

RESOURCE INFORMATION

Multiple District 19 Dues Distribution

MD19 dues billed semiannually. \$12.30 / 6 months or \$24.60 / year

Out of each \$24.30 collected from MD19 Lions the following distribution takes place:

6% for District Governor's Administrative Expenses	\$ 1.46
3% MD19 Convention & Meetings	\$ 0.73
1% Building Savings Account	\$ 0.24
1% MD19 Savings Account	\$ 0.24
89% Operations	<u>\$21.63</u>
Total:	\$24.30

In order to balance the budget, the Council of Governors can move to adjust the percentages.

“Operations” does not mean just the MD19 Office in Bellingham, WA. It means the Multiple District 19 as a whole. Out of the 89% the following is returned to you as an MD19 Lion:

1. Education / Training

- Your District and Zone Leaders receive training annually: District Governors, Vice District Governors and Zone Chairpersons Elect Schools.
A grant is submitted to the MD19 Lions Service & Leadership Foundation to help with meeting room rental and travel expenses for the attendees.
- Prepare Club Officer, and Zone Chairperson training manuals. Provide the manuals for the Zone Chairpersons and hand-outs for the District Governors and Vice District Governors along with other training materials for the Schools.
- Help to create Club Officer and Zone Chairperson Manuals
- Teach Classes at district & multiple district level
- Mentor District, Zone and Club Officers; answer questions
- Council Retreat – Meeting Room Rental; facilitator expenses
- Help to cover travel expenses for Executive Secretary Treasurer

2. Leadership Development & Support

- Supply postage to mail out expense checks for Zone Chairpersons, Council Chairperson, Vice Council Chairperson and Immediate Past District Governors.
- Support MD19 District Support Team and each District Club Support Team. Assist organizing Council Retreats and help with room rental if required;
- Prepare and email out information for Region Progress and Planning Meetings
 - Involves each District's Club Support Team Members
- Assist in developing New Programs with District Support Team
- NW Lions Leadership Institute
- Encourage Lions to assume positions of leadership above club level
- Represent MD19 at USA/Canada Forum / International Convention
- Provide names for Presenters and Moderators for MD19 Annual Convention
- Provide ideas for seminars for MD19 Annual Convention
- Attend and support MD19 Committee Meetings especially Strategic Planning, MD19 Policy Manual and Constitution and By-Laws.
- No rental for building when district or MD19 Committees meet in MD19 Office

3. Administration

- Wages/Salaries:

A portion of the 89% that is appropriated to Multiple District 19 is used to pay the staff at the MD19 Office as well as provide small appreciation or recognition gifts for volunteer efforts. The personal travel expenses of the volunteers are not reimbursed, but the cost of transporting necessary equipment owned by a Lion is sometimes covered.

Paid staff does the following:

- Print, assemble and mail out the booklet, "Going Visiting" (May not be done every year). Will also be online at our MD19 website.
- Prepare for the printing of Rosters; mail out the rosters
- Email out Zone Chairperson Elect Forms, Club Officer Training Forms, Verification Form for Receipt of Club Officer Update Forms
- Prepare labels for clubs, Zone Chairpersons, District Governors
- Proof *Border Crossing*; oversee selection of articles
- Email out link for *Border Crossing*
- Using AWeber, email out notifications of MD19 projects as requested
- Email out information regarding MD19 programs, i.e. Lion for Life
- Keep club WMMR Files when membership changes are reported
- Provide Forms and information for things such as MJF application etc.
- Oversee MD19 Website
- Policy Manual & Constitution – Oversee needed changes
- Process Past District Governor, District Support Team and Zone Chairperson Expenses
- Uniforms – selection and sale of new uniforms in polo shirts and vests (if applicable)
- Promotion and support of Contests and Awards program;

4. MD19 Conventions & District Conferences

- Setting up Sites and meals
- Assisting Host Committee
- Creating Registration Forms
- PR
- Speakers
- Items for store at MD19 Convention
- Voting paraphernalia for districts and multiple district
- Support Leadership Foundation programs at district conferences

5. Growth Programs

- Print materials; encourage articles in *Border Crossing* and over AWeber
- Assist in creating materials; i.e. pamphlets
- New Club Paraphernalia

6. Some Facts about the MD19 Office:

- Location: Bellingham, WA Exit 258 on I-5 Good location on I-5 for PR
- Lions have owned the facility since 1983
- Previous location of MD19 Office was in the family home of EST Gordon Smith
- MD19 Lions purchased the current building through donations of \$10.00 per member
- The office stores club records (WMMR's with membership changes) AV equipment, and convention supplies,
- Staff: 2 full-time, 1 part-time (if needed), many Volunteers help with repairs and improvements.

SAMPLE MONTHLY MEMBERSHIP REPORT

May 2021

(Submitted 5/16/2021 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 DEDUCTIONS D DROPPED FROM MEMBERSHIP MEMBERS AT CLOSE	0 0 0 0 0 0 0 0 0					
IDENT 1140	CLUB *****	NAME OF CLUB TA Club 1001413	DIST. NO. TA 114					
MONTH 5	YEAR 2021	SECRETARY'S NAME Martha TA Bing 1001413 10014136 NORTH AVE. OAK BROOK, IL 60523	Leo Club Members Total: 0					
MMR Date	MMR Activity	Name	Address	Gender	Year of Birth	Occupation	Former Club	Drop Description
5/2021	No Activity was reported for this month							

MyLCI

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

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

Service Activities Reporting on MyLion

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

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

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

To create an Activity:

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

To Report an Activity:

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

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

You Tube Videos:

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

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

Essentials for a Good Club Bulletin / Newsletter

By Karl F. Lind, Past Cabinet Chairperson MD19

(An addition to the requirements as set forth in the MD19 Contests and Awards Book)

A GOOD BULLETIN should identify itself with an attractively printed or copied heading, which is descriptive of the purposefulness of Lions. The heading should be dignified and worth of Lions. Facetious titles should be avoided lest they become offensive with repetition.

THE HEADING SHOULD CONTAIN:

The name and location of the club;

The editor(s) names, address, and phone number and Fax numbers and E-mail;

The time and place of the club meetings.

An informal and properly descriptive heading should be printed on a good quality 20 lb. Paper suitable for the reproduction process used by the bulletin publisher. Club bulletins can also be sent via email (publication made into a PDF or other format easily opened by most computer users).

A GOOD BULLETIN should at first glance, be **ATTRACTIVE** in form, **BRIEF**, **CONCISE**, and **REGULARLY** published.

It should be **INFORMATIVE** and **INSPIRATIONAL**.

First in importance is the announcement of **COMING PROGRAMS**, with enough zest in the announcement to stimulate attendance. The coming program should be adequately publicized in a brief and concise manner, yet it should tell something about the speaker, or other participants who will comprise the program.

A GOOD BULLETIN should provide only a **BRIEF** rehash of the past meeting, highlighting only the outstanding phases of the former program – just enough to make absentees wish they had been present.

It should **LIST NEW MEMBERS** and provide a short biography of each.

It should provide a brief **RUNNING HISTORY OF THE CLUB**, which is preserved as a permanent record of club accomplishments and achievements.

It should carry news and **ANNOUNCEMENTS** of **CLUB** and **ZONE** affairs.

It should copy pertinent **INFORMATION** from the **MULTIPLE DISTRICT** bulletin.

A GOOD BULLETIN should be so satisfactory a publication that any member may exhibit it to any member of his family, to a business associate, or prospective member to some degree of justifiable pride.

FUNDS for the bulletin's publication should be considered in the club's annual budget. Many clubs sell ads to cover the cost of producing their bulletin.

The bulletin need not be elaborate and it must not be slovenly produced if it is to promote an improvement in the values attached to membership in the Lions Club. When members strive hard to **GROW FORWARD IN LIONISM**, they should be recognized in the bulleting for "doing an outstanding job".

LAST BUT NOT LEAST the back page of the bulletin should contain a **MEMBERSHIP ROSTER** with the committee assignments properly designated.



Application for Life Membership

Office use only	
Batch	_____
Staff initials	_____
Club	<input type="checkbox"/>
District Office	<input type="checkbox"/>
India Office	<input type="checkbox"/>

(Please fill out every field below.)

Lions Club Name		
Club Number/ District Number		
Member Name (first)		
Member Name (as it should appear on certificate) (middle)		
Member Name (last/ surname)		
Member Number		
Member date of birth		
Year member became a Lion		
Number of years of active service		
Previous membership in another club? Name of club or clubs		
Member is critically ill	<input type="checkbox"/> Yes	

Other Comments:		
Payment Information (select one)	<input type="checkbox"/> \$650 Check attached	<input type="checkbox"/> \$650 Pre-payment via MyLCI
	<input type="checkbox"/> Other payment (Describe):	

The above information is being submitted with the full understanding of the following requirements for Life Membership.

