Women’s Symposium Program

Planning Guide
Table of contents

Planning your event 4
- Select a theme 4
- Secure a partner 5
- Set a date 5
- Find a location 5
- Apply for funding 6
- Plan the presentation 6
- Invite speakers 7
- Include additional elements 8
- Invite participants 8
- Publicize the event 9
- Finalize details 9
- Turn ideas into action…and new members 11

Symposium Planning Checklist 12

Sample Presentation Schedules 14

Sample Calendar Listing 15

Sample News Release 16

Symposium Post-Event Action Plan 17

Symposium Funding Application 19

Symposium Reporting/Reimbursement Form 21

Symposium Rules of Audit 22

Symposium Expense Form 24
Women’s Symposium Program

Since Lions Clubs International has put a concerted emphasis on women’s participation women are growing in membership and as new leaders.

As the emphasis on growing women in Lions International continues, it is important for clubs to identify relevant service opportunities that will spark the interest of women. An excellent avenue for pinpointing these needs is to hold a Women’s Symposium.

A symposium is a gathering at which there is a free interchange of ideas, or a formal meeting at which several experts deliver short addresses on a topic or related topics for an identified purpose. The purpose of a Women’s Symposium is four-fold:

1. Identify new community projects that are of interest to women.
2. Identify potential members.
3. Promote Lions clubs within the community.
4. Charter a new club/club branch to develop the new community project that has been identified.

Holding a Women’s Symposium in your area requires careful preparation, but the time invested in a well planned and executed event will reap many benefits for Lions clubs and the community.
Planning your event

Select a theme

The first step in planning a successful Women’s Symposium is to choose a theme for the event. The theme will set the tone for the symposium, give a direction for all your planning efforts and impact the eventual outcome.

Consider the following questions when determining your theme:

- Will you keep the topic broad, such as “meeting community needs”?
- Do you want to focus on a particular group, such as “meeting our children’s needs”?
- Would you prefer to focus on an area, such as “meeting pressing health care needs”?

A broader subject will keep the possibilities open for a variety of service projects. However, it may be harder to keep the symposium focused and pinpoint service opportunities with a broader topic area. On the other hand, focusing too narrowly may overlook pressing needs and opportunities for service projects. Keep these thoughts in mind when planning your topic(s).

Quick Tip

A broader subject will keep the possibilities open for a variety of service projects. However, it may be harder to keep the symposium focused and pinpoint service opportunities with a broader topic area. On the other hand, focusing too narrowly may overlook pressing needs and opportunities for service projects. Keep these thoughts in mind when planning your topic(s).

Quick Tip

Productive brainstorming sessions follow some basic guidelines to ensure their success:

- Have a large pad of paper and a marker, a dry erase board or chalkboard to write down ideas so that they are visible to all participants.
- Set a time limit for the session—30 minutes generally works well.
- Write down EVERY idea that is mentioned—don’t think anything through or censor any ideas at this point.
- Do not allow anyone to criticize an idea—that could stifle participation, and even the most outlandish idea may lead to the one idea that eventually is perfect.
- Have some fun, mindless activities available to keep participants’ hands busy. Items like markers and paper for doodling or children’s plastic building blocks can help busy the hands and open the right side of the brain for creative thinking.

From this list, choose the theme that will best help meet your symposium goals. You should then create a snappy title from your theme that succinctly states the idea and can be used for promotional materials. (For example, “Building a better Bedford” sponsored by the Bedford Breakfast Lions Club and the Bedford Chamber of Commerce.)
Secure a partner
After determining a theme, the next step is to identify one or more community partners for the event. Joining forces with other groups in your area lends credibility to the event, fresh perspectives and information to help identify crucial needs, as well as provide an additional source of resources and funding.

Ideas for partner groups include:
- Chamber of Commerce
- Red Cross
- Junior Women’s Clubs
- Big Brothers/Big Sisters
- United Way
- Girl Scouts
- Association of University Women
- Association of Trial Lawyers
- Parent-Teacher Organization
- Nurses and Physician’s associations
- Junior League
- Community-based non-profit organizations

QUICK TIP
Consider holding another brainstorming session to create a list of potential sponsors/participants. Visit your community’s Web site, look in phone directories and in the community groups section of your local newspaper to help spark ideas.

