

A LIONS CLUB GUIDE

Lions Young Leaders in Service Awards

CHALLENGE YOUTH TO SERVE



LIONS CLUBS INTERNATIONAL

LIONS YOUNG LEADERS IN SERVICE AWARDS



Young people who volunteer become adults who serve. Through the Lions Young Leaders in Service Awards, your Lions club encourages youth in the philosophy and habit of service to the community.

The Lions Young Leaders in Service Awards recognize young people (suggested ages 12-18) for their community service within a 12-month period:

- 50 hours of community service = Silver Seal Award
- 100 hours of community service = Gold Seal Award

Recipients will receive a Silver or Gold Award certificate and a congratulatory letter from the president of Lions Clubs International.

The awards fulfill two important Lions commitments:

- To improve the civic, cultural, social and moral welfare of the community, as summarized in the Lions motto, “We Serve.”
- To help young people become responsible adult citizens and community leaders.

Through the Lions Young Leaders in Service Awards program, your Lions club can address its goals, motivate young people to serve the community and provide benefits for youth and the Lions club.

Benefits for Youth

The Lions Young Leaders in Service Awards benefit youth by:

- Encouraging their involvement in community service, which leads to personal fulfillment and the development of skills that are important to success.
- Providing recognition from an international association that can be listed on award, college or job applications.
- Increasing their awareness of Lions Clubs International and the opportunities it offers for service-minded youth and adults.

Benefits for Lions Clubs

The Lions Young Leaders in Service Awards benefit the sponsoring Lions club by:

- Building relationships with service-oriented schools, youth groups and individual young people.
- Promoting the Lions “We Serve” philosophy.
- Enhancing existing club scholarships and youth awards.
- Expanding the club’s public relations opportunities through awards-related publicity.
- Introducing young people to future service and leadership opportunities.

Getting Started

The first requirement for involvement with the Lions Young Leaders in Service Awards is a decision by the Lions club to offer the awards program to local young people. After this decision has been made, responsibility for coordinating the awards program should be assigned to a Lions member. This Lion may be part of the club’s Lions Opportunities for Youth committee.

This guide and its accompanying promotional flyer contain instructions, samples and forms for use by the local award chairperson.

Lions Opportunities for Youth

The Lions Young Leaders in Service Awards program is part of the Lions Opportunities for Youth initiative. The goal of Lions Opportunities for Youth is:

To provide the young people of the world with opportunities for achievement, learning, contribution and service, individually and collectively, through sponsorship of activities identified as best practices in the field of youth development.

STEPS TO A SUCCESSFUL AWARDS PROGRAM

1. Consider how the Lions Young Leaders in Service Awards program could work for your Lions club.

Begin by carefully reviewing this guide which includes:

- Award information
- Recognition recommendations
- Youth Service Tracking Form
- School/Youth Group Award Certification Form
- Lions Club Award Request Form
- Sample Introductory Press Release
- Sample Awards Announcement Press Release
- Guidelines for involving young people in Lions service opportunities.

The accompanying promotional flyer is designed for use by schools, Leo clubs and other youth groups. It features:

- A mini-poster to attract student participation.
- Instructions for the adult leader of the school or youth group.

If your club already offers scholarships or other awards to young people, consider ways to incorporate the Young Leaders in Service Awards into existing award programs. Appoint a member to coordinate the Lions Young Leaders in Service Awards program.

Consider whether you wish to present mementos, scholarships or prizes to supplement the Lions Clubs International letter and certificate. If so, explore whether local businesses or individuals would sponsor related costs.

2. Determine a timetable and deadlines (optional) for your club's Lions Young Leaders in Service Awards program. Lions Clubs International does not set deadlines for this program—your Lions club may submit an Award Request

Form at any time during the year. However, your Lions club may find it helpful to set deadlines so awards may be presented at a time and in a manner that will focus public attention on students' service achievements and your club. (See next page for ideas related to awards presentations.)