- Any member of a club who has maintained Active membership as a Lion for twenty (20) or more years;
- Or any member of a club who has maintained such Active membership for fifteen (15) or more years and is at least seventy (70) years of age;
- Or any member of a club who is critically ill
- And has rendered outstanding service to his/her club, his/her community, or this Association; may be granted Life Membership in the local club upon
 - (1) Recommendation of his/her club,
 - (2) Payment to the Association of US\$650.00, or its equivalent in the respective national currency, by his/her club in lieu of all future dues to the Association.

NOTE: ALLOW 8 WEEKS FOR DELIVERY OF PERSONALIZED LIFE MEMBERSHIP CERTIFICATE AND LIFE MEMBERSHIP CARD.

Club Officer Name		
Club Officer Email		
Club Officer Signature		Date:
Signor's Title	<input type="checkbox"/> Club President	<input type="checkbox"/> Club Secretary

Pre-payment for Life Membership may be made using MyLCI from the Statements/Dues page or payment may be made using a check or your normal payment method. Payment must be made prior to approval of the Life Member application. Send the completed application to Lions Clubs International, Member Service Center, 300 W. 22nd Street, Oak Brook, IL 60523-8842
MemberServiceCenter@lionsclubs.org · Phone - 630-203-3830 · Fax 630-571-1687



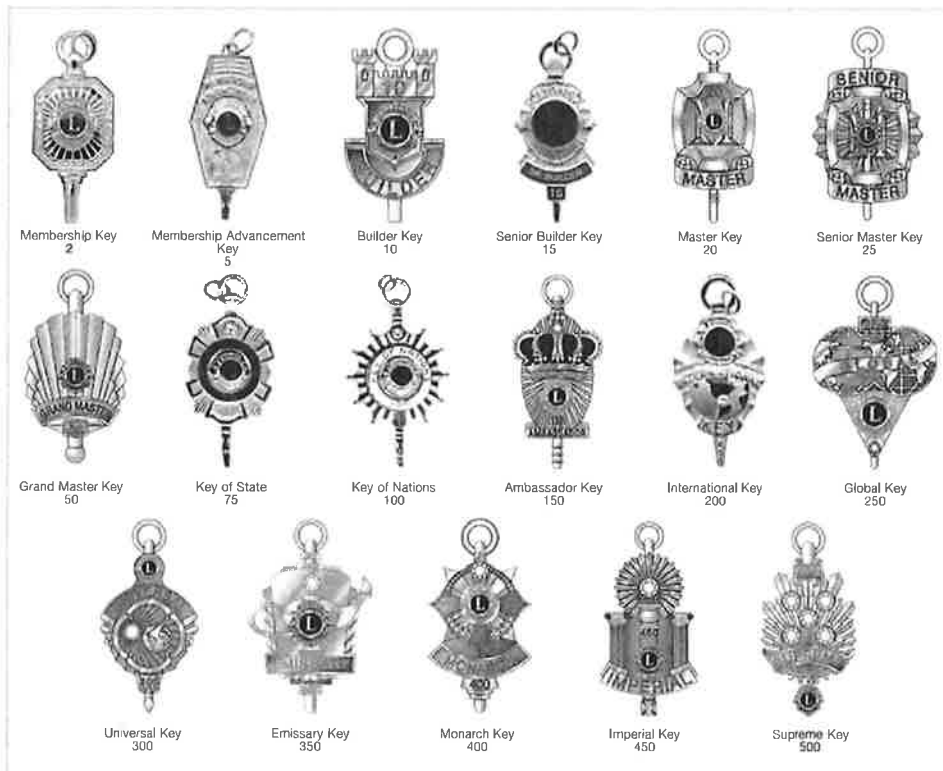
Enhanced Program

Salute the Heritage...

Reward the Effort

Eligibility

1. A new member must remain a Lion for a year and a day before the name may be used as credit toward a key, to be issued the 13th month; except where the sponsored member dies, transfers or moves from the community before the expiration of a year and a day.
2. The name of the new member, with the sponsor's name, member number, and club number, must be reported on the club's Monthly Membership Report or MyLCL. (For existing clubs only.)
3. Charter, transfer, and reinstated members cannot be used as credit for a key.
4. Only one sponsor per new member can receive credit for a key.
5. No sponsor shall receive more than one key of the same type.
6. Requests for sponsor changes must be received by the Membership and New Club Operations Department within 90 days of the new members' join date.



Membership Key Awards acknowledge the importance of effective recruitment in membership growth by recognizing the number of new members a Lion has sponsored.

Each of the 17 Membership Keys is designed to reflect the number of new members sponsored. Keys are automatically issued after the new members have remained Lions for a year and a day.

Each key is a lapel pin with a clutch backing. For the Senior Master (recognizing 25 members) and above, the lapel pins are complemented by a distinctive medallion and presentation ribbon.

For More Information:

Membership Operations Department
Phone: 630-203-3831
Fax: 630.571.1691
Email: memberops@lionsclubs.org

Suggestions to Strengthen a Club

ADVISE the club participate in the Club Excellence Process for establishing goals for the next Lions year: These events give the members opportunity to talk about what worked in the club in terms of projects and activities and where it still needs improvement. Everyone has the opportunity to work together at the session to make their club strong and vital in the community. Having an outside Facilitator is a good idea as this person is neutral and can guide the club members in a positive direction to realise their goals and find ways to make them attainable.

Possible Agenda Outline for a Meeting to Strengthen a Club

- I. CALL A MEETING of all members TRULY INTERESTED in BUILDING UP THE CLUB.
- II. At this meeting OUTLINE THE FOLLOWING:
 - A. SHOW THE NEED FOR A LIONS CLUB
 1. Mention the situations in the community where local organizations are unable to cover all needs.
 2. Discuss the way Lions Club members are able to accomplish service work which one or two persons could not do alone.
 - B. SHOW NEED FOR GROWTH IN LIONS CLUB
 1. Discuss club's record of past service work.
 2. Show that more service projects are possible with more members.
 3. Members, who continually do most of the work, need help.
 4. New members would provide future club leadership.
 - C. BUILD ENTHUSIASM IN CURRENT MEMBERS AND PROSPECTIVE MEMBERS
 1. Review Lionism – its purpose, objects, and ethics.
 2. Outline some future projects as goals.
 3. Photocopy a flyer showing club history and service record to give each CURRENT AND PROSPECTIVE MEMBER.
 - D. EMPHASIZE THE IMPORTANCE OF PROPER SELECTION OF NEW MEMBERS
 1. Enthusiasm for Lionism is essential.
 2. Members who join club only for a short time are not good investment of time.
 - E. HAVE MEMBERSHIP COMMITTEE ASSEMBLE A LIST OF GOOD PROSPECTS
 1. Each member should fill out a Proposal for Membership for each friend and business acquaintance who is service-minded.
 2. New residents or businesses in the community should be contacted (See Chamber of Commerce).
 3. The President's Book lists many types of businesses which could be contacted (See Membership Committee Section).
 4. Telephone Directory lists the businesses in your area.
 - F. HAVE BOARD OF DIRECTORS STUDY EACH PROSPECTIVE MEMBER AND APPROVE those they feel would make a good member.
 - G. SEND AN ADVANCED LETTER TO EACH PROSPECTIVE MEMBER several days before personally contacting. NOTE: if this letter is used, be sure to send out only as many as you will be able to visit within a few days. Sometimes several mailing are best.
 - H. DIVIDE MEMBERS INTO PAIRS TO VISIT EACH PROSPECTIVE MEMBER
 1. Make sure that each pair has pamphlets to leave with prospect if interested and that they discuss Lionism's growth and service.
 2. They should explain the purposes of the club and what it has accomplished.
 3. The prospective member should be invited to the next club meeting as a guest of the sponsor.

- I. APPOINT A COMMITTEE TO PREPARE GOOD PROGRAMS FOR THE NEXT MEETINGS
 - 1. District officers or someone connected with a past club service project would be excellent. Regardless of choice, be sure some phases of Lionism are brought out in the meetings.
 - 2. Avoid club business as much as possible at these meetings.
- J. FILL OUT "INVITATION TO MEMBERSHIP" FORMS AND SIGN MEMBERS UP
- K. PLAN AN IMPRESSIVE INDUCTION CEREMONY
 - 1. One suggested ceremony is in the President's book. Prepare your own if you wish.
 - 2. Invite District Officers to attend. They will also assist in ceremony if you request it.
 - 3. Present each new member with a NEW MEMBER KIT (these must be ordered from Lions International). Each kit includes official membership certificate, bumper sticker, official Lions lapel pin, Lions emblem decal, temporary luncheon badge and booklet about Lions.
- L. PLAN TO DEVELOP THE NEW MEMBERS INTO **ACTIVE** MEMBERS!
 - 1. Appoint them to active committees.
 - 2. The sponsor should see that new members attend meetings and club affairs encouraging the new members' interest in Lionism to grow.
 - 3. See that new members attend Zone Meetings, and District Meetings. Introduce them to other Lions.
 - 4. Check on new members periodically. Work on any potential problems before they really develop.
- M. MEMBERSHIP COMMITTEE should make periodic reports at club meetings to advise progress with regard to new prospects and membership development.

