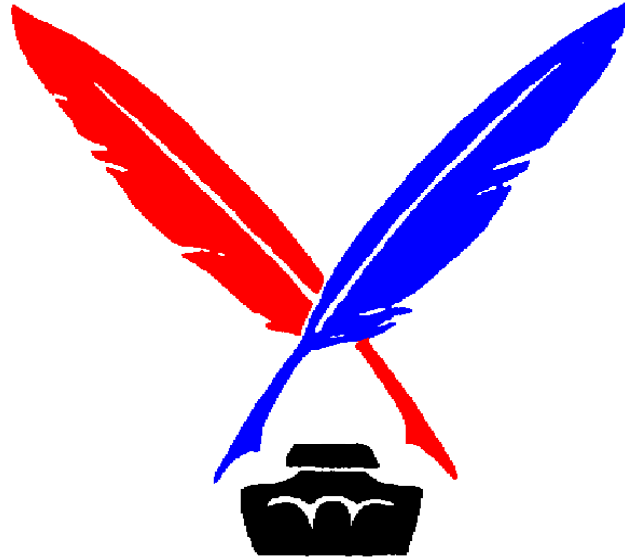


Multiple District 19



Secretary's Handbook

Prepared by MD19 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.
WMMR – only if member changes													
Report Service Activities													
Dues Checks													
Members													
Additions													
Drops													
Members													
Reg. Mtgs.													
Brd. Mtgs													
Activities													
Visits													
# on Visit													
Bulletin													
Congrat Ltr. New Clubs													

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

YEAR END REPORTS	
FORMS	Date E/Mailed
Int'l PU 101	
Club Activities Summary	
Year-end: Lions Portal	

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

YEAR END STATUS	
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)	Via Lions Portal
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 th & February 5 th
Dues, Multiple District 19	Service Activities Report (LCI)	August 31 st & February 27 th
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) Preferred method – through Lions Portal	Form found on LCI / MD19 website or done online through MyLCI	To be rec'd by LCI 15th April AND MD19 by 15th May
Club Activities Summary OR Lions Portal Metrics Page - LCI	Letter (plain Paper)	To be rec'd at MD19 by July 25 th
	Service Activities - Done on Lions portal	To be rec'd at MD19 by July 25 th
Twinning	Twinning Form / SAR	Month of Twinning
LCI Club Excellence Award	Club Excellence Award Application	To be rec'd at LCI by August 31 st
MD19 Club President Recognition of Excellence	Form found on MD19 website	To be rec'd at MD19 Office by July 25 th
MD19 Club Membership Directors R. of Excell.	Form found on MD19 website	To be rec'd at MD19 Office by July 25 th
MD19 Club Treasurer Recognition of Excellence	Form found on MD19 website	To be rec'd at MD19 Office by July 25 th

WMMR = Web Monthly Membership Report: Done on the MyLCI Website – only if there are membership changes.

SAR = Service Activities Report; done on the Lions portal site

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. Follow this path to get to club manuals: Home page>Member Resource Center>Leaders>Club Secretary>Key Resources. On this page you will find the Secretary E-Book. If desired you can save the e-book on 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.

Membership Cards are now created on the WMMR site. Go to www.lionsclubs.org and click on 'Lion Portal'. After logging in, select 'My Club', which will send you to your club's home site. Once there click on **Club Actions** which will create a list of option, one of which is 'Get Membership Cards'.

- 1-4 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. Clubs have 90 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 28th of the month following the 90-day suspension period if full payment is not received. **Non-payment of dues will also not allow club delegates to vote at their District Convention or MD19 Convention.**
- 1-5 Check with Treasurer to insure membership dues have been paid, drawing to the attention of the President & Membership Chairperson those in arrears.
- 1-6 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.
- 1-7 Check with outgoing Secretary for a copy of all ongoing correspondence, incoming and outgoing.
- 1-8 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.
- 1-9 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 (if applicable) to:
- Multiple District 19
 - District Governor
 - Vice District Governor(s)
 - Zone Chairperson
 - Club President
- 2-7 Before the end of each month complete the Monthly Membership Report, **only if you have membership changes to report. Otherwise, submission is not required.** If you are having trouble getting on or working on the Lions Portal you can email Lionssupport@lionsclubs.org for technical support and troubleshooting, or call: 1-630-468-6900.

Use the MD19 Visitation Form to report visits 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 26.

Often 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 Convention, 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.

