



## Half-Day Diabetes Family Event

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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.



Lions Clubs International



# Half-Day Diabetes Family Event

## Diabetes affects millions of children and families around the world.

This project planner can help your club host a gathering that provides education and encouragement for community members affected by diabetes. This type of event can bring communities together, giving kids and families living with diabetes a special day of support and family fun.

By taking on a project like this, you're helping us achieve our strategic vision of reducing the prevalence of diabetes and improving quality of life for those diagnosed.

## Start planning your event.

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

<b>What you will achieve</b> <ol style="list-style-type: none"> <li>1 Provide education for children and their parents/caregivers about diabetes</li> <li>2 Provide a safe environment for children with diabetes to connect with their peers</li> <li>3 Show families and caregivers that it is possible to live well with and successfully manage diabetes</li> </ol>	<b>Duration</b> Half day (4 hours)	<b>Location</b> Choose a space large enough to accommodate simultaneous activities: <ul style="list-style-type: none"> <li><input type="radio"/> School or educational facility</li> <li><input type="radio"/> Community recreational facility</li> <li><input type="radio"/> Open air/outdoor space</li> <li><input type="radio"/> Other</li> </ul>
	<b>Planning time</b> 2-4 months	
	<b>Start/end dates</b> _____	

Planned participants		
Select the audience you would like to serve at your event.		
<b>People we will serve:</b> <ul style="list-style-type: none"> <li><input type="radio"/> Children</li> <li><input type="radio"/> Youth</li> <li><input type="radio"/> Adult</li> <li><input checked="" type="radio"/> All</li> </ul>	<b>People who will provide service:</b> <ul style="list-style-type: none"> <li><input type="radio"/> Community recreation administrators</li> <li><input type="radio"/> Teachers/educators</li> <li><input type="radio"/> Other</li> </ul> _____	<b>Notes:</b> This event can be geared toward children and parents/caregivers with any or all types of diabetes

## Determine all required tasks for your project.

Be sure to focus your planning efforts on activities that are fun as well as educational. All projects should incorporate the following three tasks:

### 1. Identify educational speakers and materials.



#### QUICK TIP

- ▶ Should be provided through a local diabetes association, diabetes educator or community hospital

Speaker(s)

Resources

a. \_\_\_\_\_

a. \_\_\_\_\_

b. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

c. \_\_\_\_\_

### 2. Choose physical activities, games and/or crafts.



#### QUICK TIP

- ▶ Can be led by volunteers, or you can contact a local recreational facility for physical education instructors

Activities List

a. \_\_\_\_\_

d. \_\_\_\_\_

b. \_\_\_\_\_

e. \_\_\_\_\_

c. \_\_\_\_\_

f. \_\_\_\_\_

### 3. Choose small group discussion topics.



#### QUICK TIP

- ▶ Can be led by your local diabetes association, a local diabetes educator or a Lion/Leo

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

Led by:

a. \_\_\_\_\_



## Assign roles for volunteers at your event.

Position/role	Name	Contact information	Notes
Event director			Can be a Lion/Leo or healthcare professional; must possess basic knowledge about diabetes and should be able to manage both event logistics and volunteers
Volunteer manager			Educate volunteer team about local rules and regulations for working with youth
Marketing lead			
Task lead			
Event photographer			You must secure signed release forms from participants if you plan to use event photographs for promotional purposes
Licensed healthcare professional			Should be involved in the planning process
Local emergency medical services			Must be present at all times in case of a health emergency
Local partners/ collaborators			

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

Number of Lions	
Number of Leos	
Number of others	

### Suggested volunteer ratios\*:

- » 0-4 years: 1 volunteer per 4 children
- » 4-8 years: 1 volunteer per 6 children
- » 9-12 years: 1 volunteer per 8 children
- » 12-18 years: 1 volunteer per 10 children

\*Many local governments have laws limiting the number of children a child care worker can be assigned to. Please be sure that any activities comply with local regulations.



- ▶ All volunteers should be involved in event activities and committed to facilitating a fun and safe environment for participants.



## Organize your project into achievable steps.

The event director will complete this form and track progress.

Status	Task	Deadline	Task Lead	Tips
X	Inform your club			Host a meeting to inform your club about the event
	Create event name/title			
	Form a planning committee			» Determine event participants, activities and logistics » Decide and assign volunteer tasks
	Prepare a preliminary budget			» Any necessary equipment » Promotional materials
	Pursue funding (if necessary)			
	Secure location, date and time			Should be secured at least 1 month in advance
	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 the Program Insurance Booklet by visiting <a href="http://lionsclubs.org/pib-en">http://lionsclubs.org/pib-en</a>
	Secure necessary volunteers			CPR certification preferred
	Identify potential event collaborators			
	Secure healthcare professional(s)			
	Create promotion/marketing plan			Can include flyers, digital materials, etc.
	Create event itinerary			Should be a time-specific schedule of all activities from start to finish
	Schedule a post-event meeting to celebrate successes and discuss opportunities for improvement			Use the reflection questions to talk about your project



# Determine the budget for your project.

\_\_\_\_\_ will use this worksheet to determine finances for the event.

Description	Quantity	Cost	Total expense	In-kind/ donations	Income	Balance
<b>Education</b>						
Educational speaker						
Educational materials						
<b>Supplies for physical activities, games and/or crafts</b>						
<b>Marketing</b>						
Promotional materials						
<b>Medical supplies</b>						
Glucose meters						
Test kits						
Fast-acting carbohydrates						
<b>Other</b>						



## Measure the success of your project.

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

Success measures			
Measure your project			
# of people served under 18		# of non-members volunteered	
# of people served 18+		Total direct service hours	
# of Lions volunteered		Total project planning/fundraising hours	
# of Leos volunteered			
Reflect on your project			
1. Did you educate children and parents/caregivers about diabetes? How?			
2. Did you provide a safe environment for children with diabetes to connect with their peers? How?			
3. Did you show families and caregivers that it is possible to live well with and successfully manage diabetes?			
4. What were the biggest successes?			
5. What were the biggest challenges?			
6. Would you do this event again?			
7. What would you change?			

