

Starting a New Lions Club – Planning Time-Line

Event / Task	Assigned To:	Completion Date:
<p>A. Choose A Location.</p> <ol style="list-style-type: none"> 1. Talk about it at the Zone / Clubs, Etc. to get everyone on board and build the enthusiasm. 2. Set a date & location for Initial Planning Meeting with MD-19 Extension Chair. <ol style="list-style-type: none"> a. Identify Key People from District and Zone to attend Initial Planning Meeting. b. Call each of the Key People and get a commitment from them to attend the Initial Planning Meeting. 	<p>DG / Ext. Chair</p> <p>DG / Ext. Chair</p> <p>DG / Ext. Chair</p> <p>DG / Ext. Chair</p>	
<p>B. Initial Planning Meeting (Evening?)</p> <p>(Attendees: DG, District Extension Chair, MD19 Extension Chair, Key People from District and Zone)</p> <ol style="list-style-type: none"> 1. Identify other key people in the District and Zone to become part of the Recruiting Team. <ol style="list-style-type: none"> a. Make a sub-list of people who are willing to help in a different capacity. Are they willing to help at an Information Table instead? 2. Identify sponsoring Lions Club. 3. Identify Certified Guiding Lions. 4. Identify an Organizing Lion to maintain all of the records, produce letters, collect funds, etc. <ol style="list-style-type: none"> a. This person should have a computer and e-mail. b. There is an Access Database available with entry forms for tracking contacts, plus letters, envelopes & follow-up reports. 5. Identify the Spokesperson for the first 3 meetings of the new club. 6. Assign a Map Chairperson to create maps of the area. 7. Assign a Public Relations Chairperson to identify local area newspapers, radio stations and other means of P.R. 8. Assign a Civics Awareness Chairperson to identify all of the city organizations to be contacted. <ol style="list-style-type: none"> a. City Offices b. Libraries c. Police d. Fire Department e. Chamber of Commerce f. School District g. Other 	<p>DG / Ext. Chair /</p>	<p style="color: red;">6 weeks prior to First Training Session</p>

Starting a New Lions Club – Planning Time-Line

Event / Task	Assigned To:	Completion Date:
9. Assign a “Hot Spot” Chairperson to identify several major foot traffic locations in the area for setting up information tables: Grocery Stores, Malls, Libraries, Churches, Book Stores, Coffee Shops, Other? 10. Assign a Publications Chairperson to create Business Cards and Invitation Brochures. Also some Posters for the info tables & fliers for posting plus church bulletin inserts might also be needed. Note: There is a sample format available for this. 11. Set a date and location for the Team Planning Meeting (in 1 to 2 weeks)		
C. Team Planning Meeting (evening?) (Attendees: DG, District Extension Chair, MD19 Extension Chair, Key People from District and Zone, Recruiting Team) <ol style="list-style-type: none"> 1. Review maps of the area and identify key areas to canvas. 2. Report on P.R. and plans to contact local media. 3. Report on city officials contacted and / or plans to attend city meetings. 4. Plan some events at local area stores, malls, libraries, churches for Lions Information Tables. (Note: Use Lions who cannot help with canvassing to help with these events.) 5. If needed, identify more key people to become a part of the Recruiting Team. 6. Set the date for the Recruiting Team Training & Canvassing of Businesses. <ol style="list-style-type: none"> a. Get commitments from Team Members to be there. b. Determine location for Training Session. c. Appoint a Trainer for the Training Session. d. Set a location to meet for lunch gathering / regrouping. 	Map Chairperson P.R. Chairperson Civics Awareness Chairperson “Hot Spot” Chairperson Team Team Team Team MD-19 Extension Chair Team	4 weeks prior to First Training Session
D. Prior to Training <ol style="list-style-type: none"> 1. Gather together materials for each team: <ul style="list-style-type: none"> - Tablet for keeping list of names of new members - Tablet for notes and/or Note Forms - Applications for membership - Business Cards with Lions Logo & Contact Info 	Organizing Lion	

