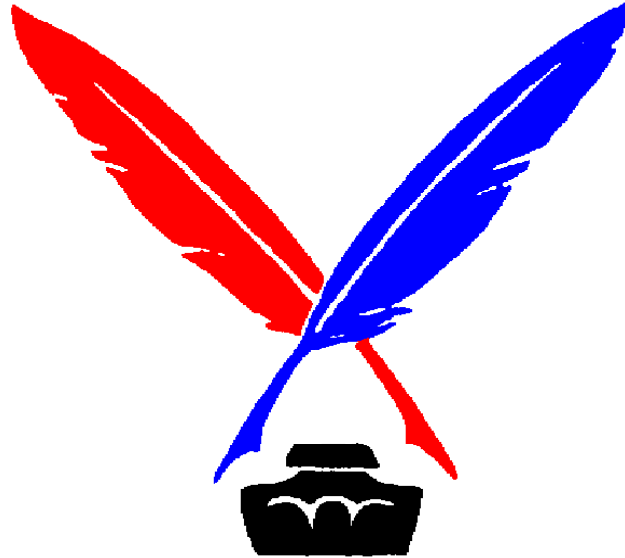


# Multiple District 19



## Secretary's Handbook

Prepared by MD19 Leadership Team

© MD19 Lions Leadership Team

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# Monthly Checklist

Club \_\_\_\_\_

District/Zone \_\_\_\_\_

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Y.E.
W. M. M. R.													
SAR													
Dues Checks													
Members													
Additions													
Drops													
Members													
Reg. Mtgs.													
Brd. Mtgs													
Activities													
Visits													
# on Visit													
Bulletin													
Congrat Ltr. New Clubs													

<b>SPECIAL MEETINGS</b>			
	DATE	Attend P/S	Attend P/S
<b>Pres. / Sect. Training</b>			
Zone Mtg. #1			
Zone Mtg. #2			
Zone Mtg. #3			
Zone Mtg. #4			
MD19 ANNUAL CONV.			
DIST. SPRING CONF.			

<b>SPECIAL DONATIONS</b> * Send to MD19 Office # Send to LCIF	
Donated To	AMOUNT
LCIF#	
<b>CARE *</b>	
Send to Appropriate Foundation	
<b>SIGHT</b>	
<b>HEARING</b>	
Send to District Chairperson	
<b>DIABETES</b>	

<b>YEAR END REPORTS</b>	
FORMS	Date E/Mailed
Int'l PU 101	
Club Activities Summary	
Int'l. Metrics page - MyLion	

<b>YEAR END STATUS</b>	
MEMBERS July 01	
MEMBERS June 30	
MEMBERSHIP YE (+) (-)	

## Teamwork Check List

### Secretaries Do - Presidents Follow Through

Item	Report On	Report By
Membership Changes (Names & Address)	Monthly Membership Report	To LCI and others before months end.
New Members' Sponsor	WMMR & Member Record Sheet	Month new member reported
Update Members' Records	Members Record Sheet	As required (check monthly)
Club Activities	Service Activities Report (LCI)	Done monthly on MyLCI WMMR site
Bulletin Announcements (Classified Section)	Letter / Email	Advance Notice 60 Days Minimum
Convention / Conference / Forum Registration	Registration Forms Supplied	First Call
District Conf. Pres. & Sec'y. Attendance	MD19 Visitations Report Form	Month Attending
MD19 Annual Conv. Pres & Sec'y. Attend.	MD19 Visitations Report Form	Month Attending
Zone Meetings, Pres. & Sec'y. Attendance	MD19 Visitations Report Form	Month of Meeting
Donations (CARE, LCIF, etc.)	Service Activities Report (LCI)	Month Donation Made
Dues, International	Service Activities Report (LCI)	August 5 <sup>th</sup> & February 5 <sup>th</sup>
Dues, Multiple District 19	Service Activities Report (LCI)	August 31 <sup>st</sup> & February 27 <sup>th</sup>
Visitations	MD19 Visitations Report Form	Month of Visits
Activities, Service	Service Activities Report (LCI)	Month of Activities
Activities, Fund Raising	Service Activities Report (LCI)	Month of Activities
Confirm District Governor's visit	Letter	When notified of schedule
Confirm Zone Chairperson's visit	Letter	When notified of schedule
New Club Congratulations	Letter	Within 30 days of Charter Date
Visiting Lions	Letter	To home club following visit
LCI New Lions Club Officer Reporting Form (PU101)	Form found on LCI / MD19 website or done online through MyLCI	To be rec'd by LCI <b>15<sup>th</sup> April AND MD19 by 15<sup>th</sup> May</b>
Club Activities Summary <b>OR</b> MyLion Metrics Page - LCI	Letter (plain Paper)	To be rec'd at MD19 by July 25 <sup>th</sup>
	Service Activities - Done on MyLion	To be rec'd at MD19 by July 25 <sup>th</sup>
Twining	Twining Form / SAR	Month of Twining
LCI Club Excellence Award	Club Excellence Award Application	To be rec'd at LCI by August 31 <sup>st</sup>
MD19 Club President Recognition of Excellence	Form found on MD19 website	To be rec'd at MD19 Office by July 25 <sup>th</sup>
MD19 Club Membership Directors R. of Excell.	Form found on MD19 website	To be rec'd at MD19 Office by July 25 <sup>th</sup>
MD19 Club Treasurer Recognition of Excellence	Form found on MD19 website	To be rec'd at MD19 Office by July 25 <sup>th</sup>

**WMMR** = Web Monthly Membership Report: Done on the MyLCI Website.

**SAR** = Service Activities Report; done on the MyLion site (see page 18 for instructions)

**LCI** = Lions Clubs International

## Preparing for your Year

This manual is to assist you in your duties as a secretary in MD19. International also has a secretary manual that can be downloaded from their LCI website, [www.lionsclubs.org](http://www.lionsclubs.org). Follow this path to get to club manuals: Home page>Resources for Members>Club Administration. Type *club secretary e-book* in the search engine at top of page and the PDF file will load. If desired you can save the e-book to your computer for future reference. The same pathway can be used for other officer manuals: President, Treasurer, Membership.

- 1-1 Review with outgoing Secretary to be sure all records are complete and up to date before they are handed over to you.
- 1-2 Work with outgoing Secretary to insure club membership list is up to date. Compare the membership list and dues billing sent to the Treasurer from Lions Clubs International. MD19 uses the membership numbers reported to LCI for their dues as well, so reporting

membership details is very important in order to be billed for the correct number of members.

- 1-3 Record the names of members on attendance records for your year. Allow three spaces between each alphabetical letter for insertion of new members as they join.
- 1-4 Membership Cards are now created on the WMMR site. Go to [www.lionsclubs.org](http://www.lionsclubs.org) and click on 'Member Login'. After logging in, select 'MyLCI, which will send you to your club's home site. Once there click on *My Lions Club* which will drop a list and then select 'Membership Cards'. The following page will give you card size options and directions.
- 1-5 Check with the treasurer to make sure that both MD19 and International First and Second Half Dues payments have been made by August and February. MD19 Dues Statements will be sent in Mid-July and January. In conjunction with Treasurer prepare membership cards. Effective October, 2015 Clubs have 120 days to pay any outstanding balances with LCI before they are in jeopardy of automatically being placed on financial suspension. Cancellation will occur after the 28<sup>th</sup> of the month following the 120-day suspension period if full payment is not received. **Non-payment of dues will also not allow club delegates to vote at their District Conferences or MD19 Convention.**
- 1-6 Check with Treasurer to insure membership dues have been paid, drawing to the attention of the President & Membership Chairperson those in arrears.
- 1-7 Check with outgoing Secretary to be sure all club supplies, as well as Attendance Pins and Awards (if applicable) have been ordered through Lions Clubs International Club Supplies and recorded on Members' Record.
- 1-8 Check with outgoing Secretary for a copy of all ongoing correspondence, incoming and outgoing.
- 1-9 Work closely with your incoming President to insure all committees are in place before the start of your year. This can be very important if club produces a Membership Roster for the members.
- 1-10 Make sure that all accounts / dues have been paid and are up-to-date with LCI, Multiple District 19 and District (if applicable).

## **Duties and Responsibilities of the Club Secretary**

As the secretary, you are the Business Manager of your club. Effective communication and information sharing are important to your Team.

As Club Secretary your duties are as follows:

- 2-1 Work closely with your President to prepare an agenda for both regular and Board of Director's meetings. See pages 15 & 16 for a sample Agenda format information and example.
- 2-2 Record the minutes of the regular meetings and Board of Directors' meetings.

- 2-3 Keep all members' records up to date, (attendance, offices held, committees, members sponsored, awards, transfers, etc.)
- 2-4 Report changes of address and names, etc., to the MD19 Office (for club officers) and LCI for all changes – officers and members.
- 2-5 Work closely with your President to have club committees set up before start of your year.
- 2-6 Forward copies of club's pertinent correspondence to:
  - a) Multiple District 19
  - b) District Governor
  - c) Vice District Governor(s)
  - d) Zone Chairperson
  - e) Club President
- 2-7 Before the end of each month carefully complete the Monthly Membership Report. You can do it online (MyLCI) at Lions Clubs International or send as a hard copy to LCI only. Complete the form with names of members added, dropped, transferred or address changes. The hard copy is sent to: Member Service Center Dept., 300 W 22<sup>nd</sup> Street, Oak Brook, Illinois 60523. If you are having trouble getting on or working on the MyLCI you can email [MyLCI@lionsclubs.org](mailto:MyLCI@lionsclubs.org) for technical support and troubleshooting, or call: 1-630-468-6900 (or 7000). Another email for troubleshooting is: [informationtechnology@lionsclubs.org](mailto:informationtechnology@lionsclubs.org)

Use the MD19 Visitation Form to report visitations made within the month. This Form is located on the MD19 Website under Toolbox>Forms, with the rules for its use and is to be sent to the MD19 Office before the end of the month in which the visitation(s) was made. More information on the MD19 Visitation Form on Page 28.

Often times the MD19 Contests and Awards Committee will use the MD19 Visitation Form reports to verify the attendance of the Club Secretary and President at the following:

1. Zone Meetings
2. District Spring Conference, and
3. MD19 Annual Convention

This is necessary because sometimes those who should do not send the proper attendance reports to the MD19 Office. This information is required for the Secretary Recognition of Excellence.

**NOTE:** *To be considered on time, the WMMR must be received by Lions Clubs International by the end of the current month. If mailed it must be postmarked by the 20<sup>th</sup> of the current month. All Multiple District, District and Zone Officers can download the WMMRs from the LCI Website.*

- 2-8 Read **all** correspondence prior to club meeting and report to club members giving special attention to:
  - a) “*The Border Crossing*”, the MD19 Newsletter (A link to the *Border Crossing* on our MD19 Website is emailed to all Presidents and Secretaries through our AWeber

service). If you wish to receive a hard copy of the newsletter you need to subscribe.

- b) District Governor Bulletin
- c) Zone Chairperson Bulletin
- d) Correspondence from MD19 & Lions Clubs International (If you have an email on file with LCI they will send their correspondence via email.

**Note:** Copy registration forms for Conventions and Conferences and Leadership Institutes for distribution.

- 2-9 Attend all Zone Meetings and be prepared to give a report on the activities of your club if requested to do so by the Club President. A copy of same should be given to your Zone Chairperson at the Zone Meeting.
- 2-10 Attend the following:
  - a) MD19 Annual Convention (see 3-15)
  - b) District Spring Conference (see 3-15)
- 2-11 Prepare and mail (or email) the following by dates shown below.
  - a) PU101 to District Governor, MD19 Office & Lions Clubs International to be received by May 15<sup>th</sup>. Or done online on the MyLCI site. Email copy to individuals listed above (Except LCI). See 3-10 for directions for doing 'PU101' online.
  - b) **Either the** International Annual Club Activities Report Form to be received by July 25<sup>th</sup> for MD19 and Int'l (**July 15<sup>th</sup>**) (see 2-16) **or the** MD19 Club Activities Summary to be received by **July 25<sup>th</sup>** (see 2-17).
- 2-12 Insure club supplies are ordered promptly. And subsequently paid on time.
- 2-13 A notice should be sent to each club secretary of Lions members who have visited your club so they will be credited for attending your meeting.
- 2-14 Send congratulatory letters to all new clubs formed in Multiple District 19 within 30 days of their Charter Night. Notifications of new Clubs are shown in the *Border Crossing*.
- 2-15 Along with the Club President, check the Multiple District 19 Contests and Awards Book on a regular basis so requirements are not overlooked until it is too late. The Contests & Awards information is on the MD19 Website: [www.lionsmd19.org](http://www.lionsmd19.org) It is also important to check for changes to the contests.
- 2-16 Club secretaries are asked to complete the Lions Clubs International service activity report on a monthly basis using MyLion (if applicable). Club Secretaries have until July 15<sup>th</sup> to complete the service activities reports online if they have not done it monthly – though that is highly recommended!

The following is an excerpt from the C&A Secretary Excellence on the requirement for the year-end report. **The MyLion Metrics report shall be printed and submitted directly to the MD19 Office by the Club Secretary with a copy forwarded to the District Governor no later than July 25<sup>th</sup>. For those secretaries who have capability, it is possible to take a screen shot, paste it to a word document, save it and email it to the MD Office; otherwise the report must be mailed directly to the MD19 Office.**



The Metrics Report should be sent to the following individuals by July 25<sup>th</sup>:

- a) Multiple District 19
- b) District Governor

The secretary may also do the option below for credit:

2-17 **MD19 Club Activities Summary**, A summary of the year's activities is prepared by the Secretary and received by the MD19 Office no later than July 25<sup>th</sup>. A sample of same may be found following the Secretary of the Year Award Rules of the Contest & Awards Book, found online at [www.lionsmd19.org](http://www.lionsmd19.org)

- a) Multiple District 19
- b) District Governor

2-18 Keep track of any awards earned by your members and make sure that awards are ordered. When they are received, record on each member's Member Record/Award Record Sheet. Allow six (6) weeks when ordering.

2-19 Work closely with your Treasurer to insure all club accounts payable are up to date and bills are paid promptly.

The success of your club is dependent on your actions as Club Secretary. **Should you find at any time that you are getting bogged down, don't hesitate to ask for help. Remember you are part of a team. People can't help until they know there is a need.**

## **Tips for the Incoming Secretary**

3-1 Monthly Membership Reports are to be prepared each month starting with July and running through June during your year as Secretary.