- 2-8 Read **all** correspondence prior to club meeting and report to club members giving special attention to:
- "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.
 - District Governor Bulletin
 - Zone Chairperson Bulletin
 - 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 Convention(see 3-15)
- 2-11 Prepare and mail (or email) the following by dates shown below.
- a) **New Club Officer Report** to District Governor, MD19 Office & Lions Clubs International to be received by May 15th if done as a hard copy. Or done online on the **Lions Portal**. Email copy to individuals listed above (Except LCI). See 3-10 for directions for doing new club officer reporting online.
 - b) **Either the LCI Annual Club Activities Report** to be received by July 25th for MD19 and Int'l (**July 15th**) (see 2-16) **or the MD19 Club Activities Summary** to be received by **July 25th** (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 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 the **Lions Portal** (if applicable). Club Secretaries have until July 15th 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-Metries~~ Lion Portal Service Activity 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 25th. 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. (Full directions are found on page 19 of this Secretary's manual).**

The **Service Activity Report** should be sent to the following individuals by July 25th:

- 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 25th. 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
- 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 prepared each month starting with July and running through June during your year as Secretary. **Remember: you only need to submit the WMMR online IF you have membership changes to report.**
- a) Save a copy to your files for reference.
 - b) Secretaries will also be trained on how to use the Lions Portal at a Club Officer Training session in the spring. (see page 17 for general information). A list of training topics is available throughout the year. See the MD19 website (lionsmd19.org) for dates and topics.
- 3-2 Multiple District 19 dues are billed every six months based on the June 30th and December 31st 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 90 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. However, Canadian clubs can do an e-transfer to MD19. This allows for faster processing for Canadian Club payments. Call the MD19 Office for instructions.**
- 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 2K6. 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\$50) 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\$25.00) 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\$25.00) 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. **Through the Lions Portal you will be able to add members as part of a Family Unit.**

- 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 Lions Portal 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 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 Bennett 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 15th**.

The Club Secretary must report the newly elected Club Officers on the LCI Website using the Lions Portal on or before **April 15th** 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 15th to be considered "On Time"**. A copy should also be sent to the

District Governor and the current Zone Chairperson. **24 hours after completing your Club Officer reporting send the club officer information to the MD19 Office by doing the following:**

Select "Club Actions" on the right side of your screen (right next to Member Actions). From the list that is shown, select "View Reports". From the drop down list (use the arrow down symbol – right side) select 'Lions Club Officer Report for Next Year'. Hit the submit button. A PDF will be generated, showing the officers and their information. SAVE THIS PDF by doing a right click with your mouse, selecting 'save as', give the file a name (ex: club name officers for _____ (year)) and placing it into a file you can easily find later. Sometimes just placing it on your desktop is the easiest way to save. Email to the MD19 Office as an attachment. Also send to your Zone Chairperson and 1st Vice District Governor.

- 3-10 The **International Lions Portal Service Activities Report** should be sent by July 15th. This is done online on LCI's **Lions Portal** site. Send a copy to the Multiple District 19 Office, District Governor, 1st Vice District Governor, Zone Chairperson and Club President **to be received by July 25th**. An AWeber notification on how to retrieve this report is sent out in June. 3-11 is not necessary if you complete this task. Instructions are also on page 19 of this manual.
- 3-11 The **MD19 Club Activities Summary** should be completed and sent to Multiple District 19 **to be received by July 25th**. See 2-17 for distribution. A sample is found in the Contests and Awards book right after the Secretary of the Year Award rules.
- 3-12 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.
- 3-13 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 30th 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 30th.

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 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, 1st & 2nd Vice District Governor and Zone Chairperson. Notify Lions Clubs International if change is permanent.
 - b) Secretary changes:
Notify Multiple District 19, District Governor, 1st & 2nd Vice District Governor and Zone Chairperson via email or letter. Inform LCI by changing officer information via your club's Lions Portal. Do this as soon as the new secretary takes over!!!
 - c) Club Officer changes: President, Treasurer and Membership Director.
Notify Lions Clubs International (on website), Multiple District 19, District Governor, 1st & 2nd 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.
- 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 The MD19 Club President, Club Membership Director and Club Treasurer's Excellence Award applications are available on the MD19 Website (Toolbox>Forms). These applications need to be completely filled out and sent to the MD19 Office by July 25th 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.
- 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 Member Resource Center>Leaders>Resources>Legal Resources.
- 4-6 The Multiple District 19 Constitution and By-Laws (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)

