** The Traveling Clubhouse**

The possessing Club must visit another club within two (2) weeks.

 1. There must be two (2) members minimum on the visitation team who are attending the club meeting to see what they are doing. Don’t always send your club President and Secretary as they are the representatives that are on the Zone Chairs committees. Let other Lions from your club see what is happening around the district and report back to your club.

 (a) Call ahead to make sure they know you are coming and not just show up as a big surprise. Verify the dates, times and locations of their meeting.

2. Visiting team cannot go to a club that’s already been visited by another club that had the house for their two (2) weeks.

3. Your club cannot keep the house longer than the allowed two (2) week period without accruing a penalty of $1.00 per day fine payable to the district cabinet.

 (a) This fine will be distributed to the C. Kirby Smith and LCIF Charities equally.

4. It is preferable that there be some travel involved in the visitation between the clubs. (Not just visit a localized club [like Sun Lakes visiting Sun Lakes Breakfast]).

5. The receiving club must send an email to the Vice District Governor stating the date that they received the traveling house and from which lions club they received it. A carbon copy should be included to the appropriate Zone Chair so they are kept in the loop on the state of their zone.

 (a) This will start their two (2) week period and stop the other clubs two (2) week period.

 (b) The passing club may also send an email just for information purposes.

6. All Zone and Region Chairpersons will be kept informed as to status of the Traveling Clubhouse by the Vice District Governor on a monthly basis.

7. Zone Chairs will be provided a listing of the clubs and their meeting dates and locations. These can also be verified with the club presidents and secretaries by checking in the district directories.

8. A listing is posted on the district website under “Clubs by Zone” (www.e-district/sites/21b) for clubs meeting dates/times/locations. Region and Zones Chairs have access to MyLCI for their clubs and can also obtain the information if questions should arise.