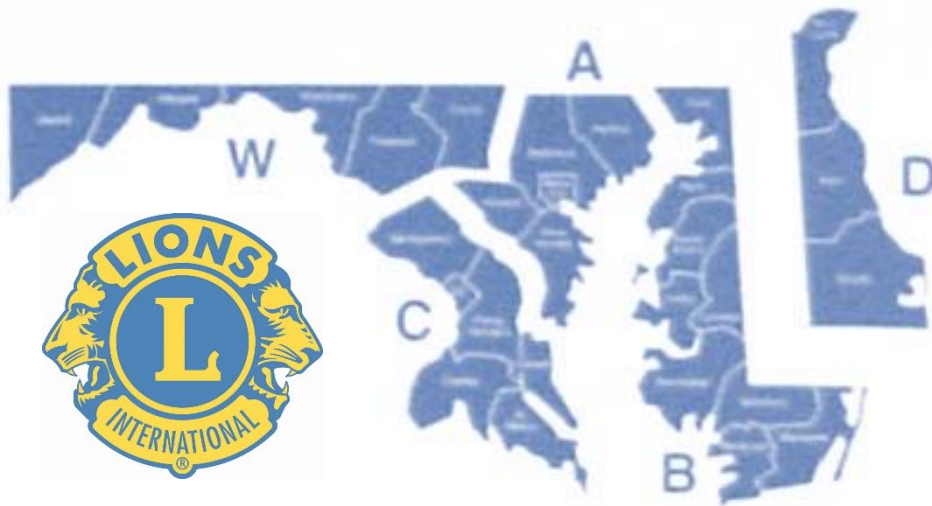


The International Association of Lions Clubs

# Policies and Procedures Manual

Multiple District 22 Council of Governors



Approved by the 2024-2025 MD22 Council of Governors on April 21, 2024

*Updated by the*  
MD22 Constitution and Bylaws / Policies and Procedures Committee

# **Multiple District 22 Policies and Procedures Manual**

Lions Multiple District 22  
Council of Governors

Originally Prepared by the Research and Long Range Planning Committee 1983

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## **FOREWORD**

This reference manual is a composite of responsibilities and obligations for those who serve as a District Governor of a sub-district in Multiple District 22.

The procedures covered are either dictated constitutionally, and are so identified, or are a continuation of an acceptable procedure that has become a tradition by continued usage.

Lions Clubs International provides each District Governor with the tools he/she will need to organize his/her sub-district. However, you will find participation in the Council of Governors an experience that is totally new. No prior introduction to Multiple District leadership is provided other than through our Candidate School, and this manual.

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## **OBLIGATIONS AND RESPONSIBILITIES OF THE MD 22 COUNCIL OF GOVERNORS**

According to the Multiple District 22 Constitution and By Laws, the Council of Governors is “To provide an administrative structure with which to advance the principles and objects of the International Association of Lions Clubs in the Multiple District.”

The Multiple District 22 Council of Governors is composed of all the District Governors in the Multiple District and shall also include one Past District Governor who shall serve as Council Chair. Each member of the Council of Governors, including the Council Chair, shall have one (1) vote on each question requiring action of the Council of Governors. The Council Chair shall serve a one-year term only and cannot serve in that capacity again. (Article V, Section 1 of the MD22 Constitution and By Laws)

The Council of Governors has obligations and responsibilities with specific powers outlined in the MD 22 Constitution that should not be taken lightly. Here are some of the objectives assigned to the Council of Governors:

1. Liaison with Lions Clubs International headquarters.
2. Approval of a committee to plan for and execute the Multiple District Convention.
3. Approval of a committee to plan for the Multiple District’s participation in the International Convention.
4. Formation of the Multiple District Committees and provide direction and supervision for the proper discharge of duties.
5. Unification of sub-districts to support Multiple District identity and esprit de corps.
6. Provide and maintain financial management of Multiple District funds.
7. Ensure all contracts the Multiple District is a party to are reviewed by legal counsel before they are signed.

## **ELECTION OF COUNCIL OFFICERS**

The officers of the Council of Governors (CoG) shall be a Chair, Secretary and Treasurer, all of whom shall be elected annually by a majority vote of the District Governors—Elect immediately following the close of the Multiple District Convention at which they were elected.

The nominee for Council Chair shall be a Past District Governor who has not served in this capacity from the sub-district that was predetermined by the Rotation Schedule (see Appendix 1). Each Sub-District shall determine its own process for selecting a single candidate for the position of Council Chair. The name of the candidate must be submitted to the incoming Council of Governors by March 1<sup>st</sup>. If the candidate is not acceptable to the incoming council or in the event the Council Chair must be replaced, the sub-district per the rotation schedule must submit to the Council of Governors the name of a replacement candidate for their approval within 14 days.

The Council Secretary and Council Treasurer shall be members of the Council of Governors. The selection of these officers is predetermined by the Rotation Schedule (see Appendix 1).



## **OFFICER RESPONSIBILITIES**

### **Council Chair**

Under the general supervision of the International Board of Directors, he/she shall be the Coordinator of the Multiple District and shall act on behalf of and upon delegation from the Council of Governors. The Council Chair's responsibilities shall be to:

1. Further the Purposes and Objects of this Association.
2. Provide leadership, direction, and initiative for International and Multiple District programs, goals, and long-range planning.
3. Create and foster harmony and unity among Sub-Districts, and assist District Governors to solve issues.
4. Submit reports and perform such duties as may be required by the Multiple District Constitution and Bylaws and by Lions Clubs International.
5. Perform other such administrative duties as may be assigned by the Multiple District Council of Governors.
6. Facilitate, at the close of his/her term of office, the timely presentation of all Multiple District accounts, funds, and records to his/her successor in office.
7. It is the responsibility of the Council Chair at the conclusion of their year to ensure that all records are turned over to the Records Retention Coordinator in keeping with the defined list in Appendix 14.

While serving as the MD 22 Council Chair, he or she shall not serve as Chair of any Multiple District Committee, unless so designated by the Constitution and By-Laws or this document, to avoid any appearance of conflict of interest.

### **Council Secretary**

Under the supervision and direction of the Multiple District Council, the Council Secretary shall:

1. Keep an accurate record of the proceedings of all meetings of the Council and within ten (10) days after each meeting, forward copies thereof to all members of the Council and the Office of Lions Clubs International.
2. Assist the Council in conducting the business of the Multiple District and perform such duties as may be specified or implied, in the Multiple District Constitution and By-Laws, or as may be assigned to him/her from time to time by the Council.
3. Keep accurate books and records of accounts and minutes of all Council and Multiple District meetings, and permit inspection of the same by any member of the Council or

by any Club in the Multiple District (or authorized agent of either) at any reasonable time for any proper purpose.

4. Collect and prepare final reports and submit to Lions Clubs International at the end of his/her term of office as required.
5. Following the close of their term of office, at a meeting of the Multiple District Council within forty-five (45) days after the date on which the succeeding District Governors officially took office, the Chair and Secretary of the Multiple District Council shall turn over to their respective and duly elected successors:
  - a) All property of the Multiple District entrusted to their care and keeping.
  - b) All permanent records, accounts, and files, both those transferred from prior years and those of the current year.

At the conclusion of their term, collect all records and documents in keeping with the defined list in Appendix 14 for turn over to the Records Retention Coordinator.

### **Council Treasurer**

Under the supervision and direction of the Multiple District Council, the Council

Treasurer shall:

1. Secure bond for the faithful performance of his/her duties in such sum and surety as may be required by the Council.
2. Receive and record all per-capita taxes required to be paid over to him/her hereunder by the Sub-District Cabinet Secretary-Treasurers, or Sub-District Treasurers, and deposit them in a bank or banks designated by the Council.
3. Provide financial reports at all Council meetings that will include at a minimum:
  - \* Balances for all checking accounts held by the Council and its Committees
  - \* The amount of funds in the Administrative Account that are set aside for the International Candidate Fund
  - \* A running tally of funds paid for future events or Conventions to include but not limited to the MD22 100yr Anniversary Event, Host hotels for future MD22 Convention, and the 2027 International Convention committee
4. Provide to the Council Secretary, upon the close of their term, the defined list of financial documents in Appendix 14 for turn over to the Records Retention Coordinator.
  5. Following the close of his/her term of office the Council Treasurer shall:
    - \* Prepare an end-of-year financial report to be forwarded to the incoming Council of Governors no later than 10 days prior to the annual Turnover Meeting. This report will be similar in scope to those regularly presented at COG meetings throughout the year with content as specified in item 3 above.
    - \* Turn over to the duly elected successor the balance of all monies belonging to the Multiple District, properly designated as to their specific allocation, and a record of any accrued liabilities related thereto at a meeting of the Multiple District Council within forty-five (45) days after the date on which the succeeding District Governors officially took office.
    - \* Provide a copy of the completed review and/or audit to the succeeding Council of Governors no later than the October meeting of the Council

## **Administrative Assistant**

A Multiple District Administrative Assistant may be appointed for a two-year term to assist the Council of Governors and may be re-appointed at the discretion of the Council of Governors responsible for making such appointment. The Administrative Assistant may assist the Council in clerical, secretarial, and correspondence duties, financial record keeping and other administrative duties at the discretion of the council.

The Council of Governors will include the position of Multiple District Administrative Assistant in their annual administrative budget. However, at the discretion of the Council of Governors, funds may be utilized from the accumulated Administrative Fund balance for the expense of this position in accordance with the rules of audit found in the Multiple District Policies and Procedures Manual.

# COUNCIL MEETINGS

## Council Meeting Schedule

The Council of Governors shall meet no less than eight (8) times during the Lions year. The meeting schedule will be established and approved by the incoming Council of Governors at the Election of Officers Meeting (Whisk). These meetings will include:

- Election of Officers Meeting (Whisk) – Held on the last day of the MD 22 Convention.
- Turnover Meeting – Held within 45 days after taking office.
- Five (5) Council Meetings - Normally held on the weekends of the sub-district socials.
- Council Meeting/Mid-Winter Conference - Held in January or February,

Additional meetings will be at the discretion of the Council of Governors.

## Election of Officers Meeting (Whisk Meeting)

Soon after the District Governors Elect Luncheon, the newly elected District Governors and newly elected 1<sup>st</sup> and 2<sup>nd</sup> Vice District Governors meet with the sitting Council of Governors and the Multiple District International Officers and Directors (present and past). The meeting is opened by the sitting Council Chair to accomplish two things:

1. Update the newly elected Council on any unfinished business that would be of immediate importance to the new Council, and
2. The newly elected Council of Governors will elect a new Council Chair. After the election of the Council Chair, the newly chosen Council Chair will preside over the meeting of the new Council of Governors and excuse from the room all members not required to conduct the meeting.

The meeting agenda of the incoming Council is to include:

1. Election of a Secretary and a Treasurer from members of the new Council.
2. Appoint the Multiple District Administrative Assistant. The filling of this position is optional. The description of the position can be found on page 4 of this Manual.
3. Recognition of the Multiple District 22 International Officers and Directors (present and past) as Advisors for active participation with the new Council at the discretion of the Council of Governors.
4. Appointment of the Multiple District Committee Chairs and Coordinators. These positions include:
  - a) Constitution & By-Laws / Policies & Procedures Committee Chair

- b) Convention Committee
    - i. Chair
    - ii. Vice Chair
    - iii. Treasurer
  - c) International Convention Committee
    - i. Chair
    - ii. Vice Chair
  - d) Diabetes Coordinator
  - e) Global Leadership Team Coordinator
  - f) Global Membership Team Coordinator
  - g) Global Service Team Coordinator
  - h) Hearing Preservation, Awareness and Action Coordinator
  - i) Host Executive Committee for Lions Club International 2027 Convention
  - j) Information Technology Coordinator
  - k) Leader Dog Coordinator
  - l) Leo Coordinator
  - m) LCIF Coordinator
  - n) Lions Quest Coordinator
  - o) Marketing Communications Coordinator
  - p) New Voices Initiatives
  - q) Records Retention Coordinator
  - r) Research and Long-Range Planning Chair
  - s) USA /Canada Leadership Forum
    - i. Coordinator
    - ii. Vice Coordinator
  - t) Youth Outreach Coordinator
5. Establish dates for Council meetings and District Socials
  6. Authorize procurement of stationery for use by the entire Council and the committees (excluding Convention Committee). Based on previous usage, it is recommended that electronic letterhead be used. Envelopes may be ordered as appropriate.

## **Turnover Meeting**

This meeting shall be called and conducted by the incoming Council within 45 days following the close of the International Convention where the Oath of Office was administered to the District Governors. The date and the specific location for the meeting should be at a time and place mutually agreeable to both Councils. The agenda should include:

1. Turnover reports by Council and Committee Chair.
2. Turnover of property, records, and funds.
3. Council approval of place and depository of funds and bonding coverage for the Council.
4. Any unfinished or new business for the good of the Multiple District.
5. Request for budgets to be prepared and submitted by all Committees, with copies to the five Council members and advisors, three (3) weeks prior to the October Council meeting.
6. Review of preliminary budget submitted by the Council Treasurer.

## **1st Council Meeting**

This meeting has traditionally been held in the fall to coincide with the first sub-district Social. The agenda should include:

1. Review of Committee Budgets – Council of Governors is guided by the provisions contained in the Multiple District Constitution for approval of budget requests within each separate account: Administrative, Multiple District Convention, International Convention, and Multiple District Candidate for International Office, and other accounts which the Council has authorized and oversees.
2. General review of each Committee Program.
3. Unfinished or new business for the good of the Multiple District.

## **Other Council Meetings and Special Meetings**

Normally, the other regular meetings of the Council should coincide with sub-district socials, with notification in writing two weeks in advance of the time and place for each meeting.

The agenda should include:

1. Committee reports at each regular meeting.
2. Unfinished or new business for the good of the Multiple District.

## **Mid-Winter Conference/Council Meeting**

The mid-winter conference is generally a weekend involvement with one full day (Saturday) devoted entirely to reports and planning activities. Much of the meeting will be devoted to discussion of plans for the Multiple District 22 Convention.

1. Council Chair is responsible for business meeting agenda.
2. Multiple District Convention Committee Chair is responsible for providing adequate facilities at the chosen site, in accordance with the desires of the Council of Governors.
3. Committee reports should include:
  - a) Multiple District Convention Committee reports and requirements.
  - b) Other committee reports as appropriate.

The bulk of the meeting will be devoted to discussion of plans for the MD 22 Convention presented by the Multiple District Convention Committee.

### **Complimentary Meals at District Socials:**

Complimentary meals at District socials for Lions from outside the hosting sub-district shall be determined by the incoming Council each year (either at the second half of the Whisk meeting or at the Turnover meeting) and recorded in the minutes of the meeting at which the determination is made. A recommendation: the District Governors and Vice District Governors from the other sub-districts and the Council Chair for a maximum of 13 complimentary meals. For Lions from the hosting sub-district, complimentary meals will be as is customary within the hosting sub-district for such events.

**Communications via Electronic Means:** The council may communicate via any means that is agreeable to them for the purpose of discussion on issues that may come to the Council of Governors. Any motion that may result will be distributed by email to the Council by the Council Chair and each Governor shall respond individually by email to the Council Chair. The resultant action will be included and noted in the minutes of the next formal meeting of Council of Governors.

**Request for Action or Funding by the Council of Governors:** Any request for action by the Council of Governors should be submitted at least 2 weeks prior to any established formal meeting to allow ample time for consideration. Request that involves funding or changes to the established MD budget not received 2 weeks prior to the formal meeting, will not usually be considered. Such requests are considered as “last minute” and will usually be tabled to the Council’s pleasure.

## MULTIPLE DISTRICT COMMITTEES

Multiple District Committee Chairs should work closely with their counterparts in each of the Sub Districts. This might include holding meetings together and/or communicating by phone or e-mail to ensure each Sub District has a voice at the Multiple District level.

Each committee chair or coordinator is to provide an annual written report to the Council Secretary upon the conclusion of activities for the year.

**Committee Chairs Selection Criteria:** The prerequisite for selection as a committee appointee should be based on the individual Lion's demonstrated interest and capabilities. Each of the committee assignments is a period of specialization, which is time consuming and demanding. The individual must be able to work harmoniously with others, plan capably, and be relied upon to execute the Council's approved plan of action.

It is most important that the Lions selected to serve with the Convention groups be permitted to continue from the entry position to the Chairpersonship.

