

**Vice District Governor
Multiple/Single District Workshop**

VDG MD/SD Workshop Planning Guide



CONTENTS

Introduction..... 1

Workshop Overview 2

Role of the Local Coordinator 3

Role of the Faculty 4

Preparation Checklist..... 5

Curriculum Overview 10

Instructor Guide Organization 14

Equipment and Materials Checklist 15

Training Room Set-Up..... 16

Participant Evaluations 18

Reporting in Learn 18

Appendix A: Sample Schedule 19

Appendix B: Sample Request for Proposal (RFP) 20

Appendix C: Sample Welcome Letter 21

Appendix D: Emergency Contact Form..... 22

Appendix E: Agenda for Faculty Meeting 23

Appendix F: Workshop Evaluation 24

INTRODUCTION

The purpose of this *Vice District Governor (VDG) Multiple District/Single District (MD/SD) Planning Guide* is to provide the MD/SD Global Leadership (GLT) coordinators and Global Action Team (GAT) area leaders necessary information, tools and resources to organize an effective workshop. See the *Appendix* for workshop-specific information.

This guide contains suggestions and best practices to support a successful workshop. The guide does not account for local variances and timelines.

Lions International offers funding through the *Leadership Development Multiple District Grant* to offset expenses associated with managing this workshop. To learn more about the grant and apply, visit the Leadership Development Grant Programs [webpage](#).

For any questions during the preparation process, please contact vdgtraining@lionsclubs.org.

NOTE: The GAT area leader should facilitate the inclusion of single district second and first vice district governors in a nearby multiple district's workshop.

WORKSHOP OVERVIEW

The VDG Multiple/Single District Workshop is designed to give both First Vice District Governors (FVDGs) and Second Vice District Governors (SVDGs) opportunities to build tactical skills aimed at achieving greater success in leading their district.

The following table identifies the session categories provided by Lions International.

Joint Sessions	Recommended for SVDGs and FVDGs to take together to promote team building and collaboration.
Role-specific Sessions	Recommended for either SVDGs or FVDGs separately to account for varied responsibilities.

The workshop schedule is customizable, and the number of sessions selected will determine whether multiple days will be needed to complete the training. The Multiple District GLT Coordinators should plan the workshop schedule accordingly to ensure inclusion of local topics specific to the area’s needs and administrative tasks, such as budgeting, completing expense reports, reporting membership data, etc.

ROLE OF THE LOCAL COORDINATOR

The Multiple District GLT Coordinator assumes the role of the “local coordinator” for the workshop. The coordinator is responsible for:

- selecting the date(s) and location of the workshop and whether it will be in-person or virtual
- determining whether overnight accommodation is required
- serving as the point of contact for the venue and all other vendors contracted for the workshop
- communicating the workshop details to all potential participants
- selecting the sessions to be delivered; and based on each session’s instructions determining if any additional supplies should be procured or communications to participants about pre-assignments are necessary
- selecting and preparing faculty
- reporting the workshop to Lions International through Learn in the Lion Portal
- submitting necessary reimbursement documents for the Leadership Development Multiple District Grant

A more detailed list of responsibilities is included later in this planning guide. Due to the unique set of tasks attributed to this role, the local coordinator should not simultaneously serve as faculty for the workshop.

ROLE OF THE FACULTY

Faculty for this workshop will serve as a trainer and interactive instructor. They should be selected based on their skill as an effective facilitator, and their previous experience as part of a district governor team (or role of equal accountability) as the participants will look to them for advice, guidance, and support.

Faculty must be an FDI graduate or an LCIP-certified instructor. While it is not imperative that the faculty are experts in each topic, it is important they be proficient in the following:

- Engaging participants in an interactive learning environment by conducting question and answer segments, facilitating meaningful discussions in large and small group settings, and facilitating group activities
- Managing participant interactions
- Managing the training environment
- Using PowerPoint presentation and an LCD projector

If the workshop is delivered virtually, faculty selection should also consider their proficiency with online training platforms such as Zoom or Tencent and virtual facilitation tools. Faculty should have a strong, reliable internet connection with a bandwidth of 4.0 Mbps or higher, computer speakers, a microphone and a webcam. It is beneficial to have a second person assisting the facilitator during virtual training to run the PowerPoint slides, monitor questions in the chat and launch any poll questions or breakout activities.

