

Action Plan Worksheet

WHAT? (Goal Statement) (Club meets weekly)

The _____ Lions Club will increase membership by 10% by June 30, 20__ with 6% of the increase women.

HOW? (Action Steps)	WHEN? (Deadline for completion)	WHO? (Person responsible for action)	HOW WILL WE KNOW? (How we will know the action step is accomplished)
Explain the 4 Step Membership process to club members	First meeting in Sept	Club Membership Chair	Club votes to adopt the process
Distribute handout to be used to list names of prospective new members	First meeting in Sept	Club Membership Chair	Members have the handout in their possession
Collect hand out	First meeting in Sept	Club Membership Chair	Membership Committee has several lists of names
Collate names on lists	Between first & second meeting in September	Membership Committee	List is ready to be distributed at second meeting in September
Present list of names to club members	Second meeting in Sept	Club Membership Chair	Club members have the list
Create teams of 3 current club members (members volunteer for the teams) with a team captain for each team (3 for 1 team)	Second meeting in Sept	Club Membership Chair	Membership Chair has the list of teams with members names
Teams select names from prospective new members list	Second meeting in Sept	Team Captain	Every team has 4 to 12 names from the prospective new member list.
Teams make personal contact (face to face) with the names they have selected and invite them as guests to the 4 th meeting in Sept. & volunteer to pick them up.	Between 2 nd & 3 rd meeting in Sept	Team Captain	Each team reports on the contacts they have made and their results at the 3 rd meeting in Sept.

Action Plan Worksheet

(Page 2 Club meets weekly)

HOW? (Action Steps)	WHEN? (Deadline for completion)	WHO? (Person responsible for action)	HOW WILL WE KNOW? (How we will know the action step is accomplished)
Generate a list of guests that will attend the 4 th meeting in Sept.	Third meeting in Sept.	Membership Chair	The list is given to the Club President
Make name tags for each of the guests	Between 3 rd & 4 th meeting in Sept.	Membership Committee	Names tags are completed and available at 4 th meeting in Sept.
Have a Special meeting with a guest speaker to talk about the importance of the Lions Club to the community and emphasis on fun of Lionism	Fourth meeting in September	Program Chair (or Club President if no Program Chair)	Special meeting is held as the 4 th meeting in Sept.
Guests are invited to an orientation meeting	Fourth meeting in September	Club President	Guests commit to attend the orientation meeting
Orientation meeting is held and the club organization is fully explained to prospective new members	First week in October	Club President or Membership Chair	Orientation meeting is held
Prospective new members are given membership applications and asked to complete at the meeting	During orientation meeting	Membership Chair	Completed applications are received
Club approves the new membership applications	First meeting in October	Club President	Club approves applications
New members are inducted into the club by the DG/VDG/Region Chair//Zone Chair during a special ceremony	Second meeting in October	Club President or Membership Chair	Secretary reports new members to LCI

Action Plan Worksheet

WHAT? (Goal Statement) (Club meets 2 times per month)

The _____ Lions Club will increase membership by 10% by June 30, 20__ with 6% of the increase women.

HOW? (Action Steps)	WHEN? (Deadline for completion)	WHO? (Person responsible for action)	HOW WILL WE KNOW? (How we will know the action step is accomplished)
Explain the 4 Step Membership process to club members	First meeting in Sept	Club Membership Chair	Club votes to adopt the process
Distribute handout to be used to list names of prospective new members	First meeting in Sept	Club Membership Chair	Members have the handout in their possession
Collect hand out	First meeting in Sept	Club Membership Chair	Membership Committee has several lists of names
Collate names on lists. Create teams of 3 current club members (members volunteer for the teams) with a team captain for each team (3 for 1 team). Teams select names (or are assigned names) from prospective new members list	Between first & second meeting in September	Membership Committee	Membership Chair has the list of teams with members names and every team has 4 to 12 names from the prospective new member list
Teams make personal contact (face to face) with the names they have selected and invite them as guests to the 1st meeting in Oct & volunteer to pick them up.	Between 1 st & 2 nd meeting in Sept	Team Captain	Each team reports on the contacts they have made and their results at the 2 nd meeting in Sept.
Generate a list of guests that will attend the 1 st meeting in Oct.	Second meeting in Sept.	Club Membership Chair	The list is given to the Club President