Once a partner has been identified, form a symposium planning committee composed of individuals from both groups.

Find a location
There are several factors to keep in mind when selecting a facility for your symposium:
- Convenient location
- Ample parking
- Large enough seating area to comfortably accommodate participants
- Handicap access
- Food/beverage service or kitchen
- Ability to support audio-visual presentations
- Reasonable rental fee

Some ideas to consider include:
- Lions hall
- Community or park district halls
- Library conference facilities
- Hotel conference facilities
- School auditoriums or gymnasiums
- Hospital conference areas
- Church halls
- Public service building

Many locations will offer reduced-fee services for non-profit organizations. Your partner organization may also have access to an appropriate facility. When determining the cost-effectiveness of locations, keep in mind that while a facility that is equipped with needed audio-visual components and has easy access to food and beverage services might initially be more expensive, in the end you might save both time and money by paying for the convenience of having everything available on site. Create a cost comparison of available facilities to see what is most feasible as well as time- and cost-effective for your event.

Set a date
In order to plan and execute an effective, well-publicized event, it is suggested that you allow at least three to four months to make appropriate arrangements. When discussing dates, take into consideration other scheduled community events and holidays. At this stage, it is a good idea to determine a target date and an alternate, to give more options for site selection.
Apply for funding

After the major logistics have been determined, you may apply for funding from Lions Clubs International. There is a maximum of US$2,000 available for each symposium, however most are approved for between US$500 and US$1,000. The program allows for financial assistance of up to US$8,000 per constitutional area, per fiscal year. The funds are available on a first-come, first-served basis.

To apply for funding, you must complete the application form (page 19), supply a detailed budget (page 20), a preliminary agenda, information about your partner organization(s) and signature of the district governor. The application for funds will be reviewed and a response given within 30 business days after it is received by New Voices staff at Lions International. The Women’s Symposium Application, budget and agenda may be e-mailed or mailed as indicated on the form.

Approved funds will be reimbursed after the event, contingent upon New Voices staff receiving the appropriate documentation as required by the Rules of Audit (page 22). Use the Reporting/Reimbursement Form and Standard Expense Form included in this guide to apply for reimbursement (pages 21 and 24).

Please note: You must apply for funds before your event. Only pre-approved symposiums will be reimbursed upon submission of appropriate documentation. No unapproved claims or expenses will be considered after the event has taken place.

Plan the presentation

A symposium can take several forms. It can be an informal, free exchange of ideas, a more formal, presentation-based event or a combination of the two. The format chosen will depend upon the time available for the event, the size of the event, the theme, as well as the planning committee members’ preference.

Each alternative will require experienced people to help lead the presentation. Examples include:

- Informal idea exchange: moderator, small group leaders
- Formal presentation: moderator, speakers
- Combination of formal presentation/idea exchange: moderator, speakers and small group leaders
Giving symposium participants the opportunity to actively contribute during the event can help them feel more connected to the topic and more inclined to join in the community project planned as a result of the symposium. Even if your event is more formal, be sure to build in some interactive time through question and answer periods, networking opportunities during breaks or a large-group discussion session.

In the back of this publication are two sample schedules (page 14) to help in planning your symposium presentation. They can be customized to fit your event format, time allotted and other considerations.

**Invite speakers**

Upon determining a format for the symposium, invite the appropriate speakers to participate. You will want to have a representative from Lions and your partner organization (if applicable) to welcome the group, as well as a moderator. Consider asking your New Voices Constitutional Area Chairperson or Speaker to serve as the moderator/facilitator for this event. If your symposium will include an opportunity for participants to brainstorm and share ideas, you will want a number of small group leaders to help facilitate the discussion.

For a more formal, speech-orientated event, identify local experts to give participants an overview of the symposium topic(s). Appropriate speakers include the leaders of your participating organizations, local officials, college or university faculty, etc. Look for people who are knowledgeable in the topic area, are experienced speakers and are interested in helping strengthen your community.

**QUICK TIP**

- Prominent speakers not only add credibility to your event, they also provide a good “hook” for publicizing the symposium to the media.