### **Constitution and By-Laws / Policies and Procedures Committee**

This is a standing committee. The Constitution and By-Laws / Policies and Procedures Committee Chair is selected as per the rotation schedule (see Appendix 1 and 2). The committee consists of the Constitution & Bylaws/Policies & Procedures Committee chairs from each of the sub-districts. This committee acts on behalf of the Council of Governors for the express purpose of keeping the *MD 22 Constitution and By-Laws* and the *MD 22 Policies & Procedures Manual* up-to-date. Any changes or revisions to the *Constitution and By-Laws* that are initiated in the Multiple District should be processed by this committee for recommendation to the Council of Governors with prior approval of the wording by Lions Clubs International. Amendments to the Constitution would be in conformity with Article XV and amendments to the By- Laws with Article VII. Changes and corrections to the *Policies & Procedures Manual* will be approved by the COG prior to inclusion.

The *MD 22 Constitution and By-Laws* and the *MD 22 Policies and Procedures Manual* shall both be available electronically and placed on MD 22 Website.

### **Diabetes Awareness Coordinator**

In March 1984, the Diabetes Awareness Program became a major commitment of Lions International. The main objective of the program is to reduce the number of new cases of blindness caused by diabetic retinopathy through education, detection, and research. Diabetic retinopathy is the leading cause of new cases of adult blindness, and diabetes is the third leading cause of death by disease.



Multiple District Diabetes Coordinator responsibilities include:

1. Become familiar with the Information for Chairperson section on the Lions Clubs International Web site.
2. Become knowledgeable about diabetes and diabetic retinopathy.
3. Raise the level of diabetes awareness in the Multiple District by coordinating diabetes activities involving the entire Multiple District.
4. Be available for forums and presentations at conventions and rallies.
5. Serve as a liaison between local diabetes organizations and the medical community in planning diabetes activities.

### **Finance Committee**

The Finance Committee will consist of ten (10) members, two (2) from each sub-district, elected by members of the District Governor's Honorary Committee and shall be Past District Governors of their respective sub-district. The Chair for this committee will be the Chair of the Council of Governors, who will have no vote (see MD 22 By- Laws Article I, Section 1.m). The committee will meet on the call of the Chair.

The Committee will select an acting secretary from among the elected members who will be responsible for the minutes of the meeting and will furnish each member a copy within a reasonable number of workdays. The Committee will address itself to fiscal matters, as presented by the Council Chair or in writing from the Council of Governors and signed by three or more District Governors of the Council. Action of the Multiple District Finance Committee must be reported to the delegates attending the next Multiple District Convention.

### **Global Action Team**

Chaired by the Council Chair and includes the GMT Multiple District coordinator, GST Multiple District coordinator and GLT Multiple District coordinator. Develops and initiates a coordinated plan to help expand humanitarian service, achieve membership growth, and develop future leaders within the multiple district. Meets regularly to discuss the progress of the plan and initiatives that may support the plan. Collaborates with area leaders and members of district Global Action Teams to share best practices, achievements and meet challenges.

### **Global Leadership Team (GLT) Coordinator**

The Council of Governors appoints the Global Leadership Team Coordinator. The appointment is made with the intent of it being a one-year commitment by the individual involved, as per Lions Clubs International guidelines and selected from the applications submitted to the Council the year before the appointment. The GLT multiple district coordinator is a member of the Multiple District Global Action Team. His/her responsibilities include:

1. Collaborate with your GMT and GST Multiple District coordinators and Global Action Team Chair (Council Chair) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
2. Develop and execute an annual multiple district leadership development plan.
3. Communicate regularly with the GLT district coordinators to ensure they are aware of leadership development programs and resources available.
4. Provide ongoing motivation and monitor progress of GLT district coordinators, zone Chairs and club leadership to achieve leadership development goals.
5. Encourage GLT district coordinators to include diverse populations to participate in Global Action Team initiatives.
6. Promote leadership development opportunities that encourage participation at all levels of the association.
7. Organize and facilitate instructor-led and web-based training in coordination with LCI.
8. Collaborate with GMT and GST multiple district coordinators to provide retention strategies to districts.
9. Include diverse populations to participate in Global Action Team initiatives.
10. Identify potential and new leaders to participate in service, membership, and leadership development opportunities.
11. Complete requirements and submit applications to receive multiple district funding from LCI for leadership development activities.

### **Global Membership Team (GMT) Coordinator**

The Council of Governors appoints the Global Membership Team Coordinator. The appointment is made with the intent of it being a one-year commitment by the individual involved, as per Lions Clubs International guidelines and selected from the applications submitted to the Council the year before the appointment. The GMT Multiple District Coordinator is a member of the Multiple District Global Action Team. His/her responsibilities include:

1. Collaborate with the GLT and GST multiple district coordinators and the Global Action Team Multiple District Chair (Council Chair) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
2. Develop and execute an annual multiple district membership development plan.
3. Communicate regularly with the GMT district coordinators to ensure that they are aware of available membership programs and resources.
4. Monitor each district's progress towards membership goals. Offer motivation and support to help district reach their goals.

5. Encourage GMT district coordinators to include diverse populations to participate in Global Action Team initiatives.
6. Respond quickly to prospective member leads provided by LCI, track recruitment and provide status report of the lead.
7. Complete requirements and submit applications to receive multiple district funding from LCI for membership development activities.
8. Provide retention strategies to districts in collaboration with GLT and GST multiple district coordinators.
9. Motivate districts to charter specialty clubs.

### **Global Service Team (GST) Coordinator**

The Council of Governors appoints the Global Service Team Coordinator. The appointment is made with the intent of it being a one-year commitment by the individual involved, as per Lions Clubs International guidelines and selected from the applications submitted to the Council the year before the appointment. The GST Multiple District Coordinator is a member of the Multiple District Global Action Team. His/her responsibilities include:

1. Develop and execute an annual multiple district action plan and monitor progress toward goals. Support districts and offer motivation to reach district goals
2. Collaborate with GMT and GLT multiple district coordinators and the Global Action Team Multiple District Chair (Council Chair) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
3. Support local community service projects that create a sense of belonging and pride to the Lions and Leos in the multiple district.
4. Collaborate with GMT and GLT district coordinators to provide retention strategies to districts.
5. Communicate regularly with GST district coordinators to inform them of LCI and LCIF programs, partnerships, and grants.
6. Serve as a resource and content expert for regional best practices in service project implementation for LCI initiatives.
7. Encourage GST and district coordinators to promote service projects that attract multiple generational participants, including the integration and leadership development of Leos.
8. Increase LCIF coordinator collaboration at the multiple district and district levels to maximize LCIF resources and fundraising.
9. In coordination with the LCIF Multiple District Coordinator, monitor LCIF Grants, given to the multiple district.

10. Act as the advocacy champion for the multiple district to implement activities including but not limited to community awareness/education, legislative/public policy, events and partnerships” and re-lettering the remaining items.

### **Hearing Preservation, Awareness and Action Coordinator**

Hearing conservation and work with the deaf became a major Lions activity in 1971.

Deafness is a handicap of communication, and hearing/speech impairment is statistically more common than blindness. Multiple District Hearing Preservation, Awareness and Action Coordinator responsibilities include:

1. Become familiar with the Information for Chair section on the Lions Clubs International Web site.
2. Develop training and educational programs for presentation at Multiple District meetings.
3. Encourage support of schools and rehabilitation centers for the deaf.
4. Coordinate public awareness campaigns.
5. Cooperate with professional organizations and agencies.
6. Consult with deaf and hearing-impaired members of the community and convey information concerning their needs to the sub-district coordinators.

### **Host Executive Committee for Lions Club International 2027 Convention**

The committee, under direction from LCI and the Council of Governors, acts as a liaison for all activities requiring participation from MD22 for the convention.

The MD22 Lions 2027 International Foundation (501c3) has been established to handle financial operation. The breakdown of current and ongoing committees, governing documents, and description of operations can be found in Appendix 16. Additions will be made to that Appendix as it becomes available.

### **Information Technology Coordinator (Webmaster)**

The responsibilities of the Information Technology Coordinator include:

1. Promote the use of virtual meetings using visual conferencing websites and teleconference services.
2. Develop and maintain the Multiple District web site; update it regularly with info relevant to members of the MD22; and maintain the domain name registration.
3. Serve as the Maryland or Delaware Node Master for LionNet.
4. Coordinate with and assist, as necessary, the webmasters of the five sub districts.
5. Promote the use of the internet for online submission of reports to LCI, ordering of Lions supplies, and other features noted on the LCI homepage.
6. Encourage the use of email for communication among clubs and members.

7. Encourage clubs to create and publish web sites; assist clubs in registering with LionNet, Lion e-Clubhouse, etc. if necessary; and promote linking to other Lions sites, especially to LCI, MD22 and sub district web sites.
8. Provide seminars and training, as requested, on use of information technology (IT) to perform tasks in the various levels of Lionism.
9. Submit an annual budget to Council Treasurer.
10. Provide reports at Council of Governors meetings on the status of the MD22 web site and associated actions.

Qualifications for this position includes:

1. A working knowledge of the internet, email, and web page development.
2. Eagerness to promote the use of IT within the Multiple District
3. Knowledge of the organization and functions the Multiple District
4. Willingness to track and report the various actions of MD22 on the web site
5. Ability to travel and present reports at the five Council of Governors meetings.

### **International Convention Committee for Multiple District 22**

The same Constitutional controls prevail for this committee as for the Multiple District 22 Convention Committee. Two members are appointed, Chair and Vice Chair. The responsibilities of this committee include:

1. Conduct Trading Pin Contest for selection of a Multiple District pin. Council approval is required for pin selection, number procured, and distribution.
2. Secure and maintain a Hospitality Room at the Convention Hotel to accommodate the Lions and their families, if a hospitality room is desired. The COG determines if a room is desired.
3. Coordinate the details for parade participation. Arrange the parade lineup at the start point.
4. Make arrangements with the Convention Hotel for a breakfast to accommodate the Lions and their families. Provide an opportunity to allow for the exposure of the International Candidates.
5. With Council approval, secure a Travel Agent for transportation to and from the Convention City with pre and post-convention tours.
6. Provide gifts for Incoming District Governors and the International Family (Council to make selection if deemed appropriate). Procure and make arrangements for delivery.
7. When the Multiple has a candidate for an International Office, this committee has an active role for promotion and coordination with the candidate's campaign committee.

8. The International Convention Committee's monetary allocation for operation shall be based on the allotted per capita tax, using the July 1 club membership report. 95 percent of the allocation will be advanced to the International Convention Committee at the Turnover Meeting to begin operations.
9. The International Convention Committee will present a preliminary budget to the Council of Governors no later than three weeks prior to the October Council meeting.
10. The International Convention Committee shall present to the Council of Governors at the Mid-Winter Conference, a detailed plan of the International Convention program and activities for MD-22 participants which reflects negotiated costs. Upon approval of the International Convention Committees report, the Council of Governors will advance the final 5 percent of the annual allocation, based on the Council Treasurer's per capita tax adjustment after the January 1 club membership report.

The Council of Governors must exercise its influence throughout the Multiple District to encourage International Convention registration of all participants. Hotel room allotment is based on the official registration of the previous year.

### **LCIF Coordinator**

The LCIF Multiple District Coordinator is appointed by the LCIF Chair and LCI President to serve for a three-year term. This position serves as an ambassador for Lions Clubs International Foundation and reports directly to LCIF Chair and LCIF Board of Trustees.

His/her responsibilities include:

1. Identify, recruit, and train a Lion in each district to serve a three-year term as the LCIF District coordinators.
2. Be familiar with LCIF initiatives and educate Lions within the multiple district on the various grants and projects supported by LCIF. Assist district governors with grant applications to LCIF, as needed.
3. Promote foundation initiatives and district publications, during district and multiple district events and to the public at large.
4. Ensure that LCIF-funded projects within the multiple district receive proper promotion and follow grant-criteria guidelines.
5. Encourage all Lions within the multiple district to contribute to LCIF and promote recognition programs as incentives to donate to LCIF.
6. Identify potential major gift donors, local foundations, corporations, and businesses with the potential to support LCIF and, and when appropriate, be involved in the gift-request process.
7. Assist with the submission of LCIF funds, MJF applications, and other donation information when necessary.
8. Report progress quarterly to the area LCIF Trustee.

## **Leader Dog Coordinator**

The coordinator's responsibilities include education about Leader Dogs for the Blind and encouragement for financial support. He/she should coordinate with the district coordinators and encourage fundraising activities. He/she should obtain periodic reports from the district coordinators and compile them into reports to the Council of Governors.

## **Leo Coordinator**

The Leo Club Program provides young people with the opportunity to develop leadership skills by conducting civic and service activities in their communities. Leo coordinators contribute to the success of their districts through the promotion, development, and continual support of Leo clubs. The Leo Coordinator's responsibilities include:

1. Conduct leadership training and orientation for sub-district Leo Chairs and Leo officers.
2. Ensure that district Leo Chairs are adequately facilitating the Leo to Lion transition.
3. Make contact at least quarterly with sub-district Leo Chairs.
4. Serve as the official liaison between the Lions Council of Governors and the sub-district Leo coordinators
5. Report to the Lions Council of Governors all activities of the Leos in the sub-districts

## **Lions Quest Coordinator**

Lions Quest, developed by Lions Club International, is a PreK-12 program that integrates social and emotional learning, character education, drug and bullying prevention, and service learning to build 21st century life skills. Social-emotional competencies broadly targeted by Lions Quest include self-awareness, self-management, relationship skills, social awareness, and responsible decision-making. Lions Quest also includes opportunities for family involvement, service learning and community connections. The Lions Quest Coordinator's responsibilities include:

1. Assist the district coordinators in reaching out to parent groups, community youth task forces and other service groups to collaborate on bringing Lions Quest to local schools.
2. Assist the district coordinators in building relationships with the local schools and in introducing the Lions Quest Program in the districts.
3. Once schools have expressed interest in Lions Quest implementation, assist the district coordinators in planning a Teacher Professional Development Workshop
4. Encourage district coordinators to support the teacher training workshop with financial contributions or in-kind donations such as trainer transportation or meals for workshop participants.

5. Assist district coordinators in raising funds to support future teacher training workshops and the purchase of student materials and/or keep fellow Lions informed of the program's efforts by including updates in club and district newsletters.
6. Assist district coordinators in applying for funding to promote Lions Quest teacher training workshops through LCIF Core 4 Grants.
7. Keep the District Governors and Multiple District Council informed of Lions Quest activities in each district by obtaining periodic reports from the district coordinators and compile them into reports to the Council of Governors.
8. Provide on-going support for the Lions Quest Program and schools in each district.

### **Marketing Communications Coordinator**

This committee shall concern itself with the promotion and dissemination of Lions information and shall devise and develop ways and means of improving public relations for Lionism and Lions clubs within Multiple District 22. The Multiple District Coordinator shall pass such information to the sub district coordinators.

### **Multiple District 22 Convention Committee**

Article VII, Section 3, MD 22 *Constitution* states that "The Council of Governors shall be the officers of the Annual Multiple District Convention "with a Multiple District Convention Committee (MDCC) to execute its approved plans.

1. The Council of Governors shall control the budget and major policy items. The Council of Governors shares in the planning and entrusts the fulfillment of those plans, which encompass a multitude of details, to the MDCC. The MDCC will consist of a Chair, a Vice Chair, and a Treasurer.
2. The Multiple District Convention Committee will negotiate all contracts and justify all bills relating to the planning and operation of the Multiple District Convention. Once the Convention Committee's plans for the operation of the convention have been approved by the Council of Governors, the Convention Committee should receive the support and the assurance required to *properly* execute the plans.
3. The Multiple District Convention Committee is authorized to obtain and use a credit card for payments in accordance with the rules stipulated in the credit card policy in Appendix 11.
4. Multiple District Convention Committee Budget
  - a) The MDCC shall develop a three (3) year "Trend Sheet" reflecting the existing year's actual budget compared to the previous two year's actual budgets and the percent of change in each category from each prior year. The MDCC shall present that Trend Sheet to the First Vice District Governors (FVDG) six (6) months (by January) prior to the FVDGs taking office. See: Appendix 13.



