



Type 2 Diabetes Screening

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.



Type 2 Diabetes Screening

This project planner can help your club organize a one-day community event that provides Type 2 diabetes education and screening services for adults.

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.

<p>What you will achieve</p> <p>1 Provide Type 2 diabetes education and screening services for adults in your community</p>	<p>Duration</p> <p>1 day</p>	<p>Location</p> <p>Choose a space large enough to accommodate a large group of people and any necessary medical equipment:</p> <p><input type="radio"/> Recreational facility</p> <p><input type="radio"/> School</p> <p><input type="radio"/> Workplace</p> <p><input type="radio"/> Outdoor space (e.g., local park)</p> <p><input type="radio"/> Medical facility</p> <p><input type="radio"/> Informal (e.g., faith-based)</p> <p><input type="radio"/> Other</p> <p>_____</p>
	<p>Planning time</p> <p>2-4 months</p>	
	<p>Start/end dates</p> <p>_____</p>	

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

Determine all required tasks for your project.

All projects should incorporate the following three tasks:

1. Determine screening method and identify professional screeners.



- ▶ The screening method and equipment should be recommended by local professionals, and comply with local municipality or governmental regulations
- ▶ Unless a Lion/Leo is a licensed medical professional, screenings should be provided by professional staff who will also oversee participant safety

Screening method/equipment

Screening professionals

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

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

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. _____

3. Determine referral services



- ▶ If an attendee has questions, or has a concerning screening result, a list of qualified local care providers may be provided
- ▶ Identify medical professionals or agencies that may provide follow-up services, and determine how fees for professional services will be paid prior to the event

Referral services

- 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
Trained screening staff			Must be certified healthcare and/or diabetes screening professionals
Local emergency medical services			Must be present at all times in case of a health emergency
Volunteer manager			<ul style="list-style-type: none"> » Should be trained in basic knowledge of diabetes » Make sure to identify volunteers who can discuss club membership with class participants
Marketing lead			
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, diabetes educator and/or community hospital</i>			Consider including a certified social worker or mental health professional to assist participants who receive positive results
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 » Mental health professional
	Prepare a preliminary budget			
	Secure location, date and time			Should be secured at least 1 month in advance
	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>



Organize your project into achievable steps (continued).

Status	Task	Deadline	Task Lead	Tips
	Secure necessary volunteers			
	Create promotion/marketing plan			Can include flyers, digital materials, etc.
	Finalize event logistics			Before your event, contact service providers and/or event collaborators to make sure they are prepared to fill their roles in the event, and ensure proper layout of equipment
	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						
Screening equipment						
Testing supplies						
Facility rental						
Follow-up care						
Marketing						
Promotional materials						
Other						
Health professional fees						



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 provide Type 2 diabetes education and screening services for adults in your community?			
2. What were the biggest successes?			
3. What were the biggest challenges?			
4. Would you do this event again?			
5. What would you change?			