Your Lions Young Leaders in Service Awards program timetable and deadlines might include:

- Contacts with school, Leo club and other youth group adult leaders.
- Promotion within schools and/or youth groups and to individual young people connected to your Lions club.
- Service participation time (duration may depend on school year, calendar year or other time frames).
- Deadline for school and youth group adult leaders to submit School/Youth Group Award Certification Form to your Lions club.
- Submission of Lions Club Award Request Form, accompanied by School/Youth Group Award Certification Forms.
- Lions Clubs International processing and issuance of award letters and certificates (allow two to three weeks plus delivery time).
- Presentation of awards at a special recognition event.

If you establish a deadline date to have the School/Youth Group Award Certification Form returned to you, add this date to the promotional flyer and the School/Youth Group Awards Certification Form.

3. Contact schools, Leo clubs and other youth groups to request their participation. Call or e-mail schools and ask for the name and phone

number of an appropriate adult leader. Also ask for contact information for any youth groups that operate in the school. If you sponsor a Leo club, make sure you invite its members to participate! Many youth groups, including Scouting units and faith-based groups, focus on community service and may be natural partners for your Lions Young Leaders in Service Awards program.

Call or write each adult leader to inquire whether their school or youth group would be interested in participating in the awards. Explain how the Lions Young Leaders in Service Awards benefit young people. Make arrangements to provide detailed information and awards program materials to participating groups. During a meeting or by mail, give each adult leader:

- Promotional flyer (with filled-in deadline date if appropriate).
- Youth Service Tracking Form.
- School/Youth Group Award Certification Form (with filled-in deadline date if appropriate).

If you will be working with more than one group, print copies from the Lions Clubs International Web site (www.lionsclubs.org). Or, request additional copies from Lions Clubs International using the address on the back of this guide.

4. Distribute an awards program introductory press release to local news media. Adapt the Sample Introductory Press Release in this guide.

5. Maintain contact with the participating schools, Leo clubs and youth groups. Monitor progress after your initial meeting, and make contact again a month before the form is due.

6. Make arrangements for the awards presentation. See related suggestions below.

7. Collect and submit a School/Youth Group Award Certification Form from each participating school and/or youth group. Before ordering awards:

- Review submitted School/Youth Group Award Certification Forms to ensure that all information is accurate and legible.
- Add your club's name in the box at the bottom right corner of the form.
- Complete the Lions Club Award Request Form in this guide.
- Attach all School/Youth Group Award Certification Forms to the Lions Club Award Request Form and send to the Youth Programs

Department at Lions Clubs International.

Allow two to three weeks, plus delivery time, for Lions Clubs International to receive and process your request. A letter and certificate will be issued for each award recipient listed on the School/Youth Group Award Certification Forms. Lions Clubs International will mail these letters and certificates to you for presentation to the award recipients.

8. Notify award recipients and their families of awards presentation plans. Ask award recipients to confirm their attendance. If appropriate, invite immediate family members to attend as guests of the Lions club.

9. Distribute an awards announcement press release to local news media. See related suggestions below.

10. Present award letters and certificates at a special recognition event. See related suggestions below.

11. Thank participating schools, Leo clubs and other youth groups for their assistance. Encourage them to participate in your club's next Lions Young Leaders in Service Awards program and other activities.



AWARDS PRESENTATION SUGGESTIONS

Your Lions club may wish to present the Lions Young Leaders in Service Awards to youth recipients at a time and in a manner that focuses public attention not only on students' achievements, but also on the Lions club itself. A public presentation is a good way to realize all the benefits of the awards program, for both the youth and your club.

Types of Events

To attract the most publicity, present the awards during a public or established event. Here are a few possibilities:

- Lions club-sponsored youth recognition reception or dinner
- Lions club or Leo club meeting
- Commencement or graduation ceremony
- School awards or honors assembly or banquet
- Youth group banquet or awards event
- Community volunteer recognition event
- Presentation at site where service was provided

- Community festival or fair
- Religious service or gathering.

If you would like your awards presentation to occur during a school, youth group or community event, make arrangements far in advance.

