



Diabetes Support Group

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



Diabetes Support Group

This project planner can help your club organize a monthly support group to help members of their community who are living with diabetes, creating an encouraging environment in which to share their experiences, learn more about their disease and plan their management.

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 1 Provide people living with diabetes with education, and a support network that creates a positive outlook on life	Duration Monthly	Location <input type="radio"/> School or educational facility <input type="radio"/> Community recreational facility <input type="radio"/> Informal (e.g., faith-based) <input type="radio"/> Other _____
	Planning time 3-6 months	
	Start/end dates _____	

Planned participants		
Select the audience you would like to serve at your event.		
People we will serve: <input type="radio"/> Children <input checked="" type="radio"/> Youth <input checked="" type="radio"/> Adult <input type="radio"/> All	People who will provide service: <input type="radio"/> Local diabetes association <input type="radio"/> Local diabetes educator <input type="radio"/> Community hospital	Notes:

Determine all required tasks for your project.

All projects should incorporate the following tasks:

1. Plan subject/topics for every session.



▶ Examples may include: blood glucose monitoring, healthy eating, etc.

Session topics

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

2. Choose an educational resource for each topic.



▶ Resources can be provided in print, by a guest speaker or by other methods

Resources

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

3. Determine small group social activities.



▶ Activities should be based on the session topics to help facilitate discussion

Activities

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



Volunteer planner

Assign roles for volunteers at your event.

Position/role	Name	Contact information	Notes
Designated support group lead			Should be a certified healthcare professional or social worker familiar with support group facilitation who can also manage event logistics and volunteers
Peer mentor			An individual living with diabetes who has support group experience, and can demonstrate techniques/skills to others for successful diabetes management
Volunteer manager			If needed
Marketing lead			
Collaborators/guest speakers			<ul style="list-style-type: none"> » Local diabetes association » Local diabetes educator » Local community hospital

Number of Lions	
Number of Leos	
Number of others	



Organize your project into achievable steps.

The support group leader 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
	Prepare a preliminary budget			<ul style="list-style-type: none"> » Event facility rental and equipment » Educational materials » Guest speaker fees » Transportation costs
	Pursue funding (if necessary)			
	Secure location, date and time			<ul style="list-style-type: none"> » Should be secured at least 1 month prior to event » Location should be as consistent as possible throughout the duration of the support group meetings
	Contact local health organizations to help recruit participants <i>Tip: Not every person you invite will attend your first support group or continue attending after the first meeting. That's okay! If you want to form a 20 person support group, invite at least 50 people initially.</i>			<ul style="list-style-type: none"> » Can help you decide what group of people (age, type of diabetes, etc.) to invite and build your support group around » Can share information about your support group with their clients, provide other opportunities to promote your group through their organization » Can contribute to support group content/meetings
	Create promotion/marketing plan			Can include flyers, digital materials, etc.



Organize your project into achievable steps (continued).

Status	Task	Deadline	Task Lead	Tips
	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			<ul style="list-style-type: none"> » Ensure that chosen volunteers are committed and will facilitate a safe and welcoming environment » Volunteers must adhere to local regulations for working with members of the public who have disabilities, and secure necessary documentation, as required
	Finalize support group schedule			Should encompass all aspects of support group topics, speakers, and activities—as far in advance as possible
	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.

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

Description	Quantity	Cost	Total expense	In-kind/donations	Income	Balance
Education						
Education materials						
Guest speaker fees						
Equipment						
Facility/space rental						
Water/snacks						
Marketing						
Promotional materials						
Other						



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. Were you able to provide people living with diabetes a support network and further education that creates a positive outlook on life?			
2. What were the biggest successes?			
3. What were the biggest challenges?			
4. Would you do this event again?			
5. What would you change?			

