



Type 2 Diabetes Risk Awareness Event

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



Type 2 Diabetes Risk Awareness Event

This project planner can help your club host a 1- to 2-hour community activity focused on Type 2 diabetes awareness and education.

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 awareness and provide education for the community about the risks associated with Type 2 diabetes	Duration 1-2 hours	Location <input type="radio"/> School or educational facility <input type="radio"/> Community recreational facility <input type="radio"/> Open-air/outdoor space <input type="radio"/> Other <hr/>
	Planning time 2-3 weeks	
	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 checked="" type="radio"/> Adult <input type="radio"/> All	People who will provide service: <input type="radio"/> Local diabetes association <input type="radio"/> Local diabetes educator <input type="radio"/> Community hospital	Notes:

Determine all required tasks for your project.

All projects should incorporate the following tasks:

1. Select diabetes risk scorecards.



- ▶ If possible, select risk scorecards that reflect your community's region (e.g., FINRISK, Diabetes UK Test, AUSDRISK, IDRS, DORA, CANRISK, CDC Prediabetes Screening Test)

Scorecards

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

2. Identify diabetes educational speakers and relevant educational materials.



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

Speakers

Materials

- a. _____ a. _____
 b. _____ b. _____
 c. _____ c. _____

3. Provide referral services for at-risk participants.



- ▶ If an attendee has completed a risk questionnaire and would like further information on their score, or is interested in a full screening, a list of qualified local care providers may be provided

Referral services

- a. _____ d. _____
 b. _____ e. _____
 c. _____ 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 experience working with diabetes awareness and should be able to manage both event logistics and volunteers
Volunteer manager			
Local emergency medical services			Must be present at all times in case of a health emergency
Marketing lead			You must secure signed release forms from participants if you plan to use event photographs for promotional purposes
Event photographer			
Local partners/ collaborators			<ul style="list-style-type: none"> » Local diabetes association » Local diabetes educator » Community hospital
Other			

Number of Lions	
Number of Leos	
Number of others	



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"> » Local diabetes association » Local diabetes educator » Community hospital
	Prepare a preliminary budget			
	Secure location, date and time			
	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 promotion/marketing plan			Can include printed flyers, digital materials, etc.
	Determine educational materials			<ul style="list-style-type: none"> » Including risk scorecards, information on type 2 diabetes and methods to reduce risk » Work with event collaborators if in need of materials
	Determine any additional event components and layout			
	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			



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						
Guest speaker fees						
Equipment						
Facility rental						
Marketing						
Promotional materials						
Flyers						
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 awareness and provide education for the community about the risks associated with Type 2 diabetes?			
2. What were the biggest successes?			
3. What were the biggest challenges?			
4. Would you do this event again?			
5. What would you change?			

