
EXTENSION

Extension Program

Club Branch

Campus Lions Club

Leo Lions Club

Extension Workshop

Certified Guiding Lion

Membership Development Grant

EXTENSION PROGRAM RESOURCE

Program Summary:

The organization of new Lions clubs, termed extension, gives more people the chance to make a difference, assist those in need and introduce new projects to local communities. Our world is changing, and today's volunteers are looking for new ways to become involved in issues that are relevant and serve in a way that fits their ever-changing lifestyle. While community-based clubs are our tradition, one size does not fit all. That's why Lions Clubs International offers several club formats to choose from:

- **Traditional Lions clubs** are ideal for bringing together a group of community-minded people to serve the needs of their community in any way. It offers flexibility to reach new groups of people and serve a variety of communities.
- **Campus Lions clubs** are designed for college and university students, administrators, faculty, alumni and other community-minded individuals. Members serve the campus community while developing valuable leadership and business skills. Additionally, students are eligible to receive a special dues discount to make membership more affordable.
- **Lioness Lions clubs** offer current and former Lionesses an opportunity to honor their history as a Lioness while enjoying the benefits and privileges of being a Lion. Current and former Lionesses receive credit for their years of service as a Lioness and are recognized with a special Lioness pin.
- **Leo Lions clubs** provide an easy transition from a Leo club to a Lions club by offering a special dues discount to graduating Leos and their peers. To charter a Leo Lions club, a minimum of 10 graduating Leos under the age of 30 is required.
- **Club branches** enable a small group of people to form a Lions club and start making a difference in their community sooner. Members become a part of an existing "parent" Lions club, but select their own projects and activities.

A new Lions club can also be formed, just like a traditional club, based on a special interest or circumstance:

- Consider starting a family-friendly club and include family members and children in club activities. Family members can receive a special dues discount and children can get involved through the Cub Program.
- Perhaps a group of people share a hobby they enjoy, a community project they'd like to work on or want to volunteer with business colleagues. If so, form a special interest club that focuses on an element that many potential members have in common. Think about starting a Special Olympics or Lions Quest focused Lions club.
- Or consider organizing a cyber club that includes members from distant geographic areas – or holds club meetings online using the e-Clubhouse for convenience.

Frequently Asked Questions:

What is needed to charter a new club?

- 20 or more charter members
- A sponsoring club, region, zone, district cabinet or district committee
- Completed charter application and report of charter members
- Your district governor's approval
- Appropriate charter fees and certification forms

EXTENSION PROGRAM RESOURCE

What are the appropriate charter fees?

- New Charter Member: US\$30
- Transfer Charter Member: US\$20
- Family Member: Head of household pays full amount; up to four additional family members receive a charter/entrance fee waiver
- Student Member: Charter fee is waived; prepayment of one year of international dues is required for campus clubs and clubs with a majority of students
- Graduating Leos and Qualifying Young Adults: Charter fee is waived
- Branch Member: When a branch converts into a club, branch members in good standing when the club is chartered receive a waiver of their entrance fee

A new club will be billed prorated international dues when it becomes newly chartered.

When is Charter Night held?

Charter Night is an optional activity, but is usually held within 90 days of the charter application's approval. Lions who join the new club within 90 days of the charter approval date, or before Charter Night, whichever comes first, are considered charter members.

Materials Available:

- New Club Extension Kit
- Campus Club Kit
- New Century Club Kit
- Club Branch Builder Kit

Awards Available:

Extension Awards

Extension awards are presented to the two Lions, who, in the opinion of the serving district governor, provided the greatest assistance in the organization of a new Lions club. Lions nominated for an Extension Award receive a medallion for each of the first five clubs chartered, and greater awards for chartering 10, 15, 20, 25, 30 and 40 clubs.

Any Lion may receive the award, including transfer charter members, but with the exception of the district governor, new charter members and international representatives.

Extension Awards will be presented after the club has been chartered for a year and a day and is in good standing. The Extension Award will be sent to the district governor for presentation to the club organizer(s).

District Governor Extension Award

The District Governor Extension Award is awarded to district governors who charter one or more clubs within their district. The prestigious pin is personalized to display the number of clubs chartered during their year.

District Governor Extension Awards will be issued to the immediate past district governor after June 1 following their fiscal year. The award will indicate the number of new clubs formed in the previous fiscal year that are still in good standing as of May 31 of the next fiscal year.

Club Sponsor Banner Patch

Clubs that sponsor a new club receive a commemorative banner patch.

EXTENSION PROGRAM RESOURCE

Important Dates:

June 20 – The Lions Club Charter Application, along with any corresponding Extension Awards, must be received at LCI headquarters before the close of business on June 20 to be credited to the current fiscal year's annual records.

