and is probably true in many government-sponsored and individual medical plans.

This is a personal matter, which varies from individual to individual, so please be sure to examine your own situation and that of family members and friends carefully.

New Voices Symposium Expense Claim Form

Make Payment Payable To:_____

(Name on Account)

Payee Address: _____

_____

_____

Event Date:_____

District/MD Holding Event:_____

Event Title:_____

Please send expense claim with required forms and receipts to:

Lions International
District & Club Administration Division
300 W. 22nd Street
Oak Brook, IL 60523, USA
EMAIL TO: newvoices@lionsclubs.org

To complete this grant program expense claim:

1. Itemize and attach original receipts.
2. District Governor or Council Chairperson Signature is required

**Note: If held at district level, district governor required to sign. If held at multiple district level, council chairperson required to sign.*

3. Retain a copy of this expense claim form for your record

	For Rules of Audit, please see page 22 of the Symposium Guide								MILEAGE IS FIRST CALCULATED IN $ US DOLLARS and THEN CONVERTED TO LOCAL CURRENCY		
	Provide actual local currency paid. Do not convert currency. Receipts required.										
Date of Expense	Facility Rental and Audio/Visual Equipment	Conference Participant Food and Beverages	Postage, Printing and Office Supplies	Advertising and Publicity	Presenter/ Facilitator Hotel	Presenter/ Facilitator Meals	Other (please explain)	Sub Total Local Currency	Presenter/ Facilitator Miles	Presenter/ Facilitator Kilometer's	US$ TOTAL
								0.00			0.00
								0.00			0.00
								0.00			0.00
								0.00			0.00
								0.00			0.00
								0.00			0.00
								0.00			0.00
								0.00			0.00
								0.00			0.00
								0.00			0.00
								0.00			0.00
								0.00			0.00
								0.00			0.00
TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	PROVIDE EXPENSES IN LOCAL CURRENCY										0.00

Explanation for Other Expenses: _____

_____

Exchange Rate

GRAND TOTAL LOCAL CURRENCY 0.00

District Governor or Council Chairperson Signature: _____

*Note: If held at district level, district governor required to sign. If held at multiple district level, council chairperson required to sign.

FOR INTERNAL USE ONLY:

Account	Currency Used	Currency Paid	US Amount

Manager Authorization: _____

Date: _____

DA-NV23a.EN 6/2023

Lions International

District and Club Administration Division
300 W. 22nd Street
Oak Brook, IL 60523-8842, USA
www.lionsclubs.org
Email: newvoices@lionsclubs.org

DA-NVS23.EN 6/2023