Action Plan Worksheet

(Page 2 Club meets 2 times per month)

HOW? (Action Steps)	WHEN? (Deadline for completion)	WHO? (Person responsible for action)	HOW WILL WE KNOW? (How we will know the action step is accomplished)
Make name tags for each of the guests	Between 2 nd meeting in Sept. & 1 st meeting in Oct.	Membership Committee	Names tags are completed and available at 1 st meeting in Oct.
Have a Special meeting with a guest speaker to talk about the importance of the Lions Club to the community and emphasis on fun of Lionism	First meeting in October	Program Chair (or Club President if no Program Chair)	Special meeting is held as the 1 st meeting in Oct.
Guests are invited to an orientation meeting	First meeting in October	Club President	Guests commit to attend the orientation meeting
Orientation meeting is held and the club organization is fully explained to prospective new members	Second week in October	Club President or Membership Chair	Orientation meeting is held
Prospective new members are given membership applications and asked to complete at the meeting	During orientation meeting	Membership Chair	Completed applications are received
Club approves the new membership applications	Second meeting in October	Club President	Club approves applications
New members are inducted into the club by the DG/VDG/Region Chair//Zone Chair during a special ceremony	First meeting in November	Club President or Membership Chair	Secretary reports new members to LCI

Action Plan Worksheet

WHAT? (Goal Statement) (Club meets monthly)

The _____ Lions Club will increase membership by 10% by June 30, 20__ with 6% of the increase women.

HOW? (Action Steps)	WHEN? (Deadline for completion)	WHO? (Person responsible for action)	HOW WILL WE KNOW? (How we will know the action step is accomplished)
Explain the 4 Step Membership process to club members	First meeting in Sept	Club Membership Chair	Club votes to adopt the process
Distribute handout to be used to list names of prospective new members	First meeting in Sept	Club Membership Chair	Members have the handout in their possession
Collect hand out	First meeting in Sept	Club Membership Chair	Membership Committee has several lists of names
Collate names on lists. Create teams of 3 current club members (members volunteer for the teams) with a team captain for each team (3 for 1 team). Teams select names (or are assigned names) from prospective new members list	Between Sept & Oct meetings	Membership Committee	Membership Chair has the list of teams with members names and every team has 4 to 12 names from the prospective new member list
Teams make personal contact (face to face) with the names they have selected and invite them as guests to the Oct meeting & volunteer to pick them up.	Between Sept & Oct meetings	Team Captain	Each team reports on the contacts they have made and their results to the Club Membership Chairperson
Generate a list of guests that will attend the Oct meeting.	Between Sept & Oct meetings	Club Membership Chair	The list is given to the Club President
Make name tags for each of the guests	Between Sept & Oct meetings	Membership Committee	Name tags are completed and available at Oct meeting

Action Plan Worksheet

(Page 2 Club meets monthly)

HOW? (Action Steps)	WHEN? (Deadline for completion)	WHO? (Person responsible for action)	HOW WILL WE KNOW? (How we will know the action step is accomplished)
Have a Special meeting with a guest speaker to talk about the importance of the Lions Club to the community and emphasis on fun of Lionism	October meeting	Program Chair (or Club President if no Program Chair)	Special meeting is held as the Oct meeting
Guests are invited to an orientation meeting	October meeting	Club President	Guests commit to attend the orientation meeting
Orientation meeting is held and the club organization is fully explained to prospective new members	Second or third week in October	Club President or Membership Chair	Orientation meeting is held
Prospective new members are given membership applications and asked to complete at the meeting	During orientation meeting	Membership Chair	Completed applications are received
Club approves the new membership applications	October Board meeting	Club President	Club approves applications
New members are inducted into the club by the DG/VDG/Region Chair//Zone Chair during a special ceremony	First meeting in November	Club President or Membership Chair	Secretary reports new members to LCI