LCI Contact:

Membership Programs and New Clubs Marketing Department
630-571-6815
newclubs@lionsclubs.org

CLUB BRANCH PROGRAM RESOURCE

Program Summary:

Club branches enable a small group of people to form a Lions club and start making a difference in their community sooner. Wherever there is need, a club branch can help. Members become part of an existing "parent" Lions club, but hold independent meetings and facilitate their own projects. Club branches elect a president, secretary and treasurer.

Frequently Asked Questions:

How many members does it take to form a branch?

A minimum of 5 members are required to form a new club branch.

How does the parent club maintain communication with the club branch?

A member of the parent club is designated to serve as a branch liaison and serves on the branch's executive committee. The branch liaison attends branch meetings and is a helpful advisor to ensure branch growth and success. Additionally, the branch liaison is automatically a member of the parent club's board of directors and reports the activities of the branch during board meetings of the parent club.

What are the appropriate fees?

Regular entrance fees and international dues apply when joining a club branch. When the branch converts and charters a new club, branch members in good standing receive a charter fee waiver. The parent club secretary signs and submits the Club Branch Conversion Form (CB-21) to certify transfer of membership.

How can club branches benefit Lioness clubs?

More Lioness clubs may join the association if given the opportunity to become a Lioness club branch of the club they are already affiliated with. While branch members become part of the parent club, they operate separately. Additionally, Lionesses are able to take advantage of the Family Membership Program dues discount if a family member belongs to the parent club.

Could the Club Branch program be used with other groups?

Yes. In places where spouses typically belong to separate clubs, or want to join separate clubs, they too can be part of club branch just for spouses – and benefit from the family dues structure. Clubs may also use the Club Branch Program as an opportunity to invite a younger generation to join Lions or start a campus club branch if a perspective club has not built to 20 members.

Materials Available:

- Club Branch Builder Kit
 - Notification of Club Branch (CB-1)
 - Report of Branch Membership (CB-2)
 - Club Branch Guide (CB-4)
 - Club Branch Brochure (CB-17)
- Club Branch Conversion Form (CB-21)

LCI Contact:

Membership Programs and New Clubs Marketing Department

630-571-5466, ext. 522

clubbranch@lionsclubs.org

CAMPUS LIONS CLUB PROGRAM RESOURCE

Program Summary:

Lions clubs on college and university campuses provide the opportunity for students and the campus community to come together to address their own unique challenges, develop valuable leadership and project management skills and pursue service learning. Through club participation, students learn how to identify the needs of their community and apply problem-solving techniques to address real world issues.

Frequently Asked Questions:

Campus Lions clubs can include students, administrators, staff, alumni, community members and faculty members. This structure builds a strong bond between students and faculty.

What are the benefits to student members?

- Opportunity to volunteer in campus, local and world communities
- Membership in the world's largest service club organization
- Leadership training
- Strengthen business and management skills
- Networking
- Resume Building
- Transferability of membership

What are the benefits to the university?

- Provides leadership opportunities for students
- Offers membership in a well-recognized service club
- Increases humanitarian service for the campus and the immediate community
- Builds positive community public relations from visible service project
- Supported by Lions Clubs International and an extensive volunteer network

How does the Student Member Program benefit the Campus Lions Club Program?

The Student Member Program encourages student participation by extending a special dues concession to students. Students enrolled in an educational institution and through the age of 30 receive an entrance/charter fee waiver and pay only half international dues. Campus Lions clubs also receive an extended billing adjustment period to accommodate the typical school schedule.

Students in Campus Lions clubs, and clubs with a majority of students, are required to prepay one year international dues at the student member rate of US\$19.50 at the time of charter.

Do students over the age of 30 joining a Campus Lions club receive any discounts?

Yes. Students over the age of 30 benefit from a reduced charter entrance fee of US\$10 upon submission of the Student Member Certification Form (STU-5). Full international dues apply but do not require prepayment.

Materials Available:

- Campus Lions Club Kit
 - Guide to Developing Campus Lions Clubs (EX-517)
 - Campus Brochure (EX-537)
 - Campus Poster (EX-538)
 - Campus Flyer (EX-514)
- Student Member Certification Form (STU-5)

CAMPUS LIONS CLUB PROGRAM RESOURCE

Awards Available:

A Campus Award Patch is awarded to the Lions club who sponsors a new Campus Lions club. A Campus Award Pin is presented to the extension Lion who form the Campus Lions club, as determined by the district governor.

Important Dates:

April 15/October 15 – Campus Lions clubs have through April 15 for the January per capita billing and through October 15 for the July per capita billing to amend the club roster.

July 21/January 21 – Campus Lions clubs are billed normally for the semi-annual dues in July and January and payment is owed to the international office no later than July 21 and January 21 respectively.

