

LCI Contacts - email and/or telephone numbers

Club Supplies and Distribution Division

(630) 203-3822

E-mail: clubsupplies@lionsclubs.org

Responsible for supplying clubs with the basic materials necessary for their operation, this division also supplies a wide variety of items marked with the association's emblem, including awards, apparel and gift items. Nearly 75,000 orders are processed each year.

This division is also responsible for all association purchasing and for the headquarters lunch room. Income earned on sales is used to help defray the cost of running the association. Finally, this division includes the association's mail services, handling more than two million pieces annually.

Departments

Club Supplies Sales Department, (630) 203-3822

Export Traffic, ext. 6763

Shipping and Inventory Control, ext 6720

Convention Division

Phone: (630) 468-6731

Fax: (630) 571-1689

E-mail: convention@lionsclubs.org

We are responsible for coordinating and arranging of meetings for the association including the annual international convention, DGE seminar and international board of directors meetings.

Contacts for questions regarding:

Convention Registration and Hotel Accommodations, (630) 468-6731

Parade, x6731

Exhibits, x6928

Display of Lions Projects and Pin Trading Tables, x6928

Plenary Sessions, x6731

Future convention cities, x6731

District and Club Administration Division

(630) 571-5466, ext. 6828

E-mail: districtadministration@lionsclubs.org

This division assists districts and clubs with administrative matters, including the distribution of manuals for district and club officers. This division is also responsible for the association's 11-language translation operations.

Inquiries about the following should be addressed to each language department.

Club status quo and rebuilding
Club cancelation and reinstatement
Single club transfers
Redistricting
Club mergers
Club and District Team Excellence Awards
Certified Guiding Lion Program
E-Clubhouse

Departments

English Language, ext. 6919 or EnglishLanguage@lionsclubs.org
Eurafrican, ext. 6929 or Eurafrican@lionsclubs.org
Ibero-American, ext. 6862 or iberoamerican@lionsclubs.org
Pacific Asian, ext. 6953 or pacificasian@lionsclubs.org

Extension and Membership Division

(630) 468-6710

E-mail: extension@lionsclubs.org

This division is responsible for administering all membership growth and extension programs, with the organization of new clubs, new countries and geographical areas. Membership growth programs are designed and implemented, membership support materials are prepared and distributed and marketing membership data is reviewed, surveyed and quantified to promote and market the association's programs.

Other division responsibilities include supervision of field offices in various parts of the world, management of several volunteer leadership programs and special projects designed to enhance membership development.

Membership and New Club Development Department

Club Excellence Process, ext. 3845 or clubexcellenceprocess@lionsclubs.org
Extension Workshop Program, ext. 3845 or membershipdev@lionsclubs.org
Global Membership Team, ext. 3845 or gmt-glt@lionsclubs.org
Membership and New Club Operations Department

Chevrons, ext. 3831 or memberops@lionsclubs.org
Club Branch Program, ext. 3831 or clubbranch@lionsclubs.org
Club Promotional Materials, ext. 3831 or memberops@lionsclubs.org
Founders Membership Growth Awards, ext. 3831 or memberops@lionsclubs.org
New Club Inquiries, ext. 3831 or newclubs@lionsclubs.org
Member Induction, ext. 3831 or memberops@lionsclubs.org

Membership Key Awards, ext. 3831 or memberops@lionsclubs.org
Membership Publications, ext. 3831 or memberops@lionsclubs.org
Transfer Member Form, ext. 3831 or memberops@lionsclubs.org
Membership and New Club Programs Department

Campus Club Development, ext. 3846 or campusclubs@lionsclubs.org
Champion Lions Clubs in Support of Special Olympics, ext. 3846
or memberprog@lionsclubs.org
Family Certification Processing, ext. 3830 or stats@lionsclubs.org
Family Membership Program, ext. 3846 or memberprog@lionsclubs.org
Family Program Billing, ext. 3830 or membershipbilling@lionsclubs.org
Family and Women Symposium Grants, ext. 3846 or memberprog@lionsclubs.org
Leo to Lion Program, ext. 3846 or leo2lion@lionsclubs.org
Lioness Conversion Program, ext. 3846 or memberprog@lionsclubs.org
Lions Family Cub Program, ext. 3846 or memberporg@lionsclubs.org
President's Retention Campaign, ext. 3846 or retention@lionsclubs.org
Student Member Program, ext. 3846 or student@lionsclubs.org
Women's Initiative, ext. 3846 or memberprog@lionsclubs.org
Worldwide Induction Day, ext. 3846 or inductionday@lionsclubs.org
Year-Round Growth, ext. 3846 or yearroundgrowth@lionsclubs.org

Finance Division

630-468-6834

E-mail: finance@lionsclubs.org

Maintains the integrity of the association's financial and accounting systems
Provides financial services including
Collection and timely posting of club and district payments
Auditing and payment of district governor expense claims
Supports bank accounts in 55 countries for the convenience of clubs
Departments

Accounting, x3832, or direct (630) 203-3832
Determines rates of exchange for 38 foreign currencies
Reconciles Bank Statements and monitors unidentified deposits
Budget and Auditing, x3839, or direct (630) 203-3839
Audits and pays district governors' office expense and travel expense claims
Reviews club visitation report
Process president approval form
Accounts Receivable, x3810 or direct (630) 203-3810
Distributes monthly district governor recaps
Prepares analyses for club and district accounts including history ledgers
Applies payments and updates accounts daily to reflect current customer activity
Reviews and updates payment instructions
Reviews club accounts and prepare past due notices for delinquent balances

Researches, analyzes and responds to inquiries regarding club and district accounts. Questions? Call x3810 or e-mail accountsreceivable@lionsclubs.org.
Membership Billing and Account Services, x3820, or direct at (630) 203-3820
Billing and collection for Club and District accounts

Information Technology Division

(630) 203-3844

E-mail: it@lionsclubs.org

The Information Technology Division plans, organizes and controls the overall activities of computer equipment throughout the entire organization. This includes hardware, software, systems analysis, programming, data entry, and the preparation of various financial, statistical, inventory and membership reports. The division handles all membership reports and is responsible for maintaining all club records on computer equipment. It also maintains club officer records.

