



EXTENSION WORKSHOP

Second Meeting

Attendance:

Tips to increase attendance:

- In addition to follow-up letters, call people a few days before to remind them of the meeting and encourage them to bring friends and other community-minded individuals.

Set-Up:

- Same as the first meeting; set the room for fewer people than you expect. Consider having additional chairs available just in case more people attend.
- Do not serve a meal, only light refreshments such as cookies and soft drinks.
- Have plenty of applications on hand for members to sign up.

The Meeting:

- Personally welcome each participant and encourage him or her to enjoy the refreshments.
- Start the meeting on time. The meeting should not last longer than 60 minutes.
- If most participants are new, you may want to repeat the previous meeting and cover the history and Lions more thoroughly.
- If most participants attended the first meeting, move on toward launching the first service project.
- Introduce the Lions in attendance and note that they are attending to assist the new club
- Review the list of possible projects and invite the new attendees and others to add to the list.
- Ask the group to identify three projects to undertake and discuss how the projects can be accomplished and what can be done before the next meeting.
- Explain that before the group can move forward a club charter application or a branch application is needed so members are covered by liability insurance and can do community service as Lions.
- If the group decides to hold elections, conduct elections and then complete the application.
- Set up a date, time and place to hold the next meeting.

Post-Meeting:

- Set up a meeting with the club officers to begin new club officer training. (Further outlined in the Certified Guiding Lion Training)
- Continue to encourage members to promote their club and bring friends or others to join.
- Continue to follow up with those who showed interest but did not attend the first or second meeting.

A third meeting might be needed to reach additional prospects. However, if at all possible, form a club branch or a fully chartered club before the close of the third meeting. Research shows that when a club or branch formation is slow, initial interest is lost. We often find that once activities begin, it is much easier to recruit new members.



Agenda

SECOND MEETING

For the _____ Lions Clubs

Date

Location

1. Introductions
2. Brief history of Lions Clubs International (if needed)
3. Overview of typical Lions projects
4. Review possible projects previously discussed by the group
5. Prioritize projects
6. Discuss getting started and what can be accomplished before the next meeting
7. Discuss formation of the new club
 - a. Election of officers
 - b. Complete application
8. Set up a date, time and place for the next meeting