LCI Contact:

Questions regarding Campus Lions clubs contact:

Membership Programs and New Clubs Marketing Department
630-571-5466, ext. 522
campusclubs@lionsclubs.org

Questions related to certifying students online contact:

Information Systems Department
WMMR@lionsclubs.org

Questions regarding Student Member Certification Form processing or submission contact:

Club Officer and Record Administration Department
630-203-3830
stats@lionsclubs.org

LEO LIONS CLUB PROGRAM RESOURCE

Program Summary:

Leo Lions clubs are designed to provide a transition for graduating Leos to build upon the skills they learned as a Leo and apply these skills as a Lion. To make this transition easy, Lions Clubs International is extending a special dues discount and an exciting new club opportunity to former Leos and other like-minded young adults.

Frequently Asked Questions:

Are there any special requirements for chartering a Leo Lions Club?

Yes. A minimum of 10 former Leos are needed to charter a Leo Lions Club with at least 20 total members. Former Leos and the young adults they recruit receive a charter/entrance fee waiver, and those through age 30 also qualify for the Leo to Lion Program and pay only half international dues. Certification is required.

How do Leo Lions and young adults get certified?

New clubs must submit the Leo to Lion Certification and Years of Service Transfer Form (LL-2) for each Leo and young adult with the charter application. Existing clubs submit the certification form with the MMR, or file online using the WMMR by selecting "Leo Lion" or "young adult" from the membership type drop box, when reporting a new Leo Lion or young adult.

Who can join a Leo Lions Club?

Any individual who meets the requirements of Lions membership is eligible for membership in a Leo Lions Club. Members over the age of 30, however, do not qualify for the Leo to Lion Program dues discount.

Materials Available:

- Leo to Lion Certification and Years of Service Transfer Form (LL-2)
- Special Opportunity for Graduating Leos Flyer (LL-1)

LCI Contact:

Questions regarding Leo Lions clubs contact:

Membership Programs and New Clubs Marketing Department
630-571-5466, ext. 522
leo2lion@lionsclubs.org

Questions related to certifying Leo Lions and young adults online contact:

Information Systems Department
WMMR@lionsclubs.org

Questions regarding Leo to Lion Certification and Years of Service Transfer Form processing or submission contact:

Club Officer and Record Administration Department
630-203-3830
stats@lionsclubs.org

EXTENSION WORKSHOP RESOURCE

Program Summary: The Extension Workshop first began in North America in 2006 and has been extended to the following areas:

- Latin America
- Australia/New Zealand
- Scandinavia
- France and Belgium

LCI will continue to expand the program to areas where there is a need for extension.

An Extension Workshop is an in-field training program designed to teach Lions successful extension strategies, which include:

- Guidance on selecting locations
- Recruiting Training
- Instructions for hosting the new club's first and second meetings
- Continued club building through involvement and follow-up
- Certified Guiding Lion Training

Frequently Asked Questions:

Who can host an Extension Workshop?

Generally a district or a group of districts host the program.

When should a workshop take place?

When recruiting, you are most likely to reach business owners and managers during business hours and during the week. Tuesday through Thursday have proven to be the best days. However, we offer flexible formats for weekend training including two weekdays for recruiting.

What are the host's responsibilities when hosting a workshop?

The host must identify the locations for new club development, recruit a team of dedicated Lions, secure a location for the training, and provide the consultant with transportation during the workshop. Depending on the geographical location of the workshop, the host should supply a PowerPoint projector and refreshments for the attendees.

The Extension Workshop Program is not currently offered in my area, how can I benefit?

Currently, the program is not offered in all areas; however, if you would like to host a training workshop the materials for North America are available (English only) at no cost. LCI staff is willing to work with district governors to assist them with their extension needs.

Is the program the same in all areas that it is offered in?

No, the program is modified specifically for each regional area to include local customs.

How do I schedule an Extension Workshop?

For workshops in North America, Latin America, and Australia/New Zealand, you would need to complete an application that is available on the Lions Clubs web site or through LCI. For workshops in Scandinavia, France and Belgium, please contact LCI.

My district already had an Extension Workshop, what is the next step?

You can apply for another workshop in a different part of your district to train new Lions. Or, in North America, you can request a level 2 workshop. A level 2 workshop consists of a one day training for a minimum of 4 Lions who have made the commitment to the district, as well as LCI, to form one new club in the area where they live.

LCI Contact:

Membership Programs and New Clubs Marketing Department
630-571-5466 ext. 306
newclubs@lionsclubs.org

Certified Guiding Lion

Program Summary:

The Certified Guiding Lion course was developed to help the guiding Lion develop a practical and personalized training program for the new club and acquaint the guiding Lion with the latest tools and training so this key Lion can effectively support the new club.

The course may be taken individually or be facilitated by an instructor and covers five sections:

Section 1: The Skills of a Successful Guiding Lion: This section allows the participant to analyze the leadership skills needed to serve effectively and assess the skills that the Lion feels might need to be further developed.