Award Components

Lions Clubs International will provide you with a congratulatory letter from the International President and a certificate for each Lions Young Leaders in Service Award recipient you submit. The certificate and letter should be presented to youth recipients during the awards presentation. To supplement these items, your Lions club may wish to give recipients small mementos, scholarships or prizes. Check the Lions Club Supplies Catalog or Club Supplies Online (www.lionsclubs.org) for items your club may wish to use.

Guests

Schedule the time and place so as many recipients as possible may

attend. In addition to the recipients, your club may wish to invite:

- Adult leaders of the involved schools, Leo clubs and youth groups
- Media reporters
- Lions club officers and members
- Community leaders
- Recipients' parents or guardians and other relatives
- Representatives of the organizations, agencies and institutions for which recipients performed their service.

Publicity

Work with your club's public relations chairperson to pursue media coverage.

- Create a customized version of the Sample Awards Announcement Press Release from this guide. Send copies to the news media in your area.
- If possible, submit a photograph of each award recipient with the press release.
- Invite media representatives to attend the awards presentation.

LIONS YOUNG LEADERS IN SERVICE AWARDS LIONS CLUB AWARD REQUEST FORM



To be submitted by Lions club to Lions Clubs International

LIONS CLUB NAME

DISTRICT

CITY

STATE OR COUNTRY

CLUB NUMBER

Lion Submitting This Form:

NAME

TITLE

TELEPHONE

FAX

E-MAIL

Address to Mail Award Letters and Certificates:

ATTENTION (NAME)

ADDRESS (NOT P.O. BOX)

CITY

STATE/PROVINCE

COUNTRY

POSTAL CODE

TELEPHONE NUMBER FOR DELIVERY ADDRESS

Instructions:

1. Fill in the requested information.
2. Ensure that all information on submitted School/Youth Group Award Certification Forms is legible.
3. Write your Lions club's name in the box at the lower right of the School/Youth Group Award Certification Form page.
4. Attach an original copy of correctly submitted School/Youth Group Award Certification Forms for

which you want letters and certificates issued. Attach the forms to this page. (Keep a copy of all forms for your future reference.)

5. Send the completed forms to:
Youth Programs Department
Lions Clubs International
300 W 22nd Street
Oak Brook, IL 60523-8842 USA
Fax: 630-571-1692
E-mail: programs@lionsclubs.org

Allow delivery time plus two to three weeks for Lions Clubs International to process these forms and issue a letter and certificate for each award recipient. All letters and certificates will be mailed to the name and address provided above.



LIONS YOUNG LEADERS IN SERVICE AWARDS

YOUTH SERVICE TRACKING FORM



For use by participating young people

Lions Clubs International and your local Lions club are recognizing young people for their service to the community. Use this form to record your service hours. Return the completed form to the adult leader of your school or youth group.

50 hours of community service = Silver Seal Award
100 hours of community service = Gold Seal Award

FIRST (GIVEN) NAME		LAST (FAMILY) NAME	
STREET ADDRESS			
CITY	STATE/PROVINCE	POSTAL CODE	
TELEPHONE	E-MAIL	AGE	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE

Date(s)	Service Activity	Service Category Code*	Place of Service	Hours

TOTAL HOURS	
--------------------	--

*** SERVICE CATEGORY CODES**

In column above, use the following codes to indicate the category of service for each activity:

- | | | | |
|-------------------|----------------------------|---------------------------------|------------|
| 1 - Environment | 4 - Literacy and Education | 7 - Help Children | 10 - Other |
| 2 - Public Health | 5 - Disaster Relief | 8 - Help Elderly People | |
| 3 - Safety | 6 - Community Improvement | 9 - Help Homeless/Hungry People | |

I certify that the above information is accurate.

YOUTH SIGNATURE	DATE
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PARENT/GUARDIAN SIGNATURE	DATE
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LIONS YOUNG LEADERS IN SERVICE AWARDS

SCHOOL/YOUTH GROUP AWARD CERTIFICATION FORM



For use by the school/youth group adult leader

Complete this form and return it to your Lions club representative by the deadline date indicated at right. Please type or print using black ink. Please make sure all information is legible. Lions Clubs International will use this completed form to issue letters and certificates for award recipients.

