



Strides for Diabetes

All Lions clubs are autonomous, meaning that each Lions club is an independent entity responsible for conducting its own events and complying with local laws and regulations. This planner is intended to provide recommendations and should not be considered legal advice or best practices. The activities in this planner may or may not be appropriate within your community. Please consult a local professional to ensure compliance with all laws and regulations, safety guidelines and best practices.



Lions Clubs International



Strides for Diabetes

This project planner can help your club organize a highly visible, family-friendly community event that promotes diabetes awareness and the importance of healthy living through educational materials and group participation in physical activity.

By taking on a project like this, you're helping us achieve our strategic vision of reducing the prevalence of diabetes and improving quality of life for those diagnosed.

Start planning your event.

Fill in the blank fields in the form below to determine the details of your event.

What you will achieve 1 Raise community awareness about diabetes through education and promote healthy living	Duration 2-3 hours	Location <input type="radio"/> Open-air/outdoor space <input type="radio"/> School or educational facility <input type="radio"/> Community recreational facility <input type="radio"/> Other <hr/>
	Planning time 2-3 months	
	Start/end dates <hr/>	

Planned participants		
Select the audience you would like to serve at your event.		
People we will serve: <input type="radio"/> Children <input type="radio"/> Youth <input type="radio"/> Adult <input checked="" type="radio"/> All	People who will provide service: <input type="radio"/> Local diabetes association <input type="radio"/> Local businesses	Notes:

Determine all required tasks for your project.

All projects should incorporate the following tasks:

1. Determine physical activities.



- ▶ Activities can include walking, running, cycling, dancing or any other organized physical activity.
- ▶ The chosen activity should last at least 30 minutes or have a pre-determined distance.

Activities

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____

2. Choose educational materials.



- ▶ Should be provided by your local diabetes association, a local diabetes educator or a community hospital

Materials

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____



Volunteer planner

Assign roles for volunteers at your event.

Position/role	Name	Contact information	Notes
Event director			Can be a Lion/Leo or healthcare professional; must possess basic knowledge about diabetes, and should be able to manage both event logistics and volunteers
Volunteer manager			
Marketing lead			
Physical activity lead			Should be a physical activity professional that can ensure attendee safety during participation in physical activities
Local emergency medical services			Must be present at all times in case of a health emergency
Event photographer			You must secure signed release forms from participants if you plan to use event photographs for promotional purposes
Local partners/ collaborators <i>Recommended: Local diabetes association, local businesses</i>			Community businesses can provide help with event promotion and sponsorship
Other			

Make sure you have the appropriate ratio of adults to children for your selected activities.

Number of Lions	
Number of Leos	
Number of others	

Suggested volunteer ratios*:

- » 0-4 years: 1 volunteer per 4 children
- » 4-8 years: 1 volunteer per 6 children
- » 9-12 years: 1 volunteer per 8 children
- » 12-18 years: 1 volunteer per 10 children

*Many local governments have laws limiting the number of children a child care worker can be assigned to. Please be sure that any activities comply with local regulations.



Organize your project into achievable steps.

The event director may complete this form and track progress.

Status	Task	Deadline	Task Lead	Tips
X	Inform your club			Host a meeting to inform your club about the event
	Create event name/title			
	Form a planning committee			<ul style="list-style-type: none"> » Determine event participants, activities and logistics » Decide and assign volunteer tasks
	Identify potential event collaborators			<ul style="list-style-type: none"> » Health providers » Fitness organizations » Healthy food businesses » Sports stores » Senior centers
	Prepare a preliminary budget			
	Secure location, date and time			<p>Things to consider:</p> <ul style="list-style-type: none"> » Time of year/weather » Flexibility of location's capacity » Safety of location » Accessibility of location to community members most at risk of diabetes
	Ensure proper insurance coverage			<p>Check with relevant officials to determine if a certificate of insurance or supplemental insurance will be required</p> <p>For questions regarding coverage under the General Liability Insurance Policy provided to all Lions clubs, please review the Program Insurance Booklet by visiting http://lionsclubs.org/pib-en</p>
	Secure necessary volunteers			



Organize your project into achievable steps (continued).

Status	Task	Deadline	Task Lead	Tips
	Create a registration/ information collection plan			Can include flyers, digital materials, etc.
	Determine any additional event components and layout			Things to consider: » Any special requirements for the physical activity space (signs, directions, etc.) » Rest station with water and healthy snacks » Information booths for educational materials and event collaborators » First aid
	Promote your Strides event			Things to consider: » Invite local media to your event » Prepare a press release and share it with local media outlets » Enlist the help of a local celebrity or sports personality » Social media platforms » Email outreach to your club's network
	Finalize event logistics			Before your event, make sure you contact any service providers or event collaborators to make sure they are prepared to fill their roles in the event
	Schedule a post-event meeting to celebrate successes, and discuss opportunities for improvement			Schedule other events throughout the course of the year to continue building community after the event



Determine the budget for your project.

_____ may use this worksheet to determine finances for the event.

Description	Quantity	Cost	Total expense	In-kind/donations	Income	Balance
Education						
Education materials						
Equipment						
Facility/space rental						
Participant awards						
Tables/chairs						
Marketing						
Promotional materials						
Other						



Measure the success of your project.

Reconvene as an event planning committee to celebrate your impact and report your service!

Success measures			
Measure your project			
# of people served under 18		# of non-members volunteered	
# of people served 18+		Total direct service hours	
# of Lions volunteered		Total project planning/fundraising hours	
# of Leos volunteered			
Reflect on your project			
1. Were you able to raise community awareness about diabetes through education and promotion of healthy living?			
2. What were the biggest successes?			
3. What were the biggest challenges?			
4. Would you do this event again?			
5. What would you change?			

