



Secretary's Guidebook

**For Incoming Club Officers
Updated 2020**

**District 23-B
Connecticut**

The International Association of Lions Clubs

*******Pass this Guide on next year to your successor*******

TABLE OF CONTENTS

Teamwork Checklist.....	3
Preparing for Your Year.....	3
Duties and Responsibilities of the Club Secretary	4
Tips for the Incoming Secretary	7
Virtual Meetings.....	9
Certificate of Insurance	9
Guidelines to Excellence	9
MyLCI.....	10
Membership Drops: Suggested Positive Policy & Procedures	12
Reinstatement of Membership	13
Service Activities Reporting on MyLion	13
Membership Category Chart	15
LCI Club Officer Report Form	16
Discount Programs and Key Codes	18
Family Unit Certification Form	19
Monthly Checklist.....	20
Lions Clubs International Telephone Directory	21
International Association of Lions Clubs Organizational Chart.....	22
Sample of Thank You Letter	23
Sample of Memorial Letter	24
Sample of Club Announcement Letter	25
Sample of Letter Acknowledging District Governor Visit	26
Sample of Meeting Change Letter	27

The editors wish to thank the Lions of MD19, as this manual is based largely on the manual created by MD19 for Lions Year 2019-2020.

Teamwork Check List

Secretaries Do - Presidents Follow Through

Item	Report On	Report By
Membership Changes (Names & Address)	Monthly Membership Report	To LCI by the last day of the month.
New Members' Sponsor	WMMR & Member Record Sheet	Month new member reported
Update Members' Records	Members Record Sheet	As required (check monthly)
Club Activities	Service Activities Report (LCI)	Done monthly on MyLion
Lions Roar/District Spirit Announcements	Email	Advance Notice 60 Days Minimum
Convention / Conference / Forum Registration	Registration Forms Supplied	First Call
District Conf. Pres. & Sec'y. Attendance	DISTRICT 23B Visitations Report (My Lion)	Month Attending
DISTRICT 23B Annual Conv. Pres & Sec'y. Attend.	DISTRICT 23B Visitations Report (My Lion)	Month Attending
Zone Meetings, Pres. & Sec'y. Attendance	MD23B Visitations Report (My Lion)	Month of Meeting
Donations (LCIF, CLERF, Low Vision, etc.)	Service Activities Report (My Lion)	Month Donation Made
Dues, International	Service Activities Report (My Lion)	August 5 th & February 5 th
Dues, DISTRICT 23B	Service Activities Report (My Lion)	August 31 st & February 27 th
Visitations	DISTRICT 23B Visitations Report (My Lion)	Month of Visits
Activities, Service	Service Activities Report (My Lion)	Month of Activities
Activities, Fund Raising	Service Activities Report (My Lion)	Month of Activities
Confirm District Governor's visit	Letter	When notified of schedule
Confirm Zone Chairperson's visit	Letter	When notified of schedule
New Club Congratulations	Letter	Within 30 days of Charter Date
Visiting Lions	Letter	To home club following visit
LCI New Lions Club Officer Reporting Form (PU101)	Enter on My LCI	To be rec'd by LCI by May 15th
MyLion Metrics Page - LCI	Service Activities - Done on MyLion	To be rec'd by May 15th
LCI Club Excellence Award	Club Excellence Award Application form found on My LCI	To be rec'd by LCI by August 31st

WMMR = Web Monthly Membership Report: Done on the MyLCI Website.

SAR = Service Activities Report; done on the MyLion site (see page 13 for instructions)

LCI = Lions Clubs International

Preparing for Your Year

The LCI Secretary Handbook can be downloaded from the LCI website, www.lionsclubs.org.

Follow this path to get to club manuals: **Home page>Resources for Members>Club**

Administration. Type "**club secretary e-book**" in the search engine at top of page and the PDF file will load. If desired, you can save the e-book to your computer for future reference.

The same pathway can be used for other officer manuals: President, Treasurer, Membership.

- 1-1 Review with outgoing Secretary to be sure all records are complete and up to date before they are handed over to you.

- 1-2 Work with outgoing Secretary to ensure club membership list is up to date. Compare with membership list and dues billing sent to the Treasurer from Lions Clubs International.
- 1-3 Membership Cards are now created on the WMMR site. Go to www.lionsclubs.org and click on "Member Login." After logging in, select "MyLCI," which will send you to your club's home site. Once there, click on "*My Lions Club*," which will drop a list and then select "Membership Cards." The following page will give you card size options and directions.
- 1-4 Check with the treasurer to make sure that both DISTRICT 23B and International First and Second Half Dues payments have been made by August and February. DISTRICT 23B Dues Statements will be sent in Mid-July and January. In conjunction with Treasurer prepare membership cards. Clubs have 120 days to pay any outstanding balances with LCI before they are in jeopardy of automatically being placed on financial suspension. Cancellation will occur after the 28th of the month following the 120-day suspension period if full payment is not received. Non-payment of dues will also not allow club delegates to vote at their District Conferences or DISTRICT 23B Convention.
- 1-5 Check Member Ledger pages to ensure membership dues have been paid, drawing to the attention of the President & Membership Chairperson those in arrears.
- 1-6 Check with outgoing Secretary to be sure all club supplies, as well as Attendance Pins and Awards have been ordered through Lions Clubs International Club Supplies and recorded on Members' Record.
- 1-7 Check with outgoing Secretary for a copy of all ongoing correspondence, incoming and outgoing.
- 1-8 Work closely with your incoming President to ensure all committees are in place before the start of your year. This can be particularly important if your club produces a Membership Roster for the members.
- 1-9 Verify with your Treasurer that all accounts / dues have been paid and are up to date with LCI and DISTRICT 23B.