SAMPLE

MONTHLY MEMBERSHIP REPORT

May 2025

(Submitted 5/16/2025 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 A NEW MEMBERS B REINSTATED MEMBERS C TRANSFER MEMBERS TOTAL BEFORE DECUTIONS D DROPPED FROM MEMBERSHIP MEMBERS AT CLOSE	0 0 0 0 0 0 0																								
<table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">IDENT</td> <td style="width: 15%;">CLUB</td> <td style="width: 45%;">NAME OF CLUB</td> <td style="width: 25%;">DIST. NO.</td> </tr> <tr> <td>1140</td> <td>*****</td> <td>TA Club 1001413</td> <td>TA 114</td> </tr> <tr> <td colspan="2"></td> <td>SECRETARY'S NAME</td> <td></td> </tr> <tr> <td colspan="2"></td> <td>Martha TA Bing 1001413</td> <td>Leo Club Members</td> </tr> <tr> <td colspan="2"></td> <td>10014136 NORTH AVE.</td> <td></td> </tr> <tr> <td colspan="2"></td> <td>OAK BROOK, IL 60523</td> <td>Total: 0</td> </tr> </table>				IDENT	CLUB	NAME OF CLUB	DIST. NO.	1140	*****	TA Club 1001413	TA 114			SECRETARY'S NAME				Martha TA Bing 1001413	Leo Club Members			10014136 NORTH AVE.				OAK BROOK, IL 60523	Total: 0
IDENT	CLUB	NAME OF CLUB	DIST. NO.																								
1140	*****	TA Club 1001413	TA 114																								
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		Martha TA Bing 1001413	Leo Club Members																								
		10014136 NORTH AVE.																									
		OAK BROOK, IL 60523	Total: 0																								
MMR Date	MMR Activity	Name	Address	Gender	Year of Birth	Occupation	Former Club	Drop Description																			
5/2025	No Activity was reported for this month																										

The report above, known as the Monthly Membership Report (MMR) is what is downloaded each month at the MD19 Office for all five of the districts. This report is ONLY generated when a club secretary adds, drops, or otherwise changes membership information. If there are no membership changes to be made no reporting is required.

It is suggested that the club secretaries (or club administrators) go through their membership information online to update and correct their members' data. Once this has been done, it'll be easier to make changes in the future.

On the following page is an outline detailing how to update the Club Officer information for the upcoming year.

Reporting Club Officers

1. From LCI Main page (www.lionsclubs.org), click on **Lion Portal**.
2. Log on to your Club's Portal site.
3. Select "Member Actions", which is to the right of your screen.
4. Click on 'Manage Club Officers'
5. A small pop-up box will appear. Click on 'Create New Assignment'
6. The next pop-up box will ask "When should this assignment begin?" Select 'the upcoming year'. Then hit the NEXT button.
7. On the next pop-up box, you will be asked "What is the Officer and Title Type for this title?". Under Officer Type, click on the small arrows on the right and select either Officer or Administrator. Do the same for the next item, Title Type, (Official or Local). Click on the NEXT button.
8. A list of your club membership will be shown and at the top you select the officer type. Once done selecting member to fill office, click on the next button. You may need to use the grey bar on the right side to slide down to find the NEXT button.
9. Always select **YES** for adding officer address.
10. Make sure the officer's information is correct, if not make necessary updates.
11. You will follow the same procedure for each of your elected officers.

TO SEND TO THE MD19 OFFICE BEFORE May 15th:

You will need to wait at least 24 hours for the LCI to populate your report before trying to send to MD19.

1. Select "Club Actions" on the right side of your screen (right next to Member Actions)
2. From the list that is shown, select "View Reports"
3. From the drop down list (use the arrow down symbol – right side) select 'Lions Club Officer Report for Next Year'. Hit the submit button.
4. A PDF will be generated, showing the officers and their information. **SAVE THIS PDF** by doing a right click with your mouse, selecting 'save as', give the file a name (ex: club name officers for 2025-2026) and placing it into a file you can easily find later. Sometimes just placing it on your desktop is the easiest way to save.
5. Email to the MD19 Office as an attachment.

The above directions are a pared down version and deals with only new officers. The YouTube video link below goes into further detail about the different club officers and the creation of local titles. Be aware that 'local' titles will not grant that individual any permissions or access to anything on the club's site.

Another thing to keep in mind is whether you want to keep the officer's home address or change to the club's address (if applicable). Ask you incoming officers which they would prefer. When you've selected the member for the office, you do have the choice of adding their address. This is the time at which you can change their address to that of the club address so any mail will be sent their rather than to their home.

Managing club officers: <https://www.youtube.com/watch?v=yyxcOIFWRjM>

Doing the Year-End Service Activity Report (online)

The easiest way to retrieve your Service Activities report for the current years-end is to follow the instructions below:

- Open a WORD Document.
- Go to your club's website and click on the Service Activities tab. Once there, depending on the time of year, you will see a compilation of all your activities in boxes labelled: Total People Served; Total Volunteers Hours; Total Volunteer Hours; Total Funds Donated and Total Funds Raised. It is these boxes that you need to send to us.
- The Snipping Tool is what you are now going to use to select your information – this works only on PCs: On your keyboard find the Windows Logo – this is the 4-square boxes normally found on the lower left side.
- Select this logo and the shift key and the letter 'S'. This will give you the snipping tool, which will make your screen darker. Find the white cursor symbol that looks like a + sign.
- Use this to select the portion you want, which is your club name (upper left side of screen) down to the five boxes.
- Once you let go of the mouse a pop-up will let you know that the information have been saved to the clipboard.
- Go back to your opened WORD document and select on your keyboard, Control (Ctrl) and the letter 'V' This is a pasting shortcut.
- The information you selected will appear in the document.
- Save to your computer and send to the MD19 Office before July 25th.