- b) The MDCC will prepare a tentative budget for the ensuing year and present it to the FVDGs for review approximately six (6) months (by January) prior to their year as District Governors. See: Appendix 12.
  - c) The proposed budget for the current year presented to the Council of Governors shall reflect the number of attendees who attended the prior convention.
  - d) The MD 22 Convention Committee's monetary allocation for operation shall be based on the allotted per capita tax, using the July 1 club membership report. 95 percent of the allocation will be advanced to the MD 22 Convention Committee at the Turnover Meeting to begin operations.
  - e) The MDCC Chair shall submit to the Council of Governors prior to their December meeting a letter requesting approval by the Council for ticket sales, booth rentals, golf tournament, etc., per the Constitution and Bylaws.
5. The MD 22 Convention Committee shall present to the Council of Governors at the Mid-Winter Conference a detailed plan of the Convention program, activities, and operation, which reflects negotiated costs. Upon approval of the MD 22 Convention Committee's report the Council of Governors will advance the final 5 percent of annual allocation, based on the Council Treasurer's per capita tax adjustment after the January 1 club membership report.
  6. The MDCC's final reports, including the final version, which shall be submitted at the Turnover Meeting, shall be uniform in reporting variances. See: Appendix 12.
  7. The newly appointed MDCC shall prepare a "Committee Activity" schedule prior to the Turnover Meeting as a tool for the Council and the Committee to track items accomplished or pending at any given time. MDCC shall review the schedule with the Council of Governors during this meeting and update as necessary to meet the Council's and the Committee's objectives and insure smooth operation to fulfillment.
  8. A copy of the convention final report, hotel contracts, financial budget and end of year report, financial review, and other necessary records such as convention and memorial programs are to be provided to the Records Retention Coordinator at the conclusion yearly activities.

Here are some of the functions and activities that involve the Multiple District Convention Committee:

1. Program Booklet
2. Opening night Pre-Convention Dinner for the Council
3. Opening night Pre-Convention Mixer
4. Convention Meals
  - 5 Sub-district Luncheons
  - District Governors Banquet
  - Theme Luncheon

- Meal for Past District Governors
  - Leadership Luncheon
  - Some Breakfast arrangements
5. Facilities for business meetings
  6. Combined Necrology Service for the 5 Sub-Districts (Printed program)
  7. Registration of Delegates, Alternates, and guests
  8. Club and commercial exhibits
  9. Housing and entertainment of Distinguished Guests
  10. Sale of Hospitality Cards and individual tickets
  11. Arrange for reserved seating at major functions
  12. Plan Golf Tournament

### **New Voices Initiatives Coordinator**

A program launched in 2018-2019 to celebrate women contributions and to promote gender parity with Lions International. In 2019-2020, the program was expanded to include young adults, including Leo Lions, and other diverse underrepresented populations in the association. The goal of this program is to increase the recruitment and retention of Lions from diverse backgrounds, as well as identify relevant service projects that will spark the interests of people of all ages from various ethnic and gender backgrounds.

### **Records Retention Coordinator**

The Records Retention Coordinator is responsible to maintain the official records of the Multiple District.

It is the policy of Multiple District 22 to maintain records that meet all applicable federal, state, and legal requirements. The records will establish a historical account of the Multiple District's activities and provide information for the future and if necessary, to protect the legal and financial rights of the organization and persons directly affected. Records will be retained in an accessible digital format.

It is the responsibility of the Council of Governors, at the conclusion of their year, to ensure that a copy of all records and information are turned over to the Records Retention Coordinator and save on the cloud storage site. Digital formatted documents are preferred but paper copies are acceptable. Paper copies will be scanned and saved in a digital format. Original documents are to be retained by the responsible individual in keeping with the Multiple District policy until such time that conformation has been received that a copy has been entered into the Records Retention database.

Generally, all documents will be retained for a 7-year period. A record review will be conducted each year and records may be placed in an inactive file at the end of the 7 -year period or destroyed depending on the type of document and the need for that information. There may be situations, for historical purposes, reference purposes, or legal purposes that necessitate longer period.

All documents are to be stored on a secure cloud storage site and will be available to those who have a need to access, review or gather historical information. The access information (username and password) to the cloud storage site will be provided to the Multiple District 22 Council Chair. Records will be available in a read only format and protected against unauthorized users. To protect electronic records against technological storage obsolescence, migration to a new system before the current system is retired will be necessary.

The Records Retention Coordinator will provide reports on the records status to keep the Council of Governor informed of all activities. A list of records to be retained can be found in Appendix 14.

### **Research and Long-Range Planning Committee**

This is a standing committee. The Council appoints the Chair, with a representative from each sub-district named by the District Governor. The First and Second Vice District Governors are strongly encouraged to participate on the committees as non-voting members to familiarize themselves with future plans of MD22 The sub-district representative should serve as the Chair of the respective Long Range Planning Committee. This committee acts on behalf of the Council of Governors by exercising the following:

1. Cooperation with International Headquarters and the Council of Governors to conduct surveys from time to time on various items that have the objective of improving services and materials to Clubs and Districts.
2. Working with the Council of Governors, identify and analyze current and future areas of interest that will enhance the administration and operation of the Multiple District, including redistricting plans, training, and committee functions. Make suggestions and recommendations of actions to address the issues and assist the Council of Governors in the setting of goals and plans to accomplish and implement these actions.
3. Make projections into the next five years as to what could possibly take place in Lionism and discussing these projections at Council Meetings. Prepare special reports, as necessary, to document the observations.
4. Report to the Council of Governors on the activities of the Multiple District Research and Long Range Planning Committee. Prepare an end of year report that identifies long range issues for consideration.
5. Develop and maintain a five-year strategic plan.
6. Work with the MD 22 Convention Committee to identify possible Multiple District Convention venues for use beyond the current 5 year plan.

## **USA/Canada Leadership Forum Coordinator (Vice Coordinator)**

The Council of Governors appoints the Coordinator and Vice Coordinator per the Rotation Schedule. The Coordinator will do the promoting and planning for the Forum held in September of the first Calendar year. The Vice Coordinator will do the promoting and Planning for the Forum to be held in the next Calendar Year. The Coordinator will be responsible to make the report of the USA/Canada Leadership Forum that was held in the Fall of the Lions Year at the Multiple District Convention.

The Coordinator and Vice Coordinator will have the following responsibilities for their respective Forums:

1. Promote their Forum through the use of the District Newsletters and Web Sites.
2. Arrange to hold a Breakfast for the Multiple District Attendees on one morning of the Forum.
3. Invite the Speakers for the District Socials and their spouses to the Breakfast as our Guests.
4. Send invitations to all the Multiple District Attendees for the Breakfast.
5. Provide as much information as possible about the Forum and Tours to the Attendees.
6. Work closely with the District Chairs so they can promote the Forum in their respective Districts.

## **Youth Outreach Coordinator**

The Multiple District Youth Coordinator is to coordinate youth activities within Multiple District 22. The Youth Outreach Coordinator's responsibilities include:

1. Advise and assist the Multiple District Council of Governors with development of youth projects within the multiple district.
2. Work closely with the Kusiak Lions Youth Foundation, suggesting how local Lions clubs can request grants and other resources to support their youth projects.
3. Work with youth-oriented organizations to ensure the needs for the youth in the multiple district are being met.
4. Keep the Council of Governors aware of the needs, resources, activities, training for youth in the multiple district and function to ensure all the resources and all volunteer expertise are being considered and applied to maximize the efforts of Lionism to support youth activities throughout the multiple district. This also means promoting the Peace Poster Contest and other Youth Projects throughout the multiple district, and gathering information about community activities that support our youth such as Leos, scouting, little leagues, 4-H, Hugh O'Brien Youth Leadership and other such groups that are teaching leadership, cultural, and educational skills to our youth in the multiple district.
5. Prepare reports for the District Governors keeping them informed of events and committees that are working within the multiple district to support our youth and submit a final report at the Multiple District Convention

## **AFFILIATED ORGANIZATIONS**

### **Kusiak Lions Youth Foundation of Multiple District 22, Inc. (MD22 Lions Youth Foundation)**

The Kusiak Lions Youth Foundation of Multiple District 22, Inc., also known as the Lions Youth Foundation, was established in 2004 to provide opportunities for youth advancement through existing and new initiatives for youth by the Lions of Multiple District 22 in the name of International President Clement F. Kusiak.

The Mission of the Kusiak Lions Youth Foundation is to empower young people to help themselves and others through activities supported by the Lions Clubs of Maryland, Delaware and the District of Columbia and their communities.

The purpose of the Kusiak Lions Youth Foundation of Multiple District 22, Inc. is to:

1. Promote public awareness and support of the Foundation and its mission
2. Provide funding and services for results-oriented youth development initiatives
3. Recognize leadership in volunteer participation and financial support for youth development objectives, and
4. Encourage high standards in community youth services.

The Board of Trustees shall consist of three (3) Trustees from each sub-district in Multiple District 22, PIP Clement F. Kusiak or a Lion member of his family, and a total of three (3) Non-Lion Advisors who have experience and interest in youth programs. The Non-Lion Advisors shall not be voting members and shall be appointed to one-year terms by the Board of Trustees at the annual meeting.

The officers of this Corporation shall be a Chair, Vice-Chair, Secretary and Treasurer. The officers are elected by the members of the Board at the annual meeting held in conjunction with the Multiple District 22 Convention each year.

Each year, the sitting District Governor shall appoint one three-year Trustee from their respective sub-district at least 30 days prior to the convening of the Multiple District 22 Convention. Any Trustee shall be eligible to succeed themselves on the Board of Trustees.

The Kusiak Lions Youth Foundation of MD 22, Inc. has been classified by Internal Revenue Service as a charitable Non-Profit Organization and a Tax-Exempt Entity under Section 501 (c)(3). All contributions to the Foundation are Federal Income Tax deductible.

## **Lions Saving Kid's Sight Foundation, Inc..**

The LIONS SAVING KIDS SIGHT FOUNDATION (LSKS) is a MD22 program whose mission is to promote vision health in preschool age children. The LSKS is a charitable non-profit and a tax-exempt organization under Section 501 (c)(3). The LSKS is governed by its own set of bylaws.

In support of the mission, the foundation provides matching grants to MD22 Lions clubs for the purchase or repair of vision screening equipment, promotes the importance of preschool age vision screening, provides guidance and support to District and club preschool vision screening programs, and provides vouchers for the purchase of corrective glasses for children who have vision problems

The administration of business and general affairs of the LSKS is managed by an appointed Board of Trustees. The Board of Trustees is composed of eleven (11) trustees, two (2) trustees from each of the participating sub-districts (District 22-D does not participate in the program), and three (3) at-large trustees. The trustees are appointed by their respective District Governors. Each Trustee serves a term of three (3) years, with terms so arranged that approximately one-third of the Trustees are appointed each year.

The Officers of the LSKS include the Chair, Vice Chair, Secretary, and Treasurer and are chosen from among the members of the Board of Trustees. The Officers are elected by the members of the Board of Trustees and hold office until the Board elects a successor. Appointment of the Trustees shall be concurrent with the Lions fiscal year, which begins July 1 and ends June 30 of the following year. The Chairman, with the consent of the Trustees, may appoint advisors and/or committees, as may be deemed necessary for the effective conduct of the LSKS's business.

Regular meetings of the LSKS Board of Trustees are held not less than quarterly. Special meetings may be called by the Chairman, or by a majority of the Trustees. Minutes of all Board of Trustees meetings, regular or special meetings, will be provided to the Multiple District 22 Council of Governors, after approved by the Trustees. A year-end report of the LSKS activities will be prepared and submitted to the Council of Governors.

The program is funded through contributions from clubs and individual Lions throughout MD22.

## **MD 22 Lions Vision Research Foundation, Inc.**

The Multiple District 22 Lions Vision Research Foundation, Inc. is a project in which the responsibility is shared equally by all five District Governors. The Foundation is a separate entity from the Council of Governors. The District Governors responsibility starts when he/she is elected Governor and ends when the term ends.

Each Governor is automatically a voting member of the Board of Trustees for the term of the Governorship. He/she will, along with the three elected members from the District, represent the District at all regular bi-monthly meetings of the board and at all special meetings of the Board. The Immediate Past Chair of the Foundation and the Chair of the Council of Governors shall also be voting members of the Board of Trustees.

As a member of the Board of Trustees and the Council of Governors simultaneously, the Governor is in a key position to promote and further the growth and involvement of the Foundation. The Governor should also include information about the Foundation in his/her message on Official Visits to the clubs in the respective District and at all other appearances, where appropriate.

The Board of Trustees consists of 21 Lions members from active clubs in Multiple District 22, three members from the Wilmer Ophthalmologic Institute at the Johns Hopkins Hospital, and the Immediate Past Chair of the Board.

The Executive Committee, consisting of the Chair, the Vice-Chair, the Immediate Past Chair, the Treasurer, and the Secretary, except that the Secretary and Treasurer need not be Trustees are elected by the members of the Board at the Annual Meeting held in May of each year. A Secretary or Treasurer who is not a Trustee shall not have a vote on the Board of Trustees.

Each year, prior to the Multiple District Convention, the Governor and Honorary Committee elect a new member to replace the retiring member of the Board from the District. The new member is elected for a period of three years.

Much of the success of the Foundation will depend on how the District Governor pulls his/her district together as a unified group working toward one Multiple endeavor.

The purposes of this organization are to advance Lionism within the Multiple District in accordance with the Objects of Lions Clubs International, to bring greater strength to the Lions Clubs in the Multiple District through unity of effort, and to provide proper administration to achieve this objective.

## **MD 22 Lions Low Vision Rehabilitation Network Foundation, Inc. (LOVRNET)**

The Lions Low Vision Rehabilitation Network Foundation, Inc. (LOVRNET) is a community-based healthcare program that addresses the current shortage and availability of care for people with low vision (visual acuity of less than 20/200).

The Lions Multiple District 22 partnered with John Hopkins Wilmer Institute Lions Vision Research and Rehabilitation Center and developed the demonstration project for the Lions LOVRNET. Launched in 2013, the program seeks to achieve the following goals:

- Provide training, support and consultation services of disciplines including Ophthalmologists, Optometrists, Occupational Therapists, and social workers so they can offer rehabilitation services as part of their practices.
- Create a single portal for a low vision rehabilitation system within MD22 where Ophthalmologists can refer their patients or patients can refer themselves.
- Coordinate care by matching patients to convenient, appropriate service providers in their area.
- Demonstrate how the growing demand for low vision rehabilitation services can be met by the Lions LOVRNET.

The administration of business and general affairs of LOVRNET is managed by an appointed Board of Directors. Officers include Chair, Vice Chair, Executive Director, Secretary and Treasurer. Officers are elected by the board members. Additional board Members include at least one representative from each sub-district who are selected by the District Governors. Day to day activities are managed by a Steering Committee made up of Chairs of separate committee for each activities.

Funding for LOVRNET is derived from donations from MD 22 Lions and grants. LOVRNET is currently seeking financing from within MD 22 and grants.



## **AUDIT AND MONETARY CONTROLS**

The Council of Governors shall exercise authority as covered in the Multiple District Constitution. As the elected officials for the Council of Governors, the Council Chair, Council Secretary and Council Treasurer shall exercise duties as specified in the Multiple District By-Laws.

Continuous cooperation and coordination are required between the Council officials and their counterparts of the sub-districts to administer and maintain proper monetary controls. All funds must be administered and controlled by proper bookkeeping standards. All monies received and all monies distributed must be supported by validly executed vouchers. See Appendixes 8 and 9.

The Council Treasurer should be satisfied that the agency or individuals utilized for audit purposes are acceptable by the standards specified in the Multiple District Constitution and By-Laws.

The Multiple District 22 Council Treasurer, Multiple District 22 Convention Treasurer and any Multiple District Chairperson with a separate bank account will be bonded each year in accordance with Multiple District 22 By-Laws. All other monies and expenditures will be controlled by the Council Treasurer utilizing a voucher and receipt for each expenditure.

### **Rules of Audit**

1. There are to be three (3) authorized signers on the Multiple District General Administrative Fund checking account – the Council Treasurer, Council Chair, and Council Secretary.
2. Checks under \$500 require only the signature of a single authorized signer. Checks for \$500 or more require two (2) signatures, however, if this is not practical, an email from one of the other authorized signers approving the payment will be acceptable.
3. An authorized signer seeking reimbursement for an incurred expense, may not sign a check made payable to himself/herself. One of the other authorized signers must sign the check.
4. No check may be written to “cash.”
5. The Council Treasurer is authorized to obtain and use a credit or debit card for payments in accordance with the rules stipulated in the Credit/Debit Card policy in Appendix 11.
6. The Council Treasurer must provide monthly documentation of all check and credit card purchases to the other authorized signers on the Multiple District accounts.
7. Any expenditure that exceeds an approved budgeted line item, must be approved by the COG.
8. A written financial report, with vouchers, shall be submitted at each Council Meeting.
9. Committees with separate bank accounts must forward to the Council Treasurer and Council Chair copies of their monthly bank and credit card statements.
10. One common auditor is to be used for all Multiple District financial accounts.

## **Budget Formulation**

Budgets must be prepared – based on an overall view and analysis of requirements, order of priority, and finally methods of financing the activity for the coming year. The foremost item to keep in mind is the prime requirement of the Multiple District Constitution.