Once you’ve secured the speakers, confirm their participation in writing. Be sure to include all the details of the event, as well as some background information on Lions International, your club and your partner organization(s).
Include additional elements
Several supplementary elements can be added to the event to introduce Lions clubs to the participants, as well as give participants the opportunity to showcase their objectives, goods or services. Consider the following ideas:

- Hold a Community Showcase: Have tables set up around the perimeter of the room or in the corridor. These tables can be rented to groups for a nominal fee (perhaps US$25 a table) and used to promote their organizations. Participants can visit the tables before or after the symposium and during breaks.

Q QUICK TIP
Be sure to include a table for Lions clubs! Have literature available regarding your club’s projects, general informational brochures and invitations/applications for membership. Excellent brochure choices include:

- I am a Lion (ME-37)—emphasizes women’s membership in Lions clubs
- Family Membership Brochure (MPFM-8)—focuses on family involvement
- Lions Make a Difference (ME-40)—all-purpose informational publication
- Charter Member Application (TK-188)—if applicable
- Membership Application (ME-6B)

- Create a program for the event: Participants can include information regarding their organizations for a nominal fee in the back of the program.

- Include a Lions International presentation during the event: This can be brief, and included during the welcoming remarks. Include information about why Lions are sponsoring the symposium and what projects local Lions clubs actively pursue.

- Identify a community project: At the end of the symposium, a new community project should be identified. Use the project as a means to start a new club or club branch.

Q QUICK TIP
A complimentary showcase table or advertising in the event program may be used as a bartering tool for getting free or reduced-fee services for the event. Printers, caterers, media outlets, etc. can be approached for this opportunity.

Invite participants
While you may identify one co-sponsor for the event, be sure to invite members from other groups to participate. You want to have a wide cross-section of groups represented to add to the free exchange of ideas during the symposium. Refer to your list of potential partner organizations to begin an invitation list.

Send written invitations to the groups you’d like to participate in the symposium. Follow up the written invitation with a phone call to the organization’s leader to personally invite members to join the symposium and explain its objectives.

Invitations should include the symposium’s title, sponsoring organizations, time, date, place, a brief description of the event and a contact name, number and e-mail address for more information or responses (if you would like to gauge how many people may attend).

Q QUICK TIP
Encourage invitees to bring a friend!

Invitations should be sent out approximately one month before the event.

Q QUICK TIP
Keep in mind that less than one-third of the participants should be Lions to focus on perspective members and alleviate costs.
Publicize the event

In addition to personal invitations to key community groups, you should publicize the event to the general public. Work with the district public relations chairperson to develop a communications plan for the event.

Some ideas for publicizing your symposium include:

- Create a flyer that can be posted in area businesses. Be sure to prominently display the sponsoring Lion’s district and/or club(s) name and the Lion’s logo.
- Send a calendar listing to the community calendar editor of newspaper, radio and television stations. A sample calendar listing is included in this guide (page 15).
- Post information regarding the symposium on the sponsoring Lions club(s) and district Web site. Ask your partner to include the information on their Web site or include a link to your site.
- Research the cost of a print ad in a local newspaper. Newspapers often reduce advertising fees for non-profit groups. (Do this prior to submitting the funding application.)
- Research the cost of purchasing advertising spots on local radio stations. As with newspapers, they may offer a deal to non-profit groups. (Do this prior to submitting the funding application.)
- Invite the media to cover the event by sending a news release to local newspapers, radio and television stations. A sample release is included in this guide (page 16).
- Contact local businesses with marquees or electronic bulletin boards and request that they post information regarding the symposium.
- Participate in other community events prior to the symposium and use the opportunity to distribute information about the event.
- Be sure to publicize the event internally. Communicate to other Lions throughout your district via newsletters, Web sites, etc.

Finalize Details

The most important item to remember when planning a successful event is to confirm all arrangements in writing. Be sure to double check dates, times, etc. on all written correspondence.

Included in this guide is a handy checklist/timeline to assist with planning your event (pages 12-13) and following up with those that you’ve delegated responsibilities.

Quick Tip

Prepare an “emergency kit” filled with cellophane, masking tape, scissors, markers, pens, a stapler, an extension cord, etc. to take to the event location for set-up. Having these items on hand will save precious time during set up.

Keep it simple when determining food and beverage needs for the event. If you have an all-day event, lunch can be “on your own” for participants. Have fresh water available throughout the day. If the group size isn’t prohibitive, you might consider offering cookies or another snack for breaks and having coffee and tea service.

