



Leo Leadership **Grant Program**



Lions International

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Introduction

The Leo Club Program offers youth and young adults an opportunity to develop as leaders within their communities. Leos make up a global network of young people committed to serving others and creating change.

In accordance with the Leo motto—Leadership, Experience and Opportunity—Leos around the world participate in activities and projects that enhance their communities, while developing leadership skills.

Purpose

Lions Clubs International introduced the Leo Leadership Grant Program in 2009 to provide financial assistance to Lions interested in organizing Leo leadership events. The intent of such events, and this funding, is for Leos and Lions to work collaboratively to support the development of Leos. Therefore, these events should be places where Leos are given the opportunity to lead in all capacities.

The grant program provides funding for Leo leadership events focused on developing leadership skills.

About Leo Leadership Conferences

Leo leadership conferences may be organized by a Lions constitutional area, multiple district, sub-district or single district. Leos should participate in all stages of planning and organization of the event and must present or co-present at least 75% of the sessions. The other 25% may be presented by Lions or other special guests that may offer an expertise helpful to the Leos. Leos must serve on the conference planning committee with Lions. Both Leos and Lions must collaborate in developing and executing the conference.

Leo leadership conferences should be standalone events. These conferences may take place before or after annual conventions, and may also be co-located with other large Lions forums/trainings. However, event organizers should promote the Leo leadership conference as a singular event and clearly separate finances for the conference.

Leo leadership conferences should take place at a convenient location. These Leo leadership conferences may take many forms, including one or two-day programs with multiple workshops and multi-day leadership camps.

Logistics

Attendees

Participants should be Leos within a compatible age range from the host constitutional area, multiple district, sub-district or single district. Leos and guests from outside the host area may also attend.

Location

The conference should take place at a convenient location. Ask other Leos and Lions who have organized multi-day meetings in the host area to recommend reliable and cost-efficient venues.

The facility should have comfortable accommodations. Depending on your budget, you may wish to coordinate all meals to encourage networking and foster a spirit of cooperation and teamwork.

For multi-day events, consider the distance between the meeting location and accommodations if they are not on the same site.

Be sure to determine if the facilities are sufficient to meet your audio-visual needs, and confirm all arrangements prior to the event.

Scheduling

When selecting a date for the conference, allow **three to four months** for planning and preparations. Keep in mind both national and religious holidays as well as potential conflicts with other major events that might prevent Leos from attending.

Leo leadership conferences may take place before or after a district or multiple district annual convention. However, event organizers should promote the Leo leadership conference as a stand-alone event and clearly separate finances for the conference.

Constitutional areas may host a Leo leadership conference in conjunction with Leo forums. However, funding cannot be used for a Leo event at a Lion constitutional area forum.

Budget

The grant program provides a maximum of one US\$2,000 reimbursable grant per event. Your event may require additional funding from other sources.

Leo Advancement Sessions Curriculum

The curriculum for the 60 to 90-minute Leo Advancement Sessions is available for any Leo conference. It is designed specifically for Leo training and addresses the same topics provided to Lions but has been modified to better fit the needs of Leo members. Sessions include Working in Teams,

Public Speaking, Time Management and Member Motivation. There are also team-building activities available. To receive grant funding, you must select and use the curriculum for at least one session in the series at your event; additional sessions or activities may be used.

You can find the curriculum on the [Leo Advancement Sessions webpage](#).

Session Options

Working in Teams: Participants will discuss the characteristics of effective teams and learn about the importance of ensuring team members feel safe to take risks and share ideas. They will then learn strategies to make their Leo teams stronger.

Public Speaking: In this two-part session, participants will discuss techniques to develop an outline for an effective speech, deliver a 3-minute speech and learn the difference between giving a speech online and in-person.

Time Management: Using a case study for reference, participants will discuss the importance of time management, recognize obstacles to time management and identify strategies for achieving effective time management.

Member Motivation: Participants will discuss the difference between extrinsic (external) and intrinsic (internal) motivation, as well as how to promote intrinsic motivation among team members.

Planning the Program

Planning Committee

Leos and Lions should serve together on the planning committee. Leos should serve in leadership roles, while collaborating with Lions in all facets of the conference including development, execution and follow-up.

When planning your event, create measurable goals and objectives for the conference. Develop an action plan to meet those goals and objectives.