PREPARATION CHECKLIST

Proper preparation is key to hosting a successful workshop. The following are steps to prepare, deliver and report the workshop. Tasks specific to virtual delivery are identified and highlighted in gray.

NOTE: A “Planning Guide_Resources” subfolder, provided with the curriculum, contains editable documents of those referenced in the Appendixes to use for planning purposes.

KEY DATES

- **May:** Resources (Appendix items) can be requested from leadershipdevelopment@lionsclubs.org
- **May through September:** Leadership Development Multiple District Grant Applications are available on the [website](#)
- **July:** Curriculum becomes available by request from leadershipdevelopment@lionsclubs.org
- **September:** Suggested earliest date to host a workshop based on the availability of the materials listed above.

PREPARATION CHECKLIST

X	Pre-Workshop: 2-5 months prior to workshop	Timeframe
	Apply for the Leadership Development Multiple District Grant	May - September
	Request VDG MD/SD Workshop materials from leadershipdevelopment@lionsclubs.org	4-5 months prior to workshop
	Evaluate the training needs of the SVDGs and FVDGs in the multiple district and determine how to best meet those needs. Select workshop sessions that provide the necessary skills and learning opportunities. (Session titles and descriptions can be found on pages 11-13 of this guide)	4-5 months prior to workshop
	Create a workshop schedule with the selected sessions. Reference the session durations on pages 11-13 to determine how many training days are necessary, or if there is a fixed amount of time, how many sessions can be facilitated. Note: schedule 15-minute breaks every 2 hours or between sessions. Do not exceed 6-8 hours of classroom facilitation in one day. (A sample schedule is provided in Appendix A.)	4 months prior to workshop
	Select and confirm workshop dates.	4 months prior to workshop

VDG MD/SD Workshop Planning Guide

	<p>Select workshop venue. (A sample RFP is provided in Appendix B) Consider the following when choosing a venue:</p> <ul style="list-style-type: none"> • space requirements based on the recommended classroom layouts in this guide and the number of participants • additional breakout rooms • faculty meeting room • the workshop schedule • whether meals will be provided • whether overnight accommodations will be required 	4 months prior to workshop
	Virtual: Determine platform to be used for delivery of each session; Zoom, Google Meet, Tencent, etc.	4 months prior to workshop
	<p>Select additional vendors if needed.</p> <ul style="list-style-type: none"> • Equipment and audio/visual rental • Catering 	3-4 months prior to workshop
	Send deposit to reserve venue and other vendors.	As required by venue/vendors
	Identify faculty and confirm availability.	3-4 months prior to workshop
	Virtual: Ensure faculty are familiar with selected platform and have an account to log in	3-4 months prior to workshop
	Consult faculty about which session(s) they prefer to facilitate and assign topics as needed.	3-4 months prior to workshop
	Communicate workshop dates and location to SVDGs, FVDGs and other leaders as necessary.	3-4 months prior to workshop
	<p>GLT coordinators should Publish the workshop details in Learn as ‘Vice District Governor MD/SD Workshop’ so that it is visible to Lions on their My Available Training page.</p> <ul style="list-style-type: none"> • Log into the Lion Portal to access Learn • Select “Manage Training” from the top menu bar • Select “Add Training” • Follow the prompts to insert your workshop details <p>Access the GLT Toolbox for additional Learn resources.</p>	3-4 months prior to workshop
	Review the curriculum materials for each session (Instructor Guide (IG), Participant Manual (PM), Pre-Assignments, Handouts (HO) and PowerPoints (PPT)). Identify any additional materials needed for each session.	3 months prior to workshop