- a) Hard copies of the Monthly Membership Reports should be emailed or post marked by the 20<sup>th</sup> to be considered on time to Lions Clubs International only. Save a copy to your files for reference. **It is, however, highly recommended that you learn to use MyLCI for reporting any membership changes!!**
- b) Any activities that occur after the form is mailed may be included on the following month's report. (Do not hold mailing for additional info.)
- c) Secretaries will also be trained on using the MyLCI at your Club Officer Training session in the spring. (see page 17 for general information)

3-2 Multiple District 19 dues are billed every six months based on the June 30<sup>th</sup> and December 31<sup>st</sup> membership total. Dues statements will be sent by email or hard copy, if an email is not available, in July to the Club Treasurer or the Club Secretary/Treasurer **for payment by end of August and in January for payment by end of February.**

3-3 Lions Clubs International dues (Per Capita Statement) are billed in July and January and should be paid within 10 days, and no later than thirty days. ***Dues not paid within 120 days could result in the club's charter being pulled by LCI without notice.***

- 3-4 Lions Clubs International bills for supplies should be paid promptly on receipt of a statement. If a query arises from the statement, act promptly to insure good financial standing with Lions Clubs International or any other account and to avoid finance charges.
- 3-5 Lions Clubs International and Multiple District 19 Dues and Billing.
- a) Lions Clubs International requires an initiation fee for all new members plus dues.
  - b) If a club drops a member and does not pay their International Dues, that person is required to pay a Dues Fee if he/she rejoins the club or transfers to another club within twelve (12) months. This amount would be the balance owed to the previous club as dues. The funds need to be paid to former club.
  - c) Life members will be shown on the LCI Per Capita Billing Statements but will not have International dues assessed against them. However, Multiple District 19 requires dues be paid for all members.
  - d) Honorary members, if shown on the Monthly Membership Report Form will be assessed dues from Lions Clubs International and Multiple District 19.
  - e) MD19 will assess pro-rated dues on new members joining a club between billing periods. Monthly pro-rated amounts will show on the July and January statement.
  - f) Student and Leo to Lion members who are registered with Lions Clubs International as students or Leo to Lions pay half the amount of MD19 dues. A club will be assessed pro-rated amounts for new student members joining their club between billing periods. Monthly pro-rated amounts will show on the July and January statement.
  - g) Club accounts, as billed, must be **paid in full** to Multiple District 19 and show a balance of less than US\$50.00 US to Lions Clubs International to allow your club to vote at the District, Multiple District and International Conventions.
  - h) **Multiple District 19 Dues:** The per capita tax levied upon the members of Multiple District 19 The cost per member semi-annually shall be **twelve dollars and eighty cents [\$12.80] effective 1 July, 2022 and thirteen dollars and thirty cents [\$13.30] effective 1 July, 2024 and last increase in July, 2026 for thirteen dollars and eighty cents [\$13.80]**, per member billed semi-annually based upon the club membership as carried upon its rolls and reported to Lions Clubs International upon its Monthly Reports under "Members at Close" for June and December. The per capita tax shall be billed to clubs located in the U.S. in U.S. Funds. The per capita tax shall be billed to clubs located in Canada in both U.S. funds and in the Canadian equivalent, computed using as an exchange rate, the exchange rate used by Lions Clubs International in billing International dues to Canadian clubs. **All new members reported on WMMR's subsequent to the June and December WMMR's shall be assessed on a pro-rated basis with Canadian Clubs being assessed with the exchange rate determined by LCI for the month in which new members are reported.** Each club is levied for new club paraphernalia on the first half dues each year, (MD19 Policy Manual, Budget & Finance, Number 18). **MD19 Dues is payable by check/cheque only.**

- i) Lions Clubs International has a Canadian lockbox where Canadian Clubs can mail their International dues payment: The International Association of Lions Clubs, P.O. Box 2425, Station "A", Toronto, Ontario, M5W 2K5. With LCI, Clubs can also make payment via credit/debit card, Pay Pal or ACH Electronic Processing.
- j) LCI has a Family Dues Structure Amendment that was implemented in January, 2007. The first family member, either being a current or newly inducted member, shall pay full annual dues (US\$43) and any applicable entrance fee. Up to four more subsequent qualifying family members over the age of majority living in the same dwelling shall pay one-half of the standard annual dues (US\$21.50) and the full amount for the association entrance fee. For newly chartered clubs, the first family member shall pay the full charter fee (US\$35) and full annual dues. Subsequent qualifying members shall pay half the annual dues (US\$21.50) and all charter fees. A Family Unit Certification Form and instructions can be found at the back of this manual. This form must be used when applying for Family Membership. **If you are using the MyLCI you will be able to add members as part of a Family Unit. Instructions are linked to the WMMR site. Your password is recognized as your signature.**

- 3-6 All members listed on the Lions Clubs International Per Capita Statement are assigned a membership number\*. This number should be recorded on the following:
- a) Members' Records.
  - b) All correspondence to Lions Clubs International pertaining to any member.
  - c) On the paper MMR when a member is dropped, transfers out or is deceased. It is added automatically on the MyLCI Site.
  - d) On their Membership Card. If you create them on your MyLCI site their number is automatically inserted.

\* All members are assigned a member number from Lions Clubs International that will remain with the member if he/she transfers. **Or is reinstated before twelve months.**

- 3-7 All dues checks sent to Lions Clubs International and Multiple District 19 should clearly show your Lions Clubs International club account number.
- a) This Club number is found on your Monthly Membership Report.
  - b) All correspondence and calls to Lions Clubs International should make reference to your club number.

- 3-8 CARE Checks are sent to Multiple District 19 (**4141 Bennet Drive**, Bellingham, WA 98226). LCIF Checks are sent directly to LCIF. Checks for CARE should be made out to: **MD19 Lions CARE**. Canadian Clubs can send their CARE donations to our CDN box: Multiple District 19 Lions, P.O. Box 1621, Aldergrove, B.C. V4W 2V1.

**NOTE:** LCIF checks will not be posted on the MD19 Stats until confirmation has been received from the LCIF department that the checks have been posted with LCI.

If you are a Canadian Club you can send your LCIF Donation Check to the following:  
 Lions of Canada Fund for LCIF  
 C/O Stan Durward  
 Box 38  
 Sunderland, Ontario L0C 1H0 Canada

US Clubs should send their donation check to: LCIF, Department 4547, Carol Stream, IL 60122-4547.

- 3-9 Club Officers elections are to be held **prior to April 15<sup>th</sup>**.
- 3-10 The Club Secretary must report the newly elected Club Officers on the LCI Website using MyLCI on or before **April 15<sup>th</sup>** of the year preceding the Lions Year the newly elected officers take office. **A copy of the LCI report is also sent to the MD19 Office by May 15<sup>th</sup> to be considered "On Time"**. A copy should also be sent to the District Governor and the current Zone Chairperson. To retrieve the LCI report to send to the MD19 Office the club secretary goes to "My Lions Club" on their clubs' MyLCI and clicks "Reports". Select next years' Club Officer Report. After clicking on "View / Print" the "Lions Club Officers Report" will come up as a PDF. This report is saved to the Secretary's computer and then emailed to the MD19 Office as an attachment. **If you cannot report using MyLCI you can download** an editable PDF of the LCI Lions Clubs Officer Reporting Form (PU101) from the MD19 website (under 'Toolbox>Forms'). Save the form to your computer before filling out and email as an attachment or print out and sent to the MD19 Office by May 15<sup>th</sup>.
- 3-11 The **International MyLion Metrics Report** should be sent by July 15<sup>th</sup>. This is done online on LCI's MyLion site. Send a copy to the Multiple District 19 Office, District Governor, 1<sup>st</sup> Vice District Governor, Zone Chairperson and Club President **to be received by July 25<sup>th</sup>**. An AWeber notification on how to retrieve this report is sent out in June. 3-12 is not necessary if you complete this task.

The following is an excerpt from the C&A Secretary Excellence on the requirement for the year-end report. **The MyLion Metrics report shall be printed and submitted directly to the MD19 Office by the Club Secretary with a copy forwarded to the District Governor no later than July 25. For those secretaries who have capability, it is possible to take a screen shot, paste it to a word document, save it and email it to the MD Office; otherwise the report must be mailed directly to the MD19 Office.**

- 3-12 The **MD19 Club Activities Summary** should be completed and sent to Multiple District 19 **to be received by July 25<sup>th</sup>**. See 2-17 for distribution. A sample is found in the Contests and Awards book right after the Secretary of the Year Award rules.
- 3-13 To facilitate any changes to club billing, membership discrepancies or club officer updates or changes, a club membership list noting any changes or errors should be sent to Lions Clubs International and the MD19 Office. Do this twice a year, in June and December, just before dues bills are sent in July and January. **However, by doing your WMMR every month, reporting any membership changes, your membership should match that of International and MD19.**
- 3-14 To qualify for the **Secretary Recognition of Excellence**, which is based on a point system, in addition to your record keeping, payment of dues and completion of reports the following items are considered to be part of your job description as a Secretary:
- a) Attend a Secretaries Training Session at either the Zone or District level before the beginning of your term or by September 30<sup>th</sup> if one not held prior to your year.

- b) Attend a minimum of two Zone Meetings (also known as the District Governor Advisory Meeting) with a club alternate attending the third. Of the three (3) Zone Meetings, the secretary **must attend** two meetings. An Alternate may attend one of the three (3) meetings if the secretary is unable to attend.
- c) If unable to attend the zone meetings, the secretary may also receive credit for attending a District Cabinet Meeting. See Secretary Excellence Rules on MD19 Website.
- d) Attend the District Conference during your term of office.
- e) Club shall be in good standing with MD19 as of June 30<sup>th</sup>.

Bonus points towards your Recognition may be earned by writing Congratulatory letters to clubs organized during the current Lions year.

3-15 Complete information regarding the Secretary Recognition of Excellence is found on the MD19 Website ([www.lionsmd19.org](http://www.lionsmd19.org) Awards. On next page, click on the star (Excellence Awards) and on the following page on the left you will find information for the following awards: President, Membership, Secretary, Treasurer and Zone Chairperson.

3-16 Meeting, Member Address or Officer changes:

- a) Meeting location or date changes:  
Notify MD19, District Governor, 1<sup>st</sup> & 2<sup>nd</sup> Vice District Governor and Zone Chairperson. Notify Lions Clubs International if change is permanent.
- b) Secretary changes:  
Notify Lions Clubs International, Multiple District 19, District Governor, 1<sup>st</sup> & 2<sup>nd</sup> Vice District Governor and Zone Chairperson by checking box supplied for this purpose on the Monthly Membership Report (hard copy) or on your MyLCI site (Select "Officers" from 'My Lions Club' drop down list and make changes on next page.)

**Note:** Send a letter or email advising of Secretary change **immediately** once a new Secretary takes over.

- c) Club Officer changes: President, Treasurer and Membership Director.  
Notify Lions Clubs International (on website), Multiple District 19, District Governor, 1<sup>st</sup> & 2<sup>nd</sup> Vice District Governor, and Zone Chairperson by email or letter.
- d) Member's name and address changes:  
Record all name and/or address changes on the Monthly Membership Report (or MyLCI) in the section supplied for this purpose.

3-17 Complete and sign the LCI Club Excellence Award Application form promptly at the end of the year. Send it to your District Governor to sign (if required) and submit to Lions Clubs International (Sample copy of form found in this manual). An updated copy can be found on International's website. Use the site's search engine and type in 'Club Excellence Award Application'.

- 3-18 In March the MD19 Club President Excellence Award and Club Membership Director applications will be available on the MD19 Website (Toolbox>Forms). These applications need to be completely filled out and sent to the MD19 Office by July 25<sup>th</sup> to qualify.
- 3-19 Be sure to keep a copy of all correspondence and all forms.

## Guidelines to Excellence

- 4-1 Keep accurate records of Sponsoring Members.
- a) A new member counts towards the Sponsors' Membership Key after membership of one year and a day.
  - b) Credit is still given if the new member should pass away before the end of the year and a day.
  - c) A member will receive credit if a new member is sponsored into a club other than the member's home club.
  - d) The following do not count toward Membership Keys.
    - 1) Reinstated Lions
    - 2) Leos
    - 3) Transfer members
    - 4) Charter Members
- 4-2 Ordering of supplies is the responsibility of the Club Secretary. Lions Clubs International will send the invoice directly to Treasurer. Work closely with the Treasurer to ensure these are paid promptly and that the invoice is correct.
- 4-3 The club Secretary may appoint a member to handle the ordering and stocking of supplies for the members from the Lions Clubs International catalogue.
- 4-4 Lions Clubs International will supply the Secretary, upon request (and if still available) with an International Supply Catalogue. Items, such as the Membership Key Awards Brochure, LCI Membership Application Form, Transfer Member Form and Club Record Forms, can be obtained directly from the LCI Website. Other Supplies can also be ordered online at International's site by clicking the "Shop" button at the top of the Main Page. If you cannot find an item contact the Club Supplies Department where they will do a search on the item you are looking for. There is also a "Digital Catalogue" available, which is the LCI catalogue in a digital format. The link to the "Digital Catalogue" can be found on the Club Supplies page just to the left of the 'search' box.
- 4-5 The Standard Club Constitution and the International Constitution & By-Laws are excellent resources and can be downloaded from the Lions Clubs International web site: <http://www.lionsclubs.org> On Main page click on Resources for [Members>Resources>Legal](#). Insert the words *Club Standard Constitution* in the search engine and two different options will be available – to download or open as a PDF.
- 4-6 The Multiple District 19 Constitution and By-Laws ([www.lionsmd19.org](http://www.lionsmd19.org)) Click on "Toolbox" and on the next page you will find it listed under Governance and Administration. The MD19 Policy Manual is located on this page as well.

- 4-7 Keep a running file called "Previous Members File". When a member is dropped, place records in the Previous Member file. Do not throw away. Pass this file on to the next secretary.
- 4-8 Advise Club Bulletin Editor, Lions Clubs International and MD19 Office and update Club Roster of any changes to membership.
- 4-9 If a member transfers out:
- a) Complete Transfer Form following instructions on form.
  - b) Forward a copy of the Transfer form to the new club along with a copy of the Member's Record of Service.
  - c) Forward a letter to the new club advising of the member's arrival in their area.
  - d) If new club is not known, give member a copy of the transfer form and copy of their Record of Service.
  - e) Never part with originals.
  - f) Place member's records in "Previous Members File".
- 4-10 New Members:
- a) Be sure dues are paid before inducting unless other arrangements have been made.
  - b) Report on Monthly Membership Report with complete address.
  - c) Start a Member Record and Member Ledger.
  - d) Credit the Lion who sponsored the new member on his/her Member Record/Award Record Sheet as well as on the WMMR.
  - e) Send a letter of welcome from the club indicating date of next orientation.
  - f) Advise Bulletin Editor and Roster Editor to add new member to mailing list.

**Work closely with your President and Treasurer, check the MD19 Contests & Awards book periodically, have fun and enjoy your year!**

## **An Illustrative Agenda Sheet**

(see chart on following page)

Most groups use an 'Old Business' 'New Business' type of agenda. We would like to suggest another format, which is one that involves participants in a different way and makes the agenda into a work sheet.