Choosing Presenters

At least 75% of the sessions must be presented or co-presented by Leos. Lions and guest speakers may also present alone or in collaboration with Leos as determined by the planning committee.

Presenters should both interest and inspire Leos, while offering expertise on a specific topic. Speakers may include Leo officers at the multiple district, district and club levels, Lions leaders and special guests and representatives of Lions International (Leo Club Advisory Panelists, Leo-Lion Board Liaisons,

Lions International Headquarters Staff). Conference organizers are encouraged to invite representatives of Lions International to present when appropriate so that the latest program developments and resources can be shared with Leos in their area.

Photography

Great images not only help preserve memories, but they can also serve as great promotional tools for the next year. While a professional photographer is great, it is not always necessary (or cost effective). Many cellular phones have fantastic cameras and can capture quality images that can be used on social media to promote your events.

Conference Agenda

The conference should focus on developing Leos' skills in the areas of leadership, membership and service. In addition to the curriculum in the Leo Advancement Sessions, the session topics below are also acceptable:

- Teamwork
- Communication
- Creativity and innovation
- Planning and managing projects
- Providing community service

The conference is also an excellent opportunity for Leos from different areas to share the updates about the challenges and successes in their clubs/districts/multiple districts and gain valuable feedback from other Leos. When designing your conference agenda, consider diversifying the structure of your event to include seminars, workshops, roundtable discussions, service projects, social activities and award ceremonies. Make your event as interactive as possible to keep your attendees excited about learning. A service event is a great way to let your attendees work together and have fun while also having a meaningful impact on your host community.

Please see the sample conference agenda (page 5) for ideas and inspiration for your Leo leadership event.

Promotions

While planning your event, develop a communications plan for promotions and publicity. Reach out to your district or multiple district public relations chairperson for assistance. Work with local media and consider both print and digital promotions. Utilize social media to share pictures from past events, and have planners and attendees share information and that they plan to attend.

Sample Conference Agenda

The following sample schedule can be used when planning your workshop. It should be adapted to meet specific needs in your region.

Day One

Time	Session	Speaker
9:00-9:15 a.m.	Welcome <ul style="list-style-type: none"> • Thank participants • Logistics and housekeeping – location of restrooms, times of breaks and lunch • Set “ground rules” for respect and courtesy • Overview of the agenda – goals and objectives 	Please list the speakers for each session here. NOTE: Leos must present or co-present 75% of the sessions. See page 4 for a list of potential speakers.
9:15-9:30 a.m.	Leo Club Program Overview <ul style="list-style-type: none"> • Ensure that all participants are knowledgeable about Leo Club Program 	
9:30-9:45 a.m.	Team-building activity (example activities included with the Leo Advancement Sessions curriculum)	
9:45-10:45 a.m.	Session #1 – State of the Leos Club/D/MD Reports	
10:45-11:00 a.m.	BREAK	
11:00 a.m.-12:30 p.m.	Session #2 – Engaging Leo Club Members or Member Motivation	
12:30-1:30 p.m.	LUNCH	
1:30-3:00 p.m.	Session #3 – Leos and Lions Serving Together	
3:00-4:00 p.m.	Session #4 – Time Management	
4:00-4:45 p.m.	Session #5 – Goal Setting	
4:45-5:00 p.m.	Closing	

Day Two

Time	Session	Speaker
9:00-9:15 a.m.	Welcome <ul style="list-style-type: none"> • Reminders on logistics and housekeeping matters • Recap of Day One • Overview of Day Two agenda 	
9:15-9:30 a.m.	Team-building activity (example activities included with the Leo Advancement Sessions curriculum)	
9:30-9:45 a.m.	Session #1 – Community Engagement	
9:45-10:45 a.m.	BREAK	
10:45-11:45 a.m.	Session #2 – Continuing Your Service as a Leo-Lion	
11:45 a.m.-12:30 p.m.	Session #3 – Advocacy	
12:30-1:30 p.m.	LUNCH	
1:30-4:00 p.m.	Service Activity	
4:00-4:30 p.m.	Closing and Award Distribution	

Remember, Leos must present or co-present at least 75% of all sessions.

Applying for Funding

Once the planning committee has coordinated the logistical arrangements and determined the conference agenda, you may apply for funding from Lions International.

