



Vision Support Group

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.



Vision Support Group

This project planner can help your club organize a monthly support group that fosters personal growth, self-determination, emotional support, independence and mobility for adults who are living with blindness and low vision.

By taking on a project like this, you're helping achieve our strategic vision of improving the quality of life for people who are blind and visually impaired.

Start planning your event.

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

What you will achieve » Implement a support group for adults who are blind and visually impaired that provides education and opportunities for social interaction.	Duration <input type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Other	Location <input type="radio"/> School or educational facility <input type="radio"/> Community recreational facility <input type="radio"/> Informal (e.g., faith-based) <input type="radio"/> Other _____
	Planning time <input type="radio"/> 2-4 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 checked="" type="radio"/> Adult <input type="radio"/> All	People who will provide services: <input type="radio"/> Social worker <input type="radio"/> Peer mentor <input type="radio"/> Low vision specialist <input type="radio"/> Vision care professional <input type="radio"/> Other volunteers _____	Notes: » Consider inviting family members/friends/caregivers to help build a community of support. » Support groups generally meet once a month and can range in duration from a few months, to ongoing continuous meetings.

Determine all required tasks for your project.

All projects should incorporate the following three tasks:

1. Plan topics for every group session.

- » Examples include: Independent Living Skills (ILS) training, low vision technology, etc.

Session topics:

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

2. Choose an educational resource for each topic.

- » Resources should be provided by certified low vision specialists, or organizations and agencies that serve people who are blind and visually impaired.

Resources:

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

3. Determine small group social activities.

- » A social activity can include a shared meal, adaptive games, crafts, holiday celebration or other celebratory occasion.

Activities:

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



Assign roles for volunteers at your event.

Position/Role	Name	Contact Information	Notes
Support group lead			Should be a local eye care professional who is familiar with facilitation of a support group.
Peer mentor			Can be an individual with blindness or vision impairment who already transitioned to living independently, is integrated into the community and has a desire to help others do the same.
Volunteer manager			Make sure to identify volunteers who can discuss club membership with participants, and can train volunteers on working with adults with blindness or vision impairment
Marketing lead			
Task lead			
Collaborators/guest speakers			<ul style="list-style-type: none"> » Local teacher of people who are blind or visually impaired » Local organization serving the blind and visually impaired » Local ophthalmologist, orientation or mobility specialist

QUICK TIP

► All volunteers should be involved in the event activities and committed to facilitating a safe, welcoming and positive environment for the participants.

Number of Lions	
Number of Leos	
Number of others	



Organize your project into achievable steps.

The support group 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, and logistics
	Identify potential event collaborators			
	Prepare a preliminary budget			<ul style="list-style-type: none"> » Event facility rental and equipment » Educational materials » Guest speaker fees
	Pursue funding (if necessary)			
	Secure location, date and time			<ul style="list-style-type: none"> » Make sure you choose a space that is large enough to accommodate all participants and multiple activities » Should be secured at least 1 month prior to event » Location should be as consistent as possible
	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>
	<p>Contact local organizations serving the blind and visually impaired to help recruit participants</p> <p>Note: Not every person you invite will attend your first support group or continue attending after the first meeting. That's okay! If you want to form a 20 person support group, invite at least 50 people initially.</p>			<ul style="list-style-type: none"> » Can share information about your support group with their clients » Can provide other opportunities to promote your group through their organization » Can contribute to support group content/meetings



Organize your project into achievable steps (continued).

Status	Task	Deadline	Task Lead	Tips
	Create promotion/marketing plan			Can include flyers, digital materials, etc.
	Secure necessary volunteers and healthcare professional(s)			<ul style="list-style-type: none"> » Ensure that chosen volunteers and professional(s) are committed and will facilitate a safe and welcoming environment » Volunteers must adhere to local regulations for working with members of the public with vision impairment or blindness, and secure documentation, as required
	Finalize support group schedule			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
Education						
Educational materials						
Printing expenses						
Guest speaker fees						
Equipment and supplies						
Supplies for activities						
Marketing						
Promotional materials						
Other						
Water/snacks						



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. Did you create a support group for people who are blind and visually impaired that provides education and opportunities for social interaction?			
2. What were your biggest successes?			
3. What were your biggest challenges?			
4. Would you do this event again?			
5. What would you change?			