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	Click here to enter text.

Provide a brief description:

[Click here to enter text.](#)

Check applicable areas below:

<p style="text-align: center;">WE Take Care of Our Community</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;">WE Strive to Improve the Quality of Life for Persons with Disabilities</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;">WE Fundraise and Make a Difference</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;">WE Focus Our Eyes on the Future</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.

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 = \$ _____

_____ x \$50.00 = \$ _____

**EXPENSES _____ x \$20.00 = \$ _____

_____ x \$10.00 = \$ _____

ADVANCE _____ x \$5.00 = \$ _____

_____ x \$2.00 = \$ _____

BALANCE (+ -) _____ 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 & 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.

Received by Treasurer.

Project Chairperson

Treasurer

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

LIONS PROJECT DETAILS

<u>Items purchased or rented</u>	<u>Unit Price</u>	<u>Total price</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____

TOTAL EXPENSES: \$ _____

REPORT IN DETAIL: Items used, needed or changes to be made, make note of procedures and other helpful information!!

NOTE: Attach all receipts!!! 1 copy each to Treasurer, Vice President in charge and Secretary. Make file for next chairperson!



(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:

Remarks:

MD19 VISITATION MONTHLY REPORT FORM

Submitted for Month: _____ Year: _____

Club Name: _____ District/Zone: _____

Name of Reporting Lion: _____ Title: _____

Complete this form for the Visitation “Just Two a Month!” Award. If you wish to enter this contest, this form needs to be mailed, faxed or emailed to the MD19 Office before the last day of each month and can only include visitations made during that month. This form may be submitted by the Club Secretary, the Club Visitation Chairperson or a designated member of the participating Club. For further details see the Visitation rules on the MD19 website.

DATE	CLUB AND/OR EVENT VISITED	NUMBER OF MEMBERS	PRES	SEC'Y	HELD IN OWN ZONE



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 22nd Street, Oak Brook, IL 60523-8842 USA
stats@lionsclubs.org



(This form can be used if you do not use the Lions Portal 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 International 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 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 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. 22nd 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) and enter your member number and password.

For questions regarding the MyLCI reporting, contact the Information Systems Dept. by email at 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).

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
DISCOUNTED (This Section effective January 1, 2024)	YES	YES	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
DISCOUNTED (This Section effective January 1, 2024)	YES	YES	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

Member Record

Lion _____				
Last _____		First _____		Nickname _____
Address _____				Res: () _____
Street _____		City _____		State/Prov. _____
Name of Company _____				Bus: () _____
Address _____				Zip/Postal Code _____
Send Mail To: Company _____		Home _____		
Classification _____			Sponsor _____	
Birthday _____			Spouses Name _____	

Record of Club Service

Joined In _____ 20____	Charter <input type="checkbox"/>	Privileged <input type="checkbox"/>
	New <input type="checkbox"/>	Honorary <input type="checkbox"/>
Reported to International _____ 20____	Transfer <input type="checkbox"/>	Mem. At Large <input type="checkbox"/>
	Reinstate <input type="checkbox"/>	Associate <input type="checkbox"/>

Date Elected	Name of Office / Committee	Date Released	Date Elected	Name of Office / Committee	Date Released
	M-33-SA				

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	<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 Lions Portal 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 Lions Portal or sent to International Headquarters.

