



# **Lions Clubs International:**

## **Young Leaders in Service Awards**

### **Challenging Youth to Serve**

**Lions Clubs British Isles - Guide for Clubs**

## **CONTENTS**

<b>Introduction to the award</b>	<b>3</b>
<b>Benefits for young people</b>	<b>3</b>
<b>Benefits for Lions Clubs</b>	<b>3</b>
<b>Suggestions for projects</b>	<b>3</b>
<b>How to get involved</b>	<b>4</b>
<b>The Presentation Ceremony</b>	<b>5</b>
<b>Registration and Request Forms</b>	<b>6 – 11</b>
<b>Consent form for use of images</b>	<b>12</b>

## YOUNG LEADERS IN SERVICE AWARDS

Encourages, guides and mentors young people – investment for the future.

### 1. Introduction to the Award

The Young Leaders in Service Awards recognise young people between the ages of 8 and 18 for their community service. After the date of their first hour of community service they will be eligible to apply for the Award, *subject to a maximum period covered of 12 months, as follows:*

- 25 – 49 hours = Bronze Seal Award Certificate
- 50 – 99 hours = Silver Seal Award Certificate
- 100 or more hours = Gold Seal Award Certificate
- A Platinum Certificate of Appreciation will be presented for completion of 250 hours or more
- Certificates may be requested for each category as the required number of hours is achieved but only one from any one category will be issued in any 12 month period.

On completion of their chosen period the young leaders will receive a certificate, congratulatory letter from the Lions Clubs of the British Isles Chairperson and a Young Leaders in Service pin or cloth badge. Where more than one certificate is applied for in any 12 month period, hours will accumulate from the first date in the logbook.

### 2. Benefits for young people

- Experience the rewards of community service
- Become involved in their community and with local Lions clubs
- Enhancement of their curriculum vitae.

### 3. Benefits for Lions Clubs

- Experience the rewards of supporting young people with minimal costs
- Gain publicity from Young Leaders in Service Awards activities
- Increase the profile of Lions in your community.

### Suggestions for projects

Projects	Suggestions for service activities
Service for the elderly	Performing simple home tasks; running errands; befriending; helping older people with internet skills.
Service for children	Collecting and distributing toys or clothes. Reading stories and helping with homework. As a Guide - helping with Brownies, Rainbows; as a Scout - helping with Cubs and Beavers, for example attaching achievement badges onto uniforms; as a Cadet - helping at meetings.
Environment	Planting trees, weeding flower beds and litter picking.
Service to the homeless/hungry	Collecting food, clothing and toiletries to donate to a local homeless centre; raising money for a homeless centre for essentials for them to set up home; disaster relief.
Safety training	Helping younger children learn about water safety, fire prevention, traffic awareness and bicycle safety.
Service to guardians and family	Caring for a disabled family member. Shopping and cleaning. Entertaining, talking with and motivating. Looking after younger brothers or sisters; childminding.
Education	Helping a child or adult to learn how to read and write, mentoring. Reading to the visually impaired and recording stories to listen to.
Public health	Assist with health screening with a local Lions Club. Collect used spectacles and hearing aids for recycling. Create awareness of teenage suicide and substance misuse.
Taking a leaders' role	Cadets; Boys' Brigade; St John Ambulance; Red Cross; your local Church; Youth Club; Community youth group; involvement with a community activity.
Helping the Lions	Fund-raising for local charities, welfare activities or disaster relief. Planning a party for children; organising a treat/special day for older people; working as a member of the Lions team in the activities they have planned.

#### 4. How to get involved and what is available to help clubs promote the award

- a. Gain the commitment of one of your Lions members to take responsibility for this young people's programme.
- b. Request copies from your District Officer or from your Multiple District Officer of:
  - the club mini guide, 'How the Award Operates'
  - promotional leaflets for distribution to local youth groups and schools
  - logbooks
  - posters

The leaflets can be personalised to your club, with space left for you to insert your club and contact details prior to distribution.