VDG MD/SD Workshop Planning Guide

	Send digital curriculum files (IG, PPT, PM, etc.) for the selected sessions and workshop schedule to each faculty.	3 months prior to workshop
	Email participants pre-assignments and any applicable instructions, if needed.	6 weeks prior to workshop
	Conduct faculty preparation call. <ul style="list-style-type: none"> Review workshop schedule, curriculum, venue/virtual platform logistics and any other necessary materials. 	4-6 weeks prior to workshop
	Identify any special accommodations/needs for participants and faculty and review the workshop logistics to consider modifications that may be necessary (visual/hearing impairment, handicap accessibility, etc.).	4-6 weeks prior to workshop
	Confirm final participant list and send to faculty (and to hotel if overnight accommodations are being provided).	4-6 weeks prior to workshop
	Virtual: Create meeting links for each session within the selected platform and email them to both faculty and participants.	4-6 weeks prior to the workshop
	Create and print participant materials such as: <ul style="list-style-type: none"> Name badges*, tabletop name placards, participant manuals, session handouts, schedule, attendance form. <p>*Faculty should also have a name badge</p>	4-6 weeks prior to workshop

X	Pre-Workshop: 1 month prior to workshop	Timeframe
	Make final arrangement and payment to venue/vendors	Per venue/vendors contract
	Obtain supplies needed to conduct the institute (equipment and materials checklists are provided on page 15).	3 weeks prior to workshop
	Email participants a confirmation with a reminder of the date/location, pre-assignments (if applicable) and any other pertinent information they may need prior to the workshop.	2 weeks prior to workshop
	Virtual: Email participants a confirmation with a reminder of the log in details for virtual platform, the digital PM for each session, pre-assignments (if applicable) and any other pertinent information they may need prior to the workshop.	1 week prior to workshop
	Create and print Welcome Letters and Emergency Contact Forms for faculty and participants (Samples provided in Appendixes C and D).	1 week prior to workshop

VDG MD/SD Workshop Planning Guide

X	Onsite/During Session Logistics	Timeframe
	<p>Tour venue</p> <ul style="list-style-type: none"> • Meet key venue personnel and review workshop logistics and schedule <ul style="list-style-type: none"> ○ Confirm training classroom locations ○ Confirm classroom set up and equipment/technology needs ○ Confirm Wi-Fi connection ○ Confirm any set up needs outside of classrooms, e.g. Registration/Check-In table, Break stations, etc. ○ Review service times if meals are provided ○ Confirm rooming lists if accommodations are provided • Note emergency exits and procedures • Note any accessibility concerns • Locate restrooms and elevators 	1-2 days before workshop
	<p>Prepare Participant Welcome Packet* for distribution upon arrival:</p> <ul style="list-style-type: none"> • Welcome Letter • Emergency Contact Form • Name Badges and Tabletop Name Placards • Schedule, including classroom assignments for each session if multiple rooms are being used <p><i>*Note: If overnight accommodations are provided, many hotels can distribute this packet upon hotel check-in if it is prior to the start of the workshop. Otherwise, plan to have a registration table where participants will need to check-in prior to the start of the workshop.</i></p>	1 day before workshop
	<p>Prepare faculty room (optional)</p> <ul style="list-style-type: none"> • Set up faculty supplies • Confirm any necessary technology/equipment is available 	1 day before workshop
	<p>Conduct faculty meeting (Sample agenda provided in Appendix E).</p>	Day before workshop
	<p>Prepare classroom(s)</p> <ul style="list-style-type: none"> • Ensure that all equipment is available and functioning – projector, laptop, podium, flipchart, etc. • Load PowerPoints onto the computer/laptop and test slide advancer and any videos if necessary • Place Participant Manuals at each seat • Place classroom supplies and session handouts on table at the head of the room for faculty to easily access 	1 day before workshop (if early access to classrooms is not possible, can be done day-of prior to the arrival of participants)