Quick Tip

Ask a local business to sponsor the food and beverage service at the event in exchange for including their name in promotional materials and on-site at the event. Many businesses would be honored to be involved in an important community event such as the symposium.
For more information, questions or to order resources, contact:

New Voices
Lions Clubs International
Phone: (630) 468-7128
E-mail: newvoices@lionsclubs.org
Turn ideas into action … and new members

On the day of the symposium, take advantage of the enthusiasm and interest of participants by strongly encouraging involvement in Lions clubs and the new community effort that will be planned and launched as a result of the event. Participants have already shown that they have a vested interest in the topic—don’t miss the opportunity to harness their interest and involve them further. Have a quantity of the appropriate membership materials available on-site so that they may be invited on the spot.

Some ideas for inviting new members during the event include:

• Charter a new club or create a branch of an existing club that is charged with specifically addressing the projects suggested by the symposium.
• Ask Lions present to invite attendees to become a Lions club member. The symposium will give participants a good look at Lions in action—make the most of this opportunity!
• Promote club membership at the Lions club booths at the community showcase. Create a display that specifically lists the benefits of club membership.
• Have the symposium moderator discuss Lions club membership and the opportunity to apply to become a member.
• Form a committee to contact people who gave a “maybe” or “not now” answer when asked about membership the day of the event.
• Ask every new recruit from the symposium to give you the name of at least three other people they feel would be interested in working on the new project by becoming a Lions club member. Follow up with those people!

Please note: A membership growth component is an essential part of your symposium planning. It is required in order to qualify for funding from Lions Clubs International.

Use the form included in this guide to help create an action plan (page 17) to help realize your goals and plan the new community initiative. Begin planning promptly to capitalize on the goodwill and enthusiasm generated at the symposium—and to demonstrate to community members that Lions clubs are proactive.

In addition, send a follow-up news release citing the results of the symposium to local media, and send personal thank-you notes to all the speakers.

Quick Tip

A sign in/registration sheet is an excellent way to obtain a complete list of all participants and their contact information for use after the symposium.
Women’s Symposium Program
Symposium Planning Checklist

Use this checklist as a guideline for planning and conducting your event. You may add or delete items as appropriate for your event.

At least three months prior

- Determine a theme
- Identify a partner organization
- Set up an organization committee
- Set a date
- Secure a location/confirm in writing
- Determine symposium format
- Invite speakers/confirm in writing
- Apply for symposium grant (submit Symposium Funding Application, page 19)
- Apply for funding from local sources
- Create a communications plan with the public relations chairperson

Two months prior

- Create invitations/have printed
- Create publicity materials (flyers, posters, ads, etc.) have printed
- Create mailing list for invitations
- Create a media list for publicity materials
- Research/purchase advertising space (if applicable)
- Research/secure food and beverage service, if facility doesn’t provide
- Research/secure audio-visual equipment, if facility doesn’t provide
- Contact organizations regarding community showcase and/or program advertising
- Secure display space on local business marquees

Six weeks prior

- Mail invitations
- Post flyers, posters, etc.
- Distribute calendar listing to local media (page 15)
- Begin creating program
- Order necessary membership brochures and invitations for membership from LCI
- Design Lions display for the community showcase (if applicable)

One month prior

- Personally follow up on invitations to key organizations/individuals
- Purchase necessary supplies — large easel pads for brainstorming, markers, pens, notepads, nametags, etc.
- Follow up with potential community showcase participants and program advertisers to confirm participation
- Order tables, chairs and table cloths for community showcase (from event facility, if available)
Three weeks prior

- Follow up with speakers to confirm arrangements, answer questions, etc.
- Create sign in/registration sheets
- Finalize program—all advertisements due
- 
- 
- 

Two weeks prior

- Reconfirm all logistical arrangements
- Meet with moderator to review schedule for the event, discuss objectives, answer questions, etc.
- Create a schedule/responsibility outline for event day
- Send program to printer
- 
- 
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One week prior

- Hold a strategy meeting with your committee and other event volunteers to review responsibilities and schedule for the event
- Make follow-up calls to media regarding event attendance—confirm time, location, notable speakers, etc.
- Gather all materials you need to take to event
- 
- 
- 

Day of event

- Arrive early for set-up
- Hold a great event!
- 
- 
- 

After the event

- Create action plan for new projects
- Write/send thank-you notes to speakers
- Follow-up with participants interested in Lions club membership
- Send follow up news release, announcing results to media
- Submit Reporting/Reimbursement Form and Expense Claim to LCI (pages 21 and 24)
- 
- 

The following schedules can be used as a guideline when planning your symposium. The event can be planned as a half or full day event, depending on the number of speakers, number of issues to be addressed and any additional components you might have.

