



# Childhood Cancer Half-Day Family Camp

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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.



# Childhood Cancer Half-Day Family Camp

This project planner can help your club organize a family-oriented half-day retreat that serves and encourages youth and families from the local community who are affected by childhood cancer.

By taking on a project like this, you're helping us achieve our strategic vision of helping those affected by childhood cancer to survive and thrive.

## 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> <ul style="list-style-type: none"> <li>» Provide education for children, youth and parents/caregivers about childhood cancer</li> <li>» Provide a safe environment for children and youth with cancer to connect with their peers</li> </ul>	<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"/> Local camp serving children with cancer</li> <li><input type="radio"/> Community recreational facility</li> <li><input type="radio"/> School or educational facility</li> <li><input type="radio"/> Informal (e.g., faith-based)</li> <li><input type="radio"/> Community 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 services:</b> <ul style="list-style-type: none"> <li><input type="radio"/> Local camps for children with cancer</li> <li><input type="radio"/> Support agencies for families living with cancer</li> <li><input type="radio"/> Educational speaker(s)</li> <li><input type="radio"/> Certified exercise instructor(s)</li> <li><input type="radio"/> Social worker(s)</li> <li><input type="radio"/> Other</li> </ul>	<b>Notes:</b> Consider inviting siblings and family friends to build a community of support for families living with childhood cancer.

## 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 resources.

- » Suggested topics can include the benefits of regular exercise and recreational activities, youth and family concerns, challenges and successful coping strategies, etc.
- » Materials can be provided by childhood cancer treatment centers, advocacy groups for childhood cancer or camps for children with cancer or agencies providing services for families and children affected by cancer.

Speaker(s):

a. \_\_\_\_\_ c. \_\_\_\_\_  
b. \_\_\_\_\_ d. \_\_\_\_\_

Resources:

a. \_\_\_\_\_ c. \_\_\_\_\_  
b. \_\_\_\_\_ d. \_\_\_\_\_

### 2. Determine the type of large group physical activity.

- » Should be an appropriate family exercise, such as yoga session or structured walk or hike, for selected age group and physical abilities.
- » All participants should be cleared by their physicians to participate prior to attending.

Large group physical activity:

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

Led by:

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

### 3. Determine small group crafts and games.

- » Age-appropriate crafts and games should be provided for small group activities.
- » Craft activities can be led by Lions/Leo volunteers, college/university students or local art teachers.
- » Resources on appropriate crafts and games can be found at local youth camps, libraries, community centers and/or schools.

Craft activities and family games:

a. \_\_\_\_\_ c. \_\_\_\_\_  
b. \_\_\_\_\_ d. \_\_\_\_\_

Led by:

a. \_\_\_\_\_ c. \_\_\_\_\_  
b. \_\_\_\_\_ d. \_\_\_\_\_



## Assign roles for volunteers at your event.

Position/Role	Name	Contact Information	Notes
Project lead			Can be medical professional, camp director, Lion/Leo or other adult volunteer who is familiar with basic knowledge around childhood cancer, and also has the ability to manage event logistics and volunteers.
Volunteer manager			
Education lead			Can be a Lion/Leo or healthcare professional who is knowledgeable about childhood cancer and associated topics for affected families.
Physical activity lead			Should be a certified yoga teacher or exercise instructor to ensure attendees are safe during participation in physical activities.
Marketing lead			
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			

**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 project 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 about the event
	Create event name/title			
	Form a planning committee			Committee to determine event participants, activities, tasks, logistics and process for follow-up care
	Identify potential cancer retreat collaborators			
	Prepare a preliminary budget			
	Pursue funding (if necessary)			
	Secure location, date and time			Things to consider: » Time of year/weather » Flexibility of location's capacity » Safety of location » Accessibility of location to community members
	Contact local organizations serving children and families affected by cancer for help with recruiting participants			Local hospitals and cancer treatment facilities, agencies serving families affected with childhood cancer or camps serving youth with cancer can help you decide who you will invite to your retreat. They can also share information about your camp with their clients, provide other promotional opportunities for your event or contribute supplies and materials.
	Secure necessary volunteers			
	Create promotion/marketing plan			Can include flyers, digital materials, etc.
	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>
	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.

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

Description	Quantity	Cost	Total Expense	In-Kind/ Donations	Income	Balance
<b>Educational materials</b>						
Printing expenses						
Professional fees						
<b>Equipment and supplies</b>						
Craft supplies						
Game supplies						
Physical activity equipment						
Facility rental fees						
<b>Marketing</b>						
Promotional materials						
<b>Other</b>						
Water/snacks (optional)						



## 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 nonmembers 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 provide an encouraging environment for families affected by childhood cancer?			
2. What were your biggest successes?			
3. What were your biggest challenges?			
4. Would you do this event again?			
5. What would you change?			