The columns can be used as follows:

1. **Timing** – indicate the amount of time a given item will take (e.g. 15 minutes, Treasurer's Report and discussion) so you can know whether or not the number of items can be handled in the time you have available, or if you need to cut something out or lengthen the meeting.
2. **Agenda Item** – refers to the place or order of a particular item to be dealt with (e.g., minutes, nominating committee report, By-Laws, discussion, etc.).
3. **Method** – refers to how each item will be handled (e.g., report, total group discussion, small group discussion, film, brainstorming, etc.).
4. **Who Responsible** – refers to the name or initials of the person responsible for that item (e.g., Henry for greetings and prayer, Judy for opening remarks and call to order, etc.).

5. **Resources, Materials** – Here for each agenda item you list the necessary resources and materials (e.g., coffee, tea, newsprint, scratch paper, pens, nametags pins, minutes from last meeting, etc.).
6. Each item has a specific **disposition**. These include; information, inspiration, reporting, policy making, decision making, discussion, recommending. Indicate for each item what its disposition is and this will help indicate the time needed on the agenda.
7. **Follow-up Action** – column should indicate for each item what, if any, follow-up action is indicated. This should be done at the meeting, if possible. If there is none, it helps to write the word 'none'.

**Adapted from *Taking Your Meeting Out of the Doldrums* by Eva Schindler-Rainman - Available from University Associates of Canada Inc. Burlington, Ontario L7L 4Y8**

### AN ILLUSTRATIVE AGENDA SHEET (Part 2)

**Meeting:**

**Date:**

**Time:**

**Place:**

**Purpose(s) or desired Outcome(s) of this Meeting:**

Timing	Agenda Item	Method for Presentation, etc.	Who Responsible	Resources / Materials	Disposition	Follow-Up Action (to be decided at meeting)
(1)	(2)	(3)	(4)	(5)	(6)	(7)



## International MyLCI

As of March 27, 2019, LCI requires a single username and password to log into both the MyLCI and MyLion (desktop) and the MyLion App (smart phone). MyLCI is for Membership reporting and MyLion is for service activities reporting. The service reporting can be done by the Club's Service Chairperson (if the club has designated one), allowing the Club Secretary to handle the Membership reporting. Otherwise, the secretary will be reporting membership and services on two separate platforms.

Lions Clubs International website: [www.lionsclubs.org](http://www.lionsclubs.org)

1. To do your Club WMMR on the International website, you must first register a user name and password to access MyLCI/MyLion. Click on Member Login (main page) to access the registration page. You will be prompted to provide your LCI member # and other information to help LCI authenticate who you are. You will also create a user name and password that are unique to you. This one user name and password is used for all platforms. Once you have completed the registration process, you will be able to enter your user name and password on the Login page to access the Lions Clubs International Digital Ecosystem site. Here you are given five options: MyLCI; MyLion; Insights; Learn and Shop. You can also take a 'tour' which explains what this page can offer you. Select MyLCI. **PLEASE NOTE:** None of the above can be done if the new years' officers have not been reported to LCI! ***Do the following steps to report new officers online:***

- a. On LCI's main page click on "Member Login"
- b. After entering your User Name and Password, select MyLCI on the following page
- c. If on the "Home" page you do not see reference to "Enter Next Year's Officers" select the "My Lions Club" and choose "Officers". On the following page under "Select Term" choose 'next year' and enter each of your club officers as directed by selecting the member for each office.

### **To send the information to those who need a copy of new officers:**

- d. Under "My Lions Club" drop down list, click on "Reports"
- e. Click on "Lions Club Officer Report for Next Year"
- f. Click on "View / Print"
- g. Save this Document "Lions Club Officers (Lions Year)" to computer
- h. Email this document as an attachment to MD19 Office.
- i. Also email a copy to your current Zone Chairperson and 1<sup>st</sup> Vice District Governor.

***Also note that there are links that will take you to detailed instructions on how to use the MyLCI site. Available is the MyLCI Training Site. This takes you through the process of doing the WMMR as if you were actually doing the report on line. It would be most helpful for you to take the time to look through this area as supplemental to the training you received in your zone or district.***

2. The 'Home' page (called MyLCI) for your club has a section for 'My Tasks' (left). Within this section is the links for doing a membership report with changes or to report no membership changes for the month.
3. When you are finished doing your WMMR and have submitted it to International it is recommended that you save a copy of the current month's WMMR to your computer so it can be accessed at any time. Bring up the current month's WMMR, by clicking on "My Lions Club" (top of home page second from left). Select 'reports', then 'monthly membership report-detail. Fill in the year (ie.: 2022) and month (ie.: 07) and hit the view/print button on the bottom right of page. That month's WMMR will come up as a PDF. On the PDF Select "File", choose "Save as" and change the name to reflect the current month, such as "July WMMR 2022" and save in the directory of your choice.
4. When you need to update information for a previous month and have not yet submitted a WMMR report for the current month, it is recommended that two transactions take place: **First**, submit the

change (add, drop, name change, etc.) for the previous month in which it actually occurred (you can only update for the previous two months) and **second**, submit the WMMR for the current month. If you do not do the second step you will show as no report for the current month.

### **Service Activities Reporting on MyLion**

<https://www.lionsclubs.org/v2/resource/download/76416422>

The link above will download the Service Reporting Guide, which details what a reportable service activity is (direct service and indirect service) and the type of data required. It also gives examples of how to estimate people served when no actual data can be determined.

Starting July 1, 2019 club will now be reporting service activities, as well as fund raisers and meetings on MyLion.

There are a number of options that can be done on the MyLion: reporting service, creating/updating your club profile; planning service activities; connecting with other Lions and creating your personal profile. Once you have entered the site you can do any of the above listed options.

#### **To create an Activity:**

1. Select 'Plan Future Activity' on the main page and on the next page choose either Service, Fund Raising or Meeting. Click Continue.
2. For Service and Fundraisers the next page will have you choose which of the following initiatives will be impacted by your service or fundraising: hunger; environment; childhood cancer; diabetes or other. If you are adding a meeting then you will fill out the activity details. Click Continue.
3. Depending on which 'Activity' you've chosen on the following page you may have to further narrow the activity. Select the one that most resembles the activity you are going to be doing. Click continue.
4. Under 1- Fill out Activity Details: fill in all required information giving as much detail as you can. Under 2 – Privacy Settings: here you can decide who can see the activity and you can join in. You can also edit the image to one of your choice from your photos or just use the default photo currently showing. Click continue.
5. Now, you will be able to invite other MyLion / MyLion App users to join your activity, meeting or fundraiser. Once you've done that you will click on 'Continue' again and review the information that you've created and then submit. You will be informed that your activity has been submitted and invitations sent.

#### **To Report an Activity:**

1. Main page, click on 'Report Past Activity'. Those Activities those that have been completed but not reported will be listed. These unreported activities will remain on MyLion until either the Club's Service Chairperson or secretary follows up on completing the required information.
2. If you are reporting an activity for which there was no former information given click on 'Create Past Activity to Report'. Otherwise, click on Unreported Activity, select the activity you are reporting on then select 'continue'. On the following page fill in the required information. Use the Service Reporting Guide (link above) to assist in reporting # of people served and volunteers and service hours.
3. Once you have completed filling in the required information, click on 'continue'. You will then be asked to ascertain that you wish to submit the information / preview. Select yes and you are done!

The Metrics page will show a breakdown of your service activities. It will show the name of each activity and whether they fall into any of the five LCI Service initiatives as shown above.

You Tube Videos: Go to You Tube and Type in the Search Engine: MyLion Training and these videos should pop up.

1. <https://www.youtube.com/watch?v=npuTGERBctE> (Creating New Activities)
2. <https://www.youtube.com/watch?v=kP3498MrHxE> (For Reporting Past Activities)



# MONTHLY MEMBERSHIP REPORT

Reporting  
Month/Year:

mm/yy

Name of Club:	Club Number:	District Number
Secretary's Name:	Secretary's Member ID:	

1

List membership changes below. Select Transaction code and complete required fields

Transaction Codes: A – Add New Member      B – Add Returning Member  
C – Add Transfer Member      D – Drop Member  
E – Member Information Change

 No Membership Changes

2

Transaction Code:	First Name:	Last Name:	
Member Number:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	Birth date: mm/dd/yy	Postal Address:
City:	State or Province	Postal Code:	Country:
(B) Add New member (C) Add Transfer Member	(A) Sponsor Name: _____ Sponsor Member ID: _____ Sponsor Club No: _____	(C) Former Club Name: _____ Former Club No: _____	
(D) Drop Member	(D) +Drop Reason Key Code:		
(B) Add New member or (E) Member Information Change	Email:		Fax:
	Phone Work:	Home:	Mobile:

Transaction Code:	First Name:	Last Name:	
Member Number:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	Birth date: mm/dd/yy	Postal Address:
City:	State or Province	Postal Code:	Country:
(A) Add New member (C) Add Transfer Member	(A) Sponsor Name: _____ Sponsor Member ID: _____ Sponsor Club No: _____	(C) Former Club Name: _____ Former Club No: _____	
(D) Drop Member	(D) +Drop Reason Key Code:		
(A) Add New member or (E) Member Information Change	Email:		Fax:
	Phone Work:	Home:	Mobile:

Fee/Dues discounts (select 1 – see notes on page 2)	<input type="checkbox"/> *Student – Student Key Code: _____ o Young Adult		**Birth date verification required for Student, Young Adult, Leo Lion and Former Leo  Birth Date Verification Code: _____
	<input type="checkbox"/> Leo Lion	Leo Club Number: _____ Leo Start Date: _____ mm/yy	
	<input type="checkbox"/> Former Leo	End Date: _____ mm/yy	
	<input type="checkbox"/> ++Family Membership      Key Codes: 1 _____ 2 _____ 3 _____ 4 _____		
Member First Name: _____ Last: _____			

Continue Additional Membership on separate sheets

Club President's Signature: \_\_\_\_\_

Mail to: Lions Clubs International – Attn: Member Service Center, 300 W 22<sup>nd</sup> St., Oak Brook, IL 60523-8842 USAEmail: [MemberServiceCenter@lionsclubs.org](mailto:MemberServiceCenter@lionsclubs.org)

Fax: 630-706-9295

## Discount Programs and Key Codes

**Leo Lions/Former Leos:** All former Leos who served for at least one year and one day receive an initiation fee waiver. Former Leos between the age of legal majority through age 30, are considered Leo Lions, and pay only half international dues (age verification is required, use birth date verification code).

**Young Adults:** Young Adults (through age 30) joining a Leo Lions club with at least 10 former Leos are eligible to receive a charter fee waiver and pay half international dues (age verification is required, use birth date verification code).

**\*Student Members:** Enrolled students from the age of legal majority through age 30 joining any type of Lions club qualify for the Student Member discount and pay no initiation fee and half international dues. Use the key codes below to confirm proof of enrollment (age verification is required, use birth date verification code).

### Student Key Codes:

**Document used to verify enrollment:** TR – Transcript      CS – Class Schedule      OT – Other      BL – Bill  
**\*\*Birth Date Verification:** DR – Driver's License      PP – Passport      BC – Birth Certificate      SC – State Identification Card

**Transfer Members:** Members in good standing who transfer within 12 months from one club to another are considered transfer members and pay no initiation fee. The officers of the former club will be notified of the desire to transfer. The transfer will be completed when the member is dropped or in 30 days whichever is sooner.

**\*Drop Reason Key Codes:** DD- Drop Deceased      DM – Drop Moved      DN – Drop Non-Payment of Dues      DO – Drop Other  
DR – Drop Resigned in good standing      DT – Drop Transferred in good standing

**\*\*Family Membership:** The Family Membership Discount Program provides a special dues discount when family members join a Lions club together. The first family member pays full international dues (called the "Full Dues Family Member"), and up to four additional members pay only half the international dues. All family members pay the one-time initiation fee. The Family Membership Discount Program is available to family members who are:

- Eligible for Lions membership,
- Currently in or joining the same club, and
- Living in the same household and related by birth, marriage or other legal relationship. Common household family members include parents, children, spouses, aunts and uncles, cousins, grandparents, in-laws, and legal dependents. Same-household residency is not required for family members under age 26 who are pursuing higher education or serving in the military.

Use the key codes below to report (1) Full Dues/Discounted Dues (2) Relationship to the Full Dues Member, (3) Document used for relationship verification, and (4) Document used for address verification.

### Family Membership Key Codes

- 1) Full Dues/Discounted Dues:** F – Full Dues Family Member      D – Discounted Dues Member
- 2) Relationship to Full Dues Member:** SP – Spouse      SB – Sibling      CD – Child      GP – Grandparent  
UC – Uncle      AT – Aunt      PT – Parent      CN – Cousin      IN – In-Law  
MD – In Military or School      OL – Other Legal
- 3) Verification of Relationship:** ML – Marriage License      BC – Birth Certificate      NT – Notary      OT – Other  
RS – Certificate of Religious Sacrament (Baptism, First Communion, Confirmation, Bar Mitzvah, Bat Mitzvah, Bris, Etc.)
- 4) Verification of Address (Showing common last name/address):** ST – Government Issued /State/Province Identification Card  
BS - Bank Statement      NT – Notary      BL – Bill      DL – Driver's License      PP – Passport      OT – Other

C23a-EN-1/17

Locate editable PDF on the LCI website: **Member Center > Resources > Publication and Forms > Membership Forms and Publications. (c23a.pdf)**. If you are mailing the hard copy, send to: LCI, Attn: Member Service Center, 300 W 22<sup>nd</sup> St., Oak Brook, IL 60523-8842 (by the 20<sup>th</sup> of the month); email: [memberservicecenter@lionsclubs.org](mailto:memberservicecenter@lionsclubs.org) Fax: 630-706-9295

**SAMPLE**  
**MONTHLY MEMBERSHIP REPORT**  
**May 2022**  
 (Submitted 5/16/2022 11:57:55AM)  
 TA CLUB 1001413

	1. 0 RESIGNED IN GOOD STANDING 2. 0 DROPPED FOR NON PAYMENT 3. 0 DROPPED FOR NON ATTENDANCE 4. 0 DROPPED FOR NON PAYMENT AND NON ATTENDANCE 5. 0 TRANSFERRED IN GOOD STANDING 6. 0 MOVED 7. 0 DECEASED 8. 0 OTHER 9. 0 TOTAL	MEMBERS FROM LAST REPORT <b>A</b> NEW MEMBERS <b>B</b> REINSTATED MEMBERS <b>C</b> TRANSFER MEMBERS TOTAL BEFORE DECUTIONS <b>D</b> DROPPED FROM MEMBERSHIP MEMBERS AT CLOSE	<b>0</b>  <b>0</b> <b>0</b> <b>0</b> <b>0</b> <b>0</b> <b>0</b> <b>0</b>					
IDENT <b>1140</b>	CLUB <b>* *****</b>	NAME OF CLUB <b>TA Club 1001413</b>	DIST. NO. <b>TA 114</b>					
MONTH <b>5</b>	YEAR <b>2022</b>	SECRETARY'S NAME <b>Martha TA Bing 1001413 10014136 NORTH AVE. OAK BROOK, IL 60523</b>	Leo Club Members  Total: <b>0</b>					
MMR Date	MMR Activity	Name	Address	Gender	Year of Birth	Occupation	Former Club	Drop Description
5/2021	No Activity was reported for this month							

**MyLCI**

This Web Monthly Membership Report (WMMR) is what is shown on the International Website: [www.lionsclubs.org](http://www.lionsclubs.org) and the one MD19 will download for the MD19 monthly stats. Secretaries need to have a password to gain access to the site. They are required to set up their own password/username at the beginning of their term in office or if they are continuing they can use their old password/username. If they have trouble creating a password, they need to ask the current secretary if they've done the LCI PU101, which needs to be taken care of before new secretaries can create a password/username. If the PU101 has been submitted and they still have trouble they can obtain a password by emailing: [memberservicecenter@lionsclubs.org](mailto:memberservicecenter@lionsclubs.org)

Club Secretaries need to be aware that if no membership changes have occurred in the month of the report they **STILL NEED** to go online and indicate that nothing has changed by clicking on "Report no membership changes for (current month)" under the 'task' section on their clubs' MyLCI site. Otherwise they will not have done a report for that month. Backdated information (previous two months) submitted during a current month will not be considered that month's report.