CLUB NO:	NAME OF CLUB:	COUNTRY:
<p>* 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</p>		
CLUB MAILING ADDRESS:		
PRESIDENT: NAME (Last, First)		*MEMBER NUMBER:
Addr Line 1		
Addr Line 2		
E-MAIL ADDRESS:		PREFERRED CONTACT PHONE NUMBER: <input type="checkbox"/> cell <input type="checkbox"/> home <input type="checkbox"/> business Send <input type="checkbox"/> home address Mail to: <input type="checkbox"/> club address
SPOUSE/ADULT COMPANION NAME:		
FIRST CLUB VICE PRESIDENT: NAME (Last, First)		*MEMBER NUMBER:
Addr Line 1		
Addr Line 2		
E-MAIL ADDRESS:		PREFERRED CONTACT PHONE NUMBER: <input type="checkbox"/> cell <input type="checkbox"/> home <input type="checkbox"/> business Send <input type="checkbox"/> home address Mail to: <input type="checkbox"/> club address
SPOUSE/ADULT COMPANION NAME:		
SECOND CLUB VICE PRESIDENT: NAME (Last, First)		*MEMBER NUMBER:
Addr Line 1		
Addr Line 2		
E-MAIL ADDRESS:		PREFERRED CONTACT PHONE NUMBER: <input type="checkbox"/> cell <input type="checkbox"/> home <input type="checkbox"/> business Send <input type="checkbox"/> home address Mail to: <input type="checkbox"/> club address
SPOUSE/ADULT COMPANION NAME:		
SECRETARY: NAME (Last, First)		*MEMBER NUMBER:
Addr Line 1		
Addr Line 2		
E-MAIL ADDRESS:		PREFERRED CONTACT PHONE NUMBER: <input type="checkbox"/> cell <input type="checkbox"/> home <input type="checkbox"/> business Send <input type="checkbox"/> home address Mail to: <input type="checkbox"/> club address
SPOUSE/ADULT COMPANION NAME:		
TREASURER: NAME (Last, First)		*MEMBER NUMBER:
Addr Line 1		
Addr Line 2		
E-MAIL ADDRESS:		PREFERRED CONTACT PHONE NUMBER: <input type="checkbox"/> cell <input type="checkbox"/> home <input type="checkbox"/> business Send <input type="checkbox"/> home address Mail to: <input type="checkbox"/> club address
SPOUSE/ADULT COMPANION NAME:		
MEMBERSHIP CHAIRPERSON: NAME (Last, First)		*MEMBER NUMBER:
Addr Line 1		
Addr Line 2		
E-MAIL ADDRESS:		PREFERRED CONTACT PHONE NUMBER: <input type="checkbox"/> cell <input type="checkbox"/> home <input type="checkbox"/> business Send <input type="checkbox"/> home address Mail to: <input type="checkbox"/> club address
SPOUSE/ADULT COMPANION NAME:		

CLUB LCIF CORDINATOR: 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 SERVICE CHAIRPERSON: 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 MARKETING COMMUNICATIONS CHAIRPERSON: 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 ST WEEK							
2 ND WEEK							
3 RD WEEK							
4 TH 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 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 22nd Street
Oak Brook, IL 60523-8842 USA

Signature: _____

B) **PREFERRED METHOD:** Alternately, next year officers can be submitted via the Lions Portal. **If you do the report online with LCI you do not need to do it again using this copy. But remember to send the online version to the MD19 Office.**



LIONS CLUB BRANCH

Club Officer Report Form

20__-20__ MD 19 ROSTER INFORMATION

PLEASE RETURN BY MAY 15th

FOR THE MD19 ROSTER

Make Copies to send to: YOUR ZONE CHAIRPERSON & 1st 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):



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 25th 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 30th of the Lions year in which he/she served. If training was not completed by June 30th, the president may attend a training at the zone or district level by September 30th. The District Global Leadership Team Coordinator will report the completion of the training to the MD office and District Governor by October 25th 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 30th.



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 25th 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 30th of the Lions year in which he/she served. If training was not completed by June 30th, the Club Membership Director may attend a training at the zone or district level by September 30th. The District Global Leadership Team Coordinator will report the completion of the training to the MD office and District Governor by October 25th 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 25th 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



2024-2025 CLUB EXCELLENCE AND 5 STAR AWARD APPLICATION (LCI Award)

Date _____

Club Number _____

Club Name _____

District _____

2024-2025 Club President's Name _____

Member Number _____

Email Address _____

1. MEMBERSHIP

☐ Achieved a net growth of two (2) members or 10% or more members (whichever is greater)

Or ☐ Chartered new Lions Club.

New Lions Club Name: _____

2. SERVICE

☐ Started a new service project. *Consider one of our Global Causes!*

Explain: _____

☐ List Three Service Activities your club participated in that were reported to International

1. _____

2. _____

3. _____

3. LCIF

☐ Contributed to LCIF an amount greater than or equal to the club's membership total multiplied by US\$10.

Year-end membership count: _____ X US\$10 _____

4. LEADERSHIP & ORGANIZATIONAL EXCELLENCE

☐ Club is in good standing: Not in Status Quo or Financial Suspension. District dues paid and no unpaid balance with Lions International greater than US\$50 outstanding 90 days or more.

☐ Reported Club Officers to LCI

☐ Key Officers participate in club officer training.

☐ District

☐ Webinars

☐ Multiple District

☐ Lions Learning Center ☐ International

4. MARKETING AND COMMUNICATION

☐ The club has publicized its service activities through local media or social media.

Provide a link to where they were publicized: _____

DOES YOUR CLUB QUALIFY FOR THE 5 STAR EXCELLENCE AWARD?