**Sample half-day event with two speakers**

1. Welcome — Leaders from sponsoring organizations (5 minutes each)
2. Opening remarks/introductions — Moderator (15 minutes)
3. First speaker (30 minutes)
4. Question and answer session (15 minutes)
5. Second speaker (30 minutes)
6. Question and answer session (15 minutes)
7. Break (15 minutes)
8. Issues of the day — Moderator (15 minutes)
9. Small group discussion — (30-45 minutes)
10. Large group discussion/results — (30 minutes)
11. Wrap-up/closing (15 minutes)

**Sample full-day event with four speakers**

1. Welcome — Leaders from sponsoring organizations (5 minutes each)
2. Opening remarks/introductions — Moderator (15 minutes)
3. First speaker (30 minutes)
4. Question and answer session (15 minutes)
5. Second speaker (30 minutes)
6. Question and answer session (15 minutes)
7. Break (15 minutes)
8. Issues of the first session — Moderator (15 minutes)
9. Small group discussion — Small group leaders (30-45 minutes)
10. Large group discussion/results — Moderator (30 minutes)
11. First session wrap-up (15 minutes)
12. Lunch break (45 minutes)
13. Third speaker (30 minutes)
14. Question and answer session (15 minutes)
15. Fourth speaker (30 minutes)
16. Question and answer session (15 minutes)
17. Break (15 minutes)
18. Small group discussion — Small group leaders (30-45 minutes)
19. Large group discussion/results — Moderator (30 minutes)
20. Wrap-up/next steps — Moderator (15 minutes)
21. Closing/thank you — Moderator (5 minutes)
Use the following as a guide for creating a calendar listing by filling in the blanks and customizing it for your event. Print the calendar listing on your club’s letterhead. Be sure to proofread the release carefully prior to distribution.

For immediate release

For more information:
(Name of contact person)
(Phone number)

LIONS SYMPOSIUM TO ADDRESS COMMUNITY NEEDS

(NAME OF YOUR COMMUNITY) —“(Title of symposium),” a symposium addressing (insert objective of symposium) will be held on (date, time, location). The event is being sponsored by the (name of your Lions club and partner organization).

The symposium is free and open to the public. Events include (briefly list events—such as notable speakers, brainstorming session, community showcase, etc.)

“(Title of symposium)” is part of the Women’s Symposium Program—a program for Lions clubs worldwide to gather community members to discuss issues of relevance to women.

(Name) Lions Club is a humanitarian service club that has been active in the community for (number) years. Its programs include (list 2-4 significant club programs).

###
Use the following news release as a guide for creating your own. Be sure to print it on your club’s letterhead and proofread it before distribution.

For immediate release

For more information:
(Name of contact person)
(Phone number)

LIONS SYMPOSIUM TO ADDRESS COMMUNITY NEEDS

(NAME OF YOUR COMMUNITY) — “(Title of symposium),” a symposium addressing (objective of symposium) will be held on (date, time and location). The event is being sponsored by (name of your Lions club and partner organization).

The symposium is free and open to the public. Speakers include (list names of prominent speakers). During the symposium, attendees are invited to participate in discussions regarding (objective of brainstorming sessions). The event will also include (other parts of symposium, such as a community showcase).

“(Quote about why the Lions club is sponsoring the symposium from a Lions club leader),” said (name, position and organization). “(Quote regarding importance of event from leader in partner organization or community official),” said (name, position and organization).

“Helping Our Children” is part of the Women’s Symposium Program, a program for Lions clubs worldwide to gather community members to discuss issues of relevance to women. As a result of the symposium, the (name) Lions club hopes to implement a program to meet one of the pressing community needs discussed by event participants.