Duties and Responsibilities of the Club Secretary

As the secretary, you are the Business Manager of your club. Effective communication and information sharing are important to your Team. Always have a copy of the Club's Constitution and Bylaws available at meetings for reference.

As Club Secretary your duties are as follows:

- 2-1 Work closely with your President to prepare an agenda for both regular and Board of Directors meetings.
- 2-2 For Board of Directors meetings, prepare a list of delinquent members, dues,

attendance, etc. This may be the responsibility of the Treasurer or Membership Chair of your club. Make sure this information is available for discussion.

- 2-3 You may also be responsible for making sure the meeting place is available and prepared. Work with your Club Lion Tamer to ensure that flags, banners and other equipment are on hand and in place.
- 2-4 Record the minutes of the regular meetings and Board of Directors' meetings. The minutes you will take of Board Meetings, Club Meetings and Special Meetings are the official record and history of everything that goes on in your club. It is vital that they be clear, concise and protected. Here are some thoughts to keep in mind when recording minutes:
- a) Keep a complete record of the business transactions of the Club.
 - b) Write or record your minutes so that they are interesting and informative.
 - c) Record the name of the Lion who makes a motion, the Lion who seconds it, and the vote result.
 - d) This is the only traceable history of your Club, so keep it neat.
 - e) Type or use a personal computer if possible.
 - f) Record your minutes within a few days of the meeting, before details are forgotten. Keep current - it is not easy to reconstruct things a few months later.
 - g) Provide details - it is hard for others who follow to reconstruct things years later based on generalizations; however, do not type discussion verbatim.
 - h) Develop a safe and secure way to store and retrieve back minutes.
 - i) You or other members of your club may need to refer to those minutes to determine past decisions.
 - j) Transactions involving the Treasurer are important. Often minutes are the only formal authorization for paying bills and collecting dues.
 - k) Be prepared to present your minutes at the next meeting of your Board or Club.
 - l) Save all records and pass them on at the end of your tenure.
- 2-5 Keep all members' records up to date, including attendance, offices held, committees, members sponsored, awards, transfers, etc.). The job of keeping track of members attendance at meetings and, if applicable, dues and meal payments, falls to the secretary. Accurate attendance records will be very helpful to you towards the end of your year in determining who is eligible for attendance awards.
- 2-6 Report changes of address and names, etc., to LCI and the DISTRICT 23B Cabinet Secretary.
- 2-7 Forward copies of club's pertinent correspondence to:
- a) District 23B
 - b) District Governor
 - c) Vice District Governors
 - d) Club President
- 2-8 Before the end of each month carefully complete the Monthly Membership Report. You can do it online (MyLCI) at Lions Clubs International. Complete the form with names of members added, dropped, transferred or address changes. If you are having trouble getting on or working on the MyLCI you can email MyLCI@lionsclubs.org for

technical support and troubleshooting, or call: 1-630-468-6900.

NOTE: To be considered on time, the WMMR must be received by Lions Clubs International by the last day of the current month. All Multiple District, District and Zone Officers can download the WMMRs from the LCI Website.

- 2-9 Read **all** correspondence prior to club meeting and report to club members giving special attention to:
- a) “*The District Spirit*,” the DISTRICT 23B Newsletter (a link to the *District Spirit* on our DISTRICT 23B Website is e-mailed to all Presidents and Secretaries)
 - b) District Governor Bulletin – *Lions Roar*
 - c) Zone Chairperson e-mail
 - d) Correspondence from Multiple District 23 and Lions Clubs International
- Note:** Provide copies of any registration forms for Conventions, Conferences and Leadership Institutes for distribution.
- 2-10 Attend all Zone Meetings and be prepared to give a report on the activities of your club if requested to do so by the Club President. A copy of same should be given to your Zone Chairperson at the Zone Meeting.
- 2-11 Attend the following:
- a) MD23 Annual Convention
 - b) MD23 Mid-Winter Conference
- 2-12 Submit the PU101 to Lions Clubs International online by May 15th on the MyLCI site.
- 2-13 Coordinate with Club President that club supplies are ordered promptly.
- 2-14 A notice should be sent to each club secretary of any Lion members who visit your club so they will be credited for attending your meeting.
- 2-15 Club secretaries are asked to complete the Lions Clubs International service activity report monthly using MyLion. LCI is no longer using paper forms or accepting reports by mail or email. Club Secretaries should complete the service activities reports online for the previous month if they have not done it monthly – though immediate reporting is highly recommended!
- 2-16 Keep track of any awards earned by your members and make sure that awards are ordered. When they are received, record on each member’s Member Record/Award Record Sheet. Allow six (6) weeks for delivery when ordering.
- 2-17 Work closely with your Treasurer to ensure all club accounts payable are up to date and bills are paid promptly.

The success of your club is dependent on your actions as Club Secretary. **Should you find at any time that you are getting bogged down, don’t hesitate to ask for help. Remember you are part of a team. People can’t help until they know there is a need.**