School, Leo Club or Youth Group Information

NAME OF SCHOOL, LEO CLUB OR YOUTH GROUP

NAME OF ADULT LEADER

TITLE

ADDRESS

TELEPHONE

FAX

E-MAIL

Awards Certification

I certify that the information provided is complete and accurate.

ADULT LEADER'S SIGNATURE

DATE

Complete the following information for each student or youth group member who qualifies to receive the Lions Young Leaders in Service Awards.

Youth Information

FIRST (GIVEN) NAME

LAST (FAMILY) NAME

STREET ADDRESS

CITY

STATE/PROVINCE

POSTAL CODE

TELEPHONE

E-MAIL

AGE

MALE FEMALE

Award Level Achieved: Silver Seal Award (50 service hours in a 12-month period)

Gold Seal Award (100 service hours in a 12-month period)

Approximate number of hours in each service category as reported on Youth Service Tracking Form. (Please fill in number of hours in front of all categories in which the youth served.)

___ 1 - Environment ___ 4 - Literacy and Education ___ 7 - Help Children ___ 10 - Other

___ 2 - Public Health ___ 5 - Disaster Relief ___ 8 - Help Elderly People

___ 3 - Safety ___ 6 - Community Improvement ___ 9 - Help Homeless/Hungry People



LIONS YOUNG LEADERS IN SERVICE AWARDS

SCHOOL/YOUTH GROUP AWARD

CERTIFICATION FORM (continued)



For use by the school/youth group adult leader

Photocopy this page as needed for additional award recipients.

Youth Information

FIRST (GIVEN) NAME _____ LAST (FAMILY) NAME _____

STREET ADDRESS _____

CITY _____ STATE/PROVINCE _____ POSTAL CODE _____

TELEPHONE _____ E-MAIL _____ AGE _____ MALE FEMALE

Award Level Achieved: Silver Seal Award (50 service hours in a 12-month period)
 Gold Seal Award (100 service hours in a 12-month period)

Approximate number of hours in each service category as reported on Youth Service Tracking Form. (Please fill in number of hours in front of all categories in which the youth served.)

___ 1 - Environment ___ 4 - Literacy and Education ___ 7 - Help Children ___ 10 - Other
 ___ 2 - Public Health ___ 5 - Disaster Relief ___ 8 - Help Elderly People
 ___ 3 - Safety ___ 6 - Community Improvement ___ 9 - Help Homeless/Hungry People

Youth Information

FIRST (GIVEN) NAME _____ LAST (FAMILY) NAME _____

STREET ADDRESS _____

CITY _____ STATE/PROVINCE _____ POSTAL CODE _____

TELEPHONE _____ E-MAIL _____ AGE _____ MALE FEMALE

Award Level Achieved: Silver Seal Award (50 service hours in a 12-month period)
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___ 1 - Environment ___ 4 - Literacy and Education ___ 7 - Help Children ___ 10 - Other
 ___ 2 - Public Health ___ 5 - Disaster Relief ___ 8 - Help Elderly People
 ___ 3 - Safety ___ 6 - Community Improvement ___ 9 - Help Homeless/Hungry People

For Lions Club Use

LIONS CLUB NAME



Sample Introductory Press Release

[Fill in the appropriate information and type or print this on your club stationery before sending it to local media.]

For more information, contact:

[Your Name]

[Your Telephone Number]

For Immediate Release

LOCAL YOUTH CHALLENGED TO SERVE

[YOUR TOWN, DATE]—The [your club name] Lions Club is challenging young people to realize the rewards of service to their community. [Club name] Lions Club President [club president's full name] says, "As adult volunteers, Lions know that community service leads to personal fulfillment and experience that is important to success. We also know that young people who volunteer become adults who serve. Our current initiative challenges young people to achieve significant levels of community involvement."