**Lions Club**  
**“WE SERVE TO MAKE A DIFFERENCE”**  
**Project Proposal Outline**

Proposed Title: [Click here to enter text.](#)

Submitted by: [Click here to enter text.](#)

Committee Chair/Co-Chair: [Click here to enter text.](#)

Type of Activity - choose one or more below:

Annual Event	One Time Event	Donation Only Annually	Donation Only One Time	Other, explain
<input type="checkbox"/> CheckBox1	<input type="checkbox"/> CheckBox2	<input type="checkbox"/> CheckBox3	<input type="checkbox"/> CheckBox4	<a href="#">Click here to enter text.</a>

**Provide a brief description:**

[Click here to enter text.](#)

*Check applicable areas below:*

<p style="text-align: center;"><b>WE Take Care of Our Community</b></p> <p>Choose an item. By feeding the hungry</p> <p>Choose an item. By supporting essential community services</p> <p>Choose an item. By bringing joy to others</p> <p>Choose an item. By being there when needed</p> <p>Choose an item. By supporting LCIF initiatives and internal endeavors</p>	<p style="text-align: center;"><b>WE Strive to Improve the Quality of Life for Persons with Disabilities</b></p> <p>Choose an item. By supporting fundraising initiatives</p> <p>Choose an item. By providing specialized resources and opportunities</p>
<p style="text-align: center;"><b>WE Fundraise and Make a Difference</b></p> <p>Choose an item. By hosting events that include local businesses</p> <p>Choose an item. By working with community partners</p> <p>Choose an item. By providing specialized catering services</p> <p>Choose an item. By holding events to support club initiatives</p>	<p style="text-align: center;"><b>WE Focus Our Eyes on the Future</b></p> <p>Choose an item. By protecting the environment</p> <p>Choose an item. By strengthening our youth</p> <p>Choose an item. By supporting research</p> <p>Choose an item. By increasing our visibility</p> <p>Choose an item. By building a strong and supportive club</p>

Detailed Requirements (if applicable): [Click here to enter text.](#)

**1. Estimated Budget Required:** Click here to enter text.

*(Attach a list of items – may include rental of space, advertising, new equipment, admin supplies, etc.)*

Estimated Member Hours Needed: Click here to enter text.

*(Attach a list of activities and number of members involved – may include meetings, waves, purchasing, etc.)*

**Use of non-Club Members:** Choose an item.

**2. Date(s) of event:** Click here to enter text.

**3. License (s) Required:** Choose an item. If yes, please identify which ones – eg Gaming, Liquor: Click here to enter text.

**4. Equipment Required:** Choose an item. (If yes, attach a list of equipment required)

**5. Other:** Click here to enter text.

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This area to be completed by the Club Secretary

Presented to the Board of Directors:

Date: Click here to enter a date.

Presented to the Club:

Carried Choose an item.

Date of Motion: Click here to enter a date.

Defeated Choose an item.

Date Defeated: Click here to enter a date.

Final Report Received:

Date: Click here to enter a date.

# Two Samples of Project Report Forms

#1

## PROJECT REPORT FORM

PROJECT \_\_\_\_\_ LOCATION \_\_\_\_\_

CHAIRPERSON \_\_\_\_\_ CO-CHAIRPERSON \_\_\_\_\_

LIONS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attach additional list if necessary

TOTAL HOURS \_\_\_\_\_

RECOGNITION \_\_\_\_\_

PROJECT DATES Start \_\_\_\_\_

REPORT DATE \_\_\_\_\_

Finish \_\_\_\_\_

Checks/Cheques.... = \$ \_\_\_\_\_

\*TOTAL \_\_\_\_\_

\_\_\_\_\_ x \$100.00 = \$ \_\_\_\_\_

\*\*EXPENSES \_\_\_\_\_

\_\_\_\_\_ x \$50.00 = \$ \_\_\_\_\_

\_\_\_\_\_ x \$20.00 = \$ \_\_\_\_\_

ADVANCE \_\_\_\_\_

\_\_\_\_\_ x \$10.00 = \$ \_\_\_\_\_

\_\_\_\_\_ x \$5.00 = \$ \_\_\_\_\_

BALANCE (+ -) \_\_\_\_\_

\_\_\_\_\_ x \$2.00 = \$ \_\_\_\_\_

\_\_\_\_\_ x \$1.00 = \$ \_\_\_\_\_

Coin ..... = \$ \_\_\_\_\_

\*Total \$ \_\_\_\_\_

### CHAIRPERSON'S COMMENTS & RECOMMENDATIONS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### ADDITIONAL COMMENTS & DETAILS ON REVERSE

\*\* List and Attach Receipts on Back



**#2**  
**LIONS PROJECT REPORT FORM**

PROJECT: \_\_\_\_\_ LOCATION: \_\_\_\_\_

CHAIRPERSON: \_\_\_\_\_ CO-CHAIRPERSON: \_\_\_\_\_

LIONS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Attach additional list if necessary

<u>Date worked &amp; task done</u>	<u># of Lions</u>	<u>Hours Spent</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total # \_\_\_\_\_ hrs. \_\_\_\_\_

Project starting date: \_\_\_\_\_ on going? \_\_\_\_\_ completion date: \_\_\_\_\_

Revenue: \_\_\_\_\_ Advances: \_\_\_\_\_

\_\_\_\_\_ Expenses: \_\_\_\_\_

**Grand total; gain or loss of project** \_\_\_\_\_

Proceeds submitted to Treasurer.  
 \_\_\_\_\_  
**Project Chairperson**

Received by Treasurer.  
 \_\_\_\_\_  
**Treasurer**

Note from Treasurer; money deposited of paid out. Account # \_\_\_\_\_





(Sample of one type of)  
**Club Visitation Report**

At the next meeting following your visitation, complete and hand to Secretary for transfer to the MD19 Visitation Excellence Award Form.

Date: \_\_\_\_\_

Club Visited: \_\_\_\_\_

Location: \_\_\_\_\_

Event: \_\_\_\_\_

Cost: \_\_\_\_\_

Length of Time: \_\_\_\_\_

Round Trip Mileage: \_\_\_\_\_ Kilometers (x.0621 = Miles) \_\_\_\_\_ Miles

Lions Attending:

Office:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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Remarks:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





## LIONS SERVICE CREDIT REQUEST FORM

Lions that have had previous breaks in Lions membership can claim their previous years as a Lion and apply it to their current Lions membership record by completing this form.

Name: \_\_\_\_\_

Current Club Name: \_\_\_\_\_

Current Club Number: \_\_\_\_\_ Current Club Join Date (month/year)

Please indicate below your former club name, district, join date, drop dates and drop reason. The information provided will be matched against International Headquarters' records and adjustments to the total years as a Lion will be made

Lions Club's Name	District	Join Date*	Drop Date*	Drop Reason

\*Lions unable to provide specific service dates should give their best estimates of those dates.

Total years of past active Lions club service: \_\_\_\_\_

Member Signature \_\_\_\_\_ Date \_\_\_\_\_

Lions Club President's Signature \_\_\_\_\_ Date \_\_\_\_\_

Lions Club Secretary's signature \_\_\_\_\_ Date \_\_\_\_\_

**Submit this form to:**

Club Officer and Record Administration  
300 W 22<sup>nd</sup> Street, Oak Brook, IL 60523-8842 USA  
[stats@lionsclubs.org](mailto:stats@lionsclubs.org)



(This form can be used if you do not use the MyLCI site to submit your WMMRs)

## TRANSFER MEMBER FORM Transfer Instructions for the Club Secretary

### Responsibilities of the current club

1. Complete the "To/From" section of this form as well as your portion of this transfer form. For purposes of this form, your club will now be referred to as the "Former Lions club."
2. Drop the member using the WMMR or MMR
3. Send a copy of this transfer form to the club the member wishes to transfer into.

### Responsibilities of the new (transfer accepting) club

1. Complete your portion of the transfer form.
2. Keep a copy of the completed transfer form for your records.
3. Use either the WMMR or MMR to report the member as a transfer. If using the WMMR to report, locate the appropriate dropped member within the "transfer" section of the WMMR and transfer that person into your club. If using the MMR, report the member as a transfer into your club and send both the MMR and this form to Lions Clubs Internationals at the address below.

**TO: NAME OF NEW LIONS CLUB** (if known): \_\_\_\_\_, District \_\_\_\_\_  
New Lions Club ID Number \_\_\_\_\_

**FROM: NAME OF FORMER LIONS CLUB:** \_\_\_\_\_, District \_\_\_\_\_

**We are pleased to recommend this Lion in good standing for membership into a new club.**

\*\*\*\*\***FORMER LIONS CLUB SECTION**\*\*\*\*\*

Full Name: \_\_\_\_\_ Spouse's Name: \_\_\_\_\_

New Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Arrival date in your area: \_\_\_\_\_

A Lion Since: \_\_\_\_\_

Listed as a dropped member on our MMR/WMMR for the month of: \_\_\_\_\_

Highest Chevron received: \_\_\_\_\_ Highest Membership Key awarded: \_\_\_\_\_

Sponsored the following new members who will count as credit toward Key Awards on dates shown

\_\_\_\_\_

Member a Melvin Jones Fellow? Yes \_\_\_\_\_ No \_\_\_\_\_

Highest Club Office Held: \_\_\_\_\_

Highest district office held: \_\_\_\_\_

Highest multiple district office held: \_\_\_\_\_

Highest international office held: \_\_\_\_\_

Special remarks:

Member's club service record available on request? Yes \_\_\_\_\_ No \_\_\_\_\_

**Former Club Name:** \_\_\_\_\_

**Former Club Account Number:** \_\_\_\_\_

Address: \_\_\_\_\_

District: \_\_\_\_\_ Secretary's Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Former Club Secretary's Signature

\*\*\*\*\* *NEW LIONS CLUB SECTION* \*\*\*\*\*

**NEW CLUB SECRETARY:** Please complete this section and keep for your records.

Lion \_\_\_\_\_, a former member of \_\_\_\_\_, District \_\_\_\_\_, was accepted as a transfer in our Lions Club of \_\_\_\_\_, District \_\_\_\_\_ on \_\_\_\_\_ (date).

\_\_\_\_\_  
New Club Secretary's Signature: \_\_\_\_\_

**Transfer Process Questions**

For questions regarding the transfer process, contact the Membership Operations Department by email at [memberops@lionsclubs.org](mailto:memberops@lionsclubs.org) or by phone at 630-468-6786

**MMR Users**

For questions regarding the submission of the MMR, contact the Club Officer & Record Administration Department by email at [stats@lionsclubs.org](mailto:stats@lionsclubs.org) or by phone at 630-468-6908. Send completed MMR form as well as this transfer form to Lions Clubs International at the following address:

Club Officer & Record Administration  
Lions Clubs International  
300 W. 22<sup>nd</sup> Street  
Oak Brook, IL 50823-8842 USA

**WMMR Users**

To report via the WMMR, go to "MyLCI" section of the Lions Clubs International Web Site ([lionsclubs.org](http://lionsclubs.org)) and enter your member number and password.

For questions regarding the MyLCI reporting, contact the Information Systems Dept. by email at [wmmr@lionsclubs.org](mailto:wmmr@lionsclubs.org) or by phone at 630-468-6851. For assistance reporting via the WMMR, also see the *Quick Reference Guide* located at the "MyLCI" section of the Lions Clubs International Web Site ([lionsclubs.org](http://lionsclubs.org)).

## MEMBERSHIP DROPS

### SUGGESTED POSITIVE POLICY & PROCEDURES

**When your club is thinking about dropping a member, please keep in mind:**

1. Attendance at regular meetings is **not** mandatory
2. Working on Lions Club projects or going on a visitation to another Lions Club is considered a makeup meeting.
3. A member, who is working, is sick, on holidays or on Military duty is automatically excused from meetings.
4. If there is an issue with non-payment of dues, would creating a payment schedule semi-annually or quarterly help? It is something to consider.

Dropping a Lion requires action by the Club's Board of Directors. **It is not the sole responsibility of the Club Secretary or Treasurer.** If you have Lions the club is thinking of dropping:

- Contact the members by telephone or letter first to see if they would like to remain members of your club.
- If no response, check with their sponsor.
- If they are paid up members, why is the club thinking of dropping them? They appear to support the mission of Lions by paying their dues and they are helping with administrative expenses, so why drop them?
- If they have moved, figure out where they are currently located and transfer them. People are sometimes quite diligent in changing their address for *The Lion* magazine. This updates their address online; thus checking your club records online with Lions Clubs International could reveal their new mailing address.
- Discuss any proposed action with your Lions Club Executive **before** taking any action.

If you have questions about the procedure you should follow, discuss the situation with your Zone Chairperson or District Governor.

### **REINSTATEMENT OF MEMBERSHIP (LIONS CLUBS INTERNATIONAL STANDARD CLUB CONSTITUTION & BY-LAWS**

By-Laws, Article 1 – Membership: Section 5. Reinstatement of Membership. Any member dropped from membership in good standing may be reinstated by the club's board of directors, and will retain their prior Lions service record as part of their total Lions service record. Members that have been dropped from membership for more than twelve (12) months must be approved in accordance with Article III, Section 2 of the Constitution.



