

CLUB PLANNING SESSION (Retreat) OUTLINE

1. Welcome members as they arrive.
2. Ice Breaker to make sure members know each other and get “warmed up”.
3. Participants share their meeting expectations. Put on Flip Chart.
4. If a Club Feedback Form has not been sent out to members and collected prior to the Planning Session, ask attendees to individually or in small groups fill it out with: a.) “Things to Continue”, b.) Things to Stop or Improve upon”, and c.) “New Ideas / Things to Start”. List items on Flip Chart Paper under the appropriate Titles.
 - Another way to get the same type of information is to have club members fill out a “Club Fitness Survey” before the Club Planning Session. After the results have been tallied, the facilitator will be able to see which areas need attention and can have a list already made and prioritized.
5. Take time to celebrate club successes!
6. Break into 2 or 3 small groups. Each group discusses and prioritizes the items in the three areas as to their level of importance to the club. One member from each group shares their prioritized list with group.
6. The members break into groups, depending upon their interests, to create an action plan for one of the top prioritized items.
7. Notes from the groups are collected at the end of the retreat in order for a designated Lion to create a summary to be given to all club members.
8. Select a regular club meeting date at which time a report will be given to the entire club and the planning session summaries will be handed out. Decide who will make the report. Sharing the results of the Planning Session insures the commitment of the club to follow through on the goals and plans. The Chairpersons for some of the plans may come from people who were unable to attend the actual planning session.
9. Allow enough time for those attending the Planning Session to complete a Meeting Feedback Form. These will be given to the Organization Committee.
10. A follow up meeting is scheduled before adjourning. This meeting should be held 3 - 6 months later to check on the progress of the goals. Setting a date is vitally important to insure that a meeting does happen.
11. Celebrate the success of the meeting!

CLUB FEEDBACK FORM for RETREAT

DATE _____

FROM _____

A. I want our club to CONTINUE to do the following:

1. _____

2. _____

3. _____

B. I want our club to STOP or CHANGE the following:

1. _____

2. _____

C. I want our club to START DOING the following:

1. _____

2. _____

Club Planning Session Feedback Form

Your feedback is important to the continued improvement of our Club Planning Sessions. Please circle a number for each question with **one being low and five being high**.

1. We were well-informed of the purpose and the need for this Planning Session.

Low 1 2 3 4 5 High

Comments: _____

2. The date, time and location of the Planning Session were clearly advertised at least three weeks prior to the event.

Low 1 2 3 4 5 High

Comments: _____

3. The facilitator had a positive attitude. He/she kept the meeting on track, clarified questions, and assisted group discussions when asked.

Low 1 2 3 4 5 High

Comments: _____

4. We were able to state the strengths and needs of the club as we see them.

Low 1 2 3 4 5 High

Comments: _____

5. Adequate time was allowed to formulate a plan to address an issue(s) of importance to the club. If there was not enough time to complete the plan, at least adequate time was given to formulate a framework that could be used at future planning sessions.

Low 1 2 3 4 5 High

Comments: _____

6. We agreed on how the results of this session would be shared with the club.

Low 1 2 3 4 5 High

Comments: _____

7. A Half Time Meeting date was set to review progress made and to reassess the goals that have been set today at this meeting.

Low 1 2 3 4 5 High

Comments: _____

8. I felt the overall value of this Planning Session was

Low 1 2 3 4 5 High

Comments: _____
