

Lions Quest Implementation

PLANNING FOR IMPLEMENTATION

Whether you are a new country or new community interested in Lions Quest, the following steps can assist you in planning for a Lions Quest implementation. Use this checklist throughout the process to monitor your progress and ensure all appropriate steps are taken to ensure a quality implementation and the greatest possible impact for students and teachers.

Task	Progress Needed	Making Good Progress	Completed
1. I have presented the program and project to local Lions and established a steering committee of a least three stakeholders.			
2. I discussed the program purpose and goals with school administration.			
3. School administration has compared the program with related curricula or initiatives and determined the best place for Lions Quest lessons.			
4. School administration has presented the program to school staff and obtained staff buy-in.			
5. I have received a commitment from the school to implement Lions Quest.			
6. School staff has been designated to oversee and provide support to the Lions Quest implementation.			
7. I have identified how to acquire curriculum materials for implementation.			
8. The school's schedule has been organized to allow sufficient time for regular instruction through the entire school year.			
9. I have developed a plan, in collaboration with the school, for Lions involvement during and after the workshop.			

10. I have discussed the scheduling of a Lions Quest workshop with the implementing school(s) and have established a date and time for training.			
11. I have contacted Lions Clubs International Foundation to schedule a training.			
12. Training has been conducted.			
13. All facilitators have participated in the Lions Quest workshop.			
14. All facilitators have received the full set of program materials required for teaching.			
15. I have paid all invoices or bills associated with this project and submitted a report to LCIF.			