



Lions Checklist for Organizing a Professional Development Workshop

Before Workshop confirmation

- Once a school is interested in a workshop, clarify details of the future workshop including possible dates, location, type of workshop and number of attendees.
- Contact Lions Quest customer service at 1-800-446-2700 for trainer availability and to request a workshop contract.
- Finalize workshop dates and location with school.
- Send in signed and finalized contract to Lions Quest customer service.
- Provide Lions Quest customer service with a final list of attendees and grade of curriculum kit for each.
- Recruit local Lions clubs members to provide onsite volunteer workshop support.
- Invite District Lions to attend the workshop as observers.
- Order any teacher and student materials Lions plan to support at least 3 weeks before workshop.

After Workshop confirmation

- Finalize list of Lions volunteers and Lions observers.
- Order catering for breakfast and lunch one week before workshop.
- Arrange for flipchart, markers, laptop, and projector on site.
- Prepare Sign-in Sheets for all participants.

Day of Workshop

- Gather supplies that need to be on site (see full Lions Guide)
- Arrive 30 minutes early to set up room, registration table, and food.
- Assist with registration, distribute folders, names tags, and Teacher Kits.
- Welcome the participants and introduce trainer.
- Deliver short 10 minutes presentation on Lions clubs and the value of service.
- Assist trainer as necessary.
- Observe, listen, and learn from the workshop.

- Set up lunch upon arrival.
- Mingle with the teachers!
- Take photos!
- Clean up and break down the room at the completion of the workshop.
- Collect Sign-in sheets and keep on record.

After the Workshop completion

- Communicate with trained teachers about service learning opportunities with the students.
- Send action photographs and any publicity of the workshop to LCIF.
- If workshop is part of an LCIF grant, send grant report, workshop expense details, and receipt copies to LCIF.
- Follow up with trained teachers to assess Lions Quest implementation.
- Be in continuous touch with the school for evaluation of the program.
- Report any evaluations done during the school year to LCIF.

Optional Activities

- Partner on service-learning with the students.
- Collect success stories and publicize.
- Plan a recognition event for teachers.
- Organize a classroom presentation to students about the value of service.
- Provide ongoing financial support for Lions student materials.