☐ Achieved the Club Excellence Award.

☐ Membership increase of 20% (minimum of five (5) members for small clubs)

☐ Minimum donations of US\$20 per member or US\$1,000 (whichever is less)

☐ Annual service and membership report submitted

2024-2025 District Governor Signature: * _____ District: _____

District governor member number: _____ Date: _____

Due by: August 31, 2025

Send to: clubexcellenceaward@lionsclubs.org

Awards Mailed to: 2023-24 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 Lion year, provided that the original application form is already filed at LCI.

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 30th 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, 7th 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 5th.

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 50th 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 50th 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 15th.

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 1st 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 50th Annual Father's Day Pancake Breakfast on June 15, 202__ our regular meeting of June 13th 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

Department	Extension	Email
Club Supplies & Distribution	3822	orderdetails@lionsclubs.org
Convention	(630) 468-6729	convention@lionsclubs.org
District & Club Administration	6828	districtadministration@lionsclubs.org
English Language	6919	EnglishLanguage@lionsclubs.org
Pacific Asian	6953	pacificasian@lionsclubs.org
Extension & Membership	(630) 468-6734	extension@lionsclubs.org
Membership Operations	3831	memberops@lionsclubs.org
Finance Division		
Accounts Payable	(630) 203-3832	accountspayable@lionsclubs.org
Accounts Receivable	(630) 203-3810	accountsreceivable@lionsclubs.org
Billing & Collections	(630) 203-3820	accountsreceivable@lionsclubs.org
Information Technology	(630) 203-3844	informationtechnology@lionsclubs.org
Leadership Development Programs	(630) 468-7033	leadershipdevelopment@lionsclubs.org
Legal	3847	legal@lionsclubs.org
Certificates of Insurance		https://www.lionsclubs.org/en/resources-for-members/resource-center/insurance
LCIF	(630) 203-3836	lcif@lionsclubs.org
Donations & Donor Recognition		donorassistance@lionsclubs.org
LION Magazine	(630) 468-6798 or 468-7130	magazine@lionsclubs.org
Member Service Center	(630) 468-6900	lionssupport@lionsclubs.org
Marketing: Public Relations	(630) 468-6817	pr@lionsclubs.org
Peace Poster Contest		peaceposter@lionsclubs.org
Officers & Director Bios	6767	
E-Clubhouse	6882	
Service Activities Division		
Programs		programs@lionsclubs.org
General Inquiries		serviceactivities@lionsclubs.org
Leo Club Program Department	(630) 571-5466	leo@lionsclubs.org
Youth Camp & Youth Exchange		youthexchange@lionsclubs.org

COMMONLY USED ABBREVIATIONS IN LIONS

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

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

President

Executes policies and administers operation of association in a manner which will further the purpose and objectives of Lions Clubs International

Executive Director

Administers the Headquarters and Staff, both inside and outside the International Office, in a manner which assists the president to fulfill the purposes and objectives of Lions Clubs International.