- c. Your club may run this award scheme at any time of the year.
- d. Contact your local schools and youth organisations, such as St John Ambulance, Red Cross, Boys Brigade, Cadets, youth clubs, Scouts, Guides, church groups, sports clubs, young carers, Youth Councils and all youth organisations. A personal pre-arranged visit could be the most effective way of gaining their interest.
- e. Explain how the Young Leaders in Service award works and what benefits it brings. Take all supporting paperwork with you, including promotional materials, registration forms, the School/Youth Organisation Award Certification form and logbooks for recording service activities. Confirm start dates and mention that you will be planning presentation events for successful Young Leaders in Service participants. (You would probably want to run these a number of times each year.)
- f. Keep in contact with the organisation to maintain their interest and monitor progress in case of any queries. Confirm that the logbooks/youth organisation data sheet records are being completed with the hours of service recorded and, ultimately, confirm a date for collection of the School/Youth Organisation Award Certification Forms (on page 9).
- g. Send the logbooks with the School/Youth Organisation Award Certification Forms and Lions Club Request Form (on page 11) to your District Officer who will apply for the letters, certificates and pins and/or cloth badges from the Multiple District Officer. These logbooks will be returned to the Lions Club to be given back to the participants. Allow at least 4 weeks for delivery of the Awards.
- h. Upon receipt of certificates, obtain the Lions club president's signature.
- i. On completion of the Awards prepare a press release (see page 5 for details) and send it to the local newspaper, your District Newsletter and to your Multiple District Young Leaders in Service Officer who will include it on the Young Leaders in Service Facebook [www.facebook.com/lionsylis](http://www.facebook.com/lionsylis) (permission will be required first). Let your District and the Multiple District Officer know.
- j. Make arrangements for the presentation ceremony.

## 5. The Presentation Ceremony – aims and suggested format

- To recognise and reward young people for their commitment to community service.
  - To raise the profile of your Lions Club and confirm Lions commitment to young people.
- a. Schools – at a school event at which parents, friends, teachers and governors are present.
  - b. At a local Lions event, with invitations issued to Lions and their partners, local dignitaries like the mayor, MP, local businesses, all the family and friends of the participants and the organisations or individuals who have benefited from the community service.
  - c. At a youth organisation's own event, again so that the maximum number of people can be invited and involved.
  - d. Media – invite the press and/or provide them with a press release explaining what the presentation is all about. Please seek permission with parents/guardians prior to photographs being taken and utilised. Please contact Mandy Broadbent on 01204 435340 or email: [mandy@lionsclubs.co.uk](mailto:mandy@lionsclubs.co.uk) for support with the media and a press release.

## 6. Present all the young people with:

- their certificates
- letters from the Lions Clubs of the British Isles Council Chair
- pin or cloth badge.

Promotion at the presentation event: if possible, put up a display stand with information about the work of your Lions Club and the Young Leaders in Service Scheme with local contact details and literature to hand out.

## 7. Documentation:

Unless the young participant is continuing with Young Leaders in Service, once the presentation has taken place all documentation containing any personal information should be destroyed.

## Young Leaders in Service Forms

### Registration Form 1a including presentation evening on page 7

This form is given to each young person before they are issued with a logbook. When the completed request forms are returned the young leaders receive their logbooks in which to record their service. If an address is given, it is also suggested that a letter be sent to the parent/guardian thanking them for allowing their child to take part, at the same time offering more information about our organisation should they wish to get in touch.

### Registration Form 1b without presentation evening on page 8

This form is given to each young person before they are issued with a logbook, if your club is not planning on holding a presentation evening. When the completed request forms are returned, the young leaders receive their logbooks in which to record their service. If an address is given, it is also suggested that a letter be sent to the parent/guardian thanking them for allowing their child to take part, at the same time offering more information about our organisation should they wish to get in touch.

Forms 1a and 1b are kept by the club for reference and destroyed when they are no longer required.

### School/Youth Organisation Award Certification Form 2 on page 9/10

This form is completed by the school or youth group, or the person verifying the hours at the end of the service period. It is returned to the Lions Club with the logbooks or with a printout of each young person's electronic record of hours.

### Lions Club Award Request Form 3 on page 11

Completed by the club and sent with the logbooks or data sheet and the School/Youth Organisation Award Certification form to your District Officer. Details of District Officers are in the Multiple District Directory of Clubs and Officers which is updated each year available through the Lions forum <https://lionsclubs.co/MemberArea/>.

### Parental Consent Form for Use of Images of Children on page 12

Suggest that this is sent to the parents with the registration form and Young Leaders in Service Award leaflet.



## Form 1a - YOUNG LEADERS IN SERVICE AWARDS



Thank you for your interest in becoming one of our Young Leaders in Service. Please complete this registration form and you will be given a Logbook, in which to record your hours of service. Young Leaders are people who love volunteering and helping others.

At the end of your chosen service period to your community you will be awarded either a Bronze Award for completing 25 – 49 hours, a Silver Award for completing 50 – 99 hours or a Gold Award for 100 hours or more. Your period of service can be up to 12 months.

You can take part in different types of volunteering and all the hours you complete should be entered into your logbook and signed to confirm that you took part.