NOTE: Some clubs designate a "C Day" (Contact Day). Club members meet at breakfast or lunch on a specified day and spend half a day contacting prospective members. That night (or the following noon) is the meeting at which time they can either make a report or introduce the prospective members.

INVOCATIONS

Let us pray for the health of all mankind, all nations,
the forgiveness of all and those less fortunate than ourselves.
Let us give thanks for this great organization of Lionism,
And let us bless the food put before us.

Amen

Almighty, please look over this great group of Lions and Guests.
Help to heal their sorrows and to put smiles on each and every face
for all to see. This in turn will make a happier place in which to do our
work for thee and each and everyone of us to do a better job in our
communities. Bless this meal to our bodies, to make us strong to be able
to help the needy and others in need of help.

Amen

Oh God, look upon this pride of Lions as citizens pledged to serve.
Our Lord taught, "Do unto others as you would have others do unto you."
And so, let us ponder just what it is that we would have done unto us if roles were reversed.
If we were destitute, would we long for a coin, or a loaf of bread, or a cup to quench our thirst?
So, help us to offer the coin, and the loaf, and the cool, clean drink.
If we were lame, would we relish a cane to lean on – or better yet a shoulder? So, help us to
offer the cane, and the outstretched hand.
If our eyes are weak, would we desire a candle to light our page, or glasses to magnify the print
– or better yet, a miracle? So, help us to offer the light – and pray for sight. And in doing so, let
us fulfill your "golden" admonition.

Amen

To the Supreme Creator of the Universe, as we stand gathered together in our Lions Family,
we reach out to all lion spirits today, yesterday, and in the future.
We give thanks and praise for all that we have been blessed with. May we be guided by your
light. Thank You for giving us the opportunity to break through the dark, silent, imprisonment in
our crusade against darkness.
We humbly thank you for the fellowship and food and pray that you keep us safe in our travels.
May your spirit flow freely throughout our time together and guide us in serving more, giving
more, and caring more.

Amen

Eternal God:

Bless the Multiple District 19 Lions Family;
Work through us to answer the real needs of our communities;
Help each Lion and Lioness communicate the joy we realize
Through service so that others will want to join our efforts;
Now Bless this food. Let it nourish and Strengthen us for the
Work we must do; And hear us, as each of us closes this Prayer
In the manner of his or her own belief.

Amen

Lions Prayer

Where Lions meet, be present Lord
To weld our hearts in one accord.
To do thy will Lord, make us strong;
To aid the weak and right the wrong.

Amen

Lions Invocation

Lord, as we Lions gather here, we pause to offer up this prayer,
Bless now this food that we partake and every effort that we make,
To build the towns in which we live and put it in our hearts to give
To worthy causes, bless the blind and all we do to serve mankind.
Be with us till we meet again and bless our lands and homes, *Amen*

Heavenly Father

We come before you today as your servants and humbly ask for your guidance and wisdom as we conduct the business of Lionism.

We ask for understanding where we differ, for guidance when we falter, and for strength so that we may endure in your service.

With our head let us conceive it, with our hearts let us believe it, with our hands help us reach it.

We ask for all of these things so that we may continue on in Your grace and goodwill to those whom you call us to serve.

Amen

Invocation Samples from the USA/Canada Leadership Forum

Let us pray for the health of all mankind and all nations, the forgiveness of all, and for those less fortunate than ourselves. Let us give thanks for this great organization of Lions, and let us bless the food put before us. *Amen*

Almighty, please look over this great group of Lions and guests. Help to heal their sorrows and to put smiles on each and every face for all to see. This in turn will make a happier place in which to do our work for thee and each and every one of us to do a better job in our communities. Bless this meal to our bodies, to make us strong so that we may assist those in need of our help. *Amen*

Oh God, look upon this pride of Lions as citizens pledged to serve. The Golden Rule says, "Do unto others as you would have others do unto you." And so, let us ponder just what it is that we would have done unto us if roles were reversed. If we were destitute, would we long for a coin, or a loaf of bread, or a cup to quench our thirst? So, help us to offer the coin, and the loaf, and the cool, clean drink. We ask blessings for our commitment to volunteer service around the world. *Amen*

To our Creator: As we stand together in our Lions Family, we reach out to all Lion spirits today, yesterday, and in the future. We give thanks and praise for all the things we have been blessed with. May we be guided by your light. Thank You for giving us the opportunity to break through the dark, silent, imprisonment in our crusade against blindness. We humbly thank you for the fellowship and food and pray that you keep us safe in our travels. May your spirit flow freely throughout our time together and guide us in serving more, giving more and caring more. *Amen*

Eternal God: Bless this Lions Family; work through us to answer the real needs of our communities; help each Lion and LEO communicate the joy we realize through service so that others will want to join our efforts. Now bless this food and let it nourish and strengthen us for the work we must do. And hear us as each of us closes the prayer in our own manner. *Amen*

The fruit of silence is prayer. The fruit of prayer is faith. The fruit of faith is love. The fruit of love is service. The fruit of service is peace. We ask for continued strength and peace as WE SERVE.

NEW MEMBER INDUCTION CEREMONIES

(For the full version of this publication - ME22 EN 10/09 - log onto Lions Club International website: www.lionsclubs.org; select Resources for Members>Membership Development and then place New Member Induction into the search engine)

The Induction Ceremony is the symbolic beginning to a member's service as a Lion. It is also a key element in the lifelong retention of a member. A thoughtful induction, followed by a orientation session and meaningful involvement in the club's activities will keep a new member interested and engaged in the club. (or – alternate: will help the new member feel that he/she is a valuable part of the club.)

In order to lend dignity and importance to the induction ceremony it should be performed by a well-respected Lion or a good Induction Team. (*As a Zone Chairperson you may be asked to perform an induction ceremony in one of your clubs.*) It is important to keep in mind that it should be dignified and meaningful for the participants.

Following are some ideas for creating an appropriate and meaningful Induction Ceremony, as well as suggested wording for the presentation.

Suggested Ceremony Order

1. Begin by inviting each new member and their sponsor individually by name to the front of the room.
2. Welcome all the participants to the ceremony and share your joy for their attendance.
3. Give a brief history of Lions Clubs International.
4. Talk about your club and its current activities.
5. Administer the pledge.
6. Present the pin.
7. Close the ceremony with a welcoming statement on behalf of your club and district, the presentation of a new member kit and an explanation of the sponsor's responsibilities.

Suggested Presentation Wording

Following is suggested wording for the different facets of the Induction Ceremony as described above. Feel free to change the wording as necessary to reflect local customs, add further information or reflect the presenter's communication style.

1) Call to Order

We are about to begin our New Member Induction Ceremony, in which we will induct # _____ new members into our club. At this time, I would like to call each of the new members and their sponsors forward. (*Insert new member names and sponsor names.*)

2) Welcome

You have been invited to become members and we are all extremely proud that you have accepted membership in our club and Lions Clubs International. Membership in a Lions Club is a privilege. You have joined the world's largest and most active service club organization; a group of more than 1.35 million men and women in _____ clubs in _____ countries and geographical areas around the globe, who are dedicated to making a difference. Through your membership, you will help our club reach out to people in need in our community, and throughout the world.

3) Lions Clubs International History

In 1917, Lions Clubs International began as the dream of Chicago insurance man Melvin Jones. He believed that local business clubs should expand their horizons from purely professional concerns to the betterment of their communities and the world at large.

4) Local Club History

Our own club was founded in _____ (year). For _____ years we have been tirelessly serving those in need in _____ (your town). With projects ranging from _____ to _____, the _____

Lions Club is committed to bringing the unparalleled services of Lions Clubs International to our community. *(Add additional relevant information about your club and the exemplary work it has done within your community.)*

5) Suggested Pledge

"Since you have expressed a desire to affiliate with this club, and with Lions Clubs International, I now ask that you respond to my words with a simple 'I do' or 'I will.'"

Do you hereby accept membership in the _____ Lions Club knowing that you are encouraged to participate in functions of the club?

- do -

To the best of your ability will you abide by the Lions Code of Ethics, attend meetings whenever possible and contribute your share to the programs of your club, district and Lions Clubs International?

- I will -

You are now officially a member of the _____ Lions Club. Your sponsor will now present to you the Lions emblem pin, which signifies membership."

6) Pin Presentation

(Sponsor presents pin to new member)

"Now, I would like to ask the sponsor, Lion _____ to respond to my words with a simple, 'I will.'"

Will you fulfill the following obligations?

- Be a sponsoring 'mentor' for your new Lion;
- Make your new member feel welcome;
- Introduce your new member to all club members;
- Provide your new member with the information about the club, its officers and constitution;
- Arrange for orientation sessions for the new member;
- Be ready and willing to answer any questions that might arise;
- Encourage the new member to discuss with you any problems and offer possible solutions;
- Assist the new member in developing into an outstanding Lion?"

-I will-

7) Closing Statement

"Fellow Lion _____ (insert new member name), wear this emblem with pride, for it represents your membership in the world's largest service club organization; an association that has a distinguished legacy of meeting needs worldwide."

Let me congratulate you and welcome you to the greatest of all service club organizations...The International Association of Lions Clubs.

On behalf of the club, I now present you with your New Member Kit, which will help you get off to a good start in your life as a Lion.

We are all extremely proud and happy to have you as a member of the _____ Lions Club.”



LIONS CLUBS INTERNATIONAL
300 W 22ND ST.
OAK BROOK IL 60523-8842
www.lionsclubs.org

ME22 EN 10/09

Notification is sent out each March, via our AWeber email service to Club Secretaries in your Zone on the procedure to follow for reporting incoming Club Officers for the next Lion's Year using their club's MyLCI site. They need to report their officers to LCI by April 15th!

On the following page is a hard copy of LCI's Club Officer Report Form. This form is also available on our MD19 Website under 'Toolbox>Forms" and is an editable PDF. This form is mailed to secretaries for which no email is available.

In order for Secretaries to receive credit towards their Excellence Award he/she is required to personally send to the **MD19 Office**, the **current Zone Chairperson** and the **1st Vice District Governor** a copy of the LCI Club Officer Report Form by May 15th. Encourage your clubs to do the LCI Club Officer Reporting in as soon as club elections have taken place and to send that information to the MD19 Office.

URGENT! THIS IS YOUR _____ LIONS CLUBS OFFICER REPORTING FORM

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

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

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

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1ST WEEK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2ND WEEK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3RD WEEK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4TH WEEK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ALTERNATE WEEKS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HOUR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Meeting Place:	
Street Address:	
City:	

If club website address has changed:

Club Website URL:	
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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) Alternatively, next year officers can be submitted via the MyLCI Website. <http://mylci.lionsclubs.org>



LIONS CLUB BRANCH Club Officer Report Form

(Year) _____ **MD 19 ROSTER INFORMATION**

PLEASE RETURN BY May 15th

FOR THE MD19 ROSTER

PLEASE SEND TO: **MD19 LIONS OFFICE** Make Copies to send to: **YOUR ZONE CHAIRPERSON & 1st Vice District Governor**
4141 W MAPLEWOOD AVENUE
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 President in MD19 Roster)

VICE COORDINATOR: (will be listed as Secretary 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):

1. The following listed MD19 Club Award Applications can be found on the MD19 Website: www.lionsmd19.org under Toolbox>Forms>Club Forms.

- *MD19 Club President Excellence Award*
- *MD19 Club Membership Director Award*
- *MD19 Club Treasurer Excellence Award*

Clubs needs to have sent the application award forms in to the MD19 Office by July 25th of the following Lions year in order for them to be on time.

2. The rules for the MD19 Visitation “Just Two a Month” Award is found on the MD19 website. Only one (1) form needs to be sent in each month (when visitations occur) by the Club Visitation Chairperson, Club Secretary or another interested Club Member. The form is email or mailed to the MD19 Office before the last day of each month.



APPLICATION FOR 2021-2022 MD19 PRESIDENT'S EXCELLENCE AWARD

In order to receive the Club President Excellence Award, the Club must have met the following criteria during the 2018-2019 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) 2021-2022 Club President **(Please Print)** 2021-2022 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, 2021 – June 30, 2022 **20 points**
- 2. 2021-22 LEADERSHIP PREPARATION: Attend a Club President online or face-to-face Multiple District 19 (MD19) approved Club President training at the zone or district level after his / her club election and before June 30th of the Lions Year prior to taking office. If training is not provided by June 30th, the Club President may attend a training at the zone or district level by September 30th during the Lions year in which he / she serves as Club President. The District Global Leadership Team Coordinator will report on a form found on the MD19 website the completion of all club officer training to his / her District Governor and MD19 Office by October 25th of the current Lions year. **15 points**

Place & Date of Club Officer Training

- 3. SETTING CLUB PRIORITIES: A minimum of one three-hour planning session will be held in April, May or June in the Lions year prior to the Club President taking office, OR in July, August or September of the year in which the Club president is in office. This session will be 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. The second member may not be the Zone Chairperson or 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 bulletin/newsletter **with copies distributed** via email, hard copy or link, each month it was published 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 2021-2022 CLUB MEMBERSHIP DIRECTOR EXCELLENCE AWARD

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) 2021-2022 Club President (Please Print) 2021-2022 Club Membership Director

PLEASE CHECK THE BOXES BELOW FOR EACH FULFILLED REQUIREMENT:

- 1. Attend a Club Membership Director online or face-to-face Multiple District 19 (MD19) approved Club Membership Director training at the zone or district level after his / her club election and before June 30th of the Lions Year prior to taking office. If training is not provided by June 30th, the Club Membership Director may attend a training at the zone or district level by September 30th during the Lions year in which he / she serves as Membership Director. The District Global Leadership Team Coordinator will report on a form found on the MD19 website the completion of all club officer training to his / her District Governor and MD19 Office by October 25th of the current Lions year. **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 2021-2022 MD19 TREASURER'S EXCELLENCE AWARD

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) 2021-2022 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:

2021-2022 Club President

2021-2022 Club Secretary



2020-2021 CLUB EXCELLENCE AWARD APPLICATION
Club must be chartered prior to January 1 of the fiscal year to qualify

_____ Date

Club Number	Club Name	District
Member Number	2020-2021 Club President's Name	Email Address

1. MEMBERSHIP

Achieved a net growth of: _____ **or** Chartered new Lions club, Leo Club or Club Branch:
Name of club, or branch: _____

2. SERVICE

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

1. _____
2. _____
3. _____

3. ORGANIZATIONAL EXCELLENCE

Club is in Good Standing: Not in Status Quo or Financial Suspension. District dues paid and no unpaid balance with LCI greater than US\$50 outstanding 90 days or more.

Key Officers participate in one or more of the following leadership training events. *Select all that apply:*

- | | |
|--|--|
| <input type="checkbox"/> District | <input type="checkbox"/> Multiple District |
| <input type="checkbox"/> International | <input type="checkbox"/> Webinars |
| <input type="checkbox"/> Lions Learning Center | |

Improved club operations. Use the Club Quality Initiative to identify opportunities for improving your club.
Improvements include: _____

4. MARKETING AND COMMUNICATION

The club has publicized its service activities through local media or social media. Choose all that apply:

- | | |
|--|---|
| <input type="checkbox"/> Facebook | <input type="checkbox"/> Local Paper |
| <input type="checkbox"/> Instagram | <input type="checkbox"/> Radio |
| <input type="checkbox"/> Twitter | <input type="checkbox"/> Club Website |
| <input type="checkbox"/> Billboards | <input type="checkbox"/> Posted or Distributed Flyers |
| <input type="checkbox"/> Presentations to Groups | |
| <input type="checkbox"/> Other _____ | |

District	2020-2021 District Governor Signature*	Member Number	Date
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Due by: August 31, 2021

Send to: clubexcellenceaward@lionsclubs.org or fax to (630) 468-6828

Awards Mailed to: 2021-2022 District Governors

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

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

LIONS CLUBS INTERNATIONAL PURPOSES

TO ORGANIZE, charter and supervise service clubs to be known as Lions Clubs.

TO COORDINATE, the activities and standardize the administration of Lions Clubs.

TO CREATE and foster a spirit of understanding among the people of the world.

TO PROMOTE the principles of good government and good citizenship.

TO TAKE an active interest in the civic, cultural, social, and moral welfare of the community.

TO UNITE the clubs in the bonds of friendship, good fellowship, and mutual understanding.

TO PROVIDE a forum for the open discussion of all matters of public interest, provided, however, that partisan politics and sectarian religion shall not be debated by club members.

TO ENCOURAGE service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavors.

LIONS CODE OF ETHICS

TO SHOW my faith in the worthiness of my vocation by industrious application to the end that I may merit a reputation for quality of service.

TO SEEK success and to demand all fair remuneration or profit as my just due, but to accept no profit or success at the price of my own self-respect lost because of unfair advantage taken or because of questionable acts on my part.

TO REMEMBER that in building up my business it is not necessary to tear down another's; to be loyal to my clients or customers and true to myself.

WHENEVER a doubt arises as to the right or ethics of my position or action toward others, to resolve such doubt against myself.

TO HOLD friendship as an end and not a means. To hold that true friendship exists not on account of the service performed by one to another, but that true friendship demands nothing but accepts service in the spirit in which it is given.

ALWAYS bear in mind my obligations as a citizen to my nation, my state and my community, and to give them my unswerving loyalty in word, act, and deed. To give them freely of my time, labor and means.

TO AID others by giving my sympathy to those in distress, my aid to the weak and my substance to the needy.

TO BE CAREFUL with my criticism and liberal with my praise, to build up and not destroy.

- *The Code of Ethics is a guideline for the personal values that each member should exemplify.*

INTERNATIONAL MISSION STATEMENT

TO CREATE AND FOSTER a spirit of understanding among all people for humanitarian needs by providing voluntary services through community involvement and international cooperation.

A History of the Multiple District 19 Lions

(As gleaned from the Archives of Lions Clubs International and Multiple District 19 by Past International Director Orly J. Sorrel and Past Executive Secretary/Treasurer Gordon F. Smith - October, 1998)

The first Lions Club Convention was held on October 8-10, 1917, in Dallas, Texas, with 36 delegates representing 22 clubs all located in the United States. At the time of this convention, there were six other clubs in existence or being formed. An article in the Dallas Morning News dated October 8, 1917, concluded with,

“Although this will be the first international (Lions) convention, delegates said the gathering will be more in the nature of a meeting than a convention. The meeting today, tomorrow and Wednesday will be to perfect the organization and to make plans for its expansion.”

At the first Convention, the delegates elected a President, First and Second Vice Presidents, Secretary/Treasurer, two Three-year Directors, two Two-year Directors and two One-year Directors. The delegates chose purple and gold as the Lions' colors and Melvin Jones was authorized to open an office in Chicago. The Lions Objects and Code of Ethics were drafted at this convention as well.

At the second convention, held August 19-21, 1918, in St. Louis, Missouri, the first district officers were appointed. The country was divided into single districts for organization and administrative purposes, appointing a District Governor for each district. These first districts were numbered from west to east with California, Nevada, Oregon, and Washington comprising District One. Our first District Governor was Jesse Robinson of Oakland, CA. The first Extension Chair of the Lions organization was G.M. Cunningham whose official title was National Organizer. In November, 1918, it was announced in the first issue of "The Lion" magazine that the number of District Governors had been increased from three to nine.

Lions became an international organization March 12, 1920, with the establishment of the Border Cities Lions Club in Ontario, Canada. The club was later named Windsor and was joined by clubs formed in Toronto and Hamilton, Ontario.

At the 1921 convention in Oakland, the Board of Directors redistricted the whole country and District One became District Four. When the District Governor of District Four reported that he could not efficiently administer the Lions activities in the Pacific Northwest, the Board, at an emergency meeting, formed Washington, Oregon, and British Columbia into District 19, a provisional district, with California and Nevada remaining as District Four. It is not clear when British Columbia was added to District Four prior to the division into Four and Nineteen.

The official records regarding the first club in what is now known as MD19 are not clear or complete. It appears that in March of 1920 the Seattle Lions Club was organized, but canceled in February 1921, because apparently, they were waiting to have 100 members signed up before being chartered. The club reorganized in August, 1921. Meanwhile in May of 1920, the Everett-Central Lions Club was organized, sponsored by the Seattle Club. The Everett-Central Lions Club was officially chartered in 1920 before the Seattle-Central Lions Club was reorganized so they, the Everett-Central Lions, lay claim to being the first chartered Lions Club in this area even though Seattle-Central is listed as the first organized club in MD19! The oldest Lions Club in British Columbia is the Vancouver-Central Lions Club (1921); however, the Spences Bridge and District Lions Club (cancelled in 1961) was the first club chartered in B.C. Tacoma, WA was the third club organized in November, 1921.

On March 2, 1922, the Spokane-Central and on March 22, 1922, the Wenatchee-Central Lions Clubs were organized. In April, 1922, with all of our clubs (Seattle, Everett, Tacoma, Spokane, Wenatchee, and Vancouver) represented at a conference in Everett, WA, Ray Bigelow of Seattle was elected District Governor and scheduled the first district convention in Seattle for the following year. By that time, May 21, 1923, we had the required 8 clubs (465 members) to be recognized as a full-fledged district with the Bellingham-Central Lions Club having been organized in October, 1922, and the Yakima Lions Club having been organized in December, 1922. However, at the Association Convention that year, Bigelow was elected Third Vice President of the Association. It should be noted that the International Association did not automatically promote Vice Presidents to President at that time. The reason Vice President Ray Bigelow did not continue on is not known. At another meeting/conference held in Seattle, (August, 1922,) a replacement

District Governor was elected by the six clubs. This time the delegates elected a Governor from Portland, Oregon. (The Portland Lions club was organized in 1921.) The Longview-Pioneer Lions Club was organized in November, 1923.

In 1925, due to rapid growth, the Association separated Oregon from District 19 making it District 36 leaving our district with 13 clubs and 830 members. By 1936 District 19 had grown to 30 clubs with 1287 members. Recognizing the need for some sort of District organization, the local leaders such as Ray Bigelow, of Seattle-Central Lions (3rd International Vice President 1922-24), Harlan Payton of Spokane-Central Lions, Harry Cahalen of Yakima Lions; and Abe Lund of Seattle-Central Lions set up the "Board of Control". The Board consisted of the District Governor, two Deputies (one east of the mountains and one west), a District Secretary, and 3 Board of Control Members. All but the Deputies were elected at the district convention. The Deputies were appointed after consultation with the leaders on either side of the mountains.

International developed a new plan of organization in 1927 dividing districts into zones. The first information was not too clear regarding zone boundaries and the functions of the Zone Chairpersons. Each district elected a District Governor who appointed his Cabinet, Secretary, Deputy District Governors, and Zone Chairpersons. The first real effort to form a standard organizational plan involving cabinets and various districts in this District (only slightly resembling the present organization) came about under District Governor John Lampert of Yakima, 1930-31.

According to Association records, Northern Idaho somehow became attached to District 19 in 1936, although none of the existing MD19 Idaho clubs were organized until June of 1941 (Bonners Ferry and Coeur d'Alene). Sometime around 1943, Alaska became attached to District 19 for a very brief period until the area was reorganized aligning Alaska with the Northwest Territories before it ultimately becoming District 49 by itself.

In 1939 District 19 had grown to 55 clubs from the original nine clubs in 1923. These clubs were governed by one District Governor and five Deputy District Governors. In those days, the Deputy District Governors and Zone Chairpersons were observed during the year and their abilities weighed. The outstanding Deputy of the five was usually elected District Governor and the outstanding Zone Chairpersons were appointed Deputies. Each summer or early fall, the Zone Chairpersons and Deputy District Governors met for a rather intensive indoctrination course. Each was given a folder outlining his responsibilities.

By July of 1944, the Association had 4,447 clubs and 177,579 members in 13 countries, having expanded into China and Ibero-America; District 19 had 87 clubs and 3,678 members. There were still five regions each with a Deputy District Governor and Zone Chairpersons.

Through the year 1946-47, District 19 had always been organized and administered as a "single" district with a district cabinet comprised of the District Governor, Deputy District Governors, Zone Chairpersons, and Cabinet Secretary. With 111 clubs and 6,254 members in June of 1946, effective administration by a single District Governor had become impractical. While traveling on the ferry from Victoria to Vancouver, District Governor Jack Peddycord, Bellingham-Central Lions; Immediate Past District Governor Don Wike, Walla Walla-Downtown Lions; and District Secretary Virgil Warren, Spokane-Central Lions worked out the original organizational plan, which we basically follow today. Their goal was to take the best parts of all plans and come up with the best Multiple District organizational plan in the International Organization. These men chose not to adopt the standard form multiple district organization, i.e. a multiple district council comprised of the district governors, one of whom the council members themselves elected chairman of the council (traditionally the governor hosting the annual multiple district convention).

In 1947-48, their plan was initiated with the district being completely reorganized into a multiple district composed of Washington, Northern Idaho, and British Columbia with 138 clubs and 5 districts. The District Governor's Office was changed to that of Chairman of the Cabinet with this officer being elected at the annual multiple district convention. The regions were renamed districts (sub-districts) with the 5 Deputy District Governors becoming 5 District Governors. These District Governors were elected at their district meetings held in conjunction with and at the annual multiple district convention instead of at their own respective sub-district conventions, the usual or standard association practice. The District Secretary's Office was retained as Cabinet Secretary since there was only going to be one Cabinet. The organizers did not see the need of additional officers so the office of Deputy District Governors was eliminated. There were 15 Zone Chairpersons and this office assumed more importance. The Zone Chairpersons were elected by a "zone council" comprised of the club presidents and secretaries in the zone instead of being appointed by the District Governor, the standard association practice.

The first Chairperson of the Cabinet was elected in the same manner as the District Governor had been under the prior organizational structure. Henry Backstrom of Arlington, who had previously served as Deputy District Governor, became the first Cabinet Chairperson under the new plan. The new organizational structure was submitted to the clubs for approval as provided in the Constitution and By-Laws, but there were no qualifications included in the plan for a candidate desiring to run for Cabinet Chairperson. Later the By-Laws was changed to provide that only Past District Governors could run for this position.

Many officers from other districts have written for our organizational plans. The advantages are many. We have preserved a single district operation, yet have individual sub-districts that are united by mutual interests and needs. We have one Executive Secretary-Treasurer who serves from year to year, which provides continuity rather than having a new Cabinet Secretary appointed each year. Our single Council is organized in a manner that provides for equal representation from each district, and encourages strength and unity.

In 1950-51, District 19-F was created from Districts 19-E and 19-D resulting in 6 District Governors and 23 Zone Chairperson. The Multiple District had 176 Lions Clubs at this time. Lions Clubs International's growth mirrored our own. By July, 1954, the Association had nearly doubled to 11,024 clubs, 501,488 members in 50 countries. The International Board of Directors was comprised of the five Executive Officers: President, Immediate Past President, and three Vice Presidents and a varying number of International Directors.

In 1958, C.A.R.E. was adopted as a Multiple District project and has been given strong support since that time.

In 1961, the Lions International Special Representative (Extension Representative) to Multiple District 19, Jack Cooper died of a heart attack. Gordon Smith, Multiple District 19 Cabinet Secretary was hired by Lions International to assume Jack's duties. It was the Special Representative's job to extend Lions Clubs throughout Multiple District 19. This position was held by Gordon Smith until his retirement in 1985. When Lions Clubs International decided they were not going to support this program financially, the Council of Governors voted to budget the funds to increase Gordon Smith's salary in order for him to continue as the extension representative in the MD19 area, as well as serving as the Multiple District Secretary/Treasurer.

Much of the International Association's growth was outside the United States and the clubs, districts and countries around the world continued to clamor for more representation on the Association Board. A fair and representative plan was not developed until 1962, at which time the association had 16,502 clubs, 655,237 members in 99 countries. At this time MD19 had 275 clubs and 10,875 members. In 1962, the International Board of Directors divided the world into eight geographical areas with 26 directors: 15 from the U.S.A. and affiliates; one from Canada; one from Mexico; three from Ibero-America; three from Europe; one from the Orient and Southeast Asia; one from Africa and Southwest Asia; and one from Australia and the South Pacific.

After Gordon Smith's retirement, Lions Clubs International hired a Lion named Harvey Calame to be the Extension Representative for all of MD19 and Oregon (MD36). When Harvey died of a heart attack in the summer of 1986, this position was not filled by a paid staff member. Extension work was done by individual Lions on a volunteer basis and there was no real continuity in the program. Since that time, several different extension programs have been tried with varying results. At the present time, Lions Clubs International has initiated a new program, which provides for the appointment of Leadership, Membership and Extension Chairpersons. These positions are volunteer positions and the Chairpersons serve for three-year terms.

With continued growth in membership and the number of Lions Clubs, the following divisions took place within Multiple District:

1963-64	District 19-C was divided to create Districts 19-C & 19-G. MD19 now had 299 clubs and 7 District Governors.
1966-67	District 19-A was divided and created District 19-H. MD19 had 321 Lions Clubs, 8 Districts, 31 Zone Chairpersons, and 12,595 members.
1970-71	Districts 19-A and 19-H were reorganized to create District 19-I. This resulted in the current 9 Districts but with only 46 Zone Chairpersons and 375 Clubs.
1992-93	MD19 had increased to 73 Zones with 543 Lions Clubs
1997-98	MD19 has 71 Zones and 540 active Lions Clubs

In 1968, the Multiple District adopted a second Multiple District 19 project and the Washington/Northern Idaho Lions Sight Conservation Foundation and Eye Bank were created. This has become an outstanding project.

On December 24, 1975, the Lioness Program was initiated with the chartering of the first Lioness Club in Mount Pleasant, North Carolina. This program captured the imagination and loyal support of both Lions and ladies in MD19. The Lioness who chose to serve those less fortunate in their community through this branch of the Lions family have done so with an enthusiasm that is surpassed by no one.

In 1970, the British Columbia Lions Society for Crippled Children (now known as the B.C. Lions Society for Children with Disabilities) was established at the Annual Convention in Penticton, B.C. This project has gained world-wide acclaim because of its magnitude.

In 1980 the MD19 Lions Hearing Conservation Foundation was established and has gained the loyal support of the Lions in MD19 who realize the importance of helping those with this hidden challenge in life. In 1998, the Washington/Northern Idaho Lions Sight Conservation Foundation and the MD19 Lions Hearing Conservation Foundation merged. The Lions in British Columbia are presently organizing a Hearing Foundation to serve the hearing-impaired population in B.C.

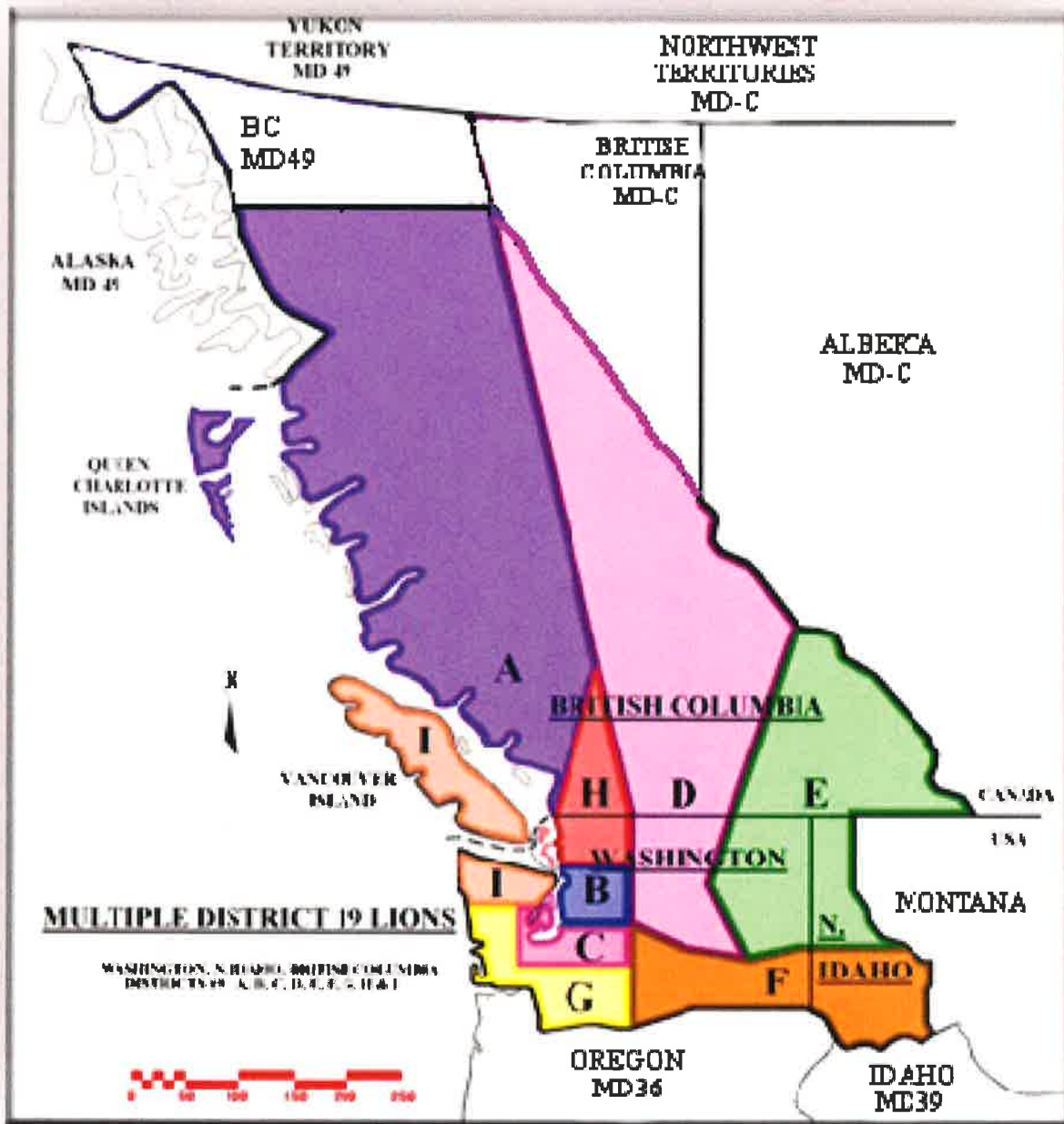
In 1980 the Lions International Association had grown to 33,864 clubs and 1,288,398 members in 145 countries and Multiple District 19 had 512 clubs with 18,451 members. Our MD19 Office records, memorabilia and equipment were literally evicting Executive Secretary Gordon Smith and his wife from their residence. All MD19 clubs were assessed and, with one or two exceptions, each paid a fixed amount per member allowing the Multiple District to incorporate and purchase its present office building in 1983 located in Bellingham, WA.

June, 1990, found Lions Clubs International at 39,734 clubs with 1,369,955 members in 165 countries with 545 of those clubs and 17,759 members located in Multiple District 19. During the early nineties, the practice of electing District Governors at the Multiple District 19 Annual Convention was changed. The District Governors and Zone Chairpersons (i.e. sub-district officers) were now elected at their own sub-district conventions. Prior to 1990 some districts started electing Assistant District Governors or District Governors-Elect and now in conformance with the Association's Constitution, each district in MD19 elects Vice District Governors at their annual sub-district convention.

Since the 1923 Lions International Convention when this area had only 9 clubs and 465 members, Multiple District 19 has grown to 390 active Lions Clubs with over 10,823 Lions. The original Cabinet is now called the Council of Governors and consists of 22 members: Council Chairperson, Vice Council Chairperson, Immediate Past Council Chairperson, 9 current District Governors, 9 Immediate Past District Governors, and the Executive Secretary/Treasurer, who is a non-voting member.

As of December 3, 2020, Lions Clubs International had 1,445,591 million members in 47,000 clubs in 743 districts and 210 countries and geographical areas. Effective with the 1997-98 year, the number of International Directors was increased to 33 of which 15 (down from 16) are from the U.S.A. and affiliates, one from Canada, five from Europe, three from Ibero-America (including Mexico), five from the Orient and Southeast Asia, three from South Asia, African and Middle East, and one from Australia, New Zealand, and South Pacific. In addition, the number of Executive Officers was reduced from five to four, with the elimination of the office of Third Vice President.

One last remarkable aspect of our Multiple District 19 record starting with Ray Bigelow's election as Third Vice President at the 1922 Convention, Multiple District 19 has provided a steady and continuous stream of distinguished Lions to serve on the International Board of Directors. These Lions have helped to "perfect the organization and to make plans for its expansion". Multiple District 19 has long been, and remains, an integral and leading district in this greatest of service organizations, Lions Clubs International.





MD19 LIONS AND CARE

MD19 Lions began its affiliation with CARE in 1951, by supporting CARE's relief efforts through Lions Clubs International. During the fifties Lions Clubs International operated humanitarian projects in developing countries similar to CARE's projects. MD19 Lions determined that CARE, with its ability to leverage additional funds, was able to provide services at one-third the cost of the Lions' projects.

MD19 Lions entered into an agreement with the Northwest CARE office in 1958 to provide direct support of CARE projects chosen by the group. For several years this relationship was unique among Lions Clubs, and attracted attention because of its success.

The MD19 Lions Council of Governors, at its annual meeting, selects a CARE project to be supported by MD19 Lions for the following year. Over the years MD19 Lions have been strong supporters of education, health care, agriculture and water systems, with a special focus on Latin American countries.

Year	Country	Project
1958-1975	Latin America, Asia and Africa	Education, health care, agriculture, water systems, etc.
1975-1976	Chad	Construction of medical clinic
1976-1977	Bangladesh	Multi-purpose school construction
1977-1978	Haiti	Construction of community nutrition & education centers
1978-1979	Indonesia	Construction of low-cost housing
1979-1980	Bolivia	Construction of water systems
1980-1981	Chile	Multi-purpose school construction
1981-1982	India	Construction of nutrition rehabilitation center and 12 day care centers
1982-1983	Guatemala	Soil conservation and reforestation
1983-1984	Indonesia	Rural community water supply and sanitation
1984-1985	Philippines	Income generation
1985-1986	Peru	School construction
1986-1987	Congo	Primary health care
1987-1988	Haiti	Community integrated nutrition and education outreach
1988-1989	Indonesia	Dryland farming
1989-1990	Ecuador	Community land use management
1990-1991	Ecuador	Integrated basic health services
1991-1992	Ecuador	Clean water systems and latrine construction
1992-1993	Nicaragua	Integrated Farming Systems & Safe Use of Pesticides
1993-1994	Nicaragua	Integrated Farming project (cont)
1994-1995	Peru	Community Water & Health
1995-1996	Peru	Community Water & Health
1996-1997	Peru	Community Water & Health Project in Peru
1997-1998	El Salvador	Water and Sanitation Project
1998-1999	El Salvador	Water and Sanitation Project
1999-2000	El Salvador	Water and Sanitation Project
2000-2001	Kenya	Siaya Child Survival Project
2001-2002	Saiya	Siaya Child Survival Project
2002-2004	Haiti	Education Project
2004-2005	Honduras	Entra Project with its goal of getting Honduras' child workers back in the classroom
2005-2006	Honduras	Pasos Water Project
2006-2008	Peru	Tools for Development project
2008-2010	Bolivia	Sustainable Social Actions for Children and Mining Families
2010-2012	Ecuador	Maternal Health Project – To be a woman in Ecuador's Andes
2012-2013	El Salvador	Ending Commercial Sexual Exploitation of Girls in San Miguel
2013-2014	El Salvador	Ending Commercial Sexual Exploitation of Girls in San Miguel
2014-2015	Guatemala	Water Links, Tacana & Tajumulco, San Marcus Department
2015-2016	Guatemala	Water Links, Tacana & Tajumulco, San Marcus Department
2016-2017	Peru	Educational Opportunities for Girls, Chinca (Ica) & Huaytara (Huancavelica)
2017-2018	Peru	Educational Opportunities for Girls, Chinca (Ica) & Huaytara (Huancavelica)
2018-2019	Honduras	School Gardens for Healthy Nutrition
2019-2020	Honduras	School Gardens for Healthy Nutrition
2020-2021	Haiti	Community Managed Girls' Learning Centers

The Official Lions Emblem

The emblem of the Association is registered under trademarks in countries around the world. There is only **one** official Lions emblem to be used for all authorized purposes. It cannot be used without official permission. The unofficial “dogface” emblem is not to be used.



The
Official Lions Emblem

Unofficial “Dogface” emblem



CLUB ELECTION GUIDELINES

General Procedural Guidelines for Club Elections

- *Club Elections – Timing:* Elections are to be held no later than April 15 of each year. The Club Secretary is required, either by mail or by personal delivery, to give notice to each member of the club at least fourteen (14) calendar days prior to the date of the election. (Standard Form Club By-Laws, Article IV, Section 1.)
- *Nomination Committee:* The Club Presidents appoints the nomination committee, which submits the names of candidates for various club offices to the club membership at the nomination meeting. (Standard Form Club By-Laws, Article IV, Section 2.)
- *Nominations:* Nominations may be made from the floor of the nomination meeting. Once nominations have been closed, no more nominations may be made. If the nominee/s are unable to serve, and there is no other nominee, the nominating committee may submit, at the election meeting, names of additional nominees for that office. (Standard Form Club By-Laws, Article IV, Section 2 and 3.)
- *Eligibility for Office:* To be eligible for club office, the Lion must be an active member in good standing. (Standard Form Club By-Laws, Article II Section 2.)
- *General Voting Guidelines:* Unless otherwise provided in the respective club constitution and by-laws, the election shall be by ballot by those present and eligible to vote. A plurality vote is necessary to elect.
- *Quorum:* The presence in person of a majority of the members in good standing. (Standard Form Club By-Laws, Article III, Section 5.)
- *Eligibility to Vote:* Voting privileges are granted to members present who are in good standing and fall into one of the following membership categories: Active, Affiliate, Associate, Life, Member at Large and Privileged. The president is entitled to one vote, so long as he or she is in good standing.
- *Plurality Vote:* The candidate receiving the largest number of votes has a plurality.

Club Officer Installation Ceremony

The Event of the Year!

The annual meeting for the installation of club officers is a long-time Lions club tradition; usually held as the first meeting of the new fiscal year. It is a celebratory event that is an opportune time for a club to:

Express gratitude to the previous board members as they complete their term of service for serving the club. It may be appropriate to present outgoing board members with small tokens of gratitude.

Honorably transfer authority and responsibility from current leaders to newly elected directors and officers at the beginning of each fiscal year. Some clubs have a strong tradition of “passing the club gavel” from outgoing president to incoming president.

Recognize club members who have provided excellent leadership and service to the club the previous year. This is for those members who may have provided extraordinary efforts to large projects.

Celebrate the club’s service and positive effect on its community. It is appropriate to recount all of the club’s service success over the past year.

Acknowledge community members who provided outstanding support to the club’s service. If the club has a strong community benefactor assisting the club in its service, it is appropriate for the entire club to extend its gratitude.

Recognize long-time members of the club for their dedication, service and leadership (could recognize all original charter members).

Provide an opportunity to share the club’s goals and chosen program of service for the upcoming year to the newly elected club president to inspire the club members to commit to making its community a better place to live.

Celebrate club milestones, such as the club’s anniversary or long-lasting community service programs.

The Installation Ceremony

It is the club’s decision how traditional or formal its club officer installation and celebration will be. Whether formal or informal, grand or quaint, it can be equally meaningful and momentous.

Officiator of the Installation Ceremony

Typically, the immediate past club president officiates the installation ceremony, which provides a symbolic passage of leadership authority from the current to the newly elected leaders. Occasionally, a district officer such as the district governor, region or zone chairperson may be available and invited as a special guest to perform the installation ceremony.

The installing officer should have an assistant for the ceremony, to manage documents and any presentation materials. This may be the club secretary, who can assist the incoming officers with their seating arrangement.

Seating for a Formal Installation

When a front table, small stage or dais is used, it is useful to have a planned seating chart of the incoming board of directors to ease the installation procession. Below is a suggested seating arrangement to facilitate an orderly ceremony.

Seating from left to center for all incoming board members:

- Program coordinator
- Safety Officer (optional)
- LCIF Coordinator (if not the Immediate Past Club President)
- Branch president (if applicable)
- Lion Tamer
- Tail Twister
- Directors
- Outgoing Club President

Seating from right to center for incoming club officers:

- Club Marketing Communications Chairperson
- Club Service Chair
- Club Membership chair
- Club Treasurer
- Club Secretary
- Club 3rd vice president
- Club 2nd vice president
- Club 1st vice president
- Incoming Club President

Scripts for Installation of Directors and Officers

A set of formal scripts follows that includes each position provided in the standard club structure. A simplified ceremony with a shorter script for just the directors as one group and then the club officers as another may also be used for a more informal event.

It is appropriate after the completion of the ceremony to offer the incoming president an opportunity to address the club as a whole. This is a good time to recognize the efforts of club members for their hard work, thank those completing their terms of service for their leadership and inspire all to work together serving the community.

Opening Statement:

Once all incoming members have taken their places per the seating arrangement before the audience, the ceremony may begin.

“Welcome to installation ceremony of the newly elected members of the _____
Lions Club board of directors.

Each of the following members has been duly elected to their position as provided in the club constitution and by-laws, and understands the roles and responsibilities of the position which they will hold for the next fiscal year. I will now call forward each incoming board member by position.

Board of Directors Members

Program Coordinator (optional board position)

(The Program Coordinator is called forward and takes a place next to the installation official).

"Lion _____, you have been elected to serve as Program Coordinator. Will you work to improve the club meetings by providing programs and speakers of interest to the club members, to ensure meaningful club meetings? Will you, as Program Coordinator, perform all of your duties as provided by your club's governing documents to the best of your ability? If so, please answer 'I will.'"

Program Coordinator "I will."

Club LCIF Coordinator (optional board position)

(Confirm if the Immediate past club president is filling this role. If so, skip this if the outgoing club president is serving as the installation officer)

(The LCIF Coordinator is called forward and takes a place next to the installation official).

"Lion _____, you will serve as LCIF Coordinator.

Will you communicate the mission of LCIF to your club and collaborate with the service chairperson and LCIF district coordinator to promote LCIF? Will you, as LCIF Coordinator, perform all of your duties as provided by your club's governing documents to the best of your ability? If so, please answer 'I will.'"

LCIF Coordinator "I will."

Safety Officer (optional board position)

(The Safety Officer is called forward and takes a place next to the installation official).

"Lion _____, you have been elected to serve as Safety Officer. Will you ensure that comprehensive safety measures, adequate supervision and insurance coverage are in place for all activities and events for both Lions and participants? Will you, as Safety Officer, perform all of your duties as provided by your club's governing documents to the best of your ability? If so, please answer 'I will.'"

Safety Officer "I will."

Lion Tamer (optional board position)

(The Lion Tamer is called forward and takes a place next to the installation official).

"Lion _____, you have been elected to serve as Lion Tamer. Will you care for the display and storage of the club's property; flags, gong and gavel? Will you also serve as sergeant at arms and greeter for both guests and members? Will you, as Lion Tamer, perform all of your duties as provided by your club's governing documents to the best of your ability? If so, please answer 'I will.'"

Lion Tamer: "I will."

Tail Twister (optional board position)

(The Tail Twister is called forward and takes a place next to the installation official).

Lion _____, you have been elected to serve as Tail Twister. Will you promote harmony, fellowship, fun, and enthusiasm to draw the members together at club meetings; using your best judgment to assist with club administrative fund raising? Will you perform all of your duties as provided by your club's governing documents to the best of your ability? If so, please answer "I will."

Tail Twister: "I will."

Club Directors

(The Club Directors are called forward and take a place next to the installation official.)

"Lions _____ and _____, you still have one year to serve your club as directors.

Lions _____ and _____ you have been elected to serve your club as directors for two years.

With the other officers, will you assist to formulate and execute the policies and new business, faithfully attend board and club meetings and give unselfishly of your time and effort to advance your club and Lions Clubs International? Will you, as directors, perform all of your duties as provided by your club's governing documents to the best of your ability? If so, please answer "I will."

Directors: "I will."

Officers

Marketing Communications Chairperson

(The Marketing Communications Chairperson is called forward and takes a place next to the installation official.)

"Lion _____, you have been elected to serve your club as Marketing Communications Chairperson. Will you develop and implement the club communications plan to publicize club activities to both members and non-members, expand newsworthy accomplishments via all available means of effective communications and media distribution? Will you, as Marketing Communications Chairperson, perform all of your duties as provided by your club's governing documents to the best of your ability? If so, please answer "I will."

Marketing Communications Chairperson: "I will."

Service Chairperson

(The Service Chairperson is called forward and takes a place next to the installation official.)

"Lion _____, you have been elected to serve your club as Service Chairperson. Will you work with others to develop, communicate and implement the annual program of community and humanitarian service approved by the club's board of directors, incorporating both youth/Leos, members

and non-members in your service projects? Will you, as Service Chairperson, perform all of your duties as provided by your club's governing documents to the best of your ability? If so, please answer "I will."

Service Chairperson: "I will."

Membership Chairperson

(The Membership Chairperson is called forward and takes a place next to the installation official)

"Lion _____, you have been elected to serve your club as Membership Chairperson. Will you help develop and implement a membership growth plan and retention program to encourage and assist the club in recruiting and retaining high-quality members? Will you, as Membership Chairperson, perform all of your duties as provided by your club's governing documents to the best of your ability? If so, please answer "I will."

Membership Chairperson: "I will."

Treasurer

(The Treasurer is called forward and takes a place next to the installation official.)

"Lion _____, you have been elected to serve your club as treasurer. Will you manage the collection of club dues and be the custodian of all club receipts and expenditures; giving bond for the faithful fulfillment of duties in keeping with recognized and accepted business and financial practices? Will you, as treasurer, perform all of your duties as provided by your club's governing documents to the best of your ability?" If so, please answer "I will."

Treasurer: "I will."

Secretary

(The Secretary is called forward and takes a place next to the installation official.)

"Lion _____, you have been elected to serve your club as secretary. Will you maintain all of the general records of the club, submit reports as required by the district and international association and serve as the liaison between your club, zone, district and Lions Clubs International? Will you also serve as an active member of the district governor's advisory committee, attending the meetings of your zone? Will you, as secretary, perform all of your duties as provided by your club's governing documents to the best of your ability? If so, please answer "I will."

Secretary: "I will."

Vice Presidents

(The Vice-presidents are called forward and take a place next to the installation official.)

Installing Officer:

"Lions _____, _____ and _____,
(third vice-president, second vice-president and first vice-president)
you have been elected to serve as vice presidents. Will you, in order of your office and presence, substitute for the president when absent from any club or board of directors meeting and oversee the functioning of such committees as the president may designate? If requested, will you also serve as an active member of the district governor's advisory committee, attending the meetings of your zone? Will

you, as vice-presidents, perform all of your duties as provided by your club's governing documents to the best of your ability? If so, please answer, "I will."

Vice-presidents: "I will."

Club President

(The president is called forward and takes a place next to the installation official.)

"Lion _____, you have been elected to the office of president of your club. You are its chief executive officer. Your success is a reflection of your club's success. Now is the time to continue building your club in every way possible so that it may be an example to other clubs, and a credit to the community, the district and to Lions Clubs International.

Will you preside at all regular and special meetings of your club and board of directors, appoint standing and special committees and ensure their success? Will you also serve as an active member of the district governor's advisory committee, attending the meetings of your zone? Will you, as president, perform all of your duties as provided by your club's governing documents to the best of your ability? If so, please answer, "I will."

President: "I will."

Turning to the Audience:

"It is now my great pleasure to declare these Lions duly installed into the respective offices to which they have been elected.

(Addresses president, presenting the gavel of the club):

"To you, Lion President, I hand this gavel, as a token of your club's esteem, love and confidence in you, and as your symbol of authority. On behalf of the membership of your club, I want to assure you of their readiness to follow your leadership during your term of office."

"And now Lion _____, it is my personal pleasure to congratulate you upon the honor your club has conferred in electing you as its chief executive, and to extend my very best wishes to you and this splendid club, for a most successful year under your leadership."

Logistics

Pre-event logistical preparations for the installation ceremony are dependent on the desired formality of the event.

Promotion

The installation lends itself to being a celebration for the club to share with other Lions, Leo's and Lioness club members, family, friends, benefactors, beneficiaries and community leaders.

As with any club social event or important general membership meeting, make sure that the event is communicated and announced well in advance to ensure a high attendance. Be sure to include in a written invitation containing all of the pertinent facts:

Date and time

Location

Special guests or entertainment

Theme/Attire

Cost and payment options

Formal Set-up

A formal event may include a complete dais platform and podium set-up. This would allow the incoming officers to be seated before the club members. If so, it may necessitate the creation of a detailed seating chart with members being presented for installation in a prescribed order. If the club recognizes traditional protocol, apply it to the seating plan and introduction of dignitaries.

Formal Annual Meeting Tips

The board policy manual provides the details of protocol for formal meetings.

Informal Annual Meeting Tips

A less formal event could encompass new board members seated at tables amidst the club members, perhaps at reserved tables near the front of the group and close to the presentation podium or traditional front table. The incoming officers and directors may be asked to simply stand for their portion of the ceremony without proceeding to a staging area in front of the group.



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