With respect to each Multiple District Fund, establish monetary controls so that no indebtedness shall be planned for, or budgeted, that would cause the budget to exceed the anticipated receipts for the fiscal year of the Council's term.

With respect to each Multiple District Fund, the Council of Governors of the Multiple District shall make available to the Committee charged with the administration of each fund and/or activity that portion of the Multiple District dues allocated to each fund and/or activity, plus any fees, ticket sales, tail-twister fines, and other miscellaneous income resulting from the activities of the Committee in administering the fund and/or activity. At the discretion of the Council of Governors an amount up to, but not exceeding, 10% of the accumulated balance of the General Administrative Fund may be turned over to the appropriate committees.

It must be noted that funds held in reserve for the support of a candidate for International Office, sponsored by Multiple District 22, are governed by the second paragraph of Article IX Section 1 of the constitution.

The approved budget and the report referenced above, must include the monies required to prepare and deliver the required reports for the outgoing council.

“Administrative Fund” –. The Council of Governors shall establish a budget within the confines of dues collected for the current fiscal year (July 1 to June 30) to provide for:

Stationery, printing, and postage expense; Expenses of Council Meetings; Blanket Bonding; Annual Report preparation and distribution; Other normal administrative expenses of the Council.”

Also, to be included in the Administrative budget is funding for the office of Council Chair. The Council Chair is to be reimbursed per the same Rules of Audit as the District Governors for the annual meetings the Council Chair is required to attend, and other expenses as defined in this Manual.

No expenses other than those enumerated above shall be included in the Budget nor

expended unless and until the By-Laws have been amended by the delegates to a Convention of the Multiple District and shall only be effective for those years following the approval by Delegate vote at Convention.

All planned expenditures in the sub and Multiple District should have as base, the current revenue derived from the dues paid by the individual clubs and club members. Additional revenues should be gained in a proper and legal and well-planned method of financing by adding:

- Sale price of tickets to various affairs
- Gaining revenues from advertising methods which are in keeping with Lionistic approaches
- Sub-Districts gain their operational funds from the present dues structure that allows them to collect and disburse from Administrative Funds.
- Dues/taxes shall be collected from each member of the sub-district in an amount of \$3.75, as currently established by the MD22 District Constitution and By-Laws. Additional dues/taxes may be collected as per the sub-district's Constitution and By-Laws.

## Multiple District Funds

There are three funds, two of which have allotments for additional activities:

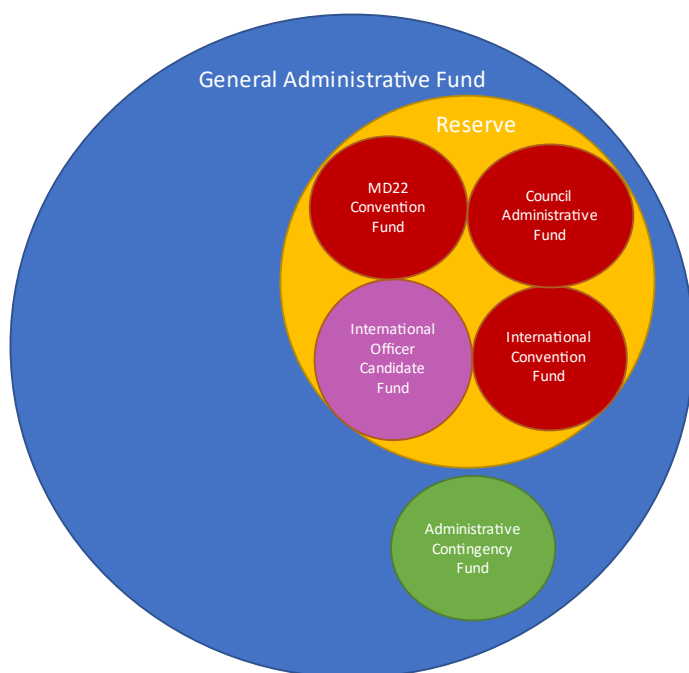
1. Council Administrative Fund, of which a portion is allocated to membership and leadership activities.
2. Multiple District Convention Fund.
3. International Convention Fund, of which a portion is held in reserve for such times as there is an International Candidate.

“When the Multiple District 22 monies are in one interest-bearing account, the Treasurer will prorate the interest by percentage on a periodic basis (monthly or quarterly, etc.), allocating the interest to the individual funds and showing same as interest received for the particular fund.”

The Multiple District Constitution provides methods whereby the Council of Governors may use the excess funds held in the General Administrative Fund to better serve the Lions of the Multiple District. This money should be used wisely and for the best interest of the Lions of the Multiple District.

1. May expend up to but not exceed 10% of surplus funds of the Multiple District General Administrative Fund.
2. May expend funds in excess of the 10% limitation by obtaining a majority vote of the Multiple District Finance Committee to do so.

The authority covering the previously mentioned measures is covered in the Multiple District 22 Constitution Article V, Section 6e and By-Laws Article II, Section 1g and 1l.



### Rules related to MD22 Finances

- The COG approves budgets and expenditures for the MD22 Convention, Council Administrative, and International Convention Funds (red areas) during their governing year. Any balances remaining in these funds at the end of the year are returned to the General Admin Fund
- The International Officer Fund (purple area) is the only Fund in the Reserve that accumulates year to year
- The Administrative Contingency Fund (green area) is defined as 10% of the difference between the total General Administrative Fund and the funds held in the Reserve
- Any expenditures from the blue area {outside of the Reserve (yellow area) or the Contingency Fund (green area)} requires approval of the MD22 Finance Committee or the delegates of the MD22 Convention

The balance left in the Multiple District Convention fund after paying all the Multiple District Convention planning and operating expenses shall be turned over to the Council Treasurer prior to

the Turnover Meeting of the Council of Governors. The balance will be placed in the General Administrative Fund and used as defined in the Multiple District 22 Bylaws. The same procedure applies to the Multiple District International Convention Fund and all other separate operating funds that are from time to time established.

## **Expenses**

Expenses are an everyday occurrence for businesses, homes, and service organizations. The control given by setting guidelines prior to developing the budget will provide a balanced budget. The following controls can and should be used for the administrative budget and standing committees:

1. No one shall receive free tickets, hospitality cards, free rooms, or any other benefit at the Multiple District Convention except:
  - a) Current District Governors and their spouse/guest;
  - b) Council Chair and spouse/guest;
  - c) Multiple District Convention Committee members and their spouse/guest;
  - d) Current International Director from MD 22 and Guest Speaker and their spouse/guest.
2. When required for a lunch to be provided at the Council meetings, due to the length of the meeting, the Council of Governors will only expend monies for lunches for the following individuals:
  - Council of Governors
  - Council Chair
  - Council of Governors Spouses
  - Administrative Assistant
  - Committee persons requested to be at the meeting
  - International Director (if applicable)
  - Past International Officers and Directors
  - All other Lions would be most welcome to attend, but any expense as to lunch would be the expense of the individual Lion or their sub-District. It is also recommended that the Council of Governors be cognizant as to the general cost of such required lunches in a public facility and therefore try to schedule and plan meetings and that the Turnover meeting be hosted by Lions who operate their own Lion's den or a recommended non-profit organization such as a fire house, church, or lodge.
3. MD 22 Chairs, and others serving on Multiple District committees or acting in advisory capacities to the Council of Governors, shall receive no reimbursement for the cost of attending any meeting called, except those that are specifically authorized by the MD22 Constitution and Bylaws.

## PROCEDURE TO SECURE SPEAKERS

The matter of obtaining speakers for the District Convention and the various District Socials is a matter of immediate concern for the newly elected District Governors. What follows are Lions Club International's rules and procedures for securing authorized speakers.

Travel schedules for the various International Officers are being made up many months and years in advance. It is, therefore, appropriate and wise to make speaker contacts well in advance of the election in May or at the International Convention in late June. Even though there may be contests, it is usually known that a particular District Social will be held on a historically designated weekend. Certainly, the candidates from that District can agree on a speaker to be invited for an affair, even though the details have not yet been finalized. The sooner a contact is made, the surer you can be that a speaker of your choice is available. Eighteen months in advance is not too soon.

It is right and proper to try to contact the desired speaker directly. The best and most efficient way to do this is through our International Director, if we have a current Director on the Board, or through one of our Past International Directors. These Lions are knowledgeable, they are aware of travel schedules; they have friends and contacts that can be of assistance in securing speakers. They are pleased and honored to help.

### Multiple District & Sub-District Speaker Engagements

- A. Invitations to guest speakers from Lions Clubs International for the Multiple District annual convention(s) shall be extended by the Council of Governors (COG). However, they may authorize a past or current International Officer to extend the invitation(s) on behalf of the Council. The invitation shall be authorized each year at the first COG meeting.
- B. The order of preference for extending the invitation is the most senior (in Position) current International Officer. If there is no current International Officer, then the most recent Past International Director shall extend the invitation.
- C. The order of preference for extending the invitation to a sub-district event is the (in position) current International Officer. If there is no current International Officer, then the most recent Past International Director (in consultation with the respective District Governor) shall extend the invitation.

Regarding club anniversaries, the question arises, "We are having a 50th anniversary, who are we entitled to have as a speaker?" The answer is simple – a club is "entitled" to no one for an anniversary party. If there was at some time in the past, there is now no anniversary that entitles the Club to have the President, a Vice President, a Director, or anyone else at such an occasion.

If a Club desires a speaker from the Executive group of Lions Clubs International and does not have the funds to pay a large amount for his/her expenses, a way can be found, but it takes some cooperation between the Club and the District Governor or District Governors from other Districts.

If a Club would have its Charter Party on Friday evening just prior to one of the District Socials and use the same speaker, then the Club would be required to pay only the cost of one night's lodging for the speaker. The balance would be paid by Lions Clubs International or by the District, since the speaker for the District Social would be on an authorized trip. This has proven successful on numerous occasions both in Multiple District 22 and even more extensively in other Multiple Districts.

Two or more clubs could also have joint Charter parties and share expenses of a speaker, or clubs from two or more Districts could have charter parties on successive nights, use the same speaker and share expenses.

Any of these arrangements can be worked out, but it takes some planning on the part of the District Governor and the clubs to make it happen. It is not too soon to start the planning now.

Public Relations play an important role by informing the Lions of a visiting guest speaker, whether it is a sub or Multiple District function. Advertising should be in bulletins, newspapers, and programs so that the membership will know whom they are coming to see and hear.

# OFFICIAL PROTOCOL

Protocol is an official expression of good manners. The courtesy we show each other in our daily lives affects our attitudes, our work and in turn, how we view ourselves as human beings.

Protocol is respect for the position. Protocol is a form of etiquette. Protocol is nothing more than GOOD MANNERS to an invited guest to your District or Club.

The responsibility to see that proper protocol is followed lies in the hands of the District Governor for Sub-District functions, and the designated Committee Chair for Multiple District functions.

The following information is from “The International Visitor A Hosting & Protocol Guide” from Lions Clubs International (PR 768 750 5/02)

## Tips for a Successful Visit

### Before the Visit

- Provide advance information concerning:
  - 1) An agenda (make it clear what events your guest is expected to attend)
  - 2) Dress code (formal, business, etc.) for each event
  - 3) Weather conditions in your area
  - 4) Background information (newsletters, bulletins)
- Communicate fully and often
- Keep in mind that the local expenses, including special events (tours, golf, etc.) are the host's responsibility.

## Meeting and Greeting Your Guest

- The Chair of the meeting or convention (council Chair, district governor, etc.) should head the group meeting your guests.
- Plan a meeting place in advance.
- Make sure you are readily identifiable with Lions clothing and badges.
- Plan on carrying your guest's luggage.
- Make sure your car is large enough to accommodate all guests and their luggage.
- Many times, your guest may have been away from home for a while and have more luggage than you expect. Having an extra car available in case of extra luggage is prudent.
- If your guests are driving, provide them with complete directions, including a map.



## Making the Stay an Enjoyable Experience

- Before your guests' arrival, handle check in and inspect the room thoroughly. Deal with any problems prior to your guests' arrival.
- Amenities are always a nice touch – the personal preference sheet sent by International Headquarters before your guests' arrival will give you ideas for these items.
- Prepare a welcome packet with the final agenda for your meeting or convention, information about the area and some regional publications. Also include a list of room numbers and/or telephone numbers for key Lions.
- Once you bring your guests to their room, plan a time to go over their schedules in detail. Review pick up times and proper dress for all events.
- Give your guests time to settle in.
- Appoint a full-time host and hostess to the couple. This is usually best handled by a past international director and spouse. This will ensure your guest's needs are taken care of, and that they arrive at events on time.
- Provide some free time for rest in the schedule.

## Program Suggestions

- Your guest's address should be the centerpiece of the banquet or event. In most cases, this means directly after dinner and before any entertainment or other presentations.
- Your guest should only be expected to make one major address.
- It is appropriate to present your guest with a gift at the banquet or other major event.
- Please keep in mind space and travel considerations. A donation in the guest's name to LCIF is always welcome. If possible, offer to mail larger gifts.
- If you expect your guest to assist in giving out awards during the event, make sure a script is prepared, including background information on recipients.

## Departure

- Attend to your guests' departure with the same care you gave their arrival. Handle check out for your guests and arrange for baggage pick up.
- Escort them from their hotel room all the way to the airport.
- Check that your guests' flight is leaving on time. If there is a serious delay, make necessary transportation and lodging arrangements.

## Some Final Notes

- Treat your guests as you would a family member or close friend. Ask yourself: how would I wish to be treated if I was the guest? Act accordingly.
- While a gift is optional, remember that a sincere thank you note is not.

**Order of Precedence:** *(Subject to change by LCI)*

The following is the official protocol policy of the International Association of Lions Clubs. Only the principal speaker is required to acknowledge all dignitaries present.

Lions shall be recognized in the following order: (Effective April 9, 2018)

1. International President
2. Immediate Past International President/LCIF Chair
3. International Vice President (according to rank)
4. Past International President (b)
5. International Director (Board Appointee) \* (a)
6. LCIF Board of Trustees
7. Past International Directors (c)
8. Past LCIF Trustees and Past Board Appointees
9. GLT/GMT/GST/LCIF Constitutional Area Leader (a)
10. GLT/GMT/GST/LCIF Vice Constitutional Area Leader
11. LCIF Area Leader, FWC/GLT/GMT Area Leaders and Special Area Advisors/Japan Vice Constitutional Area Leaders (a)
12. Chair, Council of Governors (a)
13. District Governors
14. International Administrative Officers
15. Multiple District FWC/GLT/GMT and LCIF Coordinators
16. Immediate Past District Governor (a)
17. Vice District Governors (according to rank)
18. Multiple District Committee Chairs (a)
19. Past Council Chairs (a)
20. Past District Governors (a)
21. Multiple District Secretary (volunteer) (a)
22. Multiple District Treasurer (volunteer) (a)
23. District Secretary (a)
24. District Treasurer (a)
25. District FWC/GLT/GMT and LCIF Coordinators (a)
26. Region Chair (a)
27. Zone Chair (a)
28. District Committee Chair (a)

29. Club Presidents (a)
30. Immediate Past Club President (a)
31. Club Past Presidents (a)
32. Club Secretary (a)
33. Club Treasurer (a)
34. Multiple District Secretary (staff) (a)
35. Multiple District Treasurer (staff) (a)
36. District Administrative Secretary (staff) (a)

Appointees by the International President to committees of the International Board of Directors and the LCIF Executive Committee shall be introduced and otherwise recognized before Lions who have held the same office. During introductions, their appointment shall be mentioned.

Explanation of notes used above:

- (a) When more than one is present, they shall be recognized according to the Roman alphabetic order of the first letter of their fully used family name. If the first letter is the same, go to the second letter, and so on. If the last names are identical, the same process shall be followed with the first given name; if these are the same, then the middle name. In the unlikely event that the two names are identical, the one with the longest association membership shall be given precedence.
- (b) When more than one is present, the one who served most recently is given precedence, and so on.
- (c) When more than one is present, precedence should be the same as for the Past International Presidents (see [b] above). In the event more than one Past International Director who served during the same term is present, then the criteria specified for (a) should be used.

General Comments – When a Lion holds more than one title, he or she shall be recognized for the highest one. In areas that have positions in addition to those listed above, they shall be recognized in accordance with local customs, provided that elective officers always have precedence over appointive ones. It is recommended that Melvin Jones Fellows be recognized as a group. In introducing speakers, their status as Fellows should be mentioned.

