



Strides For Diabetes Awareness

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

Strides For Diabetes Awareness

This project planner can help your club organize a highly visible, family-friendly community event that promotes diabetes awareness and the importance of healthy living through educational materials and group participation in physical activity.

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.

What you will achieve Raise community awareness about diabetes through education and promote healthy living	Duration 2-3 hours	Location <input type="radio"/> Open-air/outdoor space <input type="radio"/> School or educational facility <input type="radio"/> Community recreational facility <input type="radio"/> Other <hr/>
	Planning time 2-3 months	
	Start/end dates <hr/>	

Planned participants

Select the audience you would like to serve at your event.

People we will serve: <input type="radio"/> Children <input type="radio"/> Youth <input type="radio"/> Adult <input checked="" type="radio"/> All	People who will provide service: <input type="radio"/> Country, state or local government department of public health <input type="radio"/> Community health systems (hospital, clinic, diabetes educator, fitness instructor) <input type="radio"/> Local businesses	Notes:
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Determine all required tasks for your project.

All projects should incorporate the following tasks:

1. Determine physical activities.



- ▶ Activities can include walking, running, cycling, dancing or any other organized physical activity.
- ▶ The chosen activity should last at least 30 minutes or have a pre-determined distance.

Activities

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____

2. Choose educational materials.



- ▶ Educational materials should be provided by department of public health, community health system (hospital, local clinic, local diabetes educator), local diabetes association.
- ▶ Review LCI Strides Program resources (refer to www.lionsclubs.org for additional resources).

Materials

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____

Volunteer planner

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			
Marketing lead			
Physical activity lead			Should be a physical activity professional that can ensure attendee safety during participation in physical activities
Local emergency medical services			Should be present at all times in case of a health emergency
Event photographer			(Optional) You must secure signed release forms from participants if you plan to use event photographs for promotional purposes
Local partners/ collaborators <i>Recommended: Country, state or local government department of public health, community health system, local diabetes association, businesses, healthcare providers</i>			Community businesses can provide help with event promotion and sponsorship
Other			

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 childcare worker can be assigned to. Please be sure that any activities comply with local regulations.

Organize your project into achievable steps.

The event director may 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			<ul style="list-style-type: none"> » Determine event participants, activities and logistics » Decide and assign volunteer tasks
	Identify potential event collaborators			<ul style="list-style-type: none"> » Department of Public Health » Community health provider » Fitness organization » Health food business » Sports store » Center for elderly persons
	Prepare a preliminary budget			
	Secure location, date and time			<p>Things to consider:</p> <ul style="list-style-type: none"> » Time of year/weather » Flexibility of location's capacity » Safety of location » Accessibility for people of all abilities » Consider an alternate facility/ location in case of inclement weather
	Ensure proper insurance coverage			<p>Check with relevant officials to determine if a certificate of insurance or supplemental insurance will be required</p> <p>For questions regarding coverage under the General Liability Insurance Policy provided to all Lions clubs, please review the Program Insurance Booklet by visiting http://lionsclubs.org/pib-en</p>
	Secure necessary volunteers			

Organize your project into achievable steps (continued).

Status	Task	Deadline	Task Lead	Tips
	Promote your Strides event			<p>Things to consider:</p> <ul style="list-style-type: none"> » Invite local media to your event » Prepare a press release and share it with local media outlets » Enlist the help of a local celebrity or sports personality » Social media platforms » Email outreach to your club's network » Include post-Strides event success stories
	Create a registration/ information collection plan			Can include flyers, digital materials, etc.
	Determine any additional event components and layout			<p>Things to consider:</p> <ul style="list-style-type: none"> » Any special requirements for the physical activity space (signs, directions, etc.) » Rest station with water and healthy snacks » Information booths for educational materials and event collaborators » First aid
	Finalize event logistics			Before your event, make sure you contact any service providers or event collaborators to make sure they are prepared to fill their roles in the event
	Schedule a post-event meeting to celebrate successes, and discuss opportunities for improvement			<ul style="list-style-type: none"> » Participant and volunteer satisfaction » Age groups that participated » Ease of event registration » Location and safety
	Schedule a meeting to discuss additional future Strides events			<ul style="list-style-type: none"> » Consider planning various types of exercise events to engage community members of all ages » Make sure Strides events do not conflict with other public events on the community calendar

Determine the budget for your project.

_____ may use this worksheet to determine finances for the event.

Description	Quantity	Cost	Total expense	In-kind/donations	Income	Balance
Education						
Education materials						
Equipment						
Facility/space rental						
Participant awards						
Tables/chairs						
Event signage						
Marketing						
Promotional materials						
Other						
Local sponsors/providers						
Healthy snacks and water						

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			
# people served		Other Potential Metrics	
# volunteers		Funds raised	
# volunteer hours		Organization receiving donation	
		Funds donated	
Reflect on your project			
1. Were you able to raise community awareness about diabetes through education and promotion of healthy living? Why or why not?			
2. What were the biggest successes?			
3. What were the biggest challenges?			
4. Would you do this event again? Why or why not?			

MyLion: Remember to register for MyLion. Login to MyLion from any web browser and download the MyLion mobile application on your smart phone. With MyLion, you can easily plan, invite, and share your event activities with your club members. Use MyLion to celebrate and share your Strides event with local Lions and Leos and those around the world!