Starting a New Lions Club – Planning Time-Line

Event / Task	Assigned To:	Completion Date:
<ul style="list-style-type: none"> - Invitations to First Meeting - Lions International Brochures - Map of area - 5 X 7 Envelope for checks & completed membership applications - Pens <p>2. Reminder phone call to all team members. Also remind them to bring their cell phones, good walking shoes, and rain gear if needed.</p>	Organizing Lion	1-2 days before meeting
<p>E. First Training Session (Weekday morning, 2-1/2 Hours)</p> <ol style="list-style-type: none"> 1. Train Team Members. 2. Emphasize Importance of Good Notes. <ol style="list-style-type: none"> a. Use of Notes Form. 3. Stress importance of follow-ups. <ol style="list-style-type: none"> a. Each Team Member should follow-up on their own contacts if possible. b. If unable to follow-up personally, make sure that your follow-up is assigned to someone else. 4. Practice with each Team Member. 5. Identify Teams and assign canvassing areas. 	Trainer Trainer Trainer Team Team	
<p>F. Canvassing of Businesses (Weekday)</p> <ol style="list-style-type: none"> 1. Teams of 2 or 3 go to a mapped area from door to door. 2. Regroup at the end of each session to gather notes and determine follow-ups. 3. Enter contact data and follow-up information into database from notes. 	Teams Teams Organizing Lion	
<p>G. More Canvassing of Businesses (Next Weekday)</p> <ol style="list-style-type: none"> 1. Distribute follow-up Reports if applicable from database. 2. Complete Follow-ups from previous day if applicable. 3. Regroup at the end of each session to gather notes and determine follow-ups. 4. Enter contact data and follow-up information into database from notes. 	Teams Organizing Lion Teams Teams Organizing Lion	
<p>H. Information Table at Area Locations (Next Weekend)</p> <ol style="list-style-type: none"> 1. Pre-arrange with stores / library or other public places for an information table out front. 	“Hot Spot” Chairperson	

Starting a New Lions Club – Planning Time-Line

Event / Task	Assigned To:	Completion Date:
<p>attended the first meeting to call those who did not attend to invite them to the second meeting.</p> <ol style="list-style-type: none"> 2. Update information on new members in the contact database and mark those who attended the meeting. 3. Send out letters to any new contacts and thank you to those who attended the meeting. 4. Make reminder phone calls for 2nd Meeting to all appropriate contacts. 	<p>Organizing Lion</p> <p>Organizing Lion</p> <p>Organizing Lion</p>	<p>1 or 2 days before 2nd Meeting</p>
<p>L. Second Meeting of New Club</p> <ol style="list-style-type: none"> 1. Start and End ON TIME. 3. Always be upbeat and enthusiastic! 4. Have everyone introduce themselves. 5. Discuss the following: <ol style="list-style-type: none"> a. The idea of having a planning session for the new club. b. Developing a mission statement for the future. c. Developing a list of potential needs in their community. d. Charter Night. e. Election of Officers at the next meeting. f. Adoption of the club Constitution and By-Laws. g. Date and place of the next meeting. 	<p>Spokes person</p>	<p>1 Week after 1st Meeting</p>
<p>M. Follow-Up from Second Meeting of New Club</p> <ol style="list-style-type: none"> 1. Using the list of interested contacts, ask those who attended the first meeting to call those who did not attend to invite them to the second meeting. 2. Update information on new members in the contact database and mark those who attended the meeting. 3. Send out letters to any new contacts and thank you to those who attended the meeting. 4. Make reminder phone calls for 3rd Meeting to all interested contacts and those who signed up to be members. 5. Develop a Draft Agenda to give to the new President when they are elected. 	<p>Organizing Lion</p> <p>Organizing Lion</p> <p>Organizing Lion</p> <p>Organizing Lion</p>	<p>1 or 2 days before 3rd Meeting</p> <p>1 or 2 days before 3rd Meeting</p>

