



Childhood Cancer Survivor Network 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.



Childhood Cancer Survivor Network Event

This project planner can help your club organize an event for childhood cancer survivors that fosters encouragement, networking and support within the local community.

By taking on a project like this, you're helping us achieve our strategic vision of helping those affected by childhood cancer to survive and thrive.

Start planning your event.

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

What you will achieve » Provide a welcoming environment where childhood cancer survivors create social connections and feel supported	Duration 2-3 hours	Location <input type="radio"/> Community recreational facility <input type="radio"/> Local library <input type="radio"/> Informal (e.g., faith-based) <input type="radio"/> School or educational facility <input type="radio"/> Other _____
	Planning time 1-2 months	
	Start/end dates _____	

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 services: <input type="radio"/> Local hospitals <input type="radio"/> Cancer patient navigator(s) <input type="radio"/> Local cancer association(s) <input type="radio"/> Social worker(s) <input type="radio"/> Other _____	Notes: An initial event could occur once, with the group deciding if there should be additional meetings in the future. Recommended: The group meets at minimum once or twice per year in person.

Determine all required tasks for your project.

Be sure to focus your planning efforts on activities that are fun as well as educational. All projects should incorporate the following three tasks:

1. Determine the introduction activity.

- » Helping participants feel connected early in the event will increase their willingness to share and participate.
- » Choose an audience appropriate activity, taking age into consideration.

Activity list:

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

2. Determine the group purpose.

- » Share information about your club with attendees, and the type of work you have done or wish to provide in the area of childhood cancer.
- » Host a discussion to determine the needs of the group, and what purpose it would like to serve in the future.

Group needs:

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

3. Determine future activities.

- » Once the purpose of the group is determined, discuss what future activities should take place between the club and attendees.
- » Examples: Host an educational speaker about childhood cancer survivorship, mapping health resources within the community, hold a service event at a local hospital, etc.

Activities list:

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



Assign roles for volunteers at your event.

Position/Role	Name	Contact Information	Notes
Project lead			Can be a Lion/Leo familiar with talking about childhood cancer, and should be able to manage both logistics and volunteers
Designated support group lead			Must be a certified healthcare professional or social worker who is familiar with childhood cancer and support group facilitation.
Volunteer manager			
Marketing lead			
Task leader			
Event photographer			You must secure signed release forms from participants if you plan to use event photographs for promotional purposes
Local emergency medical services			Must be present at all times in case of a health emergency
Local partners/collaborators			

Make sure you have the appropriate ratio of adults to youth 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 project lead 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			Committee to determine event participants, activities, tasks, logistics and process for follow-up care
	Contact and secure potential cancer retreat collaborators			
	Prepare a preliminary budget			
	Pursue funding (if necessary)			
	Secure location, date and time			Should be secured at least 1 month prior to event
	Contact local health organizations to help recruit participants Tip: Assume that not every person you invite will attend this meeting. This is okay! Determine the largest possible number of people you would be able to invite taking the capacity of the space into consideration.			Local organizations can help you decide what group of people to invite for this initial event. They can also share information about the group as it continues with their clients, provide other opportunities for promotion or contribute to future activities.
	Create promotion/marketing plan			Can include flyers, digital materials, etc.



Organize your project into achievable steps (continued).

Status	Task	Deadline	Task Lead	Tips
	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			<p>Ensure that chosen volunteers are committed and will facilitate a safe and welcoming environment.</p> <p>Volunteers must adhere to local regulations for working with members of the public who have disabilities, and secure necessary documentation, as required.</p> <p>Due to the sensitive nature of this event, consistency of volunteers is encouraged.</p>
	Create event itinerary			Should be a time-specific schedule of all activities from start to finish
	Schedule a post-event meeting to celebrate successes and discuss opportunities for improvement			Use the reflection questions to talk about your project



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
Equipment						
Facility rental						
Meeting supplies						
Marketing						
Promotional materials						
Other						
Water/snacks (optional)						



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 nonmembers 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 an opportunity for childhood cancer survivors to feel supported and create social connections in a welcoming environment			
2. What were your biggest successes?			
3. What were your biggest challenges?			
4. Would you do this event again?			
5. What would you change?			