Section 2: Get off to a Good Start – Become an Expert: This section acquaints the participant with the tools and training available that could be utilized as part of a personalized training program developed specifically for the new club officers.

Section 3: Develop a Club Officer Mentor Team: This section outlines how to incorporate other knowledgeable Lions, who have specialized skills that match the needs of the new club officers, into an effective support team for the new club.

Section 4: Design Club Officer Training: This section provides the guiding Lion with a training template that begins with the basics and provides a strong foundation for training offered by the zone or district.

Section 5: Guiding Lion Resources: Key resources for the guiding Lion and/or club officers including club meeting ideas, training checklists, and a “Guiding Lion Hotline” to support the unique needs of new Lions clubs.

Following the course, participants are asked to complete an exam and submit the Completion Verification Form and exam to LCI headquarters. Successful participants will receive a certificate to recognize their accomplishment and will be entered into a database of certified guiding Lions for the district governor’s use. The district governor may utilize this list to appoint the most qualified Lion to serve a new club.

Please note that as of October 4, 2010 certified guiding Lions are required to retake the course every three years to remain certified.

Certified Guiding Lion

Frequently Asked Questions:

Where can I find the course?

The course materials are available on the LCI web-site and can be found by typing Certified Guiding Lion in the search engine.

When should I consider taking the course?

When possible, complete the course before you are assigned to assist a new club. This will give you time to thoroughly understand the materials and create a development plan for the new club.

I have been a Lion for many years, why would I need to take the course?

Even experienced Lions benefit from the course because it features the most current support materials and the latest programs available to the new club. It also gives you a structured and detailed approach for developing your support plan so nothing will be overlooked.

When I finish the Course, will I automatically be assigned to assist a new club?

No, the Guiding Lion is assigned by the District Governor when a new club is chartered. However, the list of Certified Guiding Lions is available to the District Governor to aid him or her in assigning qualified Lions to the new club.

Materials Available:

- Course Packets (DA-CGL1)
- Instructors Manual (DA-GL9)
- PowerPoint Presentation

LCI Contact:

District and Club Administration Division
630-468-6828
districtadministration@lionsclubs.org

MEMBERSHIP DEVELOPMENT GRANT PROGRAM

Program Summary:

Lions Clubs International has long recognized the need for targeted membership initiatives that focus on new areas of opportunity and/or utilize new marketing techniques. To help districts and multiple districts capture these new markets, or test new marketing strategies, the Membership Development Committee has allocated funding for Membership Development Grants.

Each approved grant provides reimbursement for 75% of the approved project expenses, up to US\$5,000 per district and up to US\$10,000 per multiple district, as outlined in the Rules of Audit for grants that qualify in specific categories.

Frequently Asked Questions:

How much funding is available for proposed membership and new club initiatives?

To ensure global representation, no more than US\$15,000 may be awarded to larger constitutional areas (I, III, IV and VI) and US\$5,000 grant to smaller constitutional areas (II and V) per fiscal year. Additional funds may be awarded at the March/April board meeting if money is available from other areas.

Applicants are encouraged to first contact LCI to determine if money is available in their constitutional area before submitting a proposal. If money is not available for their area, applicants may still submit a proposal with the following requisites:

1. The grant timeline is adjusted to begin subsequent to the March/April board meeting
2. The signature of the vice district governor is received

The proposal will be considered for approval if money is remaining from other constitutional areas.

What is the application process?

The Membership Programs and New Clubs Marketing Department will preliminarily review all applications to ensure the application is complete and viable marketing approaches are used. Department staff may contact the applicant to obtain additional information and to discuss the membership opportunity. Applications that meet the noted requirements will then be reviewed by the Membership Development Committee for final approval.

Priority will be given to districts that have set substantial goals for new club formation and membership. The plan should result in the chartering of a minimum of two new clubs and/or the recruitment of 100 new members. Grants will be reviewed for approval at each board meeting, however, are not necessarily awarded on a first-come, first serve basis. All grants reviewed at the March/April board meeting require the signature of the vice district governor.

How long is the grant term?

Once the grant is awarded, each area must implement and complete their initiative within 18-months from the date of the grant. During this time, activities will be closely coordinated with LCI staff, who will provide professional support.

Grant recipients may not apply for another grant until the 18-month period is over, even if their funds have been fully used.

Materials Available:

- Membership Development Grant Application (MGA)

MEMBERSHIP DEVELOPMENT GRANT PROGRAM

Important Dates:

- Grant proposals must be received by LCI at least 45 days prior to the next board meeting for discussion at the meeting.
- Areas that have reached their maximum allotment may submit a proposal 45 days prior to the March/April board meeting.

LCI Contact:

Membership Programs and New Clubs Marketing Department

630-468-6727

memberprog@lionsclubs.org