The categories are:

Environment, Literacy and Education, Help children, Help family and friends, Public health, Disaster relief, Help elderly people, Safety, Community Improvement, Helping homeless or hungry people, or any other service activity of your choice.

### Personal details:

Name ..... Date of Birth .....

Contact details: We would like your contact details so we can invite you to an Award presentation on the successful completion of your service period. Leave blank if you do not wish to provide this information.

Address .....  
.....

Tel: ..... Email: .....

I confirm that the above information is accurate and that I wish to become a Lions Young Leader in Service.

Young Leader's Signature ..... Date .....

Parent/Guardian's signature ..... Date .....

Your Lions Club Representative is .....

Lions Contact Details .....

All personal data will be processed by Lions Clubs International in accordance with UK data protection legislation.



## Form 1b - YOUNG LEADERS IN SERVICE AWARDS



Thank you for your interest in becoming one of our Young Leaders in Service. Please complete this registration form and you will be given a Logbook, in which to record your hours of service. Young Leaders are people who love volunteering and helping others.

At the end of your chosen period of service to your community you will be awarded either a Bronze Award for completing 25 – 49 hours, a Silver Award for completing 50 – 99 hours or a Gold Award for 100 hours or more. Your period of service can be up to 12 months.

You can take part in different types of volunteering and all the hours you complete should be entered into your logbook and signed to confirm that you took part.

These categories are:

Environment, Literacy and Education, Help children, Help family and friends, Public health, Disaster relief, Help elderly people, Safety, Community Improvement, Helping homeless or hungry people, or any other service activities of your choice.

### Personal details:

Name ..... Date of Birth .....

Contact details: Leave blank if you do not wish to provide this information.

Address .....  
.....

Tel: ..... Email: .....

I confirm that the above information is accurate and that I wish to become a Lions Young Leader in Service.

Young Leader's Signature ..... Date .....

Parent/Guardian's signature ..... Date .....

Your Lions Club Representative is .....

Lions Contact Details .....

All personal data will be processed by Lions Clubs International in accordance with UK data protection legislation.





## Form 2 - School/Youth Organisation Award Certification



To be completed by the school or youth organisation, using the information contained in the participants' logbooks. Please contact your Lions Club representative at the end of the service period for submission of the forms. Please type or print (using black ink) and make sure all information is legible. Lions Clubs British Isles will use these completed forms to issue letters and certificates for successful award winners.

### School/Youth Organisation or Leo Club Information

Name of Organisation		Lions Club of	
Address		Lions Contact	
Tel:		Email:	

### Award Certification

I certify that the information provided is complete and accurate.

..... Date .....  
Signed on behalf of the Youth Organisation

Please complete the following information for each student or group member who qualifies to receive a Lions Young Leaders in Service Award on completion of their chosen period of service to their community.

### Young Person's Information

Name (as they would like to see it on the certificate)	Logbook or data sheet		Total Hours	Age	Choice of Badge (Metal or Cloth)
	Start Date	Finish Date			

## Form 2 – School/Youth Organisation Award Certification contd.

School, Youth Organisation or Leo Club .....

Lions Club of .....

## Young Person's Information

[illegible]

..... Date .....

Signed on behalf of the Youth Organisation

All personal data will be processed by Lions Clubs International in accordance with UK data protection legislation.



## Form 3 – Lions Club Award Request



To be given by the participating Lions Club to their District Officer for submission to Lions Clubs British Isles

Lions Clubs of		District: MD105
Town/City	Country	
Name of Lion submitting this form:		
Tel		Email:
Name and address to post letters and certificates to:		
Tel:		Email:

### Instructions:

1. Fill in all the information requested above.
2. Ensure that all information on the school/youth organisation award certification form 2 is legible.
3. Attach an original copy of the School/Youth Organisation Award Certification form (to this page) for which you want letters and certificates issued.
4. Send the completed forms 2 and 3 and the logbooks to your District Officer. Logbooks will be returned to the club to be handed back to the Young Leaders.

Whilst every effort will be made to issue certificates as quickly as possible, please allow four weeks for the District and Multiple District Officer to process the forms and issue a letter, certificate and pin or cloth badge for each award recipient. All letters and certificates will be mailed to the name and address provided above.



## Parental Consent Form for Use of Images of Children

Photo/Video

Authorisation Form

I authorise you to take photographs/video and for those images to be used by Lions Clubs of the British Isles for the purpose of printed, digital, video or other mediums to promote and publicise Lions Clubs of the British Isles.

Young Person's full name: .....

To be taken (place and date): .....

Signature of Young Person: .....

Signature of Parent or Guardian: .....

Dated: .....

All personal data will be processed by Lions Clubs International in accordance with UK data protection legislation.