District Governor

First Vice Dist. Governor

Second Vice District Governor

Cabinet Secretary- Treasurer

Region Chairperson

Zone Chairpersons

Zone Chairpersons

Advisory Committee

Lions Club

Lions Club

Lions Club

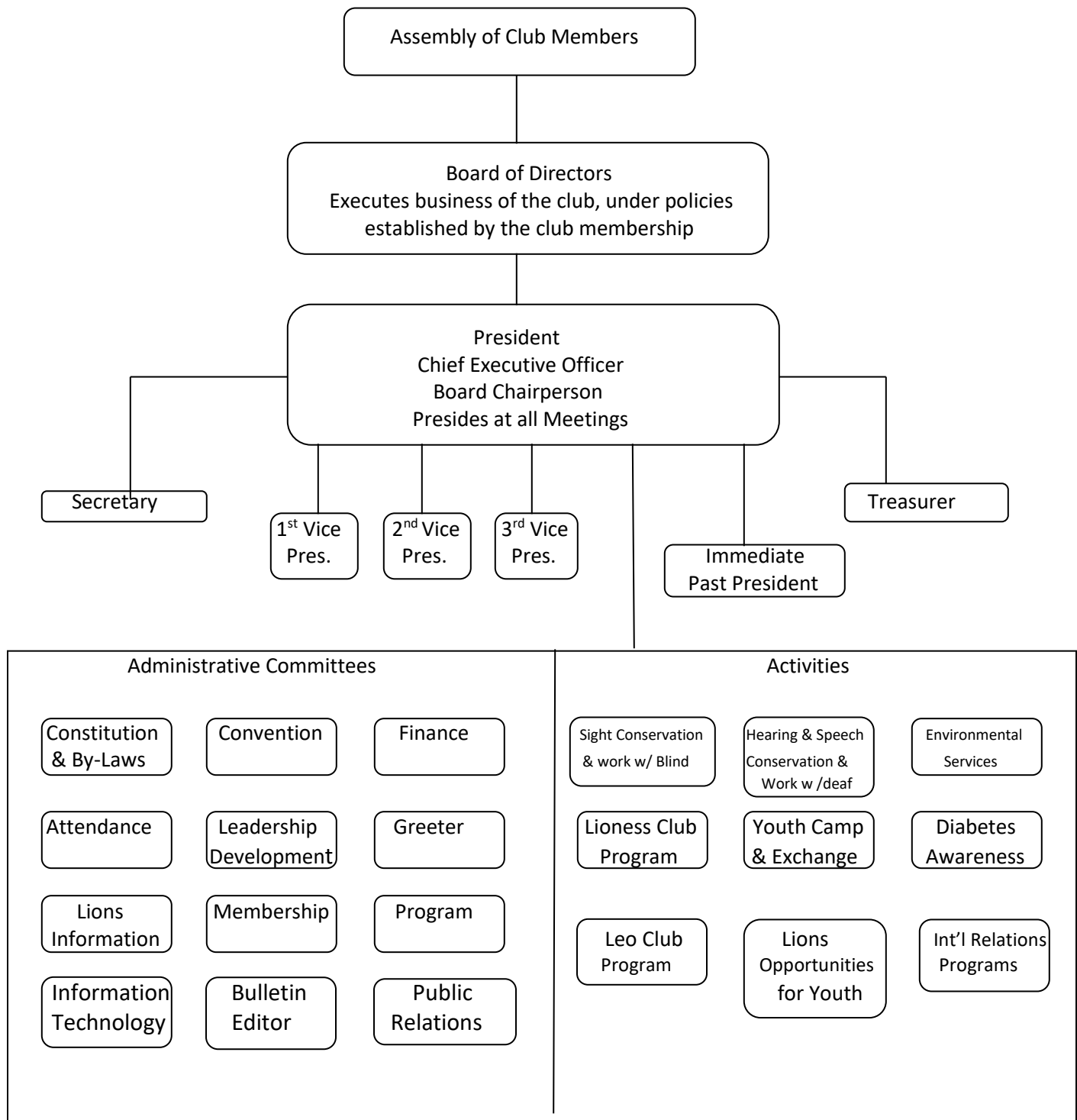
Delegates

Delegates

Delegates

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\$46), and up to four additional family members pay only half the international dues (US\$23.00). All family members pay the one-time entrance fee of US\$35.

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 MyLCL. 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/Partner
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

NT – Notary
OT – Other Form of Verification

RS – Certificate of Religious Sacrament (Baptism, First Communion, Confirmation, Bar Mitzvah, Bat Mitzvah, Bris, etc.)

3. Verification of Address

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

BL – Bill
BS – Bank Statement

NT – Notary
OT – Other Form of Verification

Send with MMR to:
Club Officer and Record Administration Department
Lions Clubs International
300 W 22nd 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 ☐ Non-binary ☐ Prefer not to answer

Date of Birth: ____ / ____ / ____ (Required) Family Relation _____
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 ☐ Non-binary ☐ Prefer not to answer

Date of Birth: ____ / ____ / ____ (Required) Family Relation _____
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 ☐ Non-binary ☐ Prefer not to answer

Date of Birth: ____ / ____ / ____ (Required) Family Relation _____
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 ☐ Non-binary ☐ Prefer not to answer

Date of Birth: ____ / ____ / ____ (Required) Family Relation _____
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 ☐ Non-binary ☐ Prefer not to answer

Date of Birth: ____ / ____ / ____ (Required) Family Relation _____
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 12/21



Lions Clubs International

Student Member Certification Worksheet

Complete this worksheet indicating the type of supporting document reviewed to verify age and enrollment of each student member. Submit information via MyLCI and retain this form for Club records. A Copy of this form may be requested by Lions Clubs International for required verification purposes.

Lions Club Name: _____

Lions Club Number (if known) _____

District: _____

Member Status: ☐ New Member ☐ Existing Member Member Number (If Existing): _____

Gender: _____

Date of Birth (month/day/year) (Required) _____

First (Given) Name _____

Last (Family) Name _____

Email Address _____

Check the box to indicate student member's age and complete corresponding information for your club's records.

☐ Student through age 30 (Joining any Lions club type)

School Name _____

Anticipated Graduation Date (month/day/year) _____

Proof of enrollment: ☐ ID ☐ CS ☐ TR ☐ BL ☐ OT

Proof of age: ☐ DR ☐ SC ☐ BC ☐ PP ☐ OT (Check all that apply. Use key code below)

Students through age 30 joining a Lions club receive a charter/entrance fee waiver and pay only half international dues.