VDG MD/SD Workshop Planning Guide

	Virtual: Conduct sound and visual checks with faculty ensuring that all microphones and cameras are properly working.	1 hour before participant log in
	Welcome/Check-In participants and ensure that they know which classroom(s) they will be in.	Prior to start of First Session
	Virtual (Optional): Welcome session; you may choose to conduct a brief welcome to all participants explaining your role in their VDG journey, what to expect of the training that is about to start and introducing the faculty team.	Upon participant log in
	Serve as point-of-contact for venue personnel and vendors if any issues arise and be available to answer any participant or faculty questions.	Daily
	Virtual: Be available to assist with any tech support or faculty questions as needed.	Daily
	Collect Daily Attendance Sheet - each participant must sign in and initial daily.	Daily
	Virtual: Collect session attendance from faculty.	Daily

X	Post Workshop	Timeframe
	Finalize/Close any contract with venue and/or other vendors.	Per venue/vendors contract
	Email Workshop Evaluation to all participants and faculty	Day after workshop
	Complete Training Final Summary form.	Day after workshop
	<p>Report the workshop in Learn.</p> <ul style="list-style-type: none"> • Locate the previously published Vice District Governor MD/SD Workshop in “Manage Trainings” (If you did not previously enter the training details in Learn, you will need to “Add Training” now) • Open the Vice District Governor MD/SD Workshop to view the training details. • Add faculty and participant names. • Select the “Mark Completed” button to officially submit the completed training in Learn. 	Within 14 days post workshop
	<p>If the Leadership Development MD Grant was approved, submit required workshop documents to leadershipdevelopment@lionsclubs.org to receive reimbursement.</p> <ul style="list-style-type: none"> • Reimbursement Form • Training Attendance and Consent Form • Training Final Summary • Receipts 	Within 14 days post workshop
	Optional: Send Thank You letters to faculty and participants.	Within 14 days post workshop

CURRICULUM OVERVIEW

Lions International provides instructional and related participant materials to conduct this workshop. Each session will include an Instructor Guide (IG), Participant Manual (PM) and PowerPoint slides (PPT). Some sessions will also have handouts and/or pre-assignment materials. The appendix of each instructor guide will also include adaptations for virtual facilitation.

All files are provided digitally via a link from Lions International. Share these files with the faculty in advance of the workshop so that they may properly prepare. **Curriculum materials should only be shared with those involved in the planning, facilitation or participation of the workshop and not used for any other purpose.** Curriculum is provided in all official Lions International languages. If the workshop is being facilitated in a language other than an official Lions language, arrange for the materials to be translated. Translation of all materials is the responsibility of the organizing multiple district, single district or undistricted country.

The tables on the following pages provide the recommended audience, title, description and duration for each session provided by Lions International. Lions International recommends that multiple districts select at least two sessions recommended for joint facilitation, one session recommended for SVDGs and one session recommended for FVDGs. Consider the audience, and identify session topics that are most relevant.

NOTE: The recommended audience is flexible. When reviewing each session topic, use knowledge of the participants and district needs to decide which session topics are most relevant for each audience. This may mean that the actual audience differs from the recommended audience. For example, the *Listening to Understand* session may be best suited as a joint session instead of for only SVDGs.

JOINT SESSIONS - RECOMMENDED AUDIENCE: SECOND AND FIRST VICE DISTRICT GOVERNORS

Session	Description	Duration
<p>Analyzing Performance to Grow Membership</p>	<p>This session helps participants assess performance and identify opportunities to grow membership in their district. Participants practice reviewing key performance reports and determining next steps, which will enable them to make data-driven, strategic decisions as district leaders.</p> <p>Note: participants are encouraged to bring a personal device to the workshop to access district- and club-level reports.</p>	<p>100 minutes</p>
<p>Leading Collaborative Decision-Making</p>	<p>This session equips participants with skills to drive group decision-making. By learning to facilitate brainstorming sessions and to create a decision matrix, participants will have a framework they can apply when making high-impact decisions with their team.</p>	<p>80 minutes</p>
<p>Leading with Resilience and Flexibility</p>	<p>This session explores the meanings of "resilience" and "flexibility" in district leadership. Through group discussions and scenario-based activities, participants practice using a framework for adapting to unexpected challenges, which will prepare them to lead their district with agility.</p>	<p>110 minutes</p>
<p>Leading LCIF Impact</p>	<p>This session explores how LCIF transforms Lions' giving into global and local humanitarian service, and how unrestricted donations empower districts to expand their impact.</p> <p>Through interactive activities, participants will practice strategies to inspire LCIF giving. They will also learn how the District and Club Community Impact Grant (DCG) allows districts to bring a portion of their giving back into their communities through meaningful service projects.</p>	<p>91-115 minutes</p>