# Appendix 1

## ROTATION SCHEDULE

	<i>Lions Years</i>						
	20/21	21/22	22/23	23/24	24/25	25/26	26/27
Chair of Council of Governors .....	D	A	B	C	W	D	A
Secretary of Council of Governors .....	B	C	W	D	A	B	C
Treasurer of Council of Governors .....	C	W	D	A	B	C	W
Constitution and By Laws .....	C	D	W	A	B	C	D
Youth Outreach Coordinator .....	B	C	W	D	A	B	C
International Convention Chair .....	D	W	A	B	C	D	W
International Convention Vice Chair .....	W	A	B	C	D	W	A
Financial Review/Audit .....	C	W	D	A	B	C	W
USA/Canada Forum Coordinator (See Note 5) .....	W	D	A	B	C	W	D
USA/Canada Forum Vice Coordinator (See Note 5) .....	D	A	B	C	W	D	A
MD 22 Convention Chair .....	A	B	C	D	W	A	B
MD 22 Convention Vice Chair .....	B	C	D	W	A	B	C
MD 22 Convention Treasurer .....	C	D	W	A	B	C	D

### *MD 22 Convention Sub-Committee Chairs*

Distinguished Guest .....	PIP, PID, or ID						
Multiple District Banquet (CC) .....	D	A	B	C	W	D	A
Elections .....	D	W	A	B	C	D	W
First Business Session (COG) .....	B	C	W	D	A	B	C
Second Business Session (COG) .....	C	W	D	A	B	C	W
Victory Luncheon (COG) .....	W	D	A	B	C	W	D
Decorations .....	D	W	A	B	C	D	W
Golf Tournament .....	B	C	D	W	A	B	C
Lions Memorial .....	W	A	B	C	D	W	A
Parliamentarian .....	A	B	C	D	W	A	B
Past District Governor's Event .....	C	D	W	A	B	C	D
Pianist .....	D/W	W/A	A/B	B/C	C/D	D/W	W/A
Protocol .....	B	C	D	W	A	B	C
Publicity .....	W	A	B	C	D	W	A
Registration and Credentials .....	D	A	B	C	W	D	A
Resolutions .....	A	B	C	D	W	A	B
Rules .....	W	A	B	C	D	W	A
Sergeant of Arms .....	C	D	W	A	B	C	D
Song Leader .....	C	D	W	A	B	C	D
Tail Twister .....	A	B	C	D	W	A	B
Ticket Sales .....	C	D	W	A	B	C	D

#### NOTES:

1. The Rotation Schedule will not change if, for any reason, the Council needs to appoint someone out of rotation.
2. To maintain continuity in work, the vice Chair should progress to the Chair position the following year.
3. The MD 22 LCIF Coordinator should serve as Chair of the Melvin Jones Luncheon at the MD 22 Convention.
4. The MD 22 Convention Treasurer shall serve as Chair of the Ticket Sales.
5. The USA/Canada Forum Coordinator shall serve for the current Calendar Year. The USA/Canada Forum Vice Coordinator shall serve for the next Calendar Year.

## Appendix 1A

### CONVENTION SUB-COMMITTEE ASSIGNMENTS

**Every DG is expected to provide the names of Lions from their District to the Convention Committee to fill the “LIONS NEEDED” PER SUB DISTRICT**

Convention sub-committee assignments required by every Sub-District should be reported by January 1 to the Convention Committee. The sub-committee chairs are selected by the appropriate District Governor from this list in accordance with the rotation schedule.

<i>Committee</i>	<i>Lions Needed Per Sub-District</i>	<i>Total Number of Lions Needed MD</i>
Distinguished Guest	PIP, ID, PID	5
Elections	1	5
Decorations	2	10
Golf Tournament	1	5
Lions Memorial (Chaplin)	1	5
Parliamentarian	1	5
Protocol	1	5
Publicity	1	5
Registration & Credentials	3	15
Resolutions	1	5
Rules	1	5
Sergeant at Arms	4	20
Song Leader	1	5
Tail Twister	3	15
Ticket Sales	2	10

## Appendix 2

### MULTIPLE DISTRICT 22 APPOINTMENTS

<i>Position</i>	<i>Procedure</i>	<i>Term of Office</i>
Administrative Assistant	Council Pleasure	2 yrs.
Auditor	Rotation	1 yr.
Constitution & By-Laws/ Policies & Procedures	Rotation	1 yr.
Diabetes	Council Pleasure	1 yr.
Global Leadership Team Coordinator	Council Pleasure	1 yr.
Global Membership Team Coordinator	Council Pleasure	1 yr.
Global Service Team Coordinator	Council Pleasure	1 yr.
Hearing Preservation, Awareness and Action	Council Pleasure	1 yr.
Information Technology Coordinator	Council Pleasure	1 yr.
International Convention Chair	Rotation	1 yr.
International Convention Vice Chair	Rotation	1 yr.
Leader Dog Coordinator	Council Pleasure	1 yr.
Leo Coordinator	Council Pleasure	1 yr.
LCIF Co-Coordinators	Council Pleasure	3 yrs
Lions Quest	Council Pleasure	1 yr.
Marketing Communications	Council Pleasure	1 yr.
MD 22 Convention Chair	Rotation	1 yr.
MD 22 Convention Vice Chair	Rotation	1 yr.
MD 22 Convention Treasurer	Rotation	1 yr.
New Voices Initiatives	Council Pleasure	1 yr.
Records Retention Coordinator	Council Pleasure	1 yr.
Research and Long-Range Planning	Council Pleasure	2 yrs.
USA/Canada Forum Coordinator	Rotation	1 yr.
USA/Canada Forum Vice Coordinator	Rotation	1 yr.
Youth Outreach Coordinator	Rotation	1 yr.
2027 International Convention Host Committee	Council Pleasure	1yr

## Appendix 3

### MULTIPLE DISTRICT 22 ORGANIZATION CHART

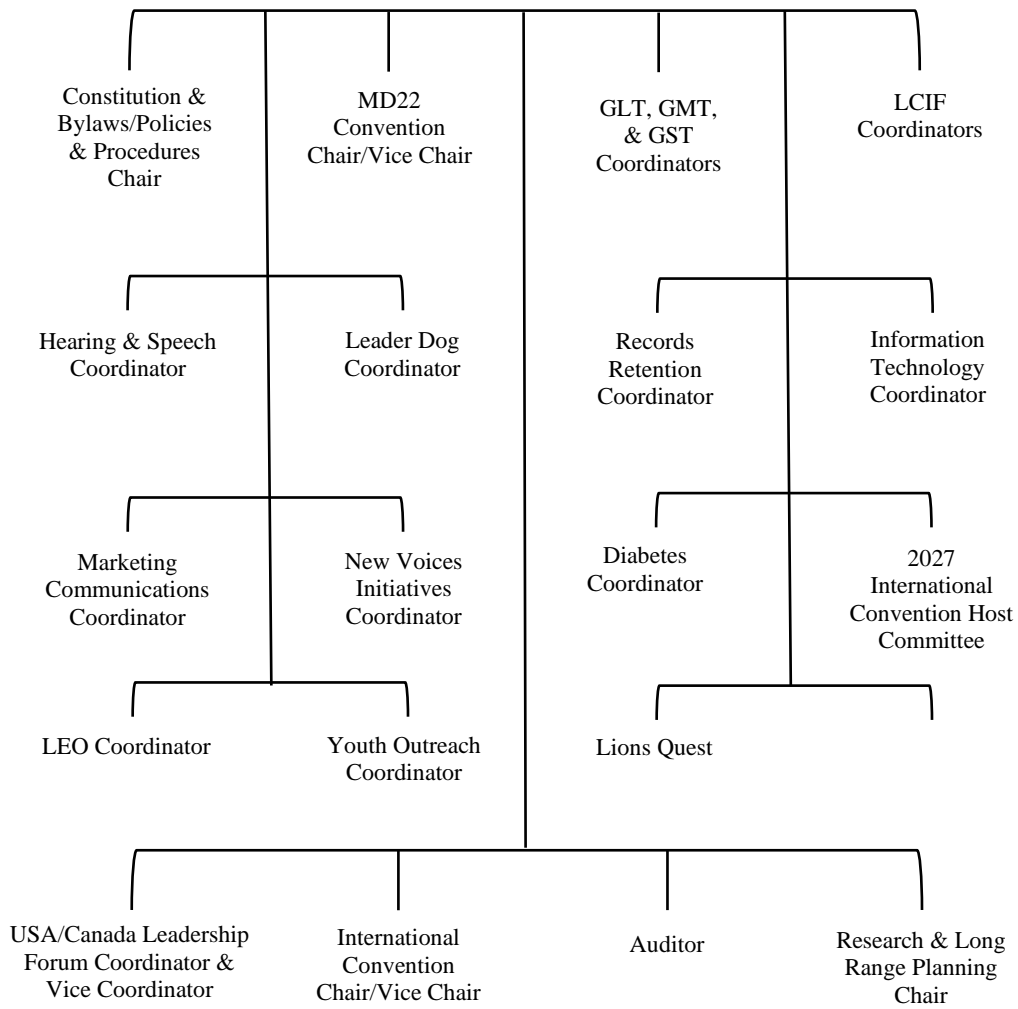
Lions Clubs International

#### Council of Governors

Chair  
Secretary  
Treasurer  
Member  
Member  
Member

*Advisors*

*MD22 International Executive Officers  
Past International President  
International Directors  
Past International Directors*



#### SUB-DISTRICTS

A B C D W

## Appendix 4

### HEAD TABLE SEATING

The presiding officer or meeting Chair must always be seated at the most central seat at the table when there is no central podium, shown as seat number one in the following diagram (Figure 1). The principal speaker would occupy seat number two, then other Lion dignitaries in accordance with the general order of precedence. If possible, there should be the same number of seats to the right and left of the Chair or presiding officer (who would normally be the Club President, District Governor, Council Chair, or International President).

*Figure 1*

(Audience)

7	5	3	1	2	4	6
---	---	---	---	---	---	---

As shown in Figure 2, seating at the head table with a podium is essentially the same, except the meeting Chair or presiding officer is always seated at the left of the podium (facing the audience) and the principal speaker at the right.

*Figure 2*

(Audience)

7	5	3	1	Podium	2	4	6	8
---	---	---	---	--------	---	---	---	---

When spouses are present, they should be seated to the member's left when on the left side of the table and to the member's right when on the right side of the table.

#### **Master of Ceremonies and Meeting Secretaries**

At some events, the Master of Ceremonies will be someone other than the Chair or presiding officer. In such cases, he or she should be seated in accordance with local customs, or at one end of the head table. If, however, his/her place in the general order of precedence dictates a specific seat (e.g., he or she is a past international president at a district function), then that should rule. On rare occasions, there will be a meeting secretary; again, local customs should rule.



**Multi-Head Tables**

If there is more than one head table, the table at the highest level shall be considered the primary one. Care should be taken not to seat Lions of the same rank at different tables.

**Head Table Introductions**

Introduction of the head table should begin with the meeting Chair or presiding officer, then continue from the person with the lowest rank on the order of precedence to the person with the highest. When spouses are present at the head table, they should be introduced with the member (e.g., “Past International Director John Doe and his wife “Jane”).

**National Anthems**

When official representatives of the International Board of Directors (whether or not currently serving on the board) from another country are present at an event where national anthems are normally played, they should also be extended the privilege of having their anthem played.

**Appendix 5**

**MULTIPLE DISTRICT 22  
ADMINISTRATIVE BUDGET**

INCOME

Balance from Previous Administration	_____
Dues	_____
Interest	_____
Total	_____

DISBURSEMENTS

Postage and Copying	_____
Stationary	_____
Telephone	_____
Trainer Expenses	_____
Constitution & By-Laws Committee	_____
Long Range Planning Committee	_____
Bond	_____
Audit Expenses	_____
Final Report	_____
Council Expenses	_____
Turn-over Meeting	_____
TOTAL	_____
Anticipated Amount on Hand (date)	_____

## Appendix 6

### CASH TRANSMITTAL FORM

MULTIPLE DISTRICT 22  
THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS  
CASH TRANSMITTAL

TO: Council Treasurer \_\_\_\_\_, 2\_\_\_\_\_

FROM: \_\_\_\_\_, District 22- \_\_\_\_\_

I enclose herewith checks/cash totaling \$ \_\_\_\_\_ which are to be credited to the following activity/activities:

	AMOUNT		
	Checks	Cash	Total
	\$	\$	\$
_____	\$	\$	\$
_____	\$	\$	\$
_____	\$	\$	\$
_____	\$	\$	\$
_____	\$	\$	\$

My records indicate that the total sent to you to date for credit to this activity is \$\_\_\_\_\_.

#### ACKNOWLEDGMENT FOR CHECKS/CASH RECEIVED

Date \_\_\_\_\_

Checks	\$ Cash
\$ Total	\$ _____

\_\_\_\_\_  
COUNCIL TREASURER

**Appendix 7**

**REQUEST FOR PAYMENT FORM**

MULTIPLE DISTRICT 22  
THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS  
REQUEST FOR PAYMENT

TO: Council Treasurer \_\_\_\_\_, 2 \_\_\_\_\_

FROM: \_\_\_\_\_, District 22- \_\_\_\_\_

Please issue a check in the amount of \$\_\_\_\_\_ payable to:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

This expenditure is a proper charge for the following:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Invoices, receipts, or other supporting data are attached.

By \_\_\_\_\_  
Name

\_\_\_\_\_  
Committee

APPROVED FOR PAYMENT BY COUNCIL OF GOVERNORS ON \_\_\_\_\_  
Date

DATE PAID: \_\_\_\_\_ CHECK NO. \_\_\_\_\_

\_\_\_\_\_  
COUNCIL TREASURER

## Appendix 8

### RULES OF AUDIT FOR COMMITTEE CHAIR

Multiple District Council Chair, Multiple District Committee Chairs, Multiple District Administrative Assistant, and others serving in advisory capacities to the Council of Governors shall receive no more than the cost of transportation to any meeting called or authorized by the Multiple District Council of Governors, except for the Multiple District and International Convention Committees.

No Multiple District Council Chair, Multiple District Chair or Multiple District Administrative Assistant shall submit expenses for tickets, hospitality cards or lodging at the Multiple District Convention.

1. Automobile- \$.50 per mile (same as LCI for District Governors)

No mileage will be allowed for any meeting at your own Sub-District Social and Council Meeting. Also, no mileage will be paid for travel outside Multiple District 22.

2. Hotel - \$50.00 per night with receipt.

Only if required to attend a meeting when an overnight stay would be for the convenience of the Multiple District or the Council of Governors. No hotel night will be covered for a social.

3. Meals - \$16.00 per day

As necessary and with receipt. This does not include spouse, dinner at a social, or alcohol.

4. Telephone – Fax - Telegraph

As necessary with receipt and explanation.

5. Postage – As incurred with receipt and explanation.

6. Printing - As incurred with receipt and explanation.

All requests for reimbursements of expenses must be approved by the Council Treasurer and the Council of Governors before payment is made.

## **Appendix 9**

### **RULES OF AUDIT FOR CONVENTION COMMITTEES**

Due to the extraordinary time and effort commitment required of members of the Convention Committees, Rules of Audit shall be as follows and for the purpose of these Rules of Audit, "Committee" includes spouses.

1. Hotel rooms of Committee covered 100%.
2. Committee meals covered 100% (No alcohol shall be included.). This does not include meals at a district social.
3. Committee business mileage reimbursed 100% at same rate as for District Governors.
4. No Reimbursement for any expenses, including but not limited to rooms, meals, and mileage, for District Meetings, such as District Socials, if Committee member would have attended the event anyway, whether or not a member of this committee. Exceptions shall be allowed at the discretion of the Committee Chair for good cause, such as where essential committee business must be conducted notwithstanding the lateness of the hour.
5. No reimbursement for non-essential personal expenses such as dry cleaning, cable movies, hotel room upgrades not otherwise required for proper committee function.

## Appendix 10

### MD 22 GUIDELINES FOR INTERNATIONAL CANDIDATE/DIRECTOR

1. The candidate for International Director shall submit a preliminary budget to the Council of Governors after receiving the endorsement of the Lions of Multiple District 22 or prior to the endorsement based on provisions given in the MD22
2. Constitution for a single candidate seeking endorsement.
3. The endorsed candidate (only) is entitled to the following expenses:
  - a. Air Fare (coach) to the International Convention for 2 years as the endorsed candidate.
    - First year – Round Trip
    - Second year – One way (if elected)
  - b. Expenses for hotel, meals, and taxi fare for a maximum of 5 days and 6 nights.
  - c. Campaign Brochures, posters (English and other languages if necessary)
  - d. Campaign giveaways
4. For the above expenses to be reimbursed, receipts must be submitted to the Council Treasurer.
5. Any candidate, who is speaking in any Sub-District in Multiple District 22, prior to election, shall use his/her own campaign funds.
6. Personal pins or banners shall be purchased from the International Directors personal campaign funds.
7. Any candidate is allowed to campaign throughout Multiple District 22, however candidates wishing to campaign at any sub district social (Governors Ball) must obtain approval from that sub district's Governor.
8. Once the candidate is elected to the office of International Director, Lions Clubs International shall reimburse all expenses! The newly elected International Director will no longer be entitled to expenses from the International Candidate Fund.