Available Funds

Each grantee is awarded up to US\$2,000. Every year, three grants are reserved for use by each constitutional area until March 1. After March 1, any remaining grant funding will be made available to support Leo events regardless of the constitutional area of the applicant. Additionally, after March 1, all applications, including from areas that have already received three grants, may be considered to receive grant funding. Final applications are due May 1.

Eligibility

Lions' constitutional areas, multiple districts, sub-districts and single districts are eligible to apply for a Leo Leadership Grant. Applicants may also consider joint applications. To provide opportunity for as many Leos as possible, awardees who received funding are not eligible to apply again for at least three fiscal years. For example, awardees in 2020-2021 would be ineligible to receive funding until 2024-2025.

Deadline

Applications are accepted on a rolling basis until May 1 of each fiscal year. The Young Lions and Leos Department of Lions International reviews applications in the order in which they are received and approves eligible grants based on the content of the application.

How to Apply

To apply for funding, you must complete and submit the application form (pages 7-10) with a detailed budget (page 9), required signatures (page 9) and a preliminary agenda (see page 5 for a sample) at least 60 days in advance of your event. The Young Lions and Leos Department will review the application and respond within 30 business days of receiving all required forms.

Approved funds are reimbursed after the event, contingent upon receipt of the Leo Leadership Grant Program Final Report, photographs, Expense Claim and all original receipts. Please see the Leadership Forum Reimbursement Policy (page 11) for additional details.

After the Conference

Thank Speakers

Send a note to conference speakers and thank them for their time. Express appreciation on behalf of all Leos who attended the conference.

Gather Feedback

Ask participants to complete surveys and gather feedback regarding the conference sessions. Evaluate the conference based on feedback from attendees and plan future projects accordingly.

Share Event Highlights

Send photos and a short description of the event to the media. Share event highlights with Lion leaders and Leos who could not attend. Feature stories and photos from your conference on social media to foster more engagement.

Requests for Reimbursement

Following the conference, grant recipients must submit the Leo Leadership Grant Program Final Report along with the Expense Claim Form and all original receipts to the Young Lions and Leos Department at International Headquarters.

Please follow the procedure below when submitting forms for reimbursement:

1. List all eligible expenses (up to US\$2,000) on the Expense Claim Form and indicate the currency used. Do not convert currency. Attach all original receipts to the Expense Claim Form.
2. Complete the Leo Leadership Grant Program Final Report. This report will serve as a valuable tool in publicizing the success of your conference, as well as evaluating the effectiveness of the grant program.
3. Mail or email the Expense Claim Form, original receipts and Final Report to the Young Lions and Leos Department **within 60 days** of the conference.

Young Lions and Leos Department
Lions Clubs International
300 W 22nd Street
Oak Brook, IL 60523-8842 USA
Leo@lionsclubs.org

Upon receipt and processing of the required documentation, Lions International will send the grant reimbursement to the appropriate council chairperson or district governor.



Leo Leadership Grant Program

Grant Application

Contact Information

Organizing Lion

Name

Title

Lions Club Name

District/Multiple District

Email

Country

Organizing Leo

Name

Title

Leo Club Name

Leo District/Multiple District

Email

Country

Conference Details

Conference Title

Conference Date(s)

Location

Amount of Funds Requested (US\$2,000 max)

Anticipated Number of Participants:

Alpha Leos

Omega Leos

Lions

Guests

Please attach a draft agenda to this application.

Please respond to the following questions. Attach additional sheets as needed.

1. Which of the [Leo Advancement Sessions](#) will you be presenting? Events that receive grants must use the curriculum for at least one session in the Leo Advancement Sessions.

- ☐ Time management (60 minutes)
- ☐ Public speaking (2 parts, 70 minutes and 90 minutes)
- ☐ Member motivation (90 minutes)
- ☐ Working in teams (90 minutes)

2. Explain in detail the goals of the Leo leadership conference. How will the conference agenda reach these goals?

3. How will this conference further develop Leos' leadership skills?

4. How many Leos and Lions are on the conference planning committee? Please identify each Leo on the committee and their specific role.

5. What districts/multiple districts within your constitutional area will be represented at the event?

6. How will the conference be promoted to Leos? Please include samples of publicity materials if available.

7. Do you plan to have media coverage of the conference? If yes, please explain your plan for getting media to cover the event.