**ROLE-SPECIFIC SESSIONS - RECOMMENDED AUDIENCE:
SECOND VICE DISTRICT GOVERNORS**

Session	Description	Duration
Preparing for District Leadership	This session introduces participants to the district governor role and key resources. Participants will review the Standard Form District Constitution and By-Laws, among other key resources to better understand the district governor role and what resources are available to support successful leadership. Participants will then apply their understanding through scenarios that highlight common district challenges.	110 minutes
Building Impromptu Speaking Skills	This session helps participants gain proficiency in impromptu speaking. By learning to anticipate situations and mastering quick-thinking tactics, participants will be able to deliver an effective impromptu speech or "elevator pitch" with confidence.	90 minutes
Listening to Understand	This session helps participants recognize effective and ineffective listening behaviors and evaluate conversations so that they can apply empathetic listening. Participants will practice applying listening skills to district scenarios, which will strengthen their ability to communicate with their team and the Lions in their district.	90 minutes

ROLE-SPECIFIC SESSIONS - RECOMMENDED AUDIENCE: FIRST VICE DISTRICT GOVERNORS

Session	Description	Duration
Delivering Speeches	<p>This session equips participants with techniques to confidently deliver engaging speeches, which include assessing the occasion, audience, and purpose of a speaking situation. Participants will practice delivering a speech, then receive feedback from their peers that they can apply to future speaking engagements.</p> <p>Note: participants must prepare a 5-minute speech prior to the workshop that they will use during the session.</p>	135 minutes
Driving Impact through Conversations	<p>This session helps participants identify different types of conversations and recognize the importance of building trust to drive engagement, connection, and impact in their district. Participants will also practice strategies for adapting to different situations, which will help them develop conversational agility as district leaders.</p>	90 minutes

INSTRUCTOR GUIDE ORGANIZATION

Each session's instructor guide consists of the following components:

- ***Session Summary:*** A short synopsis of the session topic and its relevance to the role
- ***Session Objectives:*** Performance goals that participants are expected to achieve as a result of the session
- ***Session Preparation:*** Information to aid the facilitator in their preparation for the session
- ***Materials:*** A list of materials needed for the session
- ***Equipment:*** A list of equipment needed for the session
- ***Session Timeline:*** An overview of the instructional plan and session timing
- ***Modules:*** Instructional content and facilitation directions
- ***Appendix:*** An outline of any changes to activities or content that is necessary to facilitate the session virtually. May also contain copies of the session handouts and/or resource information, if applicable.

EQUIPMENT AND MATERIALS CHECKLIST

The following materials will be needed in **each** classroom to facilitate an in-person workshop.

REQUIRED FOR ALL SESSIONS:

Audio/Visual Equipment	Got It! (✓)
LCD Projector and screen	
Computer with Microsoft PowerPoint capability	
Wireless slide advancer/laser pointer	
Session Specific Items	Got It! (✓)
PowerPoint slides (have them downloaded onto the computer in each room and on a USB that you can use as a backup)	
Participant Manuals (you may choose to have all sessions that you will deliver bound into one manual; or provide an individual manual for each session)	
Additional Classroom Items	Got It! (✓)
Flipchart paper and easel (ideally, two per classroom)	
Flip chart markers (one set for each easel, plus 2 markers per participant table)	
Mounting wall putty or masking tape roll (used to attach flipchart paper to walls)	
Pens (one per person)	
3"x3" Post-It Notes (2 per participant table)	

NOTE: Facilitators are responsible for having their copy of the Instructor Guide or any other materials they will need to facilitate.