Departments:

Division Administration: it@lionsclubs.org

Roster of membership multiple district/district: (630) 203-3844

Lions International Stamp Club liaison: (630) 203-3844

Information Systems: wmmr@lionsclubs.org

WMMR Online Monthly Membership and Service Activity Reporting – technical support and registration information: WMMR Information Page or (630) 468-6900

Club Officer and Record Administration: stats@lionsclubs.org
(630) 203-3830

Services Include:

Address changes/club officers and chairpersons

Address labels

Officer Reporting Forms (PU-101)

Deceased membership

Eulogies

Honorary/Privileged members

Life membership

Address change – club members

Certification of convention delegates

Member lists/member status

Club histories

Magazine – address change/non-receipt

Magazine – special subscriptions

MMR reports (completed)

Membership register requests

Reinstatement of Lions
Roster/club
Roster/disbanded club
Necrology service
Voting list, District and MD conventions

Service Activities

Division Office

Phone: (630) 571-5466, x 287
Fax: 630-571-1692
E-mail: programs@lionsclubs.org

The division is responsible for the following international programs.

Adopted Service Programs of Lions Clubs International
Online Activity Report
Youth Programs

(630) 571-5466, x 324
E-mail for the Leo Club Program: leo@lionsclubs.org
E-mail for the Lions International Youth Camp and Youth Exchange Programs:
ye@lionsclubs.org

The Leo Club Program
Lions International Youth Camp and Exchange Program
Health and Children's Services Department

(630) 203-3841
E-mail: programs@lionsclubs.org

Diabetes Awareness including the Strides Program
Hearing and Speech Action and Work with the Deaf Program
Hearing Aid Recycling Program
Lions Eye Banks
Lions Eyeglass Recycling Centers
Lions Services for Children Program
Sight Conservation and Work with the Blind Program
Program Development Department

(630) 571-5466, x 316
E-mail: programs@lionsclubs.org

Lions Crew at Work program
Culture program

Environment program including the Lions Green Team and the Lions Environmental Photo Contest
International Relations programs including the Lions ALERT and the Lions Emergency/ Non-Emergency Assistance programs
International Club Twinning program
Lions Day with the United Nations program
The mailing address is:

Lions Clubs International
Service Activities Division
300 W. 22nd Street
Oak Brook, Illinois 60523-8842
USA

Leadership Division

(630) 468-6935
E-mail: leadership@lionsclubs.org

The Leadership Division provides a variety of leadership development opportunities for current and future Lions leaders at the club, district, multiple district and international levels.

Primary leadership development programs include:

Senior Lions Leadership Institutes
Faculty Development Institutes
District Governors-elect Seminar
Regional Lions Leadership Institutes
Lions Learning Center (online courses)

For specific questions on leadership development, contact the following departments:

Institutes and Seminars, (630) 468-6740
Leadership Administration, (630) 468-6923
Program Design and Development, (630) 468-6703
Please visit the Leadership Resource Center for additional information and leadership development tools.

Legal Division

(630) 571-5466, ext. 3847
E-mail: legal@lionsclubs.org

The Legal Division is responsible for maintaining the association's worldwide trademark registrations, global insurance program and risk management and litigation. In addition, the Legal Division provides guidance and advice to Lions on the association's constitution and by-laws and board policy, including district elections, international director endorsement inquiries, dispute resolutions and constitutional complaints. In

addition to implementing and managing corporate governance programs for the association, the Secretary prepares and distributes the official minutes of board meetings and executive summaries..

Departments

Certificates of Insurance: 1-800-316-6705 or visit our Resources Legal page
General Inquiries: ext. 3847

Lions Clubs International Foundation Division

(630) 468-6901

E-mail: lcif@lionsclubs.org

Lions Clubs International Foundation (LCIF) is the grant-making arm of Lions Clubs International. LCIF supports the efforts of Lions around the world in serving their local communities and the world community through humanitarian service projects.

The LCIF office:

Administers the SightFirst program

Processes donations and donor recognition

Executes grants approved by the Board of Trustees

Manages development efforts

Directs a public relations program providing support to Lions and information about LCIF to the public

For additional information, please contact the appropriate department within the Foundation:

Humanitarian Grants, (630) 468-6769

Donations and Donor Recognition, (630) 468-6872

Communications, (630) 468-6887

Division Administration & General Inquiries, (630) 468-6901

Development, (630) 468-6829

Financial Analyst, (630) 468-6775

Lions Quest, (630) 468-6960

Public Relations and Communications Division

(630) 571-5466, x6764

E-mail: pr@lionsclubs.org

This division designs, produces and prints all association publications, including the Headquarters edition of the LION Magazine. Staff also provides official material for 32 other editions of the LION worldwide.

Other responsibilities include the supervision and execution of public relations efforts designed to inform members and the general public of association activities. Audiovisual programs, speeches and biographical information for the international board of directors are also produced by division staff.

Advertising and Production

Graphics x369

Pre-Press x376

Public Relations x327

Publication Requests x363

Peace Poster Contest x358

Anthems x358 or x363

Officers and Director Biographies x363 or x358

Lions Quarterly Videos x363 or x358

Logos x6729

Web Site x6767

LION Magazine

Advertising x368

Editor x364

Address change, non-receipt of, x312