



Specialty Clubs Program

Workshop Request



Today's date: _____

Complete this form to request an LCI-supported Specialty Clubs Program (SCP) virtual or in-person workshop. The workshop organizer must submit this request to LCI at specialtyclubs@lionsclubs.org no less than six weeks before the workshop is to be held. Workshop funding is subject to availability, prior approval by LCI and post-workshop review by LCI upon receiving verifiable receipts. Applications accepted by LCI through 31 May 2024. Reimbursements may not exceed estimated costs without prior approval. Itemized receipts, reimbursement expense forms and claims, attendee lists and proof of payments must be received at LCI headquarters prior to 15 June of current fiscal year. **Workshop organizer to complete the following:**

Name

Title

District

Phone

Email

How will your workshop achieve the following objectives? (Please be specific and include these objectives in your agenda items. Keep in mind membership goals and your target audience.)

1. Promote SCP benefits; meet membership goals and community needs:
2. Recruit new specialty club members and charter clubs:
3. Identify club focus, specialty and target audience:



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Dates of workshop:

Workshop start date: _____; Start time: _____

Workshop end date: _____; End time: _____

Audience

Describe the target audience: _____

Anticipated Number of Participants: _____

Primary language of presentation and audience: _____

Proposed location of workshop:

Meeting Venue _____

City _____ Country _____

Recommended airport (if applicable) _____

Hotel (if applicable) _____

Is LCI staff support being requested: Yes ☐ No ☐

Expectations for the LCI staff support person(s):

Is there any other information the LCI staff member(s) should know before the event?