By meeting the challenge, local youth ages 12-18 will be eligible for the Lions Young Leaders in Service Awards. These awards recognize young people who provide 50 (Silver Seal Award) or 100 (Gold Seal Award) hours of community service between [beginning date of service period] and [end date of service period]. Award applications are due [deadline date, if any]. Award recipients will receive a letter and certificate from Lions Clubs International [if appropriate, add information about supplemental award components provided by your club] during a special awards presentation in [month awards will be presented].

The [names of participating schools, Leo clubs and youth groups] are cooperating with the [your club name] Lions Club to recruit participants and coordinate the award application process. Young people who would like to participate should contact [names of adult leaders and schools/youth groups with which affiliated and name of Lions club contact].

Lions Clubs International is the world's largest service club organization with 1.35 million members in about 45,000 clubs in 205 countries and geographic areas around the world. Since 1917, Lions Clubs have aided the blind and visually impaired and made a strong commitment to community service and serving youth throughout the world.

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Sample Awards Announcement Press Release

[Fill in the appropriate information and type or print this on your club stationery before sending it to local media.]

For more information, contact:

[Your Name]

[Your Telephone Number]

For Immediate Release

LOCAL YOUTH RECEIVE LIONS YOUNG LEADERS IN SERVICE AWARDS

[YOUR TOWN, DATE]—[Number] of local young people have been selected to receive the Lions Young Leaders in Service Awards, presented by [your club name] Lions Club and Lions Clubs International.

Designed to encourage youth to serve in their community, the awards are presented to young people who complete 50 or 100 hours of community service in a 12-month period. The local Lions Young Leaders in Service Awards recipients are:

Gold Seal Awards for 100 Hours of Service

[List names of all Gold Seal Award recipients]

Silver Seal Awards for 50 Hours of Service

[List names of all Silver Seal Award recipients]

The awards will be presented during [name or description of recognition event], [date], [time] at [location]. Each recipient will receive a letter and certificate from Lions Clubs International [if appropriate, add information about supplemental award components provided by your club].

“Lions believe it is important for young people to experience the rewards of helping their community,” says [club name] Lions Club President [club president’s full name]. “Young people who volunteer become adults who serve, and service is the primary focus of Lions clubs.”

The [names of participating schools, Leo clubs and youth groups] worked with the [your club name] Lions Club to recruit participants and coordinate the award application process. [Your club name] Lions Club extends appreciation to the adult leaders who assisted with the awards program: [names of adult leaders].

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SUGGESTIONS FOR YOUTH SERVICE PROJECTS



Aid for the elderly

- Visit the elderly in their homes or in nursing facilities.
- Perform simple home repairs and household chores for the elderly.
- Complete errands for the elderly.
- Help the elderly learn computer skills.

Children

- Collect clothing, toys or school supplies for needy children.
- Read stories to young children or tutor school-age students.
- Visit the pediatrics ward of a local hospital.

Environment

- Plant trees.
- Clean up a roadway, park, shoreline or playground.
- Organize a recycling campaign.
- Paint a colorful mural over graffiti.

Help the homeless/hungry

- Collect food, clothing and personal hygiene items for donation to a local shelter.
- Participate in a Habitat for Humanity house-building project.
- Create food baskets for needy families.

Literacy

- Help a child—or an adult—learn to read and write.
- Organize a used book sale. Donate the proceeds to a local literacy project.
- Read books for people with visual impairments. Or, record “talking books” on audiotapes.

Public health

- Assist with a vision, hearing or diabetes detection screening.
- Collect used eyeglasses and hearing aids for recycling.
- Create awareness of HIV, teen suicide and substance abuse.
- Help raise funds for health issues such as juvenile diabetes.

Safety and special recreation

- Organize a seminar on topics such as: water safety, fire prevention, traffic awareness, vehicle seat belt use, bicycle safety, etc.
- Participate in the Lions Global Opening Eyes vision screening program in cooperation with Special Olympics.



For additional information, contact:

LIONS CLUBS INTERNATIONAL
Youth Programs Department
300 W 22nd Street
Oak Brook, IL 60523-8842
USA

Phone: 630-571-5466
Fax: 630-571-1692
programs@lionsclubs.org
www.lionsclubs.org

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