The (name) Lions club is a humanitarian service club that has been active in the community for (number) years. Its programs include (list 2-4 significant club programs).

###
Women’s Symposium Program

Post-Event Action Plan

(Please print)

Club/district: ____________________________________________________________

Symposium title/date: ______________________________________________________

Key learnings from symposium:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Program ideas:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Action plan:

Goal _________________________________________________________________

Priority: __________ Timeframe: __________________________________________

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Women’s Symposium Program | 17
### Action plan:

**Goal** 

**Priority:** __________________ **Timeframe:** __________________

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### Action plan:

**Goal** 

**Priority:** __________________ **Timeframe:** __________________

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**Goal** 

**Priority:** __________________ **Timeframe:** __________________

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Women’s Symposium Program

Funding Application

(Please Print)

Organizing Lion: ___________________________ Title: _____________________________________________

Club name: ___________________________ District: _____________________________

Address: _____________________________

City: State/province: ___________________________

Postal code: ___________________________ Country: ___________________________________________

Phone number: ___________________________ E-Mail: ___________________________________________

Symposium date: ___________________________ Amount of funds requested: ___________________________

Location: _____________________________

Symposium theme: _____________________________

Partner organization (required): ______________________________________________________________

Please describe the community need(s) your symposium will address.

________________________________________________________________________________________

Will the symposium be held in conjunction with another women oriented event? If yes describe?

________________________________________________________________________________________

Please describe proposed symposium events, including format, speakers, membership recruitment component, additional activities, etc:

________________________________________________________________________________________

Explain in detail the goals of the symposium. How will the events of the symposium be directed to accomplishing these goals?

________________________________________________________________________________________

Describe the new or expanded service abilities that will benefit the community as a result of the symposium. How many community members will be served?

________________________________________________________________________________________

Please describe how non-Lions will be asked to join a new club, or a club branch?

________________________________________________________________________________________

Attach an agenda with activities and speakers listed. If needed please use additional paper.
Women’s Symposium Program

Proposed budget:

Facility rental: ____________________________________________________________

Food/beverage: ____________________________________________________________

Printing (invitations, posters, flyers, etc.): __________________________________

Postage: ________________________________________________________________

Advertising/publicity: _____________________________________________________

Speaker expenses: _________________________________________________________

Office supplies: __________________________________________________________

Other (please specify):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Total: ______________________________________________________________________

Anticipated number of participants: Non-Lions ____________________, Lions ________________

District Governor signature: ___________________________ Date: _______________________

Please send the completed form to:

New Voices
Lions Clubs International
300 W. 22nd Street
Oak Brook, IL 60523-8842 USA
E-mail: newvoices@lionsclubs.org
Women's Symposium Program

Reporting/Reimbursement Form

(Please Print)

Name: __________________________________ Title: _____________________________________________

Club name: ___________________________ District: ______________________________________

Address: ____________________________________________________________________________

City: State/province: ______________________ ____________________________________________

Postal code: ____________________________ Country: ______________________________________

Daytime phone number: ___________________________ ________________________________

E-mail address: ________________________________________________________________

Symposium date: ________________________ Location: ________________________________

Symposium theme: __________________________________________________________________

Partner organization: __________________________________________________________________

Number of participants: ______________________________________________________________

Speaker names: ______________________________________________________________________

Issue(s) addressed: 
________________________________________________________________________________
________________________________________________________________________________

Significant results: 
________________________________________________________________________________
________________________________________________________________________________

Proposed community project: 
________________________________________________________________________________

Number of new Lions clubs members ___________ New clubs or branches chartered: ______________

Signed: __________________________________ Date: ____________________________

Please return this completed form, along with the Expense Claim Form to: New Voices, Lions Clubs International, 300 W. 22nd Street, Oak Brook, IL 60523-8842, USA

*Forms must be received within 30 days after event. Only symposiums that have been pre-approved will be eligible for reimbursement.*
Women’s Symposium Program

Rules of Audit

(Updated June 2007)

PREFACE

The board approved the Women’s Symposium Program. These funds are approved for activities supportive of Lions membership development in growth and retention of female members.