☐ Student over age 30 (Joining a Campus Lions club)

School Name _____

Anticipated Graduation Date (month/day/year) _____

Proof of enrollment: ☐ ID ☐ CS ☐ TR ☐ BL ☐ OT

Proof of age: ☐ DR ☐ SC ☐ BC ☐ PP ☐ OT (Check all that apply. Use key code below)

Students over age 30 joining a Campus Lions club pay a reduced charter/entrance fee of USD\$10.00 and full international dues of USD\$46.00.

Student Certification: The following information should be reviewed to verify eligibility for the Student Membership Program.

Proof of Enrollment Key Code: (ID) Student Identification Card – (CS) Class Schedule – (TR) Transcript – (BL) Bill – (OT) Other

Verification of Age Key Code: (DR) Driver's License – (SC) State Identification Card – (BC) Birth Certificate – (PP) Passport – (OT) Other

For the purpose of Lions Club's International Student Member dues provision, eligible members are as follows:

1. Students through age 30 (*Joining any Lions Club*)

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.

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

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

Lions Clubs International Dues Structure

	Entrance Fee	International Dues Beginning July 1, 2025
Students through age of 30	US\$0	US\$12.50
Students over age 30 (In a Campus Lions Club or Campus Club Branch)	US\$10	US\$43.00
Non-Student faculty, staff, alumni, community members, etc.	US\$35	US\$43.00

Charter club sent with application to:

Membership and New Club Operations Department
Lions Clubs International
300 W 22nd Street
Oak Brook, IL 60523 USA
Fax: 630.203-3788
Email: newclubs@lionsclubs.org

Existing clubs send with Monthly Membership Report to:

Club Officer and Record Administration Department
Lions Clubs International
300 W 22nd Street
Oak Brook, IL 60523 USA
Fax: 630.203-3788
Email: memberservicecenter@lionsclubs.org

Lions Clubs International STU5 2/21 EN



Lions Clubs International

LEO TO LION CERTIFICATION FORM

Use this form:

1. If **Leo member was not reported** to Lions International, this form must be submitted to memberservicecenter@lionsclubs.org to request a Leo transfer to a Lions club and credit for Leo years of service added to their Lion record.
2. If **Leo member was reported** to Lions International, use this form to collect information needed to complete the required fields in MyLCI to transfer a current or former Leo to a Lions Club. **Keep this worksheet for Lions club records.** This form does not need to be submitted to Lions International if the data is entered in MyLCI.

To add reported current or former Leos to your Lions club, follow the easy steps found in the “Guide to Transferring Leos to Lions Membership using MyLCI”. Credit for Leo years of service will be automatically added to the Lion record from the required Leo start date entered in MyLCI

LEO PERSONAL INFORMATION

First/Given Name: _____ Last/Family Name _____

Current Address _____

City _____ State/Province _____ Postal Code _____ Country _____

Email _____

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

IMPORTANT: Age verification forms/copies should **not** be submitted to Lions International.

LEO SERVICE HISTORY

Please record the service history for all clubs in which the Leo has served

☐ **Dual Membership requested**

**Note: If requesting dual memberships. Do not enter Leo end date in current club. Learn more about dual memberships at lionsclubs.org/leo-lion*

LEO CLUB NAME(s)	LEO Club Number (if known)	District (if known)	LEO START DATE Mm/dd/year	*LEO END DATE Mm/dd/year

Lions club secretary, district governor, Guiding Lion, originating Lion, sponsoring Leo club president or sponsoring Leo club secretary:

By signing this form, I certify that I am the current Lions club secretary, district governor, Guiding Lion, originating Lion, sponsoring Leo club president or sponsoring Leo club secretary and have verified the above member is a current or former Leo and all information is correct.

Print Name

Title

District

Signature

☐ **LEO-LION**

A current or former Leo joining any type of Lions Club and who meets the following requirement:

- ☐ Served as a Leo at least for a year plus one day.
- ☐ Is between the age of legal majority through age 35.

☐ **FORMER LEO**

A former Leo joining any type of Lions Club and who meets both of the following requirements:

- ☐ Served as a Leo at least for a year plus one day.
- ☐ Is age 36 or older

Lions Membership Type	Charter Fee	Entrance Fee	International Dues
Leo-Lion (ages 35 and younger)	US\$0	US\$0	50% discount
Former Leo (over Age 35)	US\$0	US\$0	No discount



**Learn more about the Leo-Lion Program,
including Leo-Lion clubs, at
lionsclubs.org/leo-lion.**

For assistance with credit for years of Leo service, adding new members or chartering new clubs, contact Member Service Center at
memberservicecenter@lionsclubs.org