# Dropped Member Report

DISTRICT / ZONE \_\_\_\_\_ CLUB \_\_\_\_\_

NAME OF DROPPED MEMBER \_\_\_\_\_

HOW LONG A MEMBER \_\_\_\_\_

HOW WAS DROP INITIATED?:

MEMBER? \_\_\_\_\_ BOARD OF DIRECTORS? \_\_\_\_\_ OTHER? \_\_\_\_\_

WHO CONTACTED MEMBER?:

MEMBERSHIP / RETENTION DIRECTOR? \_\_\_\_\_

MEMBER OF MEMBERSHIP RETENTION COMMITTEE \_\_\_\_\_

SPONSOR \_\_\_\_\_

OTHER? (SPECIFY) \_\_\_\_\_

WAS RETENTION DISCUSSED WITH MEMBER? \_\_\_\_\_

WAS A LEAVE OF ABSENCE CONSIDERED? \_\_\_\_\_

WAS MEMBER-AT-LARGE STATUS DISCUSSED? \_\_\_\_\_

WAS A MEMBERSHIP STATUS CHANGE DISCUSSED? \_\_\_\_\_

WAS TRANSFER TO ANOTHER LIONS CLUB DISCUSSED? \_\_\_\_\_

SUBMITTED BY \_\_\_\_\_ MEMBERSHIP/RETENTION DIRECTOR

.....

## FOR CLUB SECRETARY

IF MEMBER MOVED, WAS TRANSFER FORM SENT TO INTERNATIONAL? \_\_\_\_\_

IF NOT, STATE REASON

---

PLEASE MAKE SEVERAL COPIES OF THIS FORM SO YOU WILL HAVE SOME ON HAND!

## MEMBERSHIP CATEGORY CHART

Category	Prompt payment of dues (club, district & Int'l)	Participation in club activities	Conduct reflecting favorable image
ACTIVE	YES	YES	YES
AFFILIATE	YES	YES, When able	YES
ASSOCIATE	YES, CLUB ONLY	YES, When able	YES
HONORARY	NO, Club pays applicable Int'l & district dues	YES, When able	YES
LIFE	YES, district & club only – NO Int'l dues obligation	YES, When able	YES
MEMBER AT LARGE	YES	YES, When able	YES
PRIVILEGED	YES	YES, When able	YES

Category	Eligibility to seek club, district or Int'l office	Voting Privileges	Delegate at District or Int'l Convention
ACTIVE	YES	YES	YES
AFFILIATE	NO	Club Matters Only	NO
ASSOCIATE	NO	District Convention (Primary) Club Matters Only (Both)	NO
HONORARY	NO	NO	NO
LIFE	Yes, If fulfills obligations of Active Member	Yes, If fulfills obligations of Active Member	Yes, If fulfills obligations of Active Member
MEMBER AT LARGE	NO	YES, Club Matters Only	NO
PRIVILEGED	NO	YES	YES



## Award Record

### Perfect Attendance Awards

Date Qualified	Date Qualified	Date Qualified	Date Qualified	Date Qualified
1 _____	9 _____	17 _____	25 _____	33 _____
2 _____	10 _____	18 _____	26 _____	34 _____
3 _____	11 _____	19 _____	27 _____	35 _____
4 _____	12 _____	20 _____	28 _____	36 _____
5 _____	13 _____	21 _____	29 _____	37 _____
6 _____	14 _____	22 _____	30 _____	38 _____
7 _____	15 _____	23 _____	31 _____	39 _____
8 _____	16 _____	24 _____	32 _____	40 _____

### KEY AWARDS

New Member Sponsored	Date	New Member Sponsored	Date
1.		13.	
2.		14.	
3.		15.	
4.		16.	
5.		17.	
6.		18.	
7.		19.	
8.		20.	
9.		21.	
10.		22.	
11.		23.	
12.		24.	
		25.	

Key Issued \_\_\_\_\_ Membership Advancement Key Issued \_\_\_\_\_ Master Key Issued \_\_\_\_\_  
 Senior Master Key Issued \_\_\_\_\_ Other Keys \_\_\_\_\_

Chevrons		Date Qualified
<input type="checkbox"/> 10 Year Charter Chevron	or <input type="checkbox"/> 10 Year Old Monarch	_____
<input type="checkbox"/> 15 Year Charter Chevron	“ <input type="checkbox"/> 15 Year Old Monarch	_____
<input type="checkbox"/> 20 Year Charter Chevron	“ <input type="checkbox"/> 20 Year Old Monarch	_____
<input type="checkbox"/> 25 Year Charter Chevron	“ <input type="checkbox"/> 25 Year Old Monarch	_____
<input type="checkbox"/> 30 Year Charter Chevron	“ <input type="checkbox"/> 30 Year Old Monarch	_____
<input type="checkbox"/> 35 Year Charter Chevron	“ <input type="checkbox"/> 35 Year Old Monarch	_____
<input type="checkbox"/> 40 Year Charter Chevron	“ <input type="checkbox"/> 40 Year Old Monarch	_____
<input type="checkbox"/> 45 Year Charter Chevron	“ <input type="checkbox"/> 45 Year Old Monarch	_____
<input type="checkbox"/> 50 Year Charter Chevron	“ <input type="checkbox"/> 50 Year Old Monarch	_____

## URGENT! THIS IS YOUR 20\_\_-20\_\_ LIONS CLUBS OFFICER REPORTING FORM

- Reporting newly elected club officers is extremely important to ensure that the new officers receive the information and material they will need for the coming year. You may report the new officers using the MyLCI Website or by mailing this printed form to International Headquarters (deadline May 15). Mailing instructions follow.
- Changes in club officers during the fiscal year should be entered in MyLCI or sent to International Headquarters.

CLUB NO:	NAME OF CLUB:	COUNTRY:
* Member number are found on the Semi-Annual Membership Dues Invoice. # Provide updated home address information in the local mailing format Lions mail will be sent to the home address unless SEND MAIL TO CLUB ADDRESS is checked below		
<b>CLUB MAILING ADDRESS:</b>		
<b>PRESIDENT:</b> NAME (Last, First)		*MEMBER NUMBER:
Addr Line 1		PREFERRED CONTACT PHONE NUMBER:  <input type="checkbox"/> cell <input type="checkbox"/> home <input type="checkbox"/> business
Addr Line 2		
E-MAIL ADDRESS:	SPOUSE/ADULT COMPANION NAME:	Send <input type="checkbox"/> home address Mail to: <input type="checkbox"/> club address
<b>FIRST CLUB VICE PRESIDENT:</b> NAME (Last, First)		*MEMBER NUMBER:
Addr Line 1		PREFERRED CONTACT PHONE NUMBER:  <input type="checkbox"/> cell <input type="checkbox"/> home <input type="checkbox"/> business
Addr Line 2		
E-MAIL ADDRESS:	SPOUSE/ADULT COMPANION NAME:	Send <input type="checkbox"/> home address Mail to: <input type="checkbox"/> club address
<b>SECOND CLUB VICE PRESIDENT:</b> NAME (Last, First)		*MEMBER NUMBER:
Addr Line 1		PREFERRED CONTACT PHONE NUMBER:  <input type="checkbox"/> cell <input type="checkbox"/> home <input type="checkbox"/> business
Addr Line 2		
E-MAIL ADDRESS:	SPOUSE/ADULT COMPANION NAME:	Send <input type="checkbox"/> home address Mail to: <input type="checkbox"/> club address
<b>SECRETARY:</b> NAME (Last, First)		*MEMBER NUMBER:
Addr Line 1		PREFERRED CONTACT PHONE NUMBER:  <input type="checkbox"/> cell <input type="checkbox"/> home <input type="checkbox"/> business
Addr Line 2		
E-MAIL ADDRESS:	SPOUSE/ADULT COMPANION NAME:	Send <input type="checkbox"/> home address Mail to: <input type="checkbox"/> club address
<b>TREASURER:</b> NAME (Last, First)		*MEMBER NUMBER:
Addr Line 1		PREFERRED CONTACT PHONE NUMBER:  <input type="checkbox"/> cell <input type="checkbox"/> home <input type="checkbox"/> business
Addr Line 2		
E-MAIL ADDRESS:	SPOUSE/ADULT COMPANION NAME:	Send <input type="checkbox"/> home address Mail to: <input type="checkbox"/> club address
<b>MEMBERSHIP CHAIRPERSON:</b> NAME (Last, First)		*MEMBER NUMBER:
Addr Line 1		PREFERRED CONTACT PHONE NUMBER:  <input type="checkbox"/> cell <input type="checkbox"/> home <input type="checkbox"/> business
Addr Line 2		
E-MAIL ADDRESS:	SPOUSE/ADULT COMPANION NAME:	Send <input type="checkbox"/> home address Mail to: <input type="checkbox"/> club address

<b>CLUB LCIF CORDINATOR:</b> NAME (Last, First)		*MEMBER NUMBER:	PREFERRED CONTACT PHONE NUMBER:  <input type="checkbox"/> cell <input type="checkbox"/> home <input type="checkbox"/> business
Addr Line 1			
Addr Line 2			
E-MAIL ADDRESS:	SPOUSE/ADULT COMPANION NAME:		Send <input type="checkbox"/> home address Mail to: <input type="checkbox"/> club address

<b>CLUB SERVICE CHAIRPERSON:</b> NAME (Last, First)		*MEMBER NUMBER:	PREFERRED CONTACT PHONE NUMBER:  <input type="checkbox"/> cell <input type="checkbox"/> home <input type="checkbox"/> business
Addr Line 1			
Addr Line 2			
E-MAIL ADDRESS:	SPOUSE/ADULT COMPANION NAME:		Send <input type="checkbox"/> home address Mail to: <input type="checkbox"/> club address

<b>CLUB MARKETING COMMUNICATIONS CHAIRPERSON:</b> NAME (Last, First)		*MEMBER NUMBER:	PREFERRED CONTACT PHONE NUMBER:  <input type="checkbox"/> cell <input type="checkbox"/> home <input type="checkbox"/> business
Addr Line 1			
Addr Line 2			
E-MAIL ADDRESS:	SPOUSE/ADULT COMPANION NAME:		Send <input type="checkbox"/> home address Mail to: <input type="checkbox"/> club address

### CLUB MEETING INFORMATION

If there are changes in your meeting information, indicate the changes below or enter via MyLCI >> My Lions Club >> Club Info.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
EACH WEEK							
1 <sup>ST</sup> WEEK							
2 <sup>ND</sup> WEEK							
3 <sup>RD</sup> WEEK							
4 <sup>TH</sup> WEEK							
ALTERNATE WEEKS							
HOUR							

Meeting Place:	
Street Address:	
City:	

If club website address has changed:

Club Website URL: \_\_\_\_\_

### SUBMISSION INSTRUCTIONS

A) This form can be submitted by the current club president or secretary

As the current (select one)  Club President  Club Secretary

I certify that the above information is correct

My Name: \_\_\_\_\_

My Member Number: \_\_\_\_\_

**Electronic Signature:**

The person who submits this information should email this form to [MemberServiceCenter@lionsclubs.org](mailto:MemberServiceCenter@lionsclubs.org) using his or her primary email address. Your email account will serve as your electronic signature.

OR

**Written Signature:**

The person who submits this information should print this form, sign below and fax to 630-571-1687 or mail to:

Lions Clubs International  
Member Service Center  
300 West 22<sup>nd</sup> Street  
Oak Brook, IL 60523-8842 USA

Signature: \_\_\_\_\_

B) Alternately, next year officers can be submitted via the MyLCI Website: [.http://mylci.lionsclubs.org](http://mylci.lionsclubs.org)



# LIONS CLUB BRANCH

## Club Officer Report Form

### 20\_\_-20\_\_ MD 19 ROSTER INFORMATION

**PLEASE RETURN BY MAY 15<sup>th</sup>**

**FOR THE MD19 ROSTER**

Make Copies to send to: YOUR ZONE CHAIRPERSON & 1<sup>st</sup> Vice District Governor

PLEASE SEND TO: **MD19 LIONS OFFICE**

4141 W MAPLEWOOD AVE.  
BELLINGHAM, WA 98226

**TYPE OR PRINT CAREFULLY AND COMPLETE IN DETAIL**

NAME OF BRANCH \_\_\_\_\_ DISTRICT/ZONE \_\_\_\_\_

PARENT CLUB \_\_\_\_\_

TIME OF MEETING \_\_\_\_\_  A.M.  P.M. MEETING PLACE \_\_\_\_\_

MEETING ENDS AT \_\_\_\_\_

WEEKLY  1ST & 3RD  2ND & 4TH ADDRESS \_\_\_\_\_

DAY OF WEEK \_\_\_\_\_ (If Club Branch has more than one meeting time etc., fill spaces below)

TIME OF MEETING \_\_\_\_\_  A.M.  P.M. MEETING PLACE \_\_\_\_\_

MEETING ENDS AT \_\_\_\_\_

WEEKLY  1ST & 3RD  2ND & 4TH ADDRESS \_\_\_\_\_

DAY OF WEEK \_\_\_\_\_

**COORDINATOR:** (will be listed as Pres. in MD19 Roster)

**VICE COORDINATOR** (will be listed as Sec. in MD19 Roster)

NAME \_\_\_\_\_

NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

CITY \_\_\_\_\_

STATE / PROVINCE, ZIP / POSTAL CODE \_\_\_\_\_

STATE / PROVINCE, ZIP / POSTAL CODE \_\_\_\_\_

(AREA CODE) (RESIDENCE PHONE) \_\_\_\_\_

(AREA CODE) (RESIDENCE PHONE) \_\_\_\_\_

(AREA CODE) (BUSINESS PHONE) \_\_\_\_\_

(AREA CODE) (BUSINESS PHONE) \_\_\_\_\_

(AREA CODE) (FAX) \_\_\_\_\_

(AREA CODE) (FAX) \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

**PLEASE GIVE THE NAMES, ADDRESSES, PHONE NUMBERS WITH AREA CODES OF ANY PAST DISTRICT GOVERNORS WHO ARE MEMBERS OF YOUR CLUB BRANCH (use back of form if necessary):**

# LEO CLUB



## OFFICER REPORT FORM 20\_\_\_\_-20\_\_\_\_ MD19 ROSTER INFORMATION

RETURN BY MAY 15<sup>TH</sup>.

PLEASE SEND 1 COPY TO: Your Zone Chairperson, 1<sup>st</sup> VDG (District Governor-Elect) & District LEO Chairperson

1 COPY TO: MD19 LIONS OFFICE  
4141 W MAPLEWOOD AVE.  
BELLINGHAM, WA 98226

TYPE OR PRINT CAREFULLY AND IN COMPLETE DETAIL

NAME OF CLUB \_\_\_\_\_ DISTRICT/ZONE \_\_\_\_\_

NAME OF SPONSORING LIONS CLUB \_\_\_\_\_

TIME OF MEETING \_\_\_\_\_  A.M.  P.M. MEETING ENDS AT \_\_\_\_\_

MEETING PLACE \_\_\_\_\_

ADDRESS \_\_\_\_\_

WEEKLY  
 1ST & 3RD  
 2ND & 4TH DAY OF WEEK \_\_\_\_\_

**PRESIDENT:**

**LEO CLUB ADVISOR:**

**LIONS LIASION** (If other than advisor)

NAME \_\_\_\_\_

NAME \_\_\_\_\_

NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

CITY \_\_\_\_\_

CITY \_\_\_\_\_

STATE / PROVINCE, ZIP / POSTAL CODE \_\_\_\_\_

STATE / PROVINCE, ZIP / POSTAL CODE \_\_\_\_\_

STATE / PROVINCE, ZIP / POSTAL \_\_\_\_\_

(AREA CODE) (RESIDENCPHONE) \_\_\_\_\_

(AREA CODE) (RESIDENCE PHONE) \_\_\_\_\_

(AREA CODE) (RES PHONE) \_\_\_\_\_

(AREA CODE) (BUSINESS PHONE) \_\_\_\_\_

(AREA CODE) (BUSINESS PHONE) \_\_\_\_\_

(AREA CODE) (BUS PHONE) \_\_\_\_\_

(AREA CODE) (FAX) \_\_\_\_\_

(AREAODE) (FAX) \_\_\_\_\_

(AREA CODE) (FAX) \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_





**APPLICATION FOR \_\_\_\_\_ (Yr.) MD19 PRESIDENT RECOGNITION OF EXCELLENCE**

In order to receive the President’s Excellence Award, the Club must have met the following criteria during the \_\_\_\_\_ year and the Club Secretary must fill out this form and send it to the MD19 Office by July 25<sup>th</sup> of the following Lions year. A maximum of 145 points can be earned with 115 points needed to qualify for this award.

