



GAT Development Plans and Progress Reports Frequently Asked Questions

Empowering Clubs through Power of Action

1. Why should I submit a development plan and progress reports?
 - The development plans and progress reports provide a strategy to help you achieve the 2018-2019 leadership development, membership and service goals set for your district. Development plans and progress reports results will be shared with the Board of Directors.
 - The Development plans are designed to enable collaboration and action planning between you and your District Team.
 - The Progress Reports are designed to provide continuous status updates on the activities, accomplishments and/or challenges of your plans.
2. Who should submit a development plan and progress reports?
 - GAT area leaders, multiple district coordinators and district coordinators
3. When should I submit my development plan and progress reports?
 - Development Plans – Initial plans should be submitted by September 30, 2018. Plans may be refined and updated throughout the year.
 - Progress Reports – As active progress has been made towards achieving each goal. Updates to reports should be made continuously throughout the fiscal year as activities or events are completed.
4. How do I create a plan if my district governor has not submitted goals for this year?
 - If your DG has not submitted goals, you have the option to create your own development plan. It is recommended to connect with your district team to set annual goals and effectively plan out the year.
5. Am I able to modify my development plan and/or progress reports after submission?
 - Yes. On the main page, click on the submit/modify button for your area of focus and follow the directions provided.
6. What email should I use for my development plan and progress reports?
 - A personal email address that is easy to remember. Please do not use a district/MD email address. You may use the same email address if you hold multiple roles within the GAT.
7. How do I “View or Print” the development plans and/or progress reports that have been submitted?
 - Click “View or Print” located on the bottom of the main page and select the area and role you would like to view/print. You may also enter your email address to view your own submission.
8. I submitted my development plan or progress reports under the wrong area/multiple district/district or focus, what should I do?

- Contact globalactionteam@lionsclubs.org
9. Once my initial development plan is submitted, I am eligible to receive an operating budget.

What are the next steps to receive the budget?

- Once you have submitted your development plan, and completed 2 of the recommended courses on the [Lions Learning Center](#), complete the [disbursement form](#) to request your operating budget for your district/MD.
- Review the [Global Action Team Operating Budget Fact Sheet](#) for more information.