

Lions' Guide to Organizing a Workshop



 A Program of Lions Clubs International Foundation

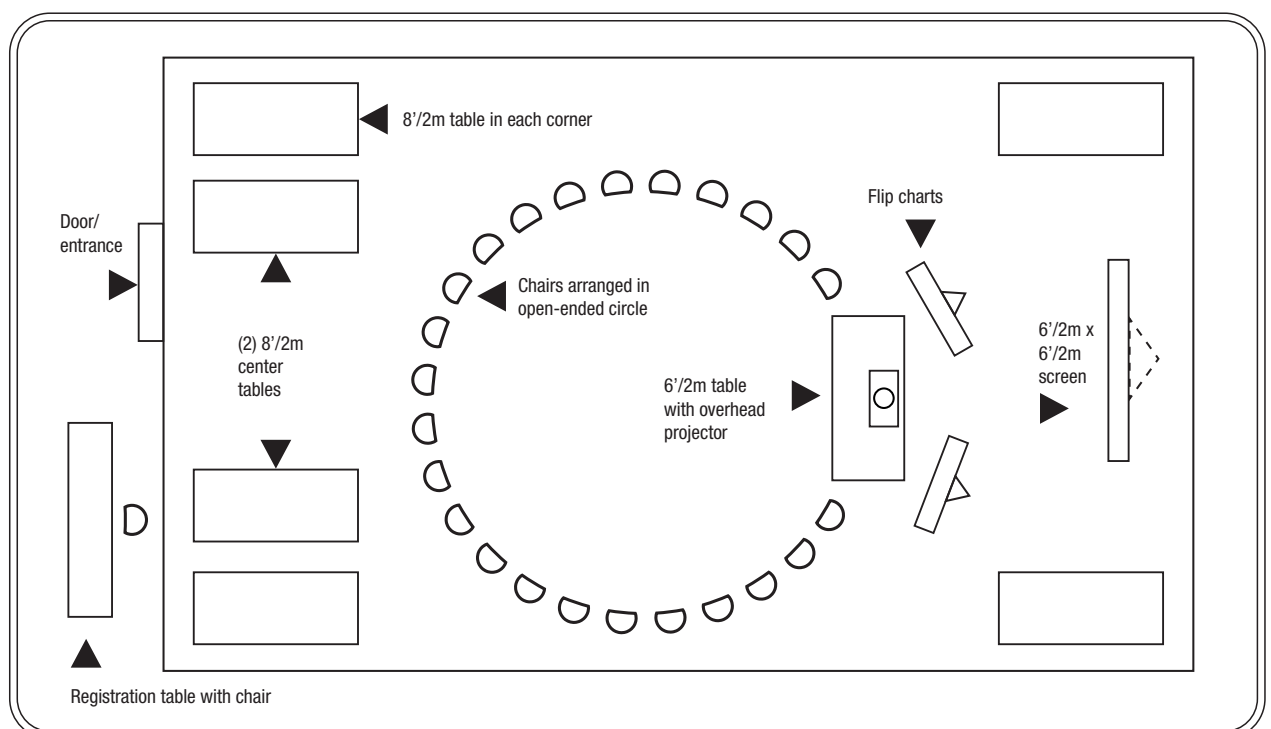
An important component of the Lions Quest Program is the **facilitator** training workshop. These one to two day Lions Quest professional development workshops are conducted by Lions Quest certified trainers and provide training to teachers and **youth serving professionals** on Social and Emotional Learning (SEL), instructional strategies, and the Lions Quest curriculum and methodology.



Lions can sponsor and organize a Lions Quest **facilitator** training workshop in their community with one or more schools and organizations committed to using the program. Workshop funding is often a combination of funding from local Lions, LCIF Lions Quest grants, **community partners** and/or the school, district or regional education center. As the event sponsor the local Lions will be responsible for organizing the event and communicating with the attendees.

The following suggested steps can be used as a guide, along with the Planning for Implementation Checklist, to organize a workshop and successful Lions Quest implementation.