Tips for the Club Secretary

- 3-1 Monthly Membership Reports and Activity Reports are to be prepared each month starting with July and running through June during your year as Secretary. These reports must be submitted by the last day of the month to be considered on time to Lions Clubs International.
- 3-2 Lions Clubs International bills for supplies should be paid promptly by the Club Treasurer upon receipt of a statement. If a query arises from the statement, act promptly to ensure good financial standing with Lions Clubs International or any other account and to avoid finance charges.
- 3-3 Lions Clubs International and DISTRICT 23B Dues and Billing.
- a) Lions Clubs International requires an initiation fee for all new members plus dues.
 - b) If a club drops a member and does not pay their International Dues, that person is required to pay a Dues Fee if he/she rejoins the club or transfers to another club within twelve (12) months.
 - c) Life members will be shown on the LCI Per Capita Billing Statements but will not have International dues assessed against them. However, DISTRICT 23B requires dues be paid for all members.
 - d) Honorary members, if shown on the Monthly Membership Report Form, will be assessed dues from Lions Clubs International and DISTRICT 23B.
 - e) Student members who are registered with Lions Clubs International as students pay half the amount of DISTRICT 23B dues.
 - f) Club accounts, as billed, must be **paid in full** to DISTRICT 23B and show a balance of less than \$50.00 US to Lions Clubs International to allow your club to vote at the District, Multiple District and International Conventions.
 - g) **DISTRICT 23B Dues**: The per capita tax levied upon the members of DISTRICT 23B per member billed semi-annually based upon the club membership as carried upon its rolls and reported to Lions Clubs International upon its Monthly Reports under "Members at Close" for June and December
 - h) LCI has a Family Dues Structure Amendment that was implemented in January 2007. The first family member, either being a current or newly inducted member, shall pay full annual dues and any applicable entrance fee. Up to four more subsequent qualifying family members over the age of majority living in the same dwelling shall pay one-half of the standard annual dues and the full amount for the association entrance fee. For newly chartered clubs, the first family member shall pay the full charter fee and full annual dues. Subsequent qualifying members shall pay half the annual dues and all charter fees. A Family Unit Certification Form and instructions can be found at the back of this manual. This form must be used when applying for Family Membership. **If you are using the MyLCI you will be able to**

add members as part of a Family Unit. Instructions are linked to the WMMR site. Your password is recognized as your signature.

- 3-4 All members listed on the Lions Clubs International Per Capita Statement are assigned a membership number*. This number should be recorded on the following:
- a) Members' Records.
 - b) All correspondence to Lions Clubs International pertaining to any member.
 - c) On the paper MMR when a member is dropped, transfers out or is deceased. It is added automatically on the MyLCI Site.
 - d) On their Membership Card. If you create them on your MyLCI site their number is automatically inserted.
- * All members are assigned a member number from Lions Clubs International that will remain with the member if he/she transfers.
- 3-5 All correspondence and calls to Lions Clubs International should make reference to your club number.
- 3-6 Club Officers elections are to be held **prior to April 15th**.
- 3-7 Club Secretary must report the newly elected Club Officers on the LCI website using MyLCI on or before **May 15th**.
- 3-8 To facilitate any changes to club billing, membership discrepancies or club officer updates or changes a review should take place twice a year, in June and December, just before dues bills are sent in July and January. Make any changes in My LCI as necessary.
- 3-9 To qualify for the Secretary Excellence Award, in addition to your record keeping and completion of reports, the following items are considered to be part of your job description as a Secretary:
- a) Attend a Secretaries Training Session during current year as the secretary
 - b) **Submit all monthly membership and activity reports on time from July through February**
- 3-10 Meeting, Member Address or Officer changes:
- a) Meeting location or date changes:
Notify DISTRICT 23B District Governor and Cabinet Secretary as well as update the club information section in my LCI.
 - b) Secretary changes:
Notify DISTRICT 23B District Governor and Cabinet Secretary as well as update the club information section in my LCI
- Note:** Send an email advising of Secretary change **immediately** once a new Secretary takes over.
- c) Club Officer changes: President, Treasurer and Membership Director.
Notify Lions Clubs International (on website), DISTRICT 23B, District Governor and Cabinet Secretary

- d) Member's name and address changes:
Record all name and/or address changes on the Monthly Membership Report (or MyLCI) in the section supplied for this purpose.

3-11 Be sure to keep a copy of all correspondence and all forms.

VIRTUAL MEETINGS -- Free Teleconference Service

Connecticut Lions invested in a teleconference service known as GoToMeeting and GoToWebinar to improve communications among Lions. GoToMeeting is available 24 hours per day/7 days per week and all you have to do is contact either VDG Dave Roberts at dave@daveroberts.org or PDG Harry Schuh at hschuh@charter.net to schedule your meeting. Only one meeting can occur at any given time, so we encourage club leaders to book your appointment as early as possible. Currently, over one dozen of our 53 clubs, as well as Lions Low Vision and other Lions non-profits, are meeting by GoToMeeting and some others are using their own Zoom accounts. Many clubs have noticed an increase in attendance with virtual meetings. In addition to GoToMeeting, we also have GoToWebinar to host virtual training sessions for any Lions.

Certificate of Insurance

You can pull a Certificate of Insurance for your club's events and activities using this link:

<https://www.lionsclubs.org/en/resources-for-members/resource-center/certificate-of-insurance>

- Select "2019-2020 US Certificate of Insurance Printable Online"
- Select one of the following options:
 - Option 1: Used when on your own Lions property
 - Option 2: Used when your Lions meet/work at a different location
 - Option 3: Used when a third party requires being listed on the Lions Club's policy.
- Complete the form as prompted
- Click "Submit," save the document to your computer and print a copy for your records.

Please contact LCI headquarters with any questions you may have.

Guidelines to Excellence

4-1 Keep accurate records of Sponsoring Members.

- a) A new member counts towards the Sponsors' Membership Key after membership of one year and a day.
- b) Credit is still given if the new member should pass away before the end of the year and a day.