8. Do you plan to hold this Leo leadership conference even if you do not receive funding through this grant program?

- ☐ Yes ☐ No

Proposed Conference Budget

Include cost and description of expenses. For a list of eligible expenses please see the Leadership Forum Reimbursement Policy (page 11).

Item	Cost	Amount Covered by Grant
Facility Rental		
Audio/Visual Equipment		
Food & Beverage at Conference		
Printing (invitations, posters, flyers, etc.)		
Postage		
Advertising and Other Publicity		
Speaker Expenses		
Office Supplies		
Other (please describe)		
Total Leo Conference Budget		Total Covered By Grant

Required Signatures

If the grant application is submitted by a single district or a sub-district, signatures of both the district governor and the district Leo club chairperson are required.

Signature of District Leo Chairperson

Date

Printed Name of District Leo Chairperson

Signature of District Governor

Date

Printed Name of District Governor

If the grant application is submitted by a multiple district, the signatures of both the council chairperson and multiple district Leo club chairperson are required.

Signature of Multiple District Leo Chairperson

Date

Printed Name of Multiple District Leo Chairperson

Signature of Council Chairperson

Date

Printed Name of Council Chairperson

Please send this completed form to:
Young Lions and Leos Department
Lions Clubs International
300 W 22nd Street
Oak Brook, IL 60523-8842 USA
Email: leo@lionsclubs.org
Fax: (630) 571-1692

Leadership Forum Reimbursement Policy

1. Budget

Leo leadership conferences will be reimbursed up to US\$2,000. Expenses eligible for reimbursement may only be incurred after the Leo Leadership Grant Program Application is approved.

2. Submission of Claims

- Official Forms

Expense claims must be submitted using the Leo Leadership Grant Expense Form, accompanied by the Leo Leadership Grant Final Report. Items must be properly itemized, columns totaled and accompanied by original receipts.

- Signatures

The Expense Claim Form and Final Report must bear the signature of the Leo chairperson and either the district governor or council chairperson.

- Deadline

Upon completion of the conference, the Expense Claim Form along with all original receipts and the Final Report should be mailed within 60 days to the Young Lions and Leos Department at Lions International. If the required documentation is not received within 60 days of the conference, reimbursement will not be considered.

3. Reimbursable Expenses

Allowed expenses consist of facility rental, audio/visual equipment, food and beverages at the conference, postage, office supplies, speaker expenses*, advertising and publicity, conference materials and printing costs.

*Allowable speaker expenses are as follows:

- Speaker fees – Lions International will provide reimbursement for the cost of speaker services rendered. An invoice and payment copy is required.
- Speaker transportation – Lions International will cover transportation expenses to the conference up to but not exceeding one round trip economy airfare (per speaker) by the most direct route, with no layovers. The original air ticket stub (not a copy) and a receipt of purchase are required. Airfare will not be reimbursed unless both forms of documentation are provided.
- Lions International will cover ground transportation expenses to and from the conference, including car mileage at the rate established in Lions Clubs International General

Expense Reimbursement Policy or actual cost of train, bus, taxi, etc.

- Speaker lodging – Lions International will reimburse standard hotel room fees at the single rate.
- Speaker meals – Lions International will reimburse the cost of meals (if any) upon arrival at the conference, during and prior to departing the conference.
- Speaker tips – Lions International will reimburse tips at the rate established in Lions Clubs International General Expense Reimbursement Policy

4. Disallowed Expenses

Disallowed expenses include alcoholic beverages, Leo lodging expenses, medical insurance, speaker incidental expenses, telephone, laundry, movies, travel insurance, other personal expenses, expenses not properly documented and expenses exceeding US\$2,000.

5. Reimbursement

Reimbursement will be made payable to the applicant's district or multiple district. In countries where Lions International has bank accounts, reimbursement will be made in the applicant's local currency; otherwise, US dollars will be issued based on the Lions Exchange Rates in the month of the reimbursement.

6. Medical Insurance Coverage Notice

Many individual group medical insurance plans do not cover the insured outside their own country, and sometimes even out of their own city, state or province. This is especially true of USA Medicare insurance, which is effective in the USA only and is probably true of many government sponsored and individual medical plans. Therefore when travelling it is wise to make sure you have sufficient medical insurance coverage. This is a personal matter, which varies from individual to individual, so please be sure to examine your own situation and that of family members and friends carefully.