Workshop Room Layout





Before the Workshop

Creating Awareness, Selecting Teachers, Getting Commitments

- 1 District Lions Quest Chairpersons can organize Lions Quest informational seminars for Lions to develop awareness about the program at the club level. The primary purpose of these seminars is to educate club members, recruit volunteers, garner support for the program financially, and develop Lions Quest Champions that can share information with educators, youth serving organizations and community stakeholders locally.
- 2 With the help and insight of Lions Quest Champions at the club level, District Lions Quest Chairs can organize Lions Quest **informational seminars for** educators, youth serving organizations, and community stakeholders. A diverse representation of educators, youth serving organizations and community stakeholders involved in youth issues should be invited to attend the seminars.
- 3 Once a school(s) or youth serving organization is interested in implementing Lions Quest program curricula, **determine the following details:**
 - Grade level(s) or age range of youth to benefit from the program
 - Type of workshop (e.g. Skills for Growing, Skills for Adolescence, Skills for Action)
 - How the program will used: (in an Advisory Period, Health Class, as a Stand Alone Course, after school setting)
 - Days/times that Lions Quest will be taught in class
 - Number of years school or community partner will commit to the program
 - Number of facilitators and staff that will participate in the Lions Quest Workshop (12min/40 max.)
 - Potential dates available for a workshop
 - Consider venue options that will accommodate the budget, number of participants, appropriate room furnishings, audiovisual equipment etc. for a workshop (will the workshop be in person or virtual)
- 4 Determine whether breakfast or lunch will be provided by the Lions during the workshop
- 4 Level of financial support the Lions and school(s) will provide
- 4 Make the school aware that curriculum for *Skills for Growing* and *Skills for Adolescence* are grade-level specific materials while *Skills for Action* is one set of materials for all levels. **Facilitators will only receive one curriculum** although they may teach multiple grade levels.
- 5 **Contact the Lions Quest Department** at lionsquest@lionsclubs.org to notify LCIF of the workshop and request a Lions Quest Core Workshop Agreement. This agreement can also be downloaded on the Lions Quest website.
- 6 **Finalize Workshop dates** and location with school(s) and, or organization(s).
- 7 Send in signed and finalized **Lions Quest Workshop Agreement** contract to the Lions Quest Department with a list of participants which includes the grade specific curriculum kit order.
- 8 Start **recruiting volunteer Lions in the local club(s)** to provide on-site workshop support and logistics.
- 9 **Invite Lions** in the District to attend the workshop. Remember the total number participants, including Lions, **cannot exceed 40 people**
- 10 **Order any student materials** and notify LCIF



After Workshop Confirmation

Preparation, Logistics, and Recruiting Volunteers

- 1** Continue recruiting up to **5 Lions workshop volunteers** to be on site to help with set up, registration, breakfast and lunch arrangements where applicable, greeting and welcoming participants, registration, and to speak briefly about Lions Clubs International during the workshop.
- 2** **Finalize the list of Lions attending** as volunteers as well as any others that will be attending the workshop.
- 3** When applicable, use total number of workshop participants, Lions, school staff, and the Lions Quest trainer to **order breakfast and lunch catering** through a reliable catering service or restaurant. This order should be confirmed within one week of a scheduled workshop. The Lions may also consider having bottled water, coffee, and/or snacks available for the participants as well. Ensure there will be proper plates, napkins, utensils, coffee cups, etc. on site.
- 4** Arrange to have the following items on site during the workshop:
 - Flipchart
 - Markers
 - Laptop
 - Projector
- 5** Lions Quest arranges for the trainers flight and hotel stay. Lions **may make arrangements to provide transportation to and from the airport** and the *workshop location*. This is not required, however. Lions should contact the trainer directly to arrange these details.
- 6** **Prepare Attendance Sheets** with the names of registered participants as well grade they teach, role and school name.



Day of the Workshop

Set up, Registration, and Advocacy

- 1** Ensure that the following supplies will be on site:
 - Flipchart
 - Markers
 - Masking tape
 - Projector
 - Laptop (Trainer may bring their own)
 - Attendance sheets
 - Materials received from Lions Quest (curriculum kits, folders, and certificates)
 - Lions club banner/signage
 - Any Lions Clubs informational brochures
 - Contact information for the local Lions club and the District Lions Quest Chairperson to hand out to workshop participants and school principal.
- 2** Arrive at least 30 minutes before scheduled start of the workshop to **set up room, registration table, and food.**
- 3** Make sure the **workshop starts on time.**
- 4** **Welcome the participants** and give a brief introduction of the trainer.
- 5** During the trainer's presentation there will be a moment to introduce your **Lions club, role, and the value of service** in general and in relation to the Lions Quest curriculum. This should be limited to about 10 minutes.
- 6** **Observe, listen, and learn** about Lions Quest as it is presented in the training. This is a truly hands-on learning experience for Lions.
- 7** When lunch arrives, set up, and **ensure everyone is fed. Mingle with the teachers! Take photos.**
- 8** **Clean up and break down** the room at the completion of the workshop.
- 9** Ensure that the **attendance sheets are collected** for the Lions' records, and to keep in contact with the trained teachers for future classroom involvement and evaluation.



After the Workshop

Reporting, Evaluation, and Relationship Maintenance

- 1 Keep the attendance sheets on record for future contact** with trained teachers and to speak about service learning opportunities during the school year.
- 2 Send photographs and media coverage** of the workshop to LCIF. Download the Press Release template from www.Lions-Quest.org to share the news with local media outlets. Send a copy to LCIF.
- 3** If the workshop was funded by an LCIF grant, **send the grant report, workshop expense details, and copies of receipts to LCIF.**
- 4 Be in communication with the school** for assessment of the program, and to address any of the teachers' concerns. Lions should be the liaison between the schools/teachers and Lions Quest.
- 5 Report any evaluations done** during the school year to LCIF.
- 6 Partner on the service-learning** portion of the Lion Quest curriculum during the school year. Lions can meet with individual teachers and program facilitators to detail plans for this.
- 7 Use the Testimonial Template to collect success stories** to be publicized online, in newsletters, or other media forms.
- 8 Refer to the "Proving Ongoing Support"** document for ideas on how to stay involved with implementing schools.
- 9 Organize a presentation(s) in classroom** to students about the value of service.
- 10 Provide ongoing financial support for Lions student materials** for a set number of academic years.



A Program of Lions
Clubs International
Foundation

LIONS QUEST
Lions Clubs International Foundation
300 W. 22nd Street
Oak Brook, IL 60523 USA

Email: lionsquest@lionsclubs.org