\_\_\_\_\_  
Club No. (4 or 6 digits)                      Club Name                      Dist./Zone                      Date

**(Please Print)** YR: \_\_\_\_\_ Club President                      **(Please Print)** YR: \_\_\_\_\_ Club Secretary

**THE FOLLOWING REQUIREMENTS MUST BE FULFILLED: (Please check the boxes)**

- 1. **MEMBERSHIP GROWTH:** A net gain of one (1) member has been realized by the end of the year, July 1, 20\_\_ – June 30, 20\_\_ **20 points**
- 2. **LEADERSHIP PREPARATION:** The Club President will attend an online or face-to-face MD19 approved president training at the zone or district level after his/her club election and prior to June 30<sup>th</sup> of the Lions year in which he/she served. If training was not completed by June 30<sup>th</sup>, the president may attend a training at the zone or district level by September 30<sup>th</sup>. The District Global Leadership Team Coordinator will report the completion of the training to the MD office and District Governor by October 25<sup>th</sup> of that year on a form found on the MD19 website. **15 points**

\_\_\_\_\_  
Place & Date of Club Officer Training

- 3. **SETTING CLUB PRIORITIES:** A minimum of one three-hour planning session was held during the current Lions year and was attended by a majority of club members. **15 points**

\_\_\_\_\_  
Date of Planning Session

\_\_\_\_\_  
Facilitator

**If using an outside facilitator                      5 points.**

- 4. **CLUB ACTIVITIES:** At least one fund-raising project and one service project was held during the current Lions year. **15 points**
- 5. **DISTRICT SPRING CONFERENCE:** At least two (2) members, one (1) of which is the Club President, will register and attend the District Spring Conference. These second member may not be the Zone Chairperson or the District Governor. **20 points**

\_\_\_\_\_  
Name of Attendee / Office held

\_\_\_\_\_  
Name of Attendee / Office held

- 6. **CONTESTS & AWARDS:** The club will participate in at least one (1) Contests and Awards competition at their District Conference. **20 points**
- 7. **Communication:**
  - a. The club published a monthly newsletter **with copies distributed** to the District Governor, Vice District Governor, Zone Chairperson, Multiple District 19 Office, club members and others as desired. **20 points**
  - b. The club published and distributed a club brochure at club functions. **15 points**  
**Copy of brochure must be submitted to MD19 Office by June 30<sup>th</sup>.**



**APPLICATION FOR \_\_\_\_\_(Yr.) CLUB MEMBERSHIP DIRECTOR  
RECOGNITION OF EXCELLENCE**

In order to qualify for the Club Membership Director Excellence Award, the Membership Director must have earned at least 115 points up to a maximum of 145 points. The Membership Director or Club Secretary must fill out this form and send it to the MD19 Office by July 25<sup>th</sup> of the following Lions year.

\_\_\_\_\_  
Club No. (4 or 6 digits)                      Club Name                      Dist./Zone                      Date

\_\_\_\_\_  
*(Please Print)* YR: \_\_\_\_\_ Club President                      *(Please Print)* YR: \_\_\_\_\_ Club Membership Director

PLEASE CHECK THE BOXES BELOW FOR EACH FULFILLED REQUIREMENT:

- 1. Attend a Club Membership Director online or face-to-face MD19 approved Club Membership Director training at the zone or district level after his/her club election and prior to June 30<sup>th</sup> of the Lions year in which he/she served. If training was not completed by June 30<sup>th</sup>, the Club Membership Director may attend a training at the zone or district level by September 30<sup>th</sup>. The District Global Leadership Team Coordinator will report the completion of the training to the MD office and District Governor by October 25<sup>th</sup> of that year on a form found on the MD19 website. **15 Points**

\_\_\_\_\_  
Place & Date of Club Officer Training

- 2. Attended his/her own Club's Planning Session. **20 Points**

\_\_\_\_\_  
Date of Planning Session                      Facilitator

- 3. Held an Open House or Invite-a-Friend event for his/her own club. **30 Points**

- 4. Organized at least one Club Orientation Presentation. **30 Points**

- 5. Maintained a three (3) person Membership Committee (clubs with over 50 members) or a two (2) person committee (clubs with 50 members or less). **20 Points**

- 6. Showed a 5% increase in club membership. **15 Points**

7. Attended Zone Meetings and shared any new programs and their results that are being used to recruit, orient and retain members. **(5 pts per meeting) 15 Pts Max**

\_\_\_\_\_                       \_\_\_\_\_                       \_\_\_\_\_  
(Date of Mtg.)                      (Date of Mtg.)                      (Date of Mtg.)



**APPLICATION FOR \_\_\_\_\_ (Yr.) MD19 TREASURER RECOGNITION OF EXCELLENCE**

In order to receive the Treasurer's Excellence Award, the Treasurer must have met the following criteria during the 2019-2020 year and the Club Secretary must fill out this form and send it to the MD19 Office by July 25<sup>th</sup> of the following Lions year. Must be signed by both Club President and Club Secretary. A maximum of 325 points can be earned with 290 points needed to qualify for this award.

\_\_\_\_\_  
Club No. (4 or 6 digits)                      Club Name                      Dist./Zone                      Date

**(Please Print)** YR: \_\_\_\_\_ Club Treasurer

**THE FOLLOWING REQUIREMENTS MUST BE FULFILLED: (please Check boxes)**

- 1. The Treasurer shall have served faithfully and diligently, for a minimum of six (6) months, during his/her term of office as attested to by the Club President.
- 2. **TREASURER PREPARATION:** The Club Treasurer shall attend a treasurer training session at the zone or district level. Attendance at the meeting will be reported on the Leadership Training Form and/or the Club Visitation form. If the training session was not held by the preceding Zone Chairperson, or by the District, the current Zone Chairperson, or the District, may hold a training session by September 30th. **(50 points)**

\_\_\_\_\_  
Place & Date of Club Officer Training

- 3. Treasurer shall attend his/her club planning session during term of office **(15 points)**

\_\_\_\_\_  
Date of Planning Session

- 4. Treasurer shall attend his/her District Conference during his/her term of office. **(25 points)**
- 5. Treasurer shall attend the MD19 Annual Convention during his/her term of office. **(25 points)**
- 6. **GOOD FINANCIAL STANDING:** His/her club shall be in good financial standing with the Multiple District as of July 1st. **(25 points)**. **And** semi-annual MD19 dues paid in or before September and March. **(25 points)**                      **Total 50 points possible**
- 7. **FILING TAX RETURNS:** Timely file the required annual IRS tax return for the previous fiscal year. If there is no requirement in the club's jurisdiction for filing a tax return, points are automatically awarded. **(50 points)**
- 8. **ANNUAL CLUB BUDGET:** By September 30 of the current physical year present and have approved a budget for the club and its foundation if applicable. **(50 points)**
- 9. **FINANCIAL REPORTS TO THE CLUBS BOARD OF DIRECTORS..... (max 60 points)**  
Present a monthly report of the financial activities to the board of directors. **(5 points per report per month)**

**Signed by:**

\_\_\_\_\_  
YR: \_\_\_\_\_ Club President

\_\_\_\_\_  
YR: \_\_\_\_\_ Club Secretary



# 2021-2022 CLUB EXCELLENCE AWARD APPLICATION (LCI Award)

\_\_\_\_\_ Date

Club Number	Club Name	District
Member Number	2021-2022 Club President's Name	Email Address

## 1. MEMBERSHIP

- Achieved a net growth of: \_\_\_\_\_ or Chartered new Lions Club, Leo Club or Club Branch:  
Name of club, or branch: \_\_\_\_\_

## 2. SERVICE

- Contributed to LCIF
- Started a new service project. *Consider one of our Global Causes!*
- List Three projects / events hosted by the club:
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_

## 3. LEADERSHIP & ORGANIZATIONAL EXCELLENCE

- Club is in good standing: Not in Status Quo or Financial Suspension. District dues are paid and no unpaid balance with LCI greater than US\$50 outstanding 90 days or more.
- Reported Club Officers to LCI
- Key Officers participate in one or more following leadership training events. *Select all that apply.*
  - District  Multiple District
  - International  Webinars
  - Lions Learning Center
- Improved club operations. Use the Club Quality Initiative to identify opportunities for improving your club.  
Improvements include: \_\_\_\_\_

## 4. MARKETING AND COMMUNICATION

- The club has publicized its service activities through local media or social media. Choose all that apply:
  - Facebook  Local Paper
  - Instagram  Radio
  - Twitter  Club Website
  - Billboards  Posted or distributed Flyers
  - Presentations to groups
  - Other \_\_\_\_\_

District	2021-2022 District Governor Signature*	Member Number	Date
----------	----------------------------------------	---------------	------

**Due by:** August 31, 2022  
**Send to:** [clubexcellenceaward@lionsclubs.org](mailto:clubexcellenceaward@lionsclubs.org)  
**Awards Mailed to:** 2022-23 District Governors

\* If sent from district governor's registered email, it qualifies as signature on applications submitted electronically.

Request for review of award eligibility from a disqualified club will be considered only if received at International Headquarters within 12 months after completion of the fiscal year, provided that the original application form is already filed at LCI.

DA-CEA 3/21 EN

**This is a sample – the 2022-2023 Application may be different**

## Sample of New Club Congratulations Letter

Rex Quill, Secretary  
Home Town Lions Club  
P.O. Box A-1  
Home Town, WA 00000

January 15, 202-

Leon Newby, Secretary  
New Town Lions Club  
#1 Main Street  
New Town, B.C. V0X 0X0

Dear Secretary Leo,

On behalf our President Simba, the Board of Directors and the members of the Home Town Lions Club. I would like to congratulate you and your new Lions Club members on your upcoming Charter Night February 30<sup>th</sup> 202\_\_ and welcome your new Lions Club to the Lions Family.

We would enjoy having a visit from the members of your club. We meet every Wednesday evening at the Community Hall, 7<sup>th</sup> and Main St.; our members begin to arrive at 6:00 pm with the call to order at 7:00pm.

As our meals are catered please phone in advance with the number of Lions who are planning to visit.

My phone number is (555) 555-5555, and is listed with our club's information in the Multiple District 19 Roster for future information.

Again congratulations, and welcome to the world of Lionism.

Yours in Service,

*Rex Quill*

Rex Quill  
Secretary

Cc MD19 Office  
Club President  
Club File

## Sample of Thank You Letter

Mountain, B.C. V0X 0X0

Leo, Rex Quill, Secretary  
Home Town Lions Club  
P.O. Box A-1  
Home Town, WA 00000

June 15, 202\_\_

Leo Simba, Secretary  
Mountain Town Lions Club  
# 12 Hillside Rd.  
Mountain Town, WA 00000

Dear Secretary Leo,

On behalf of President McPeak, the Board of Directors and members of the Home Town Lions Club, I wish to extend our warm thanks for the assistance provided by the Mountain Top Lions Club in completing the final stage of painting the Home Town County Museum this last weekend.

The old museum looks like new with its topcoat and I am sure this new look will attract many visitors this summer.

The Home Town Museum Board will mount a plaque to proclaim that both the Home Town and Mountain Top Lions Club provided the volunteer labor.

Once again our sincere thank you to your members for their unselfish efforts in the spirit of Lionism.

Yours in Service,

*Rex Quill*

Rex Quill  
Secretary

Cc MD19 Office  
Club President  
Club File

## Sample of Memorial Letter

Rex Quill, Secretary  
Home Town Lions Club  
P.O. Box A-1  
Home Town, WA 00000

June 15, 202\_\_

Leo Simba, Secretary  
Mountain Town Lions Club  
# 12 Hillside Rd.  
Mountain Town, WA 00000

Dear Secretary Leo,

On behalf of the Home Town Lions Club, it is indeed with great sorrow that we offer condolences on the passing of Past International Director Ricky Pride, a member of the Mountain Town Lions Club.

We were saddened to hear of your loss, and we know that he will be missed by everyone who knew him.

Our thoughts are with your club and Lion Ricky's family at this time of remembering him and the contributions he made to your club and your community.

May he always stay in your hearts and in your thoughts.

Yours in Lionism,

*Rex Quill*

Rex Quill  
Secretary

Cc MD19 Office  
District Governor  
Club President  
Club File

## Sample of Visiting Lions Notification Letter

Penelope Parker, Secretary  
Prosperity Lions Club  
P.O. Box 989  
Happy Town, B.C. V0X 0X0

September 11, 202\_\_

Robert Shoreline  
Harbor Point Lions Club  
1234 Coastline Rd.  
Harbor Point WA, 00000

Dear Secretary Robert,

It was a pleasure to have two of your Lions attend our meeting of September 5<sup>th</sup>.

Lions John Bull and Curly Locks appeared to enjoy our meeting and program presented by the local Department of Fisheries Office.

Due to unforeseen circumstance, our Tail Twister had to be excused from the meeting and could not give the special attention that is normally reserved for visiting Lions.

Special permission has been granted to your Tail Twister to fine your members John and Curly for sitting together at the meeting rather than separating and sitting amongst our Lions.

As a tip, any fines assessed against John and Curly on behalf of our Tail Twister could be considered a donation to your club convention account.

Yours in Service,

*Penelope Parker*

Penelope Parker  
Secretary

Cc MD19 Office  
Club President  
Club File



## Sample of Club Announcement Letter

Roger Records, Secretary  
Pancake Valley Lions Club  
P.O. Box 123  
Flapjack Valley, B.C. V0X 0X0

April 12, 202\_\_

Multiple District 19  
Lions Clubs International  
4141 W Maplewood Ave.  
Bellingham WA, 98226

Dear Peter Anderson, Executive Director MD19

The Pancake Valley Lions Club will be holding its 50<sup>th</sup> annual Father's Day Pancake Breakfast on June 15, 202\_\_.

We request that the following announcement be placed in the Border Crossing this month.