- 4-2 Ordering of supplies is the responsibility of the Club Secretary or President. Lions Clubs International will send the invoice directly to Treasurer. Work closely with the Treasurer to ensure these are paid promptly and that the invoice is correct.
- 4-3 Lions Clubs International will supply the Secretary, upon request (and if still available) with an International Supply Catalogue. Items, such as the Membership Key Awards Brochure, LCI Membership Application Form, Transfer Member Form and Club Record Forms, can be obtained directly from the LCI Website. Other Supplies can also be ordered online at International's site by clicking the "Shop" button at the top of the Main Page. If you cannot find an item contact the Club Supplies Department where they will do a search on the item you are looking for. There is also a "Digital Catalogue" available, which is the LCI catalogue in a digital format. The link to the "Digital Catalogue" can be found on the Club Supplies page just to the left of the 'search' box.
- 4-4 The Standard Club Constitution and the International Constitution & By-Laws are excellent resources and can be downloaded from the Lions Clubs International web site: <http://www.lionsclubs.org> On Main page click on Resources for Members>Resources. Insert the words *Club Standard Constitution* in the search engine and the document will be generated in both Word and as a PDF.
- 4-5 The DISTRICT 23B Constitution and By-Laws are found on the DISTRICT 23B Website.
- 4-6 Update MyLCI of any changes to membership.
- 4-7 If a member transfers out:
- Check member status – must be in good standing.
 - Forward a letter to the new club advising of the member's arrival in their area.
 - If new club is not known, give member a copy of the transfer form and copy of their Record of Service.
 - Electronically transfer member via MyLCI.
- 4-8 New Members:
- Be sure dues are paid before inducting.
 - Report on Monthly Membership Report with complete address.
 - Credit the Lion who sponsored the new member on his/her Member Record/Award Record Sheet as well as on the WMMR.
 - Send a letter of welcome from the club indicating date of next orientation.

MyLCI

As of March 27, 2019, LCI requires a single username and password to log into both the MyLCI and MyLion (desktop) and the MyLion App (smart phone). **MyLCI** is for Membership reporting and **MyLion** is for service activities reporting. The service reporting can be done by the Club's Service Chairperson (if the club has designated one), allowing the Club Secretary to handle the Membership reporting. Otherwise, the secretary will be reporting membership and services on two separate platforms.

Lions Clubs International website: www.lionsclubs.org

1. To do your Club's Web Monthly Membership Report ("WMMR") on the International website, you must first register a user name and password to access MyLCI/MyLion. Click on Member Login (main page) to access the registration page. You will be prompted to provide your LCI member # and other information to help LCI authenticate who you are. You will also create a user name and password that are unique to you. This one user name and password is used for all platforms. Once you have completed the registration process, you will be able to enter your user name and password on the Login page to access the Lions Clubs International Digital Ecosystem site. Here you are given five options: MyLCI; MyLion; Shop; Insights; and Learn. Select MyLCI. **PLEASE NOTE:** None of the above can be done if the new year's officers have not been reported to LCI! **Do the following steps to report online:**

1. Open MyLCI
2. After entering your User Name and Password, your Lions Club Page appears:
3. On the "Home" page, click on My Tasks" click on "Enter Next Year's Officers" and enter each of your club officers as directed.
4. Under "My Lions Club" drop down list, click on "Reports"
5. Click on "Lions Club Officer Report for Next Year"
6. Click on "View / Print"
7. Save this Document "Lions Club Officers (Lions Year)" to computer
8. Email this document as an attachment to DISTRICT 23B Office.
9. Also email a copy to your current Zone Chairperson and 1st Vice District Governor.

Also note that there are links that will take you to detailed instructions on how to use the MyLCI site. Available is the MyLCI Training Site. This takes you through the process of doing the WMMR as if you were actually doing the report online, but in a safe training environment. **It would be most helpful for you to take the time to look through this area to supplement the training you received from the District.**

2. The 'Home' page (called MyLCI) for your club has a section for 'My Tasks' (Upper left). Within this section is the links for doing a membership report with changes or to report no membership changes for the month.
3. When you are finished doing your WMMR and have submitted it to International it is recommended that you save a copy of the current month's WMMR to your computer so it can be accessed at any time. Bring up the current month's WMMR, by clicking on "My Lions Club" (top of home page second from left). Select 'reports', then 'monthly membership report-detail. Fill in the year (i.e.: 2020) and month (i.e.: 07) and hit the view/print button on the bottom right of page. That month's WMMR will come up as a PDF. On the PDF Select "File", choose "Save as" and change the name to reflect the current month, such as "July WMMR 2020" and save in the directory of your choice.
4. When you need to update information for a previous month and have not yet submitted a WMMR report for the current month, it is recommended that two transactions take place: **First**, submit the change (add, drop, name change, etc.) for the previous month in which it actually occurred (you can only update for the previous two months) and **second**, submit the WMMR for the current month.

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.

MEMBERSHIP DROPS

SUGGESTED POSITIVE POLICY & PROCEDURES

When your club is thinking about dropping a member, please keep in mind:

1. Attendance at regular meetings is **not** mandatory
2. Working on Lions Club projects or going on a visitation to another Lions Club is considered meeting attendance.
3. A member who is working, sick, on vacation or on active Military duty is automatically excused from meetings.

Dropping a Lion requires action by the Club’s Board of Directors. **It is not the sole responsibility of the Club President, Secretary or Treasurer.** If you have Lions the club is thinking of dropping:

- Contact the member by telephone or e-mail first to see if they would like to remain a member of your club.
- If no response, check with their sponsor.
- If the member is current on dues, why is the club thinking of dropping them? They appear to support the mission of Lions by paying their dues and they are helping with administrative expenses, so why drop them?
- If they have moved, figure out where they are currently located and transfer them. People are sometimes quite diligent in changing their address for *The Lion* magazine. This updates their address online; thus checking your club records online with Lions Clubs International could reveal their new mailing address.
- Discuss any proposed action with your Club Board of Directors **before** taking any action.

If you have questions about the procedure you should follow, discuss the situation with your Zone Chairperson or District Governor.

REINSTATEMENT OF MEMBERSHIP (LIONS CLUBS INTERNATIONAL STANDARD CLUB CONSTITUTION & BY-LAWS)

By-Laws, Article 1 – Membership: Section 5. Reinstatement of Membership. Any member dropped from membership in good standing may be reinstated by the club's board of directors, and will retain their prior Lions service record as part of their total Lions service record. Members that have been dropped from membership for more than twelve (12) months must be approved in accordance with Article III, Section 2 of the Constitution.

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.

Starting July 1, 2019 clubs will now be reporting service activities, as well as fund raisers and meetings on MyLion.

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' at the top right corner of the screen on the main page and on the next page choose either Service, Fund Raising, Meeting or Donation. 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. Fill out the activity details.
3. Select a project type based on your selection as mentioned above. Then click Continue.
4. To add your own photo for the activity, select "Edit current image" above the image show on the activities detail page. Choose "select image." Go to "Pictures" or the file where the image is located on your computer. Select the image and "open" the file. Adjust the image if necessary using your cursor to center the image. Save.
5. Once you have selected your photo fill out the remainder of the form with your activity details and privacy settings and click Continue.
6. Now you can 'invite' others to your event/activity/fund raiser. Once you've completed creating your activity, hit 'continue'. 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.

7. Review your details before you click the "submit" button.

To Report an Activity:

1. On the main page, select "Report Past Activity." Click on Unreported Activities. Those that have been completed but not reported will show up. 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.

MEMBERSHIP CATEGORY CHART

Category	Prompt payment of dues (club, district & Int'l)	Participation in club activities	Conduct reflecting favorable image
ACTIVE	YES	YES	YES
AFFILIATE	YES	YES, When able	YES
ASSOCIATE	YES, CLUB ONLY	YES, When able	YES
HONORARY	NO, Club pays applicable Int'l & district dues	YES, When able	YES
LIFE	YES, district & club only – NO Int'l dues obligation	YES, When able	YES
MEMBER AT LARGE	YES	YES, When able	YES
PRIVILEGED	YES	YES, When able	YES

Category	Eligibility to seek club, district or Int'l office	Voting Privileges	Delegate at District or Int'l Convention
ACTIVE	YES	YES	YES
AFFILIATE	NO	Club Matters Only	NO
ASSOCIATE	NO	District Convention (Primary) Club Matters Only (Both)	NO
HONORARY	NO	NO	NO
LIFE	Yes, If fulfills obligations of Active Member	Yes, If fulfills obligations of Active Member	Yes, If fulfills obligations of Active Member
MEMBER AT LARGE	NO	YES, Club Matters Only	NO
PRIVILEGED	NO	YES	YES

URGENT! THIS IS YOUR 20__ -20__ LIONS CLUBS OFFICER REPORTING FORM

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

CLUB NO:	NAME OF CLUB:	COUNTRY:
* Member number are found on the Semi-Annual Membership Dues Invoice. # Provide updated home address information in the local mailing format Lions mail will be sent to the home address unless SEND MAIL TO CLUB ADDRESS is checked below		
CLUB MAILING ADDRESS:		
PRESIDENT: NAME (Last, First)		*MEMBER NUMBER:
Addr Line 1		PREFERRED CONTACT PHONE NUMBER: <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:
Addr Line 1		PREFERRED CONTACT PHONE NUMBER: <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:
Addr Line 1		PREFERRED CONTACT PHONE NUMBER: <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:
Addr Line 1		PREFERRED CONTACT PHONE NUMBER: <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:
Addr Line 1		PREFERRED CONTACT PHONE NUMBER: <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:
Addr Line 1		PREFERRED CONTACT PHONE NUMBER: <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
		*MEMBER

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

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

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

CLUB MEETING INFORMATION

If there are changes in your meeting information, indicate the changes below or enter via MyLCI >> My Lions Club >> Club Info.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
EACH WEEK							
1 ST WEEK							
2 ND WEEK							
3 RD WEEK							
4 TH WEEK							
ALTERNATE WEEKS							
HOUR							

Meeting Place:	
Street Address:	
City:	

If club website address has changed:

Club Website URL: _____

SUBMISSION INSTRUCTIONS

A) This form can be submitted by the current club president or secretary

As the current (select one) Club President Club Secretary

I certify that the above information is correct

My Name: _____

My Member Number: _____

Electronic Signature:

The person who submits this information should email this form to MemberServiceCenter@lionsclubs.org using his or her primary email address. Your email account will serve as your electronic signature.

OR

Written Signature:

The person who submits this information should print this form, sign below and fax to 630-571-1687 or mail to:

Lions Clubs International
Member Service Center
300 West 22nd Street
Oak Brook, IL 60523-8842 USA

Signature: _____

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

Discount Programs and Key Codes

Leo Lions/Former Leos: All former Leos who served for at least one year and one day receive an initiation fee waiver. Former Leos between the age of legal majority through age 30, are considered Leo Lions, and pay only half international dues (age verification is required, use birth date verification code).

Young Adults: Young Adults (through age 30) joining a Leo Lions club with at least 10 former Leos are eligible to receive a charter fee waiver and pay half international dues (age verification is required, use birth date verification code).

***Student Members:** Enrolled students from the age of legal majority through age 30 joining any type of Lions club qualify for the Student Member discount and pay no initiation fee and half international dues. Use the key codes below to confirm proof of enrollment (age verification is required, use birth date verification code).

Student Key Codes:

Document used to verify enrollment: TR – Transcript CS – Class Schedule OT – Other BL – Bill
****Birth Date Verification:** DR – Driver's License PP – Passport BC – Birth Certificate SC – State Identification Card

Transfer Members: Members in good standing who transfer within 12 months from one club to another are considered transfer members and pay no initiation fee. The officers of the former club will be notified of the desire to transfer. The transfer will be completed when the member is dropped or in 30 days whichever is sooner.

***Drop Reason Key Codes:** DD- Drop Deceased DM – Drop Moved DN – Drop Non-Payment of Dues DO – Drop Other
DR – Drop Resigned in good standing DT – Drop Transferred in good standing

****Family Membership:** The Family Membership Discount Program provides a special dues discount when family members join a Lions club together. The first family member pays full international dues (called the "Full Dues Family Member"), and up to four additional members pay only half the international dues. All family members pay the one-time initiation fee. The Family Membership Discount Program is available to family members who are:

- Eligible for Lions membership,
- Currently in or joining the same club, and
- Living in the same household and related by birth, marriage or other legal relationship. Common household family members include parents, children, spouses, aunts and uncles, cousins, grandparents, in-laws, and legal dependents. Same-household residency is not required for family members under age 26 who are pursuing higher education or serving in the military.

Use the key codes below to report (1) Full Dues/Discounted Dues (2) Relationship to the Full Dues Member, (3) Document used for relationship verification, and (4) Document used for address verification.

Family Membership Key Codes

- 1) Full Dues/Discounted Dues:** F – Full Dues Family Member D – Discounted Dues Member
- 2) Relationship to Full Dues Member:** SP – Spouse SB – Sibling CD – Child GP – Grandparent
UC – Uncle AT – Aunt PT – Parent CN – Cousin IN – In-Law
MD – In Military or School OL – Other Legal
- 3) Verification of Relationship:** ML – Marriage License BC – Birth Certificate NT – Notary OT – Other
RS – Certificate of Religious Sacrament (Baptism, First Communion, Confirmation, Bar Mitzvah, Bat Mitzvah, Bris, Etc.)
- 4) Verification of Address** (Showing common last name/address): ST – Government Issued /State/Province Identification Card
BS - Bank Statement NT – Notary BL – Bill DL – Driver's License PP – Passport OT – Other

C23a-EN-1/17

Locate editable PDF on the LCI website: **Member Center > Resources > Publication and Forms > Membership Forms and Publications. (c23a.pdf)**. If you are mailing the hard copy, send to: **LCI, Attn: Member Service Center, 300 W 22nd St., Oak Brook, IL 60523-8842 (by the 20th of the month); email: memberservicecenter@lionsclubs.org Fax: 630-706-9295**



FAMILY UNIT CERTIFICATION FORM

FOR FAMILY MEMBERS JOINING AN EXISTING CLUB

The Family Membership Program provides families with the opportunity to receive a special dues discount when they join a Lions Club together. The first family member (head of household) pays the full international dues (US\$43), and up to four additional family members pay only half the international dues (US\$21.50). All family members pay the one-time entrance fee of US\$25.

Qualification Criteria

The Family Membership Program is open to family members who are (1) eligible for Lions membership, (2) currently in or joining the same club, and (3) living in the same household and related by birth, marriage or other legal relationship. Common household family members include parents, children, spouses, aunts and uncles, cousins, grandparents, in-laws and legal dependents.

Family membership is limited to no more than five qualifying members per household, and new clubs must have a minimum of ten full-paying members. Same-household residency is not required for family members under age 26 if they are pursuing higher education or serving in their county's military.

Family Member Certification

To receive the family membership dues rate, complete this form and submit it with the Monthly Membership Report (MMR), or submit the certification on MyLCl. Complete the certification for charter members on the Report of Charter members form.

Certifying Family Members

The district governor, guiding lion or club secretary is responsible for reviewing original documents provided by a family unit (proof of relations and household address) to determine if they satisfy the family membership dues requirements. All information requested must be provided, including date of birth, or certification will be delayed. Please use the key codes, provided below, to report the 1) relationship to the head of household, 2) document used for relationship certification and 3) document used for address verification.

KEY CODES

1. Relationship to First Member

SP – Spouse
CD – Child
PT – Parent
Sb – Sibling

GP – Grandparent
CN – Cousin
AT – Aunt
UC – Uncle

IN - In-Law
MD – In Military or School
OL – Other Legal

2. Verification of Relationship

ML – Marriage License
BC – Birth Certificate
RS – Certificate of Religious Sacrament (Baptism, First Communion, Confirmation, Bar Mitzvah, Bat Mitzvah, Bris, etc.)

NT – Notary
OT – Other Form of Verification

3. Verification of Address

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

Monthly Checklist

Club _____

District/Zone _____

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Y.E.
W. M. M. R.													
SAR													
Members													
Additions													
Drops													
Members													
Reg. Mtgs.													
Brd. Mtgs													
Activities													
Visits													
# on Visit													
Bulletin													
Congrat Ltr. New Clubs													

SPECIAL MEETINGS			
	DATE	Attend P/S	Attend P/S
Pres. / Sect. Training			
Zone Mtg. #1			
Zone Mtg. #2			
Zone Mtg. #3			
Zone Mtg. #4			
DISTRICT 23B ANNUAL CONV.			
MID WINTER CONF.			

SPECIAL DONATIONS	
* Send to MD23B Office # Send to LCIF	
Donated To	AMOUNT
LCIF#	
Low Vision *	
Send to Appropriate Foundation	
SIGHT	
HEARING	
Send to District Chairperson	
DIABETES	

YEAR END REPORTS	
FORMS	Date submitted
Int'l PU 101	
Club Activities Summary	
Int'l. Metrics page - MyLion	

YEAR END STATUS	
MEMBERS July 01	
MEMBERS June 30	
MEMBERSHIP YE (+) (-)	

LIONS CLUBS INTERNATIONAL TELEPHONE DIRECTORY

(630) 571-5466 to get the operator

Department	Extension	Email
Club Supplies & Distribution	3822	clubsupplies@lionsclubs.org
Fax #	(630) 571-0964	
Toll free #	1-800-710-7822	
Questions & Concerns		orderdetails@lionsclubs.org
Convention	(630) 468-6761	convention@lionsclubs.org
Fax #	(630) 571-1689	
District & Club Administration	6828	districtadministration@lionsclubs.org
English Language	6919	EnglishLanguage@lionsclubs.org
Eurafrican	6981	Eurafrican@lionsclubs.org
Ibero-American	6862	iberoamerican@lionsclubs.org
Pacific Asian	6953	pacificasian@lionsclubs.org
Extension & Membership	(630) 468-6734	extension@lionsclubs.org
Membership Operations	3831	memberops@lionsclubs.org
Finance Division	(630) 468-6823	finance@lionsclubs.org
Accounts Receivable/ M. Billing	(630) 203-3820	accountsreceivable@lionsclubs.org
Leadership Development Programs	(630) 468-7033	leadershipdevelopment@lionsclubs.org
Legal	3847	legal@lionsclubs.org
Certificates of Insurance	1-800-316-6705	
LCIF	(630) 203-3836	lcif@lionsclubs.org
Fax	(630) 571-5735	
Humanitarian Grants		LCIFHumanitarianPrograms@lionsclubs.org
Emergency Grant Requests	(630) 203-3819	lcifemergencygrants@lionsclubs.org
Donations & Donor Recognition		donorassistance@lionsclubs.org
MyLCI / Information Technology	(630) 203-3844	informationtechnology@lionsclubs.org
Member Service Center	(630) 468-6900	mylci@lionsclubs.org
Public Relations & Communications	(630) 468-6817	pr@lionsclubs.org
Fax	(630) 571-1685	
Advertising & Production	6880	
Audio Visual & Events	(603) 203-3812	
Public Relations	6883	
Peace Poster Contest	6835	
Officers & Director Bios	6767	
E-Clubhouse	6882	
LION Magazine	(630) 468-6798 or 468-7130	magazine@lionsclubs.org
Service Activities Division		programs@lionsclubs.org
Leo Club Program Department	(630) 571-5466	leo@lionsclubs.org
Youth Camp & Youth Exchange		youthexchange@lionsclubs.org

International Association of Lions Clubs

Board of Directors

Directs association in meeting its purpose and objectives by establishing general policies to guide its operation.

Executive Committee

Acts for the board of directors when members are not in one place or in session

> Key

..... Policy and Direct Control

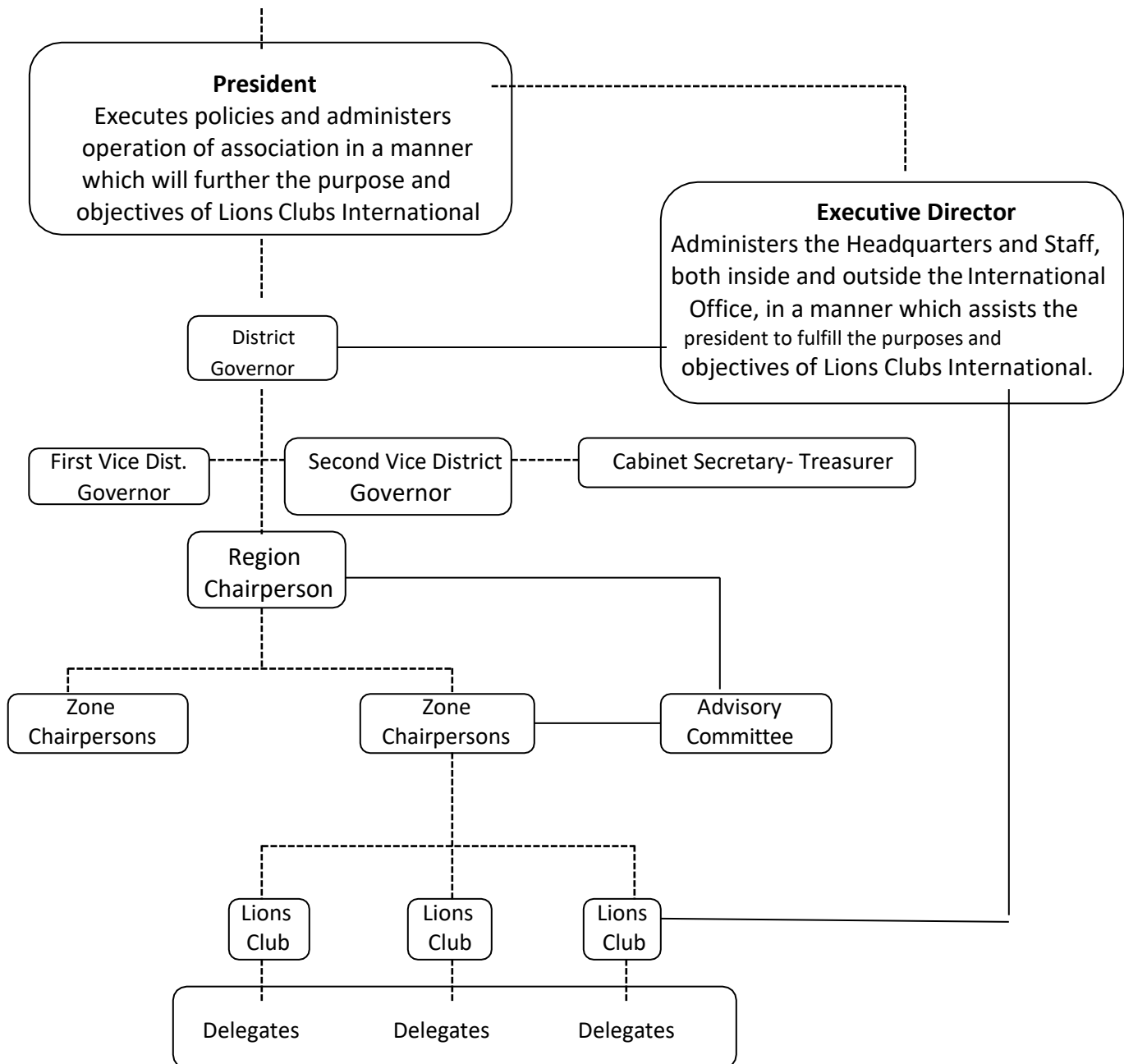
_____Administrative Assistance

President

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

Executive Director

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



Sample of Thank You Letter

Mountain, B.C. V0X 0X0

Leo, Rex Quill, Secretary
Home Town Lions Club
P.O. Box A-1
Home Town, WA 00000

June 15, 202-

Leo Simba, Secretary
Mountain Town Lions Club
12 Hillside Rd.
Mountain Town, WA 00000

Dear Secretary Leo,

On behalf of President McPeak, the Board of Directors and members of the Home Town Lions Club, I wish to extend our warm thanks for the assistance provided by the Mountain Top Lions Club in completing the final stage of painting the Home Town County Museum this last weekend.

The old museum looks like new with its topcoat and I am sure this new look will attract many visitors this summer.

The Home Town Museum Board will mount a plaque to proclaim that both the Home Town and Mountain Top Lions Club provided the volunteer labor.

Once again our sincere thank you to your members for their unselfish efforts in the spirit of Lionism.

Yours in Service,

Rex Quill

Rex Quill
Secretary

Cc DISTRICT
23B Office
Club President
Club File

Sample of Memorial Letter

Rex Quill, Secretary
Home Town Lions Club
P.O. Box A-1
Home Town, WA 00000

June 15, 202-

Leo Simba, Secretary
Mountain Town Lions Club
12 Hillside Rd.
Mountain Town, WA 00000

Dear Secretary Leo,

On behalf of the Home Town Lions Club, it is indeed with great sorrow that we offer condolences on the passing of Past International Director Ricky Pride, a member of the Mountain Town Lions Club.

We were saddened to hear of your loss, and we know that he will be missed by everyone who knew him.

Our thoughts are with your club and Lion Ricky's family at this time of remembering him and the contributions he made to your club and your community.

May he always stay in your hearts and in your thoughts.

Yours in Lionism,

Rex Quill

Rex Quill
Secretary

Cc DISTRICT 23B
Office District
Governor Club
President Club
File

Sample of Club Announcement Letter

Roger Records, Secretary
Pancake Valley Lions Club
P.O. Box 123
Flapjack Valley, B.C. V0X 0X0

April 12th, 202-

DISTRICT 23B
Lions Clubs International
4141 W Maplewood Ave.
Bellingham WA, 98226

Dear Peter Anderson, Executive Director DISTRICT 23B

The Pancake Valley Lions Club will be holding its 50th annual Father's Day Pancake Breakfast on June 15th 202-.

We request that the following announcement be placed in the Border Crossing this month.

Pancake Valley 50th Annual Father's Day Pancake Breakfast

Flapjack Valley Community Hall, 88 Syrup St. Flapjack Valley B.C.

Sunday June 15th, 202- 8:00am to 12:00 Noon.

Our Lions will serve great Pancakes and Sausage, Juice and Coffee.

\$8.00 CDN / US

Thank you in advance for your cooperation, if more information is required please do not hesitate to contact me.

Yours in Service,

Roger Records

Roger Records
Secretary

(Note: A copy of this letter should be personalized and sent to the DG, VDG, & ZC)

Sample of Letter Acknowledging District Governor Visit

George Lawmaker, Secretary
Sheriff Hills Lions Club
P.O. Box 2212
Sheriff Hills, WA 00000

Jan 12th 202-

District Governor Gloria Goodyear
DISTRICT 23B Lions Clubs
International 1234 Membership
Lane
Needmore, WA 00000

Dear District Governor Gloria,

President Harry Handcuffs has marked his agenda for your visit to our club on February 15th.

Our Board of Directors convenes at 5:45 pm with our regular meeting beginning at 7:00pm.

As this is your official visit to our Lions Club there will be no other program scheduled for this evening.

The Sheriff Hills Lions Club members are looking forward to your visit and would like to ask you to let us know by February 1st how many Lions, including your spouse will be accompanying you so we may advise our caterers.

Naturally our club will pay for your meal and the price for other guests accompanying you will be \$17.00 US.

We are looking forward to your visit and if you have any requests or require further information do not hesitate to contact me.

Yours in Service,

George Lawmaker

George Lawmaker
Secretary

(Note: This letter format can also be used for the Zone Chairperson's Official Visit)

Sample of Meeting Change Letter

Roger Records, Secretary
Pancake Valley Lions Club
P.O. Box 123
Flapjack Valley, B.C. V0X 0X0

April 13th, 202-

DISTRICT 23B
Lions Clubs International
P.O. Box 66
Bellingham, WA 00000

Dear Peter Anderson, Executive Director DISTRICT 23B

Pancake Valley Lions Club celebrates 50 years of service!

Due to the Pancake Valley Lions Club holding their 50th Annual Father's Day Pancake Breakfast on June 15th 202- our regular meeting of June 13th has been cancelled.

We will resume our regular meeting schedule on June 27th 202-.

Please publish this meeting change in the next *Border Crossing*.

Please join us for a great Pancake Breakfast and the celebration of serving our community for 50 years.

Yours in Service,

Roger Records

Roger Records
Secretary

Cc District Governor
Vice District Governor
Zone Chairperson