In cases where reimbursement is sought, all expenses should be submitted to Lions Clubs International, care of New Voices, on the Women’s Symposium Expense Claim Form. Individuals incurring expenses on behalf of the program must be approved ahead of time. Expense claims must be signed by the approved individuals in the spaces provided on the claim form. LCI will reimburse only expense claims bearing the proper signature of the district governor, council chairperson or multiple district secretary and pre-approved individuals.

Allowed expenses consist of facility rental, presentation equipment, audio/visual equipment, food and beverages at the symposium, advertising and publicity, office supplies, printing costs and miscellaneous supplies.

The following speaker expenses are also allowed as follows:

- **Speaker fees**: Cost for services rendered. Note copy of invoice and copy of payment is required. Fees will not be reimbursed unless both forms of documentation are provided.
- **Speaker honorarium/gift**: May be given if speaker is not being paid for their services. Not to exceed US$100. (Must provide proof of payment.)
- **Speaker transportation**: Lions Clubs International will cover ground transportation expenses to the symposium.
- **Ground transportation** includes car mileage (US$0.30 per mile or US$0.19 per kilometer) or actual cost of train, bus, etc. Also covered is local taxi related travel.
- **Air travel**: Air travel expense will only be considered for the key-note speaker for symposiums with over 250 attendees and participants from several districts. Lions Clubs International must pre-approve airfare requests and must be listed as a separate line item in the application and budget. Airfare is not to exceed one round trip economy airfare (per speaker) by most direct route, with no layovers. Note: The original used air ticket (not a copy) and a receipt of purchase (canceled check, credit card receipt, etc.) are required. Airfare will not be reimbursed unless both forms of documentation are provided.
- **Speakers lodging**: Reimbursement will be made for standard hotel room at single rate.
- **Speaker meals**: Cost of meals (if any) upon arrival at the symposium and prior to departing the symposium.
- **Speaker tips**: Tips that are no more than US$1 per piece of luggage or 10% of a taxi fare.

Disallowed expenses consist of personal expenses, alcohol beverages, medical insurance, speaker incidental expenses such as cocktails, telephone, laundry, movies, travel insurance, etc., expenses not properly documented and expenses that exceed budgeted allowance.

Excess expenditures over the budgeted allowance will be borne by the individual and not by Lions Clubs International.
Note: **The budget is limited.**

1. All expenses must be listed on this form on a daily basis and supported by original receipts.

2. Please list the monetary amount for each item in each national currency used. Reimbursement will be made in local currency if supported by the association, or US dollars based on weekly market rate at time of expense.

3. Upon completion of the symposium, *mail your claim, support documentation and final report within 30 days* to New Voices. If claims are received **120 days after** the symposium or later, **NO** reimbursement will be considered.

4. Any questions concerning reimbursement should be addressed to New Voices.

Lions Clubs International provides no medical insurance coverage to its members whether on Lions business or not. Therefore, when traveling on personal or Lions International business, it would be wise to make sure you have sufficient medical insurance coverage. Many individual group medical insurance plans do not cover the insured outside their own country, and sometimes even out of their own city, state or province. This is especially true of the US Medicare insurance, which is effective in the US only, and is probably true in many government-sponsored and individual medical plans.

This is a personal matter, which varies from individual to individual, so please be sure to examine your own situation and that of family members and friends carefully.
# Women’s Symposium Program Expense Claim Form

(Receipts must be attached along with cancelled tickets & proof of payment)*

<table>
<thead>
<tr>
<th>Date</th>
<th>Assignment/event</th>
<th>Meals</th>
<th>Lodging (hotel)</th>
<th>Transportation* (airline, parking, taxi, tolls, etc.)</th>
<th>Automobile US$.30/mile US$.19 /km</th>
<th>Miscellaneous**</th>
<th>Total</th>
</tr>
</thead>
</table>

**Please explain MISCELLANEOUS items (phone, printing, supplies, tips)

Name (please print): ____________________________________________________________

Address: ___________________________________________________________________

________________________________________________________________________________________

I represent to the best of my knowledge and belief that all expenses listed were actually incurred and are in conformity with the association’s rules of audit.

I understand that by virtue of signing this expense claim, it becomes part of the association’s official records and may be subject to review by parties normally allowed to make such inspections.

Signature: ___________________________ Date: ___________________________

District Governor approval: ___________________________ Date: ___________________________