### **Pancake Valley 50<sup>th</sup> Annual Father's Day Pancake Breakfast**

**Flapjack Valley Community Hall, 88 Syrup St. Flapjack Valley B.C.**

**Sunday June 15, 202\_\_ 8:00am to 12:00 Noon.**

**Our Lions will serve great Pancakes and Sausage, Juice and Coffee.**

**\$8.00 CDN / US**

Thank you in advance for your cooperation, if more information is required please do not hesitate to contact me.

Yours in Service,

*Roger Records*

Roger Records  
Secretary

(Note: A copy of this letter should be personalized and sent to the DG, VDG, & ZC)

**Clubs advertising fundraisers must purchase space according to the Price List for Ads found in the *Border Crossing*. There is no charge for clubs announcing a Charter Anniversary, Charter Night or Installations, etc. under the Special Events section. AWeber (emailed) can also be used to send information to Lions Clubs. See the *Border Crossing* for costs.**

## Sample of Letter Acknowledging District Governor Visit

George Lawmaker, Secretary  
Sheriff Hills Lions Club  
P.O. Box 2212  
Sheriff Hills, WA 00000

Jan 12, 202\_\_

District Governor Gloria Goodyear  
MD19 Lions Clubs International  
1234 Membership Lane  
Needmore, WA 00000

Dear District Governor Gloria,

President Harry Handcuffs has marked his agenda for your visit to our club on February 15<sup>th</sup>.

Our Board of Directors convenes at 5:45 pm with our regular meeting beginning at 7:00pm.

As this is your official visit to our Lions Club there will be no other program scheduled for this evening.

The Sheriff Hills Lions Club members are looking forward to your visit and would like to ask you to let us know by February 1<sup>st</sup> how many Lions, including your spouse will be accompanying you so we may advise our caterers.

Naturally, our club will pay for your meal and the price for other guests accompanying you will be \$17.00 US.

We are looking forward to your visit and if you have any requests or require further information do not hesitate to contact me.

Yours in Service,

*George Lawmaker*

George Lawmaker  
Secretary

(Note: This letter format can also be used for the Zone Chairperson's Official Visit)

## Sample of Meeting Change Letter

Roger Records, Secretary  
Pancake Valley Lions Club  
P.O. Box 123  
Flapjack Valley, B.C. V0X 0X0

April 13, 202\_\_

Multiple District 19  
Lions Clubs International  
4141 W Maplewood Avenue  
Bellingham, WA 98226

Dear Peter Anderson, Executive Director MD19

### **Pancake Valley Lions Club celebrates 50 years of service!**

Due to the Pancake Valley Lions Club holding their 50<sup>th</sup> Annual Father's Day Pancake Breakfast on June 15, 202\_\_ our regular meeting of June 13<sup>th</sup> has been cancelled.

We will resume our regular meeting schedule on June 27, 202\_\_.

Please publish this meeting change in the next *Border Crossing*.

Please join us for a great Pancake Breakfast and the celebration of serving our community for 50 years.

Yours in Service,

*Roger Records*

Roger Records  
Secretary

Cc District Governor  
Vice District Governor  
Zone Chairperson

## LIONS CLUBS INTERNATIONAL TELEPHONE DIRECTORY

**(630) 571-5466 to get the operator**

<b>Department</b>	<b>Extension</b>	<b>Email</b>
Club Supplies & Distribution	3822	<a href="mailto:clubsupplies@lionsclubs.org">clubsupplies@lionsclubs.org</a>
Fax #	(630) 571-0964	
Toll free #	1-800-710-7822	
Questions & Concerns		<a href="mailto:orderdetails@lionsclubs.org">orderdetails@lionsclubs.org</a>
Convention	(630) 468-6761	<a href="mailto:convention@lionsclubs.org">convention@lionsclubs.org</a>
Fax #	(630) 571-1689	
District & Club Administration	6828	<a href="mailto:districtadministration@lionsclubs.org">districtadministration@lionsclubs.org</a>
English Language	6919	<a href="mailto:EnglishLanguage@lionsclubs.org">EnglishLanguage@lionsclubs.org</a>
Eurafrican	6981	<a href="mailto:Eurafrican@lionsclubs.org">Eurafrican@lionsclubs.org</a>
Ibero-American	6862	<a href="mailto:iberoamerican@lionsclubs.org">iberoamerican@lionsclubs.org</a>
Pacific Asian	6953	<a href="mailto:pacificasian@lionsclubs.org">pacificasian@lionsclubs.org</a>
Extension & Membership	(630) 468-6734	<a href="mailto:extension@lionsclubs.org">extension@lionsclubs.org</a>
Membership Operations	3831	<a href="mailto:memberops@lionsclubs.org">memberops@lionsclubs.org</a>
Finance Division	(630) 468-6823	<a href="mailto:finance@lionsclubs.org">finance@lionsclubs.org</a>
Accounts Receivable/ M. Billing	(630) 203-3820	<a href="mailto:accountsreceivable@lionsclubs.org">accountsreceivable@lionsclubs.org</a>
Leadership Development Programs	(630) 468-7033	<a href="mailto:leadershipdevelopment@lionsclubs.org">leadershipdevelopment@lionsclubs.org</a>
Legal	3847	<a href="mailto:legal@lionsclubs.org">legal@lionsclubs.org</a>
Certificates of Insurance	1-800-316-6705	
LCIF	(630) 203-3836	<a href="mailto:lcif@lionsclubs.org">lcif@lionsclubs.org</a>
Fax	(630) 571-5735	
Humanitarian Grants		<a href="mailto:LCIFHumanitarianPrograms@lionsclubs.org">LCIFHumanitarianPrograms@lionsclubs.org</a>
Emergency Grant Requests	(630) 203-3819	<a href="mailto:lcifemergencygrants@lionsclubs.org">lcifemergencygrants@lionsclubs.org</a>
Donations & Donor Recognition		<a href="mailto:donorassistance@lionsclubs.org">donorassistance@lionsclubs.org</a>
MyLCI / Information Technology	(630) 203-3844	<a href="mailto:informationtechnology@lionsclubs.org">informationtechnology@lionsclubs.org</a>
Member Service Center	(630) 468-6900	<a href="mailto:mylci@lionsclubs.org">mylci@lionsclubs.org</a>
Public Relations & Communications	(630) 468-6817	<a href="mailto:pr@lionsclubs.org">pr@lionsclubs.org</a>
Fax	(630) 571-1685	
Advertising & Production	6880	
Audio Visual & Events	(603) 203-3812	
Public Relations	6883	
Peace Poster Contest	6835	
Officers & Director Bios	6767	
E-Clubhouse	6882	
LION Magazine	(630) 468-6798 or 468-7130	<a href="mailto:magazine@lionsclubs.org">magazine@lionsclubs.org</a>
Service Activities Division		<a href="mailto:programs@lionsclubs.org">programs@lionsclubs.org</a>
Leo Club Program Department	(630) 571-5466	<a href="mailto:leo@lionsclubs.org">leo@lionsclubs.org</a>
Youth Camp & Youth Exchange		<a href="mailto:youthexchange@lionsclubs.org">youthexchange@lionsclubs.org</a>

## COMMONLY USED ABBREVIATIONS IN LIONS

<b>MD19:</b>	<b>MULTIPLE DISTRICT 19</b>
<b>LCI:</b>	<b>LIONS CLUBS INTERNATIONAL</b>
<b>LCIF:</b>	<b>LIONS CLUBS INTERNATIONAL FOUNDATION</b>
<b>CARE:</b>	<b>COOPERATIVE FOR ASSISTANCE AND RELIEF FOR EVERYWHERE</b>
<b>NWLF:</b>	<b>NORTHWEST LIONS FOUNDATION</b>
<b>LBCHCS:</b>	<b>LIONS of BC HEARING CONSERVATION SOCIETY</b>
<b>YEP:</b>	<b>YOUTH EXCHANGE PROGRAM</b>
<b>CNIB:</b>	<b>CANADIAN NATIONAL INSTITUTE FOR THE BLIND</b>
<b>CST:</b>	<b>CLUB SUPPORT TEAM (includes the following: Leadership, Extension, Membership, Public Relations, Retention &amp; Service)</b>
<b>GAT:</b>	<b>GLOBAL ACTION TEAM (includes Global Leadership, Membership and Service)</b>
<b>DST:</b>	<b>DISTRICT SUPPORT TEAM (for MD19)</b>
<b>CC:</b>	<b>COUNCIL CHAIRPERSON</b>
<b>VCC:</b>	<b>VICE COUNCIL CHAIRPERSON</b>
<b>IPCC:</b>	<b>IMMEDIATE PAST COUNCIL CHAIRPERSON</b>
<b>PCC:</b>	<b>PAST COUNCIL CHAIRPERSON</b>
<b>DG:</b>	<b>DISTRICT GOVERNOR</b>
<b>DGE:</b>	<b>DISTRICT GOVERNOR ELECT</b>
<b>VDG:</b>	<b>VICE DISTRICT GOVERNOR (1<sup>st</sup> or 2<sup>nd</sup>)</b>
<b>VDGE:</b>	<b>VICE DISTRICT GOVERNOR ELECT (1<sup>st</sup> or 2<sup>nd</sup>)</b>
<b>IPDG:</b>	<b>IMMEDIATE PAST DISTRICT GOVERNOR</b>
<b>PDG:</b>	<b>PAST DISTRICT GOVERNOR</b>
<b>ID:</b>	<b>INTERNATIONAL DIRECTOR</b>
<b>PID:</b>	<b>PAST INTERNATIONAL DIRECTOR</b>
<b>IP:</b>	<b>INTERNATIONAL PRESIDENT</b>
<b>PIP:</b>	<b>PAST INTERNATIONAL PRESIDENT</b>
<b>ZC:</b>	<b>ZONE CHAIRPERSON</b>
<b>ZCE:</b>	<b>ZONE CHAIRPERSON ELECT</b>
<b>PZC:</b>	<b>PAST ZONE CHAIRPERSON</b>

# International Association of Lions Clubs

## Board of Directors

Directs association in meeting its purpose and objectives by establishing general policies to guide its operation.