SESSION SPECIFIC MATERIALS

Please refer to each session's Instructor Guide for specific details.

Materials	Got It! (✓)
Handouts	
Activity materials	

Additional office supplies may be needed. Consult with your faculty if they require additional items to support their delivery of each session.

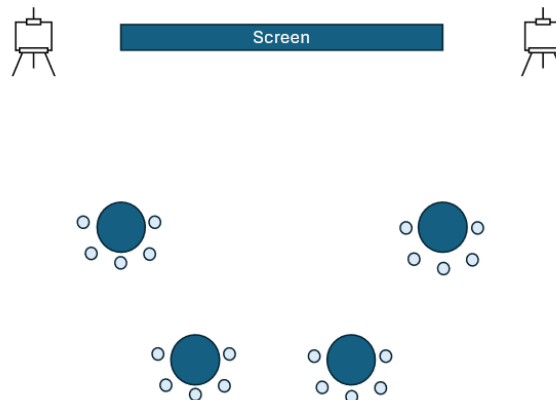
TRAINING ROOM SET-UP

Before the workshop begins, it is important to consider the set-up of the workshop room(s). Two or more rooms may be needed since there may be joint sessions, and role-specific sessions where the SVDGs and FVDGs will be working in their cohorts. Room set up should be similar and allow for collaborative discussion.

Pro-tip: When conducting role-specific sessions for SVDGs and FVDGs, in addition to joint sessions, ask the hotel if they have a room that can be split with an air wall. This may allow the room to be quickly combined or separated for each session as needed and may be more cost efficient.

It is beneficial to discuss the room layout with your venue prior to booking and confirm what equipment (tables, chairs, flip charts, audio/visual, etc.) they provide.

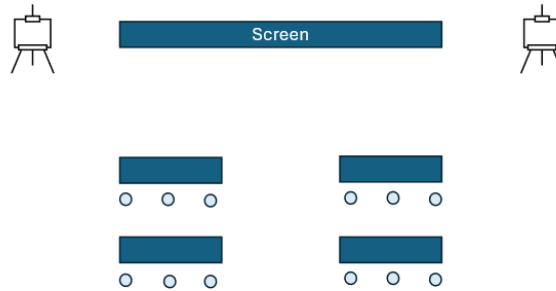
Due to the interactive and discussion-based nature of the workshop, the seating arrangement depicted in the following image is recommended. This arrangement allows participants to work in small groups and makes it easy for the facilitator to move throughout the room interacting with participants.



Ideally each table will have 4-5 participants, with seats arranged in a half circle so that all participants face the front of the room. Flip charts or whiteboards should be placed on either side of the projector screen, and the projector should be placed so that the PowerPoint slides fill the entire screen. A small table with any handouts or additional classroom supplies may be placed in the corner of the room.

VDG MD/SD Workshop Planning Guide

If round tables are not available, a traditional classroom style layout is also acceptable.



In addition to the classrooms, it is beneficial to have a meeting room to conduct the faculty preparation meeting prior to the workshop and for faculty to convene at the conclusion of each day to debrief and drop off/gather any supplies and personal items. This room can be smaller than the classrooms and set up in a boardroom style. If a separate room is not available, a classroom may be used for this purpose.

PARTICIPANT EVALUATIONS

Evaluation is an important part of any training program. Data collected from evaluations can provide important insight into the effectiveness of content, materials, program format, facilitators, and the overall success of the program.

Lions International provides an optional Workshop Evaluation (Appendix F) that can be emailed to participants after the conclusion of the workshop (or distributed during the last session). The questions are focused on overall logistics and facilitation. This information should be used to improve future workshops and make changes to the overall training plan.

Note: Additional space is added to the editable evaluation document available in the “Planning Guide_Resources” subfolder. This allows for pertinent workshop questions to be added.

REPORTING IN LEARN

At the workshop conclusion the Multiple District GLT Coordinator must report the completed training in Learn and submit the required documentation to Leadership Development to receive grant reimbursement.

To access Learn, log into your Lion Portal account. Reference “Reporting Local Training” section of the [GLT Toolbox](#) for instructions to report the workshop as a training in Learn.

