



Lions Services for Children Symposium Program

Application for Fiscal Year 2013-2014

Overview of Symposium Program

The *Lions Services for Children Symposium Program* allows for expense reimbursement for:

- one (1) symposium per constitutional area, plus the continental area of Africa, per fiscal year.
- the organization of a pre-approved symposium or conference that will promote activities supportive of Lions health and education services for children in need.

Lions Clubs International, per the **Rules of Audit for the program**, will award a maximum of US\$16,000 for expense reimbursement each fiscal year of the program. Of this US\$16,000, a maximum of one US\$2,000 expense reimbursement per constitutional area and the continental area of Africa is permitted.

Applications:

- may be submitted beginning July 1 of the fiscal year in which the symposium is to be held.
- are approved on a first-come, first-served basis.
- must be submitted by a district or a multiple district.
- from individual clubs will not be accepted.

A district or multiple district that has received Lions Services for Children Symposium Program expense reimbursement is eligible to apply for expense assistance for one symposium every three years. Preference will be given to applications from districts or multiple districts that have not received previous expense assistance through this symposium program.

Approval Process

Applications will be reviewed, and districts and multiple districts will receive a response from the Health & Children's Services Department at Lions Clubs International within 30 days after receipt of the application. To be considered for expense assistance, **the district or multiple district must be in good standing with Lions Clubs International**, and the formal application must be submitted to Health and Children's Services at Lions Clubs International Headquarters in Oak Brook, Illinois, USA.

NOTE: In the event that expense assistance funding is still available as of March 1 in the current fiscal year of the program: (1) requests for applications will be extended to all districts and

multiple districts that have not already received LCI symposium approval for the current fiscal year; (2) applications from districts or multiple districts that have previously received funding for a children’s symposium may be considered; and (3) a constitutional area or the continental area of Africa may be approved to receive expense assistance for more than one symposium held within the same fiscal year.

Rules of Audit: Please refer to the separate “**Rules of Audit**” document (LSC-18) before submitting this application.

Lions Services for Children Symposium Information: Please respond to the following questions about your symposium. Attach additional sheets as needed.

Please check one:

- This is a **District Symposium** to be held in District: _____
- This is a **Multiple District Symposium** to be held in Multiple District: _____

Symposium Coordinator/Contact Person: _____

Title: _____ **Club Name:** _____

Address: _____

City: _____ **State/Province:** _____

Postal Code: _____ **Country:** _____

Telephone Number: _____ **Fax Number:** _____

E-Mail: _____ **Symposium Date:** _____

Symposium Theme: _____

Partner Organization(s): _____

1. Explain in detail the goals of the symposium. Describe how the events of the symposium will be directed at accomplishing these goals.

2. Describe proposed symposium events. Include information about the meeting's format and speakers. Will Leo club members and representatives of non-Lion organizations participate? If so, how many and in what roles?

3. Describe the needs of children that the symposium will address. How many children in your area are affected by these needs?

4. Will the symposium be held in conjunction with another event related to underserved children or youth? Will there be media coverage?

Proposed Total Symposium Budget

Include cost and description of expenses.

ITEM	COST
Facility Rental	
Audio/Visual Equipment	
Food & Beverages at Conference	
Printing (Invitations, posters, flyers, etc.)	
Postage	
Advertising and Other Publicity	
Speaker Expenses	
Keynote Speaker Travel, if applicable (reference Rules of Audit)	
Office Supplies	
Other (please describe):	
Other (please describe):	
Total Lions Services for Children Symposium Budget	

10. Do you plan to hold this Lions Services for Children Symposium even if you do not receive approval for expense reimbursement through this program? *(Your response to this question is for our information only and will have no bearing on the approval process.)*

Signature Required

- Check one box below.
- Provide the required signatures and information.

If the application is being submitted by a district, the signatures of both the district governor and symposium coordinator are required.

DISTRICT SYMPOSIUM:

Signature of Symposium Coordinator	District	Date
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Signature of District Governor	District	Date
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If the application is being submitted by a multiple district, the signatures of both the council chairperson and symposium coordinator are required.

MULTIPLE DISTRICT SYMPOSIUM:

Signature of Symposium Coordinator	Multiple District	Date
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Signature of Council Chairperson	Multiple District	Date
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How to Submit Application

Application **for Fiscal Year 2013-2014** Lions Services for Children Symposium Program may be submitted **beginning July 1, 2013**.

1. A completed application includes all of the following:
 - ✓ this completed, signed application form
 - ✓ a symposium program or proposed agenda
 - ✓ list of participating speakers
2. Mail, fax or email this application and attachments, with all required signatures, to the Health & Children's Services Department at International Headquarters at the address listed below. *Please note: applications may be emailed only if they have been scanned and include the required signatures. The scanned signatures must be clear.*

Health & Children's Services Department
Lions Clubs International
300 W. 22nd Street
Oak Brook, Illinois 60523-8842
USA

children@lionsclubs.org

fax: 630-571-1692