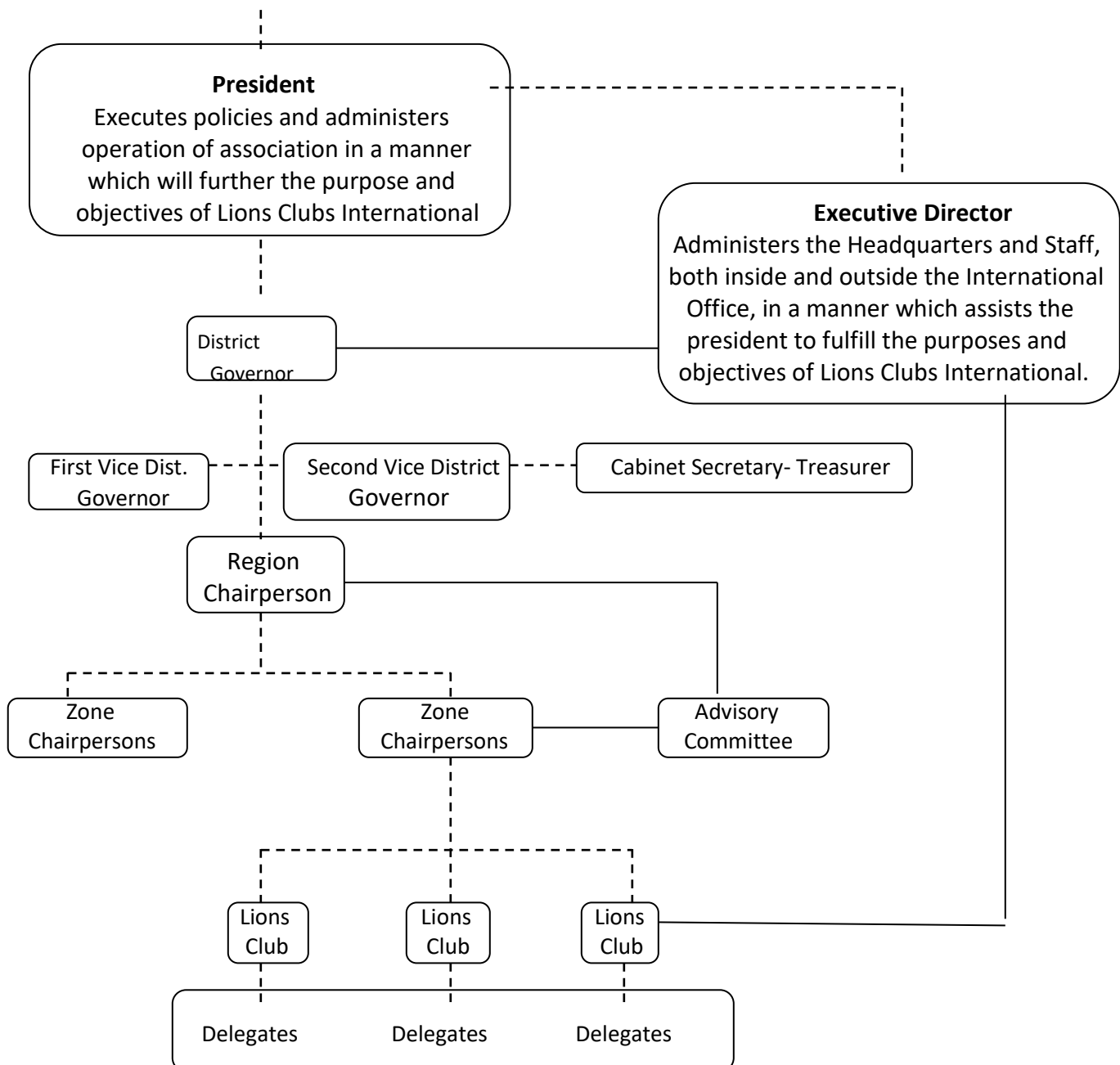
## Executive Committee

Acts for the board of directors when members are not in one place or in session

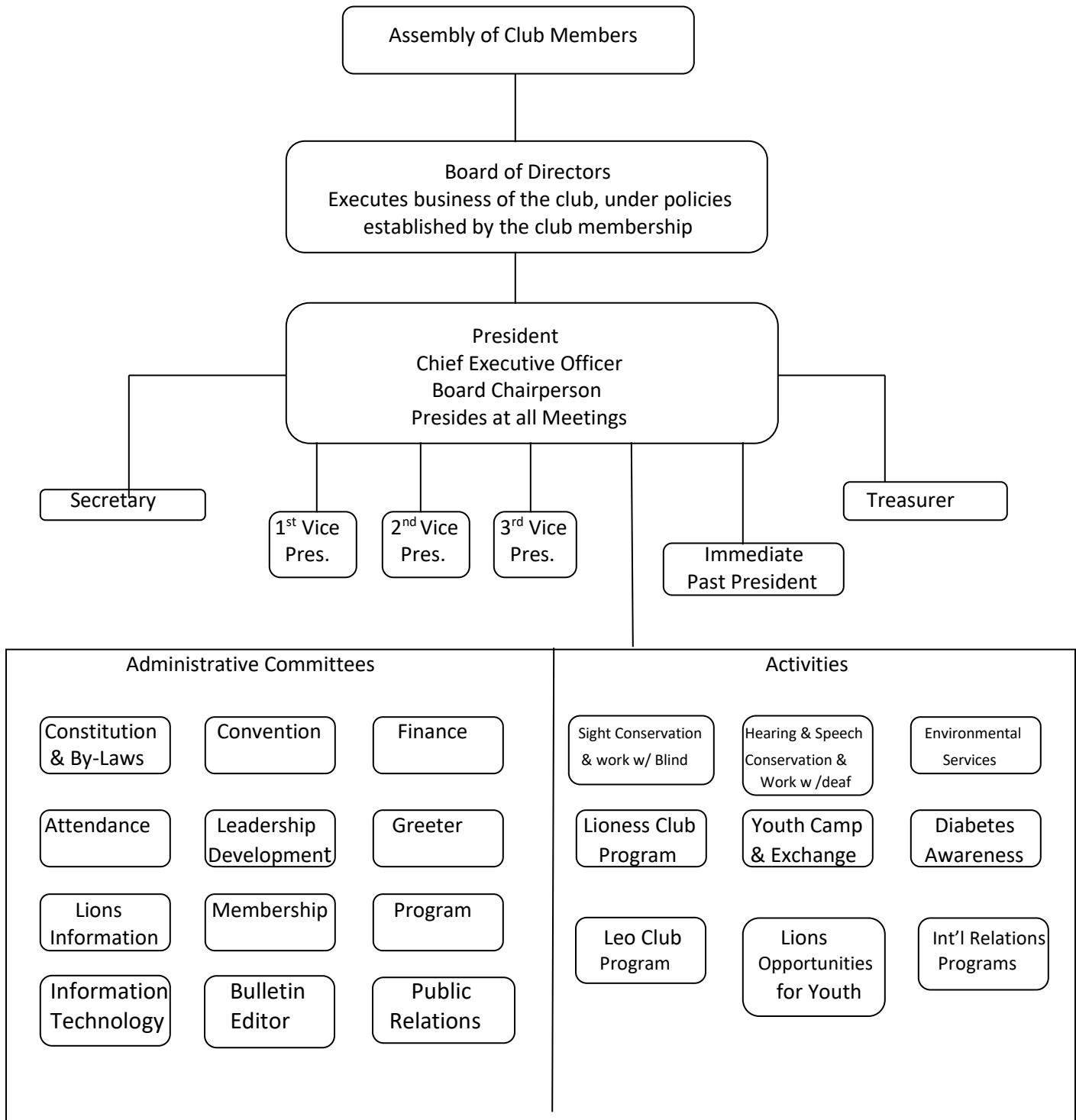
## > Key

..... Policy and Direct Control

— Administrative Assistance



Lions Clubs International  
**Standard Club Structures**



Other Activities of Lions for which Committees may be appointed are:  
 Citizenship Services; Educational Services; Health Services; Social Services;  
 Recreational Services; Public Services. Committees should reflect your club and its objectives in your community.



# FAMILY UNIT CERTIFICATION FORM

FOR FAMILY MEMBERS JOINING AN EXISTING CLUB

The Family Membership Program provides families with the opportunity to receive a special dues discount when they join a Lions Club together. The first family member (head of household) pays the full international dues (US\$43), and up to four additional family members pay only half the international dues (US\$21.50). All family members pay the one-time entrance fee of US\$25.

### Qualification Criteria

The Family Membership Program is open to family members who are (1) eligible for Lions membership, (2) currently in or joining the same club, and (3) living in the same household and related by birth, marriage or other legal relationship. Common household family members include parents, children, spouses, aunts and uncles, cousins, grandparents, in-laws and legal dependents.

Family membership is limited to no more than five qualifying members per household, and new clubs must have a minimum of ten full-paying members. Same-household residency is not required for family members under age 26 if they are pursuing higher education or serving in their county's military.

### Family Member Certification

To receive the family membership dues rate, complete this form and submit it with the Monthly Membership Report (MMR), or submit the certification on MyLCI. Complete the certification for charter members on the Report of Charter members form.

### Certifying Family Members

The district governor, guiding lion or club secretary is responsible for reviewing original documents provided by a family unit (proof of relations and household address) to determine if they satisfy the family membership dues requirements. All information requested must be provided, including date of birth, or certification will be delayed. Please use the key codes, provided below, to report the 1) relationship to the head of household, 2) document used for relationship certification and 3) document used for address verification.

#### KEY CODES

#### 1. Relationship to First Member

SP – Spouse  
CD – Child  
PT – Parent  
Sb – Sibling

GP – Grandparent  
CN – Cousin  
AT – Aunt  
UC – Uncle

IN - In-Law  
MD – In Military or School  
OL – Other Legal

#### 2. Verification of Relationship

ML – Marriage License  
BC – Birth Certificate  
RS – Certificate of Religious Sacrament (Baptism, First Communion, Confirmation, Bar Mitzvah, Bat Mitzvah, Bris, etc.)

NT – Notary  
OT – Other Form of Verification

#### 3. Verification of Address

ST – Government Issued/State/Province Identification Card (showing common last name/address)  
DL – Drivers License  
PP – Passport

Send with MMR to:  
Club Officer and Record Administration Department  
Lions Clubs International  
300 W 22<sup>nd</sup> Street  
Oak Brook, IL 60523 USA  
Fax: 630.571.1687  
Email: stats@lionsclubs.org

*Continued on back page*



Lions Club Name: \_\_\_\_\_ Lions Club # (if known) \_\_\_\_\_ District: \_\_\_\_\_

**Head of Household:** \_\_\_\_\_

First Name Last name Member Number (if known)

Street Address

City State/Province Postal Code Country

Gender:  M  F Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Required) Family Relationship \_\_\_\_\_  
MM DD YYYY

**Second Family Member:** \_\_\_\_\_

First Name Last name Member Number (if known)

Street Address

City State/Province Postal Code Country

Gender:  M  F Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Required) Family Relationship \_\_\_\_\_  
MM DD YYYY

**Third Family Member:** \_\_\_\_\_

First Name Last name Member Number (if known)

Street Address

City State/Province Postal Code Country

Gender:  M  F Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Required) Family Relationship \_\_\_\_\_  
MM DD YYYY

**Fourth Family Member:** \_\_\_\_\_

First Name Last name Member Number (if known)

Street Address

City State/Province Postal Code Country

Gender:  M  F Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Required) Family Relationship \_\_\_\_\_  
MM DD YYYY

**Fifth Family Member:** \_\_\_\_\_

First Name Last name Member Number (if known)

Street Address

City State/Province Postal Code Country

Gender:  M  F Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Required) Family Relationship \_\_\_\_\_  
MM DD YYYY

**I acknowledge and certify that the above Lions are eligible for the Family Membership Program**

**PLEASE PRINT**

**District Governor or Club Secretary's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**District Governor or Club Secretary's Signature:** \_\_\_\_\_

If this form does not bear the signature of the district governor or club secretary, the family membership dues rate will not be applied. No refunds or adjustments can be made for dues incurred after the club application has been approved.

TK-30 5/17



# STUDENT MEMBER CERTIFICATION FORM

The application below must be completed and certified by the district governor, guiding lion or club secretary before the Student Member Program dues discount will be applied.

Lions Club Name: \_\_\_\_\_

Lions Club Number (if known) \_\_\_\_\_ District: \_\_\_\_\_

Member Status:  New Member  Existing Member Member Number (If Existing): \_\_\_\_\_

Gender:  M  F Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Required)  
MM DD YYYY

First Name Last Name E-mail Address

Street Address City State/Province Postal Code Country

Email Address

Please check and complete the appropriate category:

**Student** (Through age 30)  **Student Over Age 30** (Joining a Campus Club)

School Name: \_\_\_\_\_ School Name: \_\_\_\_\_

Anticipated Graduation Date: \_\_\_\_\_ / \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_ / \_\_\_\_\_

Enrollment: ID CS TR BL OT Enrollment: ID CS TR BL OT  
Age: DR SC BC PP OT (Circle key code, see below)  
(Circle key code, see below)

Students through age 30 joining a Lions Club receive a charter/entrance fee waiver and pay only half international dues. Students joining a **new** Campus Lions club, or a club with a majority of students, must prepay one year of international dues at the student member rate.

Students over age 30 and joining a **Campus Lions club or campus club branch** pay a reduced charter/entrance see of US\$10. Regular international dues apply.

### Key Codes

#### Proof of Enrollment

ID – Student Identification Card  
CS – Class Schedule  
TR – Transcript  
BL – Bill  
OT – Other

#### Verification of Age

DR – Drivers License  
SC– State Identification Card  
BC – Birth Certificate  
PP – Passport  
OT – Other

### Certification

By signing this form, you are certifying that you are the current district governor, guiding Lion or club secretary and have verified the above member is a student. Additionally, if the said student is a charter member of a new Campus Lions Club, or club with a majority of students, you confirm that prepayment of dues US\$21.50 is enclosed for each student.

(Please Print)  
District Governor, Guiding Lion or Club Secretary's Name: \_\_\_\_\_ Date: \_\_\_\_\_

**For the purpose of LCI’s Student Member and Leo to Lion Dues Rate, eligible members are as follows:**

**1. Students** (Through age 30)

Students are individuals enrolled in an educational institution and between the age of legal majority and through age 30 joining any type of Lions Club. Students are eligible to receive a charter/entrance fee waiver and pay only half international dues, through age 30, upon completion of the Student Member Certification Form.

**2. Student Over Age 30** (Joining a Campus Club)

Students over the age of 30 and joining a Campus Lions Club or Campus Club Branch pay a reduced entrance/charter fee of US\$10. Regular international dues apply.

**Key points to remember when filling out the Student Member Certification Form:**

- The Student Member Form must be submitted with the charter application for new clubs or with the Monthly Membership Report (MMR) for existing clubs, otherwise full charter/entrance fees and international dues will be charged. Certification may also be completed online using MyLCI for students through age 30.
- All information requested must be provided, otherwise certification will be delayed.
- Date of birth is required.
- Key codes are provided so as to facilitate accurate and consistent reporting of 1) enrollment in an educational institution and 2) document verifying age.

**Lions Clubs International Dues Structure**

	Entrance Fee	International Dues Beginning July 1, 2013
Students through age of 30	US\$0	US\$21.50
Students over age 30 (In a Campus Lions Club or Campus Club Branch)	US\$10	US\$43
Non-Student faculty, staff, alumni, community members, etc.	US\$25	US\$43

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**Charter club sent with application to:**  
 Membership and New Club Operations Department  
 Lions Clubs International  
 300 W 22<sup>nd</sup> Street  
 Oak Brook, IL 60523 USA  
 Fax: 630.571.1691  
 Email: [newclubs@lionsclubs.org](mailto:newclubs@lionsclubs.org)

**Existing clubs send with Monthly Membership Report to:**  
 Club Officer and Record Administration Department  
 Lions Clubs International  
 300 W 22<sup>nd</sup> Street  
 Oak Brook, IL 60523 USA  
 Fax: 630.571.1687  
 Email: [stats@lionsclubs.org](mailto:stats@lionsclubs.org)

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# LEO TO LION CERTIFICATION FORM



Use this form to receive the former Leo discount and credit for Leo years of service after adding the former Leo to the Lions Club roster. Who should use this form:

- 1) Clubs not using the MyLCI to add members or charter clubs or
- 2) Former Leos over age 30

First Name: \_\_\_\_\_ Last name: \_\_\_\_\_

Birth date (mm/dd/yy): \_\_\_\_\_ Email Address: \_\_\_\_\_

Age Verification:  Driver's License  Government ID  Passport  Birth Certificate  Other

Lions Club Name: \_\_\_\_\_

Lions Club Number: \_\_\_\_\_ Lions Member Number: \_\_\_\_\_  
(Except in a new Lions Club) (Except in a new Lions Club)

Leo Member Number: \_\_\_\_\_ Former Leo Club Name: \_\_\_\_\_

Leo Join Date (mm/yy) \_\_\_\_\_ Leo End Date (mm/yy): \_\_\_\_\_

Total number of months of Leo Service;: \_\_\_\_\_

Discount Type:  Former Leo through Age 30  Former Leo over age 30

**SIGNATURE** \_\_\_\_\_

### Club Secretary, District Governor or Guiding Lion

By signing this form, I certify that I am the current district governor, guiding Lion or club secretary and have verified the above member is a Former Leo or Qualifying Young Adult and all listed information is correct.

Print name: \_\_\_\_\_ Lions Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date (mm/dd/yy): \_\_\_\_\_

#### Former Leos Chartering a New Lions Club

Submit this form along with charter paperwork to:

##### New Clubs Department

Lions Clubs International  
300 W 22<sup>nd</sup> Street  
Oak Brook, IL 60523 USA  
Phone: (630) 203-3845  
Fax: (630) 571-1691  
Email: [newclubs@lionsclubs.org](mailto:newclubs@lionsclubs.org)

#### Former Leos Joining or in an Existing Lions Club

First, add the Former Leo to your club roster in your normal manner (online, via MyLCI, or MMR form). Then Submit this form to:

##### Member Service Center

Lions Clubs International  
300 W 22<sup>nd</sup> Street  
Oak Brook, IL 60523 USA  
Phone: (630) 468-3830  
Fax: (630) 571-1687  
Email: [MemberServiceCenter@lionsclubs.org](mailto:MemberServiceCenter@lionsclubs.org)

**Former Leo through Age 30**

- A current or former Leo joining any type of Lions Club.
  - A Leo at least for a year and a day.
  - Between the age of legal majority through age 30
- Charter/entrance fee is waived
- 50% of International Dues are waived

**Former Leo over Age 30**

- A former Leo joining any type of Lions Club.
  - A Leo at least for a year and a day.
  - over age 30
- Charter/entrance fee is waived

**Leo to Lion Program Discounts**

	<b>Charter Fee</b>	<b>Entrance Fee</b>	<b>International Dues</b>
<b>Former Leo Age 30 and under</b>	US\$0	US\$0	US\$21.50
<b>Former Leo Over Age 30</b>	US\$0	US\$0	US\$43

**Leo Completion of Service Certificate**

Any Leo in good standing who terminates membership with their Leo Club is eligible to receive a Leo Completion of Service Certificate to recognize their contribution to the club and community. To obtain a certificate, visit [www.lionsclubs.org](http://www.lionsclubs.org) and enter "Leo completion of service certificate" in the search box in the upper, right-hand corner. The certificate can be downloaded, personalized and printed at the sponsoring Lions Club's convenience and presented to the former Leo at an appropriate ceremony or event.

**Additional Information**

General questions about the Leo to Lion program may be directed to: [leo2lion@lionsclubs.org](mailto:leo2lion@lionsclubs.org)