



## Recreational Facility Improvement 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.



## Recreational Facility Improvement Event

This project planner can help your club host an improvement project for a local recreational facility that can improve access or capacity to community members to embrace healthier lifestyles.

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> <b>1</b> Create or enhance a safe environment for community members to participate in healthy living activities	<b>Duration</b> 1-2 months	<b>Location</b> <input type="radio"/> School or educational facility <input type="radio"/> Community recreational facility <input type="radio"/> Medical facility <input type="radio"/> Open-air/outdoor space <input type="radio"/> Other <hr/>
	<b>Planning time</b> 2-4 months	
	<b>Start/end dates</b> <hr/>	



#### QUICK TIP

- ▶ Choose a physical activity space or facility dedicated to offering convenient access to community members. If no such facilities exist in your area, think of an existing space or facility that can serve the same purpose.

### Planned participants

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

<b>People we will serve:</b> <input type="radio"/> Children <input type="radio"/> Youth <input type="radio"/> Adult <input checked="" type="radio"/> All	<b>People who will provide service:</b> <input type="radio"/> Local construction companies <input type="radio"/> Local government agencies <input type="radio"/> Local hospitals	<b>Notes:</b> <hr/>
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## Determine all required tasks for your project.

All projects should incorporate the following tasks:

### 1. Determine specific improvement projects.

#### QUICK TIP

- ▶ Discuss the needs of the chosen facility with its leadership, and determine what would be the best improvement your club could perform to help enhance community members' experience
- ▶ Activities may consist of the following: installing exercise equipment, installing access ramps, painting a room used for physical activities, installing instruction signage for equipment use, etc.

Specific projects

- a. \_\_\_\_\_ d. \_\_\_\_\_  
 b. \_\_\_\_\_ e. \_\_\_\_\_  
 c. \_\_\_\_\_ f. \_\_\_\_\_

### 2. Identify community partners/resources.

#### QUICK TIP

- ▶ Look for community partners who may be interested in providing assistance to complete your selected improvement projects
- ▶ Partners can help to expand capacity if there is a needed skill set that is required to complete your projects
- ▶ Partners may also be able to subsidize some costs by donating time and supplies

Community partners

- a. \_\_\_\_\_ d. \_\_\_\_\_  
 b. \_\_\_\_\_ e. \_\_\_\_\_  
 c. \_\_\_\_\_ f. \_\_\_\_\_

### 3. Determine a debut activity that promotes healthy lifestyles.

#### QUICK TIP

- ▶ At completion of the improvement, determine an event that will highlight the accomplishments of your project and provide a connection to healthy living
- ▶ Activities may consist of the following: Strides event, healthy eating demonstration, instructional exercise class, etc.
- ▶ During the event, provide educational resources about healthy living and diabetes prevention

Activity ideas

- a. \_\_\_\_\_ d. \_\_\_\_\_  
 b. \_\_\_\_\_ e. \_\_\_\_\_  
 c. \_\_\_\_\_ f. \_\_\_\_\_



# Volunteer planner

Assign roles for volunteers at your event.

Position/role	Name	Contact information	Notes
Improvement project lead			Can be a Lion/Leo or construction professional with experience in facility improvements; must have the ability to manage project logistics and volunteers
Volunteer manager			
Marketing lead			
Public event lead			Can be a Lion/Leo or a healthcare professional with experience in diabetes or health promotion and public events
Event photographer			You must secure signed release forms from participants if you plan to use event photographs for promotional purposes
Local emergency medical services			Must be present at all times in case of a health emergency
Local partners/ collaborators			<ul style="list-style-type: none"> <li>» Local construction companies</li> <li>» Local governmental agencies</li> <li>» Local hospitals</li> </ul>
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 child care worker can be assigned to. Please be sure that any activities comply with local regulations.



## Organize your project into achievable steps.

The improvement project lead and public event lead may complete this form and track progress.

Status	Task	Deadline	Task Lead	Tips
X	Inform your club			Host a meeting to inform your club of the event
	Create event name/title			<ul style="list-style-type: none"> <li>» Determine event participants, activities and logistics</li> <li>» Decide and assign volunteer tasks</li> </ul>
	Form a planning committee			Committee to determine the type of activities, event location, and required materials
	Identify potential event collaborators			<ul style="list-style-type: none"> <li>» Local construction companies</li> <li>» Local governmental agencies</li> <li>» Local hospitals</li> </ul>
	Prepare a preliminary budget			<ul style="list-style-type: none"> <li>» Consider the equipment needed when determining the scope and type of improvement project</li> <li>» Necessary promotional materials</li> </ul>
	Secure location, date and time			<p>Include a timeline for the improvement project and the information for the debut event as well.</p> <p>Things to consider:</p> <ul style="list-style-type: none"> <li>» Time of year/weather</li> <li>» Flexibility of location's capacity</li> <li>» Safety of location</li> <li>» Accessibility of location to community members most at risk of diabetes</li> </ul>
	Ensure proper insurance coverage and permit needs			<ul style="list-style-type: none"> <li>» Check with relevant officials to determine if a certificate of insurance or supplemental insurance will be required</li> </ul> <p>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></p> <ul style="list-style-type: none"> <li>» Clarify with local government if there are permits that need to be obtained</li> </ul>



## Organize your project into achievable steps (continued).

Status	Task	Deadline	Task Lead	Tips
	Secure necessary volunteers			<ul style="list-style-type: none"> <li>» Determine the skill level required for volunteers during improvement project, and choose wisely in order to minimize risk during construction-based projects</li> <li>» Secure secondary set of volunteers to assist with facilitation of the debut event</li> </ul>
	Determine any additional event components and layout			
	Promote your event			<p>Things to consider:</p> <ul style="list-style-type: none"> <li>» Invite local media to your event</li> <li>» Prepare a press release and share it with local media outlets</li> <li>» Enlist the help of a local celebrity or sports personality</li> <li>» Social media platforms</li> <li>» Email outreach to your club's network</li> </ul>
	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			



# 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
<b>Education</b>						
Education materials						
<b>Equipment</b>						
Construction supplies						
Rental fees						
Safety gear						
Paint supplies						
<b>Marketing</b>						
Promotional materials						
Public event materials						
<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. Were you able to create or enhance a safe environment for community members to participate in healthy living activities?			
2. What were the biggest successes?			
3. What were the biggest challenges?			
4. Would you do this event again?			
5. What would you change?			

