

# 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.

Phase of Implementation	Task	Progress Needed	Making Good Progress	Completed
1	1. I have contacted the LCIF Lions Quest Department and determined country-level program feasibility with LCIF.			
1	2. I have presented the program and project to local Lions and gained member support.			
1	3. I discussed the program purpose and goals with school administration and community partners.			
2	4. I have formed a Lions Quest Steering Committee made of at least three stakeholders.			
2	5. The Steering Committee has assessed local feasibility according to a set of parameters in the International Implementation Guidelines.			
2	6. The Steering Committee and school administration has compared the program with related curricula or initiatives and determined the best place for Lions Quest lessons.			
2	7. School administration has presented the program to school staff and obtained staff buy-in.			
2	8. The Steering Committee has received a commitment from the school to implement Lions Quest.			
2	9. The Steering Committee has identified funding to support program implementation.			
2	10. School staff has been designated to oversee and provide support to the Lions Quest implementation.			
2	11. The school's schedule has been organized to allow sufficient time for regular instruction through the entire school year.			
2	12. The Steering Committee has submitted it to LCIF a three-year strategic project plan that identifies processes and methods to be used for program oversight, data sharing and sustained Lions engagement.			
3	13. The Steering Committee has worked with LCIF to identify how to acquire curriculum materials for implementation.			
3	14. The Steering Committee has formed a Translation and Adaptation Subcommittee.			

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3	15. The Translation and Adaptation Subcommittee has completed an initial review and provided LCIF with a summary of any potential modifications to the curriculum.			
3	16. Any LCIF-approved adaptations or translations have been completed.			
4	17. The Steering Committee has discussed the scheduling of a Lions Quest workshop with the implementing school(s) and has established a date and time for training.			
4	18. The Steering Committee has contacted Lions Clubs International Foundation to schedule a training.			
4	19. Training has been conducted.			
4	20. All facilitators have participated in the Lions Quest workshop.			
4	21. All facilitators have received the full set of program materials required for teaching.			
4	22. The Steering Committee has paid all invoices or bills associated with this project and submitted a report to LCIF.			
4	23. The Steering Committee has monitored and collected data regularly from teachers and schools to inform future adaptations to implementation.			
5	24. The Steering Committee has evaluated data and feedback to determine continued viability of the program.			
5	25. The Translation and Adaptation Subcommittee has made appropriate changes to curriculum according to data and feedback and printed materials for upcoming workshops.			
5	26. The Steering Committee has developed a plan for providing ongoing support to implementing schools.			
5	27. The Steering Committee has made a final operations plan by incorporating data and feedback into the workshop design and implementation model.			
6	28. The Steering Committee has institutionalized the program and can administer widespread implementation sustainably.			



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