The documentation that must be submitted to leadershipdevelopment@lionsclubs.org to receive your multiple district grant reimbursement includes:

- [Grant Reimbursement Form](#) – this form shows all expenses incurred while planning and executing the workshop. *Note: All receipts must be included with this form.*
- [Training Attendance and Consent Form](#) – this document confirms the names of all participants and faculty
- [Training Final Summary](#) – this form provides a summary of the workshop experience and feedback for our instructional design team

Access the [Leadership Development MD Grant Program](#) webpage for additional information on the grant and the reimbursement requirements.

APPENDIX A: SAMPLE SCHEDULE

The following is a sample schedule. Ideally the workshop is conducted over two consecutive days with periodic breaks for meals and mental rest. If two consecutive days are not possible, or shorter days are necessary, the schedule may be adjusted. An editable Sample Schedule is included in the “Planning Guide_Resources” subfolder along with the curriculum.

Preparation Day	Day 1	Day 2			
	7:00-8:00 am Breakfast	7:00-8:00 am Breakfast			
	8:00-8:30 am Participant arrival and registration	8:00 – 10:00 am Session 6 for SVDGs	8:00 – 10:00 am Session 6 for FVDGs		
	8:30 – 8:45 am Welcome and Faculty Introductions				
	8:45 -10:00 am Session 1				
	10:00 – 10:15 am Refreshment break	10:00-10:15 am Refreshment break			
	10:15 – 11:45 am Session 2	10:15 – 12:15 am Local topics			
	11:45-12:45 pm Lunch	12:15-1:15 pm Lunch			
1:00 – 4:00 pm Meet with venue team	1:00 – 2:00 pm Session 3	1:30 – 2:30 pm Local administrative tasks			
Prepare welcome packets	2:00 – 3:00 pm Session 4	2:30 – 3:30 pm Closing session: Next steps and acknowledgements			
Prepare classroom(s) and if necessary, registration table and faculty room	3:00 – 3:15 pm Break				
	3:15 – 4:45 pm Session 5				
4:00 pm Faculty arrival					
4:00 – 5:00 pm Faculty meeting					

APPENDIX B: SAMPLE REQUEST FOR PROPOSAL (RFP)

Appendix B in the “Planning Guide_Resources” subfolder, includes several customizable documents that can be used to contract a venue for the workshop. These documents include:

- **“Appendix B_VDG Workshop RFP Email”** – An email that explains the workshop and its needs to a potential venue. The highlighted sections in the email should be edited before sending the request for proposal.
- **“Appendix B_VDG Workshop - Accommodations and F&B”** – A worksheet used to describe the specific accommodations requested. Sample text is provided and should be edited with actual workshop needs before sending to the venue. The venue will complete the highlighted portions.
- **“Appendix B_VDG Workshop - Meeting Rooms and AV”** – A worksheet used to describe the specific classroom needs. Sample text is provided and should be edited with actual classroom needs before sending to the venue. The venue will complete the highlighted portions.

APPENDIX C: SAMPLE WELCOME LETTER

The following is an example of a welcome letter that can be used for both participants and faculty. An editable document is included in the “Planning Guide_Resources” subfolder along with the curriculum.

WELCOME

VDG Workshop

Dates

Welcome to the «Multiple District» Vice District Governor Workshop!

I am your host for this workshop and will be onsite for the entire training. Should you have any questions or need assistance during the workshop please do not hesitate to ask me.

You can provide any important details here about times, meals or the names of rooms that the sessions will be taking place.

There will be some brief introductions at «time», and the first session will begin at «time».

To facilitate your participation, this packet contains the following:

1. *Name badge with lanyard* –
 - Please wear this throughout the training.
2. *Tabletop Name Placard* –
 - Please display this on the table in front of your seat in the classrooms.
3. *Emergency Contact Form* –
 - Please complete this form and return it to me or your faculty member.
4. *Schedule* –
 - This shows the start time for each session. Please be on time.

Again, welcome to this valuable training event! I look forward to meeting you.

Sincerely,

«Your Name»

«Your Title»

Multiple District «Multiple District»

APPENDIX D: EMERGENCY CONTACT FORM

The following is an example of an Emergency Contact form that can be used for both participants and faculty. An editable document is included in the “Planning Guide_Resources” subfolder along with the curriculum.

Emergency Contact Form

Part 1 : Personal Details

First/Given Name:	Last/Family Name:
Member ID:	District:
Email:	Preferred Phone:
Mailing Address 1:	
Mailing Address 2:	
City:	State/Province:
Postal Code:	Country:

Part 2: Emergency Contact

Name:	Phone Number:
Relationship to You:	Alternate Phone Number:

Part 3 : Consent

Please read the **statements** below and check the appropriate box.

Photo Consent:

I authorize that any photographs/videos taken at this training can be used by the multiple district for the purposes of promotion and publicity . Those images/videos shall be the property of the multiple district for any and all use.

- Yes, I authorize the use of photographs/videos taken of me as described above.
- No, I do not authorize the use of photographs/videos taken of me as described above.

Information Recorded in Learn:

Participation in this workshop will be recorded in Lions International’s Learn database. This information will be available to district, multiple district, and constitutional area officers and Lions International to assist in leadership development opportunities.

- Yes, I give my consent to record my participation in this workshop as described above in Learn.
- No, I do not give my consent to record my participation in this workshop as described above in Learn.

By signing my name below, I acknowledge that I have reviewed all the above terms and conditions. Signature:	Date:
---	-------

APPENDIX E: AGENDA FOR FACULTY MEETING

The following sample agenda contains recommended items to discuss with the faculty prior to the start of the workshop. Adjust as necessary based on the needs of the workshop.

VDG WORKSHOP

Faculty Meeting

- Introductions
- Faculty Emergency Contact Information
- Venue details
 - tour facility; point out all classrooms that will be used, any spaces used for breaks or meals, restrooms and emergency exits.
- Discuss Schedule including times of sessions and any breaks/meals
- Attendance/Absences
 - Explain the Daily Attendance Form and how participants need to sign in each day
- Advise of any known accommodations for participants
- Emergency Procedures
- Dress Code (Business = faculty, Business casual = participants)
- Expense Reimbursement (if applicable)
- Audio/Visual Instruction (as needed)
- Curriculum (review each session and ensure faculty have no questions on curriculum/activities)
 - Confirm session assignments
- Participant Welcome Packets
- When/Where Faculty Debrief will take place (if applicable)
- Participant Evaluations
 - Explain if you are going to use the evaluations and if so whether you will be sharing with faculty or not
- Questions
- Faculty Preparation – faculty should prepare their classrooms (supplies, tent cards, etc.), test A/V, adjust layout as needed and review PowerPoints

APPENDIX F: WORKSHOP EVALUATION

The following sample evaluation can be distributed to participants to receive feedback about the logistics and facilitation of the workshop. An editable version is saved in the “Planning Guide_Resources” subfolder along with the curriculum. Additional space is provided to include questions pertinent to the workshop.

Thank you for attending the VDG Workshop.

This evaluation includes questions related to the workshop logistics and facilitation. Your honest assessment of your experience will help our multiple district plan for future workshops and ensure that future vice district governors receive the best training experience possible.

Rate your level of agreement with each statement.

Workshop Communications and Experience

Rate your level of agreement with each statement:	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
The communications I received prior to the workshop prepared me.	1	2	3	4	5
The schedule was easy to follow.	1	2	3	4	5
The venue was comfortable and accommodated the workshop well.	1	2	3	4	5
I had the necessary supplies and materials to fully participate in the workshop.	1	2	3	4	5
The sessions delivered provided valuable information.	1	2	3	4	5
The facilitators presented the session content in a clear manner that was easy to understand.	1	2	3	4	5
The facilitators engaged our class in productive discussions.	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5

Which session did you find most valuable and why?:

Which session did you find least valuable and why?:

Do you have any suggestions or other feedback?:
