

## Communication Protocol

**This communication protocol is updated to reflect instances when information needs to be communicated to clubs in a region or in the full district.**

### **Notice re: death of a Lion**

The Lions Club President/Secretary or designated Lion should contact the family and offer the Lions Memorial Service to the family. Suggest this is a non-denominational and brief service to which Lions from their club and others are invited to attend. A Lions Service is usually held before or during visitation. The service may be conducted by the District Governor, District Officers or Club Members.

The responsible club member (usually the Secretary) contacts the District Secretary **AND** the District Governor. If these persons are not available contact the 1<sup>st</sup> Vice District Governor.

The following information is requested (to prevent duplicate notifications to clubs):

1. Name of the deceased Lion
2. A brief history of the member's service in Lions -
3. Years in Lionism, offices held, special recognition/awards, etc.
4. Name, location and phone number of the funeral home
5. Visitation times
6. Date, time and place of a Lions Service
7. Date, time and place of the funeral
8. Special family requests

The District Secretary will contact the Lions Clubs and Cabinet members by email with the appropriate information; and will submit this information to the District Web Master for inclusion on the website memorial service and memorial service recognition at next convention.

**Emergency/disaster: in the event of a disaster, tragedy or other event that communication throughout the district is deemed urgent and the information needs to be transmitted quickly and accurately, contact the District Secretary and the District Governor.**