Note: The Council of Governors will not be responsible for the raising of funds, licensing, permits, or insurances related to a Club or District Candidate seeking the office of International Director. Also, local ordinances (gambling and or alcohol), relating to liabilities must be followed by the person(s) representing the candidate. The appropriate reporting of income and receipts is required to be completed within the respective club endorsing a candidate. A member of the candidate's campaign committee will be responsible to complete the appropriate IRS forms relating to the Club or District Campaign.

The Campaign Treasurer shall report for each year the endorsed candidate is seeking the office of International Director in addition to filling a complete final report for inclusion in the Multiple District Council Treasurers Report. The Multiple District Council Treasurer shall coordinate and include the MD Campaign report with the Multiples filing to the IRS with copies to the Council of Governors.

## Appendix 11

### MD22 CREDIT/DEBIT CARD POLICY

The Council of Governors of Multiple District 22 recognizes the convenience and efficiency afforded the use of credit and debit cards. As we negotiate arrangements for our Multiple District Conventions, marketing campaigns, and other transactions, Council and Committee members have found that venues are requesting expeditious payments by either a credit or debit card. Credit and debit cards, however, shall not be used to circumvent the established general purchasing procedures and shall only be used when 1) a payee will not accept a business check or set up a charge account or 2) executing an on-line purchase or payment.

#### Multiple District Credit & Debit Card Guidelines

- A. The Council of Governors shall annually approve the use of a credit or debit card for Committees requesting such. The request should be submitted to the Council Chair and specify the individual who will be issued the card and identified as the authorized user.
- B. The line of credit for a given credit card account shall generally be limited to the amount of funds earmarked for a given account and not exceed \$15,000. If a higher amount is needed, the request to raise the limit and the amount being requested, shall be forwarded to the Council Chairperson of Multiple District 22 for review and approval by the Council of Governors.
- C. Credit and debit cards are only to be used to make purchases and payments for approved activities and expenditures of Multiple District 22 and are not to be used to make personal purchases.
- D. Upon receipt of a credit or debit card, the authorized users approved by the Council of Governors shall:
  - i. Maintain the card in a secure fashion and prevent unauthorized charges to the account.
  - ii. Maintain sufficient documentation of all purchases, including, but not limited to, charge receipts, original cash register slips or other detailed receipts, and invoices.
  - iii. Provide monthly documentation of all purchases to the Multiple District 22 Council Chair and Treasurer for review by the Council of Governors.
  - iv. Immediately notify the issuing bank and Council Chair if the card is lost or stolen.
  - v. Refrain from allowing anyone else to use the credit or debit card or account number.
- E. Any credit or debit card payment that exceeds an approved budgeted line item, must be approved by the Council.



- F. Credit card statement balances must be paid by the authorized user in a timely manner so as not to incur interest charges.
  
- G. At the close of the Lions year, all credit and debit cards issued to authorized users will be turned over to the incoming Council Chairperson who will then either reissue the card with the approval of the Council of Governors or destroy the cards.

## Appendix 12

### MD22 CONVENTION EXPENSE SAMPLE SPREADSHEET

ITEMS	8/2/2014			7/26/2015
	Proposed Budget	Approved Budget	% Difference	2014-15 Actual
Bank Charge	\$ 100.00	\$ 100.00	0%	
<b>Committee Expenses</b>				
Hotel	\$ 2,676.00	\$ 2,676.00	0%	\$ 1,936.36
Meals	\$ 1,752.00	\$ 1,752.00	0%	\$ 1,867.72
Miscellaneous	\$ 65.00	\$ 65.00	0%	\$ 12.65
Site Visit	\$ 330.00	\$ 330.00	0%	
Telephone & Fax				
Travel	\$ 2,000.00	\$ 2,000.00	0%	\$ 2,279.68
Badges & Pins	\$ 500.00	\$ 500.00	0%	\$ 445.71
Banners & Signs	\$ 200.00	\$ 200.00	0%	\$ 343.17
Mini-Golf <sup>1</sup>	\$ 400.00			
Convention Center	\$ 1,900.00	\$ 1,900.00	0%	\$ 3,815.75
Decorations	\$ 300.00	\$ 300.00	0%	
Distinguished Guest	\$ 850.00	\$ 850.00	0%	\$ 211.20
Entertainment	\$ 2,670.00	\$ 2,670.00	0%	\$ 1,410.00
Exhibit Services	\$ 600.00	\$ 600.00	0%	\$ 120.00
Golf Tournament	\$ 3,800.00	\$ 3,800.00	0%	\$ 4,235.52
Color Guard				\$ 50.00
Hospitality	\$ 1,000.00	\$ 1,000.00	0%	\$ 978.00
Meals	\$ 46,650.00	\$ 46,650.00	0%	\$ 44,151.70
MD Sales Tax				
Merchandise	\$ 1,500.00	\$ 1,500.00	0%	\$ 1,284.54
Raffle Prizes	\$ 3,900.00	\$ 3,900.00	0%	\$ 3,741.50
Basket Raffle Expenses				
Ticket Refunds	\$ 800.00	\$ 800.00	0%	\$ 1,569.00
LYF Breakfast	\$ 1,000.00	\$ 1,000.00	0%	\$ 630.00
PDG Breakfast	\$ 1,000.00	\$ 1,000.00	0%	\$ 900.00
COG Expenses	\$ 4,700.00	\$ 4,700.00	0%	\$ 4,132.10
Gifts & Awards	\$ 800.00	\$ 800.00	0%	\$ 907.89
<b>Meetings</b>				
Critique				
Mid-Winter Conference	\$ 100.00	\$ 100.00	0%	\$ 100.00
Office	\$ 100.00	\$ 100.00	0%	\$ 124.02
Other Expenses	\$ 60.00	\$ 60.00	0%	\$ 114.85
Photographs				
Potage & Delivery	\$ 100.00	\$ 100.00	0%	\$ 3.92
Printing & Reproduction	\$ 2,300.00	\$ 2,300.00	0%	\$ 2,721.63
Tickets	\$ 210.00	\$ 210.00	0%	\$ 381.16
<b>TOTAL EXPENSES</b>	<b>\$ 82,363.00</b>	<b>\$ 81,963.00</b>		<b>\$ 78,468.07</b>

<sup>1</sup> Mini Golf Dripped

## Appendix 13

### MD 22 CONVENTION COMMITTEE EXPENSES Budget/Actual Comparison Lions Years 2011 through 2015

2011				2012				2013				2014				2015			
Attendees	Budget Approved	Attendees	Actual	Attendees	Budget Approved	Attendees	Actual	Attendees	Budget Approved	Attendees	Actual	Attendees	Budget Approved	Attendees	Actual	Attendees	Budget Approved	Attendees	Actual
795	\$ 83,170	744	\$ 79,510	744	\$ 71,684	637	\$ 68,824	637	\$ 70,049	762	\$ 84,545	762	\$ 80,515	645	\$ 78,812	700	\$ 83,315	645	\$ 78,960
7% increase over 2010 budget				Budget 14% less than 2011 budget				Budget 2% less than 2012 budget. Budget approved 2/3/13				Budget 15% higher than 2013. Attendance 15% less than 2013				Budget 3.5% higher than 2014. Attendance save as 2014.			
Includes \$5,000 from WYCC and \$10,000 from Council. Subtract \$15,000 from budget = 12% less than 2010 budget.				Includes \$11,00 from Council to supplement budget. Returned \$252.84 to Council. Expenses 13% less than 2011.				Includes \$4,200 from Council to supplement budget. Returned \$85.85 to Council. Expenses 22% more than 2012.				Includes \$2,300 from Council to supplement budget. Additional \$2,064 requested. Expense 6.8% less than 2013.				Includes \$2,200 from Council to supplement budget. Returned \$492.58 to Council. Expenses 0.5% more than 2014.			

## Appendix 14

### LIST OF RECORDS TO BE RETAINED

COG Meeting Minutes	Multiple District Committees
Whisk Meeting	End of Year Reports
Turnover Meeting	Constitution & By-Laws and
1 <sup>st</sup> COG Meeting	Policies & Procedures Committee
2 <sup>nd</sup> COG Meeting	Diabetes Awareness Coordinator
Mid-Winter Conference	Finance Committee
3 <sup>rd</sup> COG Meeting	Global Leadership Team Coordinator
4 <sup>th</sup> COG Meeting	Global Membership Team Coordinator
5 <sup>th</sup> COG Meeting	Global Service Team Coordinator
Special Meetings	Hearing and Speech Coordinator
	Information Technology Coordinator
COG Final Report	Intl. Convention Comm. for MD 22
	LCIF Coordinator
COG Financial	Leader Dog Coordinator
Approved Budget	Marketing & Communications Coord.
End of Year Financial Report	Lions Quest Coordinator
Financial Review/Audit	Multiple District 22 100th Anniversary
IRS Annual Filing	New Voices Initiative Coordinator
	Records Retention Coordinator
MD 22 Convention Committee	Research & Long Range Planning
Final Report	USA/Canada Leadership Forum Coord.
Letters of Commitment	
Contracts	Youth Outreach Coordinator
Treasurer Report	
Financial Review/Audit	Other Documents
	Constitution and By-laws
2027 International Convention	Policies and Procedures Manual
Letters of Agreement/Commitments	MD 22 Five-Year Long Range Plan
Committee Report	
	Miscellaneous Records
Multiple District 22 100th Anniversary	Documents not included in the above list
End of Year Report	that need to be retained for historical,
	reference, or legal purposes.

(NOTE): Original documents are to be retained by the responsible individual in keeping with the Multiple District policy until such time that conformation has been received that a copy has been entered into the Records Retention database..

## Appendix 15

### MD 22 INTERNATIONAL PARADE LINE UP

*Front of Room*

MD 22 Banner

Flags

LCI / DC / MD / DE / US

MD 22 International Officer Banner  
International Officer (when in office)

International Family & Spouses  
PID PID PID PID

District Governors & Spouses  
W / D / C / B / A

First Vice District Governors & Spouses  
W / D / C / B / A

Multiple District 22 Foundation Project Banners \*

	MD 22 Lions & Guests	
Parade Guide	MD 22 Lions & Guests	Parade Guide
	MD 22 Lions & Guests	
	(as many as necessary)	

\*Council approved: Appropriate banners reflecting MD 22 Foundation projects can be displayed within the parade line up (LVRF, LSKS, LYF) Maintain 5 feet between each line of parade participants.

Marching Band  
(Optional – with Council’s approval)

# Appendix 16

## MD22 HOST COMMITTEE For the 2027 LCI CONVENTION



# Lions Clubs International

300 W 22ND STREET • OAK BROOK ILLINOIS 60523-8842 USA • 630.571.5466

**Amalia Romano**  
STAFF ATTORNEY  
LEGAL DIVISION

January 19, 2022

Via Email

Clement F. Kusiak  
Multiple District 22 Committee Hosting 2027 International Convention

Dear Lion Kusiak,

Please be advised that I have considered the application of the Multiple District 22 Lions 2027 Convention Foundation, Inc. to use the name "Lions" and the association's emblem in connection with the organization's lawful corporate activities.

Accordingly, under the authority of the International Board of Directors, I am happy to grant herewith a non-exclusive license to the Multiple District 22 Lions 2027 Convention Foundation, Inc. to use the name "Lions" and the association's emblem in accordance with the association's trademark policies (available at <http://www.lionsclubs.org>). This license shall continue until revoked in writing by the International Board of Directors or its designee. However, in order for this license to continue, a copy of the organization's corporate documents and a list of its officers must be submitted annually to the Legal Division for review.

On behalf of the association, I wish to take this opportunity to express our appreciation for the cooperation given in this matter and to wish the Multiple District 22 Lions 2027 Convention Foundation, Inc. many years of success in its chosen endeavors.

Kindest regards,

*Amalia Romano*

## **Multiple District 22 Lions 2027 Convention Foundation, Inc.**

### **(Not for Profit Opportunities for Multiple District 22 Committee Hosting 2027 International Convention)**

The Multiple District 22 Lions 2027 Convention Foundation, Inc., will provide opportunities to raise funds, collect and otherwise raise money for hosting the Lions Club International Convention in 2027 in Washington DC and for such other purposes as envisioned in Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future Tax Code.

In support of the Mission, the Foundation allows for each of the 2027 Host committees to seek sponsorship opportunities, offset cost by finding businesses, etc., willing to support the efforts of the international convention.

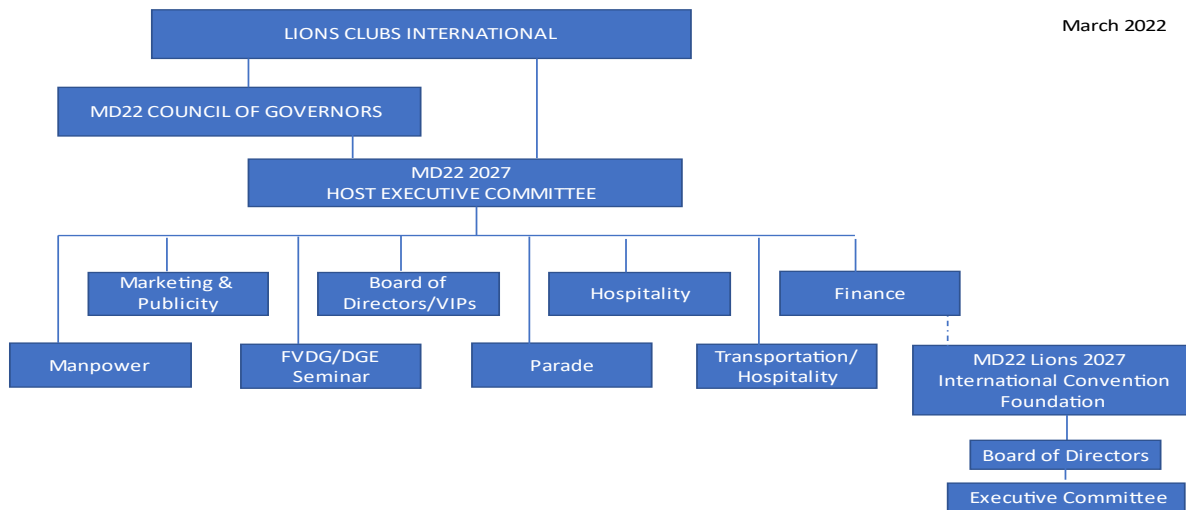
The Board of Directors shall consist of eleven (11) members from within the five (5) sub-districts of MD22. The majority of whom shall be Lions Club members in good standing who have affirmatory demonstrated a commitment to the Foundation's purpose through active support and Foundation Activities. Members of this Board of Directors shall not receive any remuneration for their services. No dues shall be required to be paid by member or Club members to participate in the Foundation.

The officers of this Corporation shall be a Chair, Vice-Chair, Secretary and Treasurer. The officers are elected by the members of the Board at the annual meeting held August of each year.

Annual meetings of members will be held at the principal office of the Foundation or at such other place as set forth in notice to all members. Notice of the annual meeting will be distributed electronically no less than fourteen (14) days prior to the date of the meeting. During the Annual meeting the members shall conduct elections to the Board of Directors and may transact any their business of the Foundation. Any Director shall be eligible to succeed themselves on the Board of Trustees.

Upon the dissolution of this foundation, its assets remaining after payment or provision for payment, all debts and liabilities shall be distributed to other Lions 501(c)(3) entities as the Board of Directors shall determine at the time of dissolution. Such distribution shall be made in accordance with all applicable provision of the laws of this state.

The Multiple District 22 Lions 2027 Convention Foundation, Inc. has been approved By LCI Legal and classified by Internal Revenue Service as a charitable Non-Profit Organization and a Tax-Exempt Entity under Section 501(c)(3). All contributions to the Foundation are Federal Income Tax deductible.



## Multiple District 22 Committee Hosting 2027 International Convention

The Host Committee plays an integral role throughout the international convention, in both the planning and actual event periods of the convention. An International Convention could not succeed without the Host Committee and full support of Lions and Leos as Volunteers.

Guidelines listed below are outlined to help understand the roles, duties and responsibilities of the Host Committee(s) and to assist in planning. Comments and feedback from past Host Committees were incorporated using their ideas as well.

While specific Host Committee responsibilities vary from year to year depending on location, delegate count, volunteers and support of the local convention bureau and city officials, a supportive and well-coordinated Committee will add to the enjoyment of the volunteers and convention attendees. It is extremely important for the MD 22 Host Committee to work together with LCI to ensure open communication and obtaining approval from LCI’s International Convention Committee and Legal Department in all aspects of planning for this event.

### **I. CONVENTION OVERVIEW**

The MD 22 Lions Convention Host Committee is requested to support all four components taking place before and after the International Convention:

1. International Board of Directors Meeting – June 27 – July 1, 2027
2. FVDG/DGE Seminar – July 2, 2027
3. International Convention – July 2 – 6, 2027
4. International Board of Directors’/New Directors’ Orientation – July 7 – 8, 2027



## **II. HOST COMMITTEE STRUCTURE**

The Lions Host Committee is asked to welcome attendees and provide support volunteers, services and materials at no cost to Lions Clubs International. The Host Committee is guided by the Host Committee Chairperson, who is appointed by the MD's Council of Governors. The appointment should be reconfirmed by each successor council.

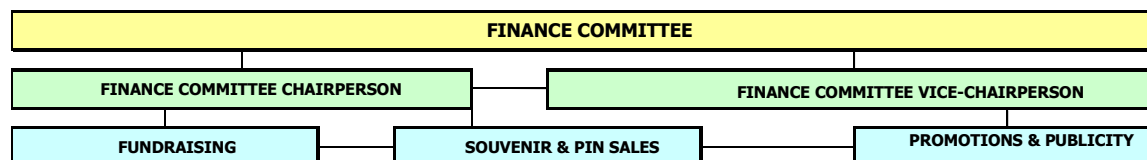
The Host Committee Chairperson, with guidance from the council, appoints key personnel to coordinate and direct the efforts of other various committees. Some key appointments include the Vice Chairperson and the Chairpersons for Finance, Parade, Transportation/Hospitality, Manpower, and FVDG/DGE Seminar. These Subcommittee Chairpersons report to the Host Committee Chairperson and Vice Chairperson.

## **III. FINANCE COMMITTEE**

Under the direction of the Finance Committee Chairperson, the Finance Committee is responsible for generating adequate revenue to fund the Host Committee's activities up to and including the convention. Determining an exact target amount varies based upon the fundraising and sponsorship activities utilized, planned convention events, and support from the local convention bureau.

The Finance Committee is comprised of several specific subcommittees, each with their own separate goals:

- Fundraising
- Souvenir and Pin Sales
- Promotions and Publicity



### **Fundraising**

There are many ways available for this subcommittee to raise funds within the multiple district. One asked for a voluntary contribution of \$3.00/member while another raffled an automobile. Look for fundraising programs that will inspire support from your multiple district members and programs that are larger in scope. It is strongly recommended that representatives of the Fundraising Subcommittee visit clubs within the Multiple District regularly to keep members informed, involved, and excited about the upcoming convention.

The Finance Committee can offset some of the costs by finding businesses willing to sponsor the MD's efforts with the international convention. Perhaps representatives from both the Fundraising and Promotions Subcommittees can devise a strategic plan to visit businesses in the area and educate them about our association and the positive impact it will have on the city, since there will be thousands of worldwide delegates shopping, dining and touring the city. See if you can offer these businesses advertising or spotlight them in your MD newsletter and on your MD website.

LCI may seek sponsorship opportunities as well and it is necessary that both LCI and the Host Committee keep each other informed. The Host Committee should let LCI know if they are planning to seek support from larger national or international companies as they may cross paths with LCI's

efforts. If you have any questions about permitted fundraising or sponsorship activities, contact LCI's Convention Division Manager for approval.

### **Souvenir & Pin Sales**

Each local Host Committee sells souvenir and commemorative items from their convention booth and to members within their multiple district including T-shirts, pins, golf shirts, etc. featuring that year's unique convention logo. All items planned to sell must be approved in advance by LCI and cannot include the LCIcon convention logo. Historically, sales of affordably priced T-shirts and convention pins have proven to be popular.

### **Promotion & Publicity**

Before devising PR plan, LCI recommends reviewing the [Club Marketing Communications Chairperson | Lions Clubs International](#) on the LCI website. This guide will provide a general overview of various PR methods and tips on how to communicate the committees message effectively. In addition, the LCI website provides sample news releases in a template form that can be customize to announce a fundraising drive and other relevant news items. Another very useful resource is the [Brand Guidelines | Lions Clubs International](#) to help with color selections and allowable logos in the various media.

In most cities, LCI works closely with the local **Convention & Visitors Bureau (CVB)** and will ensure that they assign a primary contact person for the Host Committee. The Promotion & Publicity Chairperson would schedule regular meetings with their CVB representative to ensure all parties are up to date with the convention. The CVB is a great resource to help with convention promotion, providing brochures for the exhibit hall booth and welcome stations, and helping get in touch with various media outlets in the city.

Promotional opportunities available for the Host Committee include:

#### **Prior Year's Convention**

Our Host Committee will be assigned an exhibit booth at the convention one year prior to the 2027 convention. The cost for the 6m x 3m (approx. 19 x 10 ft) booth and its basic furnishings is paid for by LCI. Volunteers working the booth will meet Lion members and encourage them to attend the convention in Washington DC. Lions will ask questions about the city, convention center, hotels and points of interest. Take photos of the convention booth, volunteers and note the items they are selling, their uniform design, and the traffic flow to their booth to share with your Host Committee members and assist with planning for 2027.

Often the city's Convention & Visitors Bureau will work in the booth with the committee. They will have promotional and informational guides available to dispense and will be happy to assist the committee in answering questions from prospective attendees. In addition, LCI provides an advance registration area next to your booth for those ready to register on site for next year's convention.

For the International Parade, ensure that your parade banner announces and promotes your convention for the following year.

#### **Forums**

Host Committee should attend as forums provide a good venue where one can meet Lions and promote our city's convention. The forums are listed on LCI's [webpage](#) along with a contact name, phone and email. Contact the forum chairperson if you are attending to see what the procedure is to secure an informational table. The forums have agreed to provide an area free of charge to promote the international convention.

#### **IV. MARKETING AND PUBLICITY**

##### **Convention Advertising and PR**

The International Convention is a unique opportunity to showcase our organization, our service and our brand. The Promotion & Publicity Chairperson should schedule regular meetings with the marketing team to discuss plans and promotional ideas with LCI's professional staff. Here are some of the ways that LCI can support our efforts so we can make the most of this global event.

**Convention Branding** – Each convention has its own unique logo, theme and brand that is developed approximately 18 months in advance. The logo and theme are revealed at the convention held one year before the Washington DC convention. LCI will provide the Host Committee with a convention branding kit, including both convention and organizational brand assets. Contact [lionsbrand@lionsclubs.org](mailto:lionsbrand@lionsclubs.org) with questions about branding.

**Convention Advertising** – LCI will organize an out-of-home advertising campaign in the host city that will run for approximately 2-4 weeks to celebrate our convention. The campaign will be based on LCI's convention branding and message and they would like to coordinate any local advertising and marketing efforts planned by the Host Committee to help ensure that we have consistency in the message and brand. Contact [Ben.Stock@lionsclubs.org](mailto:Ben.Stock@lionsclubs.org) to discuss advertising plans.

**Public Relations** - LCI's PR team is here to support your convention PR efforts. They can provide publicity tools, PR council and grant funding to help ensure a successful event and great media engagement. Email [PR@lionsclubs.org](mailto:PR@lionsclubs.org) to discuss PR plans and request grant information.

Social media is another effective method of communication and promotion. LCI has helpful guidelines available on their website. Search "social media" from LCI's home page for more information.

##### **Business Partnerships**

LCI conventions are not always a charitable function; knowing this MD 22 Host Committee created a 501(c)(3) allowing donors etc. the opportunity to write off their monetary donations using the recently created: Multiple District 22 Lions Convention Foundation, Inc. Having our 501(c)(3) will allow for more support from companies when you find mutually beneficial projects to do together that highlight both Lions and their organization.

Some past successful partnerships included:

- Working with a local newspaper and setting up stands to publicize and collect used eyeglasses in conjunction with the convention.

- Working with a sports radio station in conjunction with a Lions Night at the Ballgame to donate used glasses at the game. The Host Committee contacted various media outlets to encourage them to include stories like the above-mentioned event.
- Offering businesses advertising within the multiple district's newsletter in exchange for funds or donated products.
- Contacting local LCIF Humanitarian Partners to give them an opportunity to showcase their organization in exchange for funds or donated products.

## **V. BOARD OF DIRECTORS/VIPs COMMITTEE**

### **VIP Support**

VIP ambassadors (Leos or Lions) should be solely dedicated to the board office beginning with the President's board meeting through convention and the post board meeting for the new incoming President. Their responsibilities will be the same as Convention ambassadors but will be solely dedicated to the VIPs which include the Officers, Past International Presidents, Board of Directors and LCIF Trustees. The VIP Ambassador will provide individual support to a VIP based on the request of the VIP.

Gary Serafini, Manager of Board Meeting and Executive Activities, will provide further information and instruction. ([gary.serafini@lionsclubs.org](mailto:gary.serafini@lionsclubs.org)). He will discuss needs with the host chairperson and provide examples of potential requests that can take place at the board meeting or Convention. After these discussions, the Host Chairperson will provide the number of VIP volunteers they are able to dedicate to the Board Office based on their manpower.

### **Airport Greeters for the International Family**

LCI's Board Meeting Department Manager will work closely with the committee and secure the services of a local Destination Management Company to help with transportation. The committee will receive an arrival and departure list to assist with the planning including the number of people in each member's party. There may be a case where the International Family does not travel together and you will receive that information as well. LCI's Board Meeting Department will also be responsible for providing any updated information as we receive it. At the airport, VIP greeters assigned by the Greeter Committee will meet the International Family members in the baggage claim area.

The association's "International Family" is comprised of the executive officers, international directors, Past International Presidents, board appointees, administrative officers and their families which total approximately **75 couples**.

Make sure that all Host Committee volunteers are in their official Lions uniform or convention attire with a sign including our official logo so they can be identified by our travelers. Ideally, shifts should be in 4-hour increments due to the physical demands of this role → walking to/from the arrivals area and car pick-up points, assisting with luggage, etc.

Remind all volunteers that they must be flexible due to last-minute schedule changes or unforeseen airport delays. Also, volunteers should be aware that flights could arrive very early in the morning and/or late in the evening and that the International Family's arrival dates could span as many as 5 to 6 days. A VIP Volunteer Grid will be created for use of this committee.

### **Welcome Gift**

The Hospitality Committee traditionally provides 75 welcome gifts for International Family members. Historically flowers, snacks or some mementos have been distributed. Brainstorm with your team and think of something creative that identifies or relates to your city. For example, the San Diego Host Committee created gift bags each with one bottle of California wine, locally sourced snacks and a souvenir mug that was very well received.

Representatives of this team should meet with local companies/manufacturers within your district and see if they can donate any products for these gifts. LCI's Board Meeting Department Manager can help distribute these gifts to each member of the International Family.

### **Host Night**

The Host Committee team (approximately **20 volunteers**) will be responsible for planning a reception for the International Family, local Lions and guests. This event is held prior to convention and it can be a casually attired event if desired – this is dependent upon the venue and program selected. The date and type of event must be approved by the International President. All arrangements should be coordinated with LCI's Board Meeting Manager prior to signing an agreement.

The International Family is comprised of approximately **75 couples** or **150 persons**, who will be complimentary guests of our Multiple District. Committee chairperson will need to meet with the volunteer team and brainstorm about possible ideas for this event. Do you want to have a reception in a unique restaurant in your city? Visit a site where your Multiple District has a key project underway? Once your team has decided on a venue for Host Night, they will need to research and see if the venue is available and obtain menus to determine catering costs for accurate budgeting. When selecting menus, the committee will need to see if the venue can provide options for those guests with special dietary needs. LCI's Board Meetings Department can provide the committee with an accurate special meal forecast for these International Family members. If the committee wishes to offer alcoholic beverages, they will need to decide if they want to have cash bars available or factor in a drink charge (i.e., 2 glasses of wine per person) when calculating event cost. In addition, the committee will need to determine if they will be having any entertainment or presentations that require AV equipment rental. The venue's sales representatives can provide this rental information or recommend a company. Determine in advance who to invite to see if the venue can accommodate a function of this size → all International Family members including spouses and any children? Multiple district members and guests? Will children be invited? Will there be a limit on the number of guests per person?

In order to fund this event, we can invite all members and guests of your multiple district and charge for tickets on a first-come/first-served basis until all space is reserved. The ticket price should cover the meal cost per person with some overage for the complimentary guests and other overhead. The invitation should indicate that our local Lions members will have the chance to meet and dine with these distinguished international guests, the requested attire and indicate that there will be assigned seating with the goal of having at least one Board Couple assigned per table along with your multiple district members.

In addition, this chairperson should meet with the Fundraising Committee chairperson to discuss possible fundraising or sponsorship opportunities for this event to help offset some of your direct costs.

Other related Host Night team responsibilities include:

- Ticket design and/or E-tickets (assuming tickets are to be sold) and event announcements/signs/posters

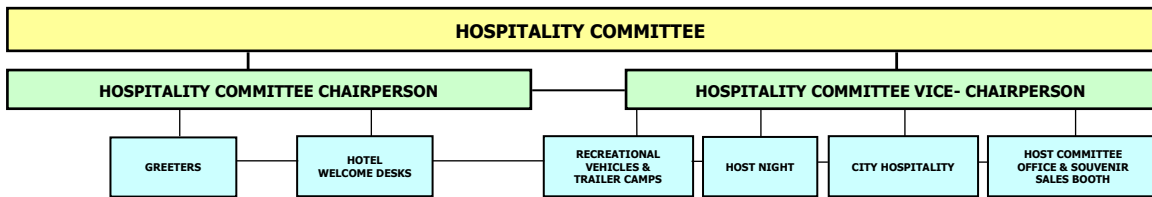
- Promoting Host Night at meetings throughout the Multiple District and online. Perhaps offering ticket sales at meetings?
- Determining who will be responsible for tracking and recording ticket sales and the mailing of event tickets and/or e-ticket confirmations. Can orders be done through your district’s website? Accepted forms of payment? Who is responsible for final payment?
- Preparing a seating chart for all invited guests – assigning one International Family member per table. We recommend having one to two extra tables in case of any last-minute needs.
- Communicating with the venue regarding meal counts, menu and special menu requests, décor, floor plan, deposits and any AV or equipment rentals.
- Ensuring there are volunteers available to help guide guests to their assigned seats and check for tickets. All volunteers should have a guest list and seating chart in case anyone loses or forgets to bring their tickets.

**VI. HOSPITALITY COMMITTEE**

Under the direction of the Hospitality Committee Chairperson, the Hospitality Committee is responsible for these key items:

- Welcoming the International Family at the airport
- Greeters
- Recreational Vehicles & Trailer Camps
- Host Night Reception
- City Hospitality
- Host Committee Office & Souvenir Sales Booth
- Rest Areas

In order to accomplish these tasks, the Hospitality Committee is subdivided into these teams:



**Greeters**

This Host Committee team is responsible for arranging and maintaining “Welcome Centers” at airport terminals, train stations (when applicable), convention venue(s) and at official LCI hotels. Visiting Lions will seek out these welcome desks to meet fellow members and to ask a lot of questions regarding the official program, transportation, and city-specific inquiries. The volunteers who support this task will find that it is a busy and demanding position, but it is also very rewarding for these volunteers who act as ambassadors of both their club and city. As with all other committees, your team chairperson will need to keep in touch regularly with volunteers to ensure that they are still available and to share any news updates as received.

LCI will provide an electronic copy of the convention program and provide instructions on how to download the LCIcon mobile app in advance of the event. Printed convention programs will be provided onsite. The convention shuttle operator will also have their schedule signs at each hotel and may have representatives there as well during peak times.

### **Airport Greeters for the FVDG/DGE Seminar**

For the District Governor-Elect (DGE) Seminar, we recommend a **minimum of 30** airport greeters to welcome our worldwide DGE's. If there are multiple terminals, more volunteers may be needed. There are approximately 750 DGE's and their spouses who will be arriving for this training. Typically, flights arrive one to two days prior to the Seminar. LCI's Travel Department will provide you with a DGE arrival and departure list for your planning. You do not need to provide transportation or track individual travelers – the list is provided so you can identify peak travel times at the airport and assign volunteer coverage accordingly.

All DGE's receive an airport transportation voucher/luggage tag for themselves and one companion for bus transport to their assigned DGE hotel. Volunteers should wear identifiable clothing with a sign. Volunteers will greet the incoming DGE's and guide them to the bus area. Representatives from the bus company will also be on hand; however, most DGE's appreciate the warm welcome they receive from the local Host Committee volunteers. For this event, LCI handles all of the transportation arrangements, so there is no need for dispatchers or volunteer drivers.

### **Airport Greeters for the Convention**

For the convention, we recommend a **minimum of 50** airport greeters to cover all shifts – recruit more people than you think you will need in case of no shows, illnesses, etc. All convention attendees (thousands of worldwide delegates) make their own travel arrangements so you will need to have scheduled shifts beginning early in the morning until late evening, with more volunteers assigned for peak times. Volunteers will work at the assigned tables located in the airport's arrival terminals where they can greet members and help answer their questions about transportation to their hotel and other queries. Your reference guide should have a list of the assigned delegation hotels, although some attendees stay at other properties.

The Greeter Chairperson, along with their assigned CVB representative, can discuss the possibility of having assigned tables in key arrival terminals for the convention with airport officials. LCI will provide up to 20 signs with the Lions logo for the volunteer team.

The team chairperson will be responsible for compiling a reference book to be stationed at all Welcome Centers and it will also be placed at the Host Committee booth in the convention center's exhibit hall and in all Host Committee offices.

### **Train Station Greeters**

The viability of train transportation into a convention city varies by location. If you believe that train travel will be utilized by a significant number of delegates, then you will want to consider having a Welcome Desk with several greeters at the major station for the convention arrival periods only.

### **Host Committee Reference Book**

LCI requests the Host Committee compile a reference book or weblink for volunteers so that they can adequately assist Convention attendees at the Convention Center and the Hotels' Welcome Desks. Information in the book should include city information, facility information and general details regarding Lion events which are included in the Convention Program Book.

#### ***✓ City Related***

- Location of the nearest pharmacies
- Hospitals

- Physicians, dialysis centers and dentists → contact and verify their hours and if they will accept patients if needed
- Airport transportation information for convention attendees → shuttle companies, airport train service, etc.
- Restaurant suggestions - good steakhouses; ethnic cuisines; seafood restaurants; etc.  
→ Identify their pricing (moderate or expensive)
- Closest grocery stores and/or convenience marts
- Locations of the ATM machines and/or currency exchange outlets nearby
- A listing of key city highlights – historical sites, parks, museums, zoos and other attractions
- Locations of department stores, shopping malls, and tuxedo rental stores
- Local churches of various denominations
- Post Office and Federal Express
- Dry Cleaners
- Bus, train and taxi information
- Listing of consulate offices in city
- Emergency veterinarian contact
- City maps

The guide should also include the names and phone numbers of key LCI contacts for questions received that the Welcome Desk is unable to answer or find information about in the convention program and/or LCIcon mobile app.

Check with your assigned CVB representative since they can provide you reference guides and the majority of information needed for the city-specific items.

✓ ***Facility Related – Refer to the Convention Program and/or LCIcon Mobile App as all of this information can be found within.***

- The Convention venues' medical emergency protocol. Volunteers must be familiar with and understand how to summon emergency medical personnel within the convention venue(s).
- Location of LCI Offices within the convention venue(s) area.
- Volunteers need to be familiar with the exhibit hall and meeting room floor plans to direct attendees to the correct event location. An electronic copy of the program will be provided to the Host Committee as soon as it is available.
- Location of First Aid Office and wheelchair rental company contact.
- Volunteers need to be familiar with our Lost & Found guidelines and direct attendees to the correct area for assistance at each facility.
- Location of food outlets, restrooms, and elevators for each facility.
- Locations of the ATM machines and/or currency exchange outlets near each facility.
- Convention shuttle bus schedule, pick-up and drop-off locations, and how to reach the shuttle bus provider should they be asked for assistance with a special vehicle from a disabled attendee. Volunteers should be familiar with the location of the Convention Shuttle Desk at the convention center.
- Location of venue for Plenary Sessions and International Show.
- Location and hours for convention registration, parade office, and certification/voting.

✓ ***Lions Related (Convention Program)***

- FVDG/DGE Seminar and Convention program – volunteers should be familiar with key daily events and identify the correct facility. Include facility maps. This information is included in the convention program, and the event mobile app (convention only).



- Volunteers need to be able to direct those who want to purchase tickets for events such as the MJF Luncheon, DG/PDG Banquet, etc. during convention to the Registration Booth.
- Volunteers should be familiar with the Host Committee's souvenir merchandise for sale and be able to direct Lions to the Host Committee Souvenir Sales Booth inside the exhibit hall to purchase items being sold.
- Delegation hotel list with hotel addresses and telephone numbers. LCI will provide this information to you and it is posted on our website [www.lcicon.org](http://www.lcicon.org).
- Delegation event schedule, LCI can provide this information to the Host Committee when it becomes available.
- Location of the parade staging area, step off area, parade route and starting time. LCI will provide this information to you and it is posted on our website [www.lcicon.org](http://www.lcicon.org).
- Information on the International Show. LCI can provide this information to you and it is included in the convention program, mobile app and it is posted on our website [www.lcicon.org](http://www.lcicon.org). Registrants must have convention badge to be admitted to the show.
- Campaign posters can only be affixed to the designated boards in the Candidate Poster Display area. No campaign material can be distributed in the exhibit hall, seminar rooms, or offices. Campaigners can distribute materials in the lobby of the convention center; however, they cannot block or impede attendee traffic at doorways, escalators, elevators, etc. where it could pose a safety hazard to attendees. They need to adhere to any instructions from the venue's security team. Any materials found in violation of these guidelines will be disposed of.

Contact LCI's Convention Division for assistance with any facility or Lions related questions required for your volunteer training program.

### **Hotel Welcome Desks**

For the **International Convention and the FVDG/DGE Seminar**, the Host Committee is responsible for setting up hospitality desks at each official delegation hotel. LCI's Convention Division will provide this hotel list to you in advance so you can determine which languages will be predominant at each hotel in case you have any multilingual volunteers. Approximately 45 to 60 days prior to our convention, LCI can give you occupancy counts at these properties to assist your planning. We recommend that you schedule **two volunteers per shift per hotel** to ensure adequate coverage. Schedule shifts beginning at 7:00am until approximately 7:00pm to be available for Lions both before and after the convention center hours. Communicate daily with your chairperson about traffic flow to your desk so times can be adjusted if necessary.

You will need to identify which person(s) will be responsible for contacting each hotel to arrange for these desks. We recommend discussing these welcome desks at least 4-months in advance. Each hotel will have their own guidelines regarding desk placement and signage that you will need to record and have available when setting up these desks' months down the road. LCI will provide the names of the delegation hotels, phone numbers and contact persons for each hotel.

Each desk will require a **Host Committee Reference Book** since Lions will stop by to ask about restaurants, getting around town, shopping, etc.

**Special Considerations** should be made for the Headquarters Hotel and the FVDG/DGE Hotels. Four (4) volunteers should be positioned at the Headquarters Hotel (Marriott Marquis and Washington Hilton), and they should be familiar with the Host Committee Reference Book.

There are two FVDG/DGE Hotels: Washington Hilton and Renaissance Washington DC Downtown. We will need four (4) volunteers at each of these hotels and they should be aware of the FVDG/DGE schedule. DGEs have an early start on Friday, July 2nd (06:00 am) and will need guidance from their hotel to Washington DC Downtown Hotels. Their registration materials will be ready for pick-up on July 1.

The hotel's concierge can assist visiting Lions when you have closed your desk for the day. Be sure they have a copy of the convention program.

### **Recreational Vehicle & Trailer Camps**

This Host Committee team is responsible for reviewing and selecting a campground for Lions traveling to the convention city in motor homes or RVs. In addition, this team will secure space, negotiate rates, and arrange the process for space reservations. The campground selected should provide full RV hook-ups. The RV Committee Chairperson should notify LCI's Convention Division so they can arrange limited convention shuttle service to/from the site each day.

When negotiating the contract, ensure that the following items are addressed:

- Contract should specify the dates, number of spaces reserved and deadline date for releasing space at the campground without cost to the Host Committee. Since most convention attendees arrive 1 to 2 days in advance, factor this in when determining the rental period.
- Contract should indicate that full RV hook-ups will be provided for each reserved space.
- Contract should clearly indicate the price per night, taxes and what is included in price.
- Contract should indicate what the payment procedure is including if any deposit is required, when final payment is due and acceptable forms of payment.
- Contract should indicate what their cancellation and refund policy is.

Historically, in US cities between 25 to 50 people have opted to stay at the campsites and typically **6 volunteers** stay at the campsite and welcome members during various shifts. Factors such as proximity to the convention center, climate, etc. all impact the number of Lions who will camp.

Your RV reservation form should be available on your website along with a contact name, address, email and phone number. Be sure to indicate on the form the reservation policies, acceptable forms of payment and deadline dates. Reservations can also be booked online with a group code provided by the Campground. The RV Committee Chairperson needs to determine in advance who will manage the reservation process including the mailing of campsite confirmations and payments.

### **City Hospitality**

#### **Obtain Electronic Welcome Message and Photo for Convention Program**

The team chairperson should contact the mayor or another government official's office and request an electronic welcome message and high-resolution digital photo for inclusion in the convention program. Your assigned CVB representative may also be able to assist with this task. **Please secure by the end of February/early March** due to the time required to have the message interpreted into our official languages and the time to prepare the program for printing. A sample welcome message from a past conventions will be available for the committee review.

#### **Local Dignitary Welcome at Opening Plenary**

The Host Committee chairperson should contact the government official's office to invite the highest local dignitary to welcome our convention attendees to their city at the Opening Plenary Session at

the Walter E Washington Convention Center on Sunday, July 4. This invitation is usually extended to the mayor of the city or even the governor or regional minister. Often the local CVB can assist with the invitation. LCI will also help with supporting documents if required.

### **Banners & Signs**

In most cities, the Host Committee helps the CVB distribute appropriate **“Welcome Lions”** banners/signs to all participating hotels and to local merchants, office buildings, etc. throughout central sections of the city.

Your team will want to meet with the assigned CVB representative to determine what assistance is needed. They can also assist you with the hanging banner rules, specifications and help you identify key areas where you could display the banners and signs. Perhaps working in conjunction with the Finance and Marketing Committees, you may be able to create a sponsorship program to help fund this purchase or offer for sale to individual clubs within your district. Advise LCI’s Convention Division of any proposed sponsorships for final approval.

### **Host Committee Office and Souvenir Sales Booth**

In consultations with previous Host Committees, it is agreed that the Host Committee Office shall serve as the central meeting place and working office for all Host Committee members.

Some of the activities that could take place here include:

1. Volunteers will report here first for attendance purposes and to review their daily assignments
2. Volunteer training
3. Convention Ambassadors/Sergeant at Arms will have their daily meetings and debriefs here
4. Daily updates
5. Reception/greeting area for visiting Lions members
6. Rest/break area for volunteers

If the convention and FVDG/DGE Seminar are in the same venue, then one Host Committee office will suffice at that venue, along with a separate Host Committee office at the headquarters hotel.

### **Host Committee Office**

Since room sizes and dimensions vary from facility to facility, there is no fixed office layout, however, we do have recommendations for space usage from past Host Committees:

- The office should have a reception/greeting area for the Lions who will visit to obtain information and meet fellow members.
- The office will require a working area where there will be desks with computer workstations, a printer and any other equipment necessary. LCI will provide for up to two (2) laptop computers; a shared B&W printer; with Wi-Fi. Any equipment beyond the above mentioned will need to be borne by the Host Committee.

### **Host Committee Souvenir Sales Booth**

During convention week, LCI will provide a 6m x 6m exhibit hall booth, at no charge, for the Host Committee Souvenir Sales Booth at the convention venue. LCI will discuss the booth design with the assigned Host Committee representative with the final booth design and

furnishings determined by LCI. Any items above and beyond what LCI provides would be an expense borne by the Host Committee.

At this booth you will sell your souvenir and commemorative items including T-shirts, pins, etc., featuring your unique convention logo/design. All items you plan to sell must be approved by LCI. Volunteers should be familiar with the souvenir merchandise for sale including the items, prices, accepted forms of payment and the procedures to process and record sales.

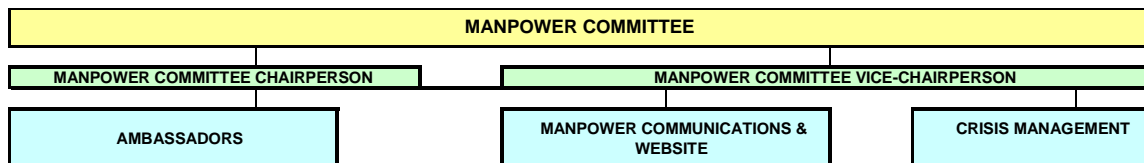
**Information and Language Assistance Booth**

The Host Committee Booth will also provide volunteers to work alongside LCI’s staff in the Information and Language Assistance Booth. This booth is always a popular location in the exhibit hall. Attendees will come to visit, ask questions about the convention, make inquiries about lost and found items, ask for directions, look for recommendations for things to do in the convention city, etc. – it is a "conciierge" desk of sorts. By partnering with LCI’s staff, we expect that almost any attendee inquiry can be answered at this booth. This booth must be manned during our exhibit hall hours and we recommend **at least two Host Committee members to be in the booth at all times**. Keep a few copies of your Host Committee Reference Book in both the office and booth for easy access or have the Weblink handy to reference. Volunteers should download the LCIcon mobile app to their phones for the most up-to-date event information.

**VII. MANPOWER COMMITTEE**

Under the direction of the Manpower Committee Chairperson, the Manpower Committee is responsible for recruiting volunteer personnel for these key duties:

- Convention Ambassadors
- Manpower Communications & Website
- Crisis Management



Front-line volunteers are required to speak and understand English. It is helpful to recruit volunteers that have knowledge of LCI's official languages: Chinese, Finnish, French, German, Hindi, Italian, Japanese, Korean, Portuguese, Spanish and Swedish.

It is recommended that volunteers work in shifts that do not exceed 4 to 5 hours in length.

**Convention Ambassadors/Sergeant at Arms**

The Host Committee provides volunteers as onsite goodwill convention ambassadors, (**at least 100 to 200 volunteers**) who will assist in the following duties at the arena (Plenary Sessions and International Show(s)) and exhibit hall:

- Directional Guides; able to direct attendees to elevators, restrooms, meeting rooms, exhibit hall booths, shuttle areas, food courts, etc.

- Ambassador volunteers will need to be familiar with the convention schedule of events, found in the program and on the mobile app, and the ability to answer questions and/or direct for assistance as needed. The mobile app will contain the most up-to-date event information.
- Ambassador volunteers will need to know the location of the First Aid Room and the procedures to follow in case of a medical emergency. LCI will arrange for emergency medical personnel onsite during all official events.
- Ambassador volunteers will assist at the Campaign Poster Display located outside of the exhibit hall. Ambassador volunteers provide general assistance and answer any question related to the display of campaign materials. Ensure that campaign display guidelines are being followed during convention week and discard any items displayed improperly.
- Ambassador volunteers will need to know where attendees can pick up their translation units at the venue for the convention plenary sessions. Translation units are provided free of charge to registrants.
- Ambassador volunteers will liaise with LCI staff, venue staff and/or the appointed security company to inform/notify of any issues that could arise onsite including:
  - Any malfunctioning equipment such as elevators, escalators, etc.
  - Any messes on the floors
  - Any unmanned booth on the floor
  - Any unattended item found on the floor including luggage, bags, boxes, etc.
  - Any person attempting to sell items outside of the exhibit hall
  - Any other item noticed that requires immediate attention
  - Ambassador volunteers will bring any lost and found items to the Information and Language Assistance Booth inside the exhibit hall
- Ambassador volunteers will greet and chat with attendees who are waiting in line at registration, elections, shuttle areas, etc. to help make their wait times more enjoyable.

### **Flag Bearers**

The Manpower Committee will also recruit 220 volunteers to act as flag bearers for the flag ceremony on Sunday. The flag bearer's obligation is for rehearsal on Friday afternoon and the show Sunday morning. This is an excellent opportunity to involve our young people in the event.

### **Security**

LCI will hire professional security who will manage the following:

- Crowd control
- Badge Checking
- Patrol of the venue
- Loading dock access
- Safety/security including monitoring of the stage areas, backstage access, ensuring that attendees are not standing on seats, etc.
- Traffic control

The appointed security company is familiar with the venue(s) and its rules/regulations, as well as trained to manage large-scale events like ours. As the Convention Ambassadors and security personnel will often be at the same event serving in different capacities, please note that the security company's directions/instructions must be heeded for the safety of all persons.

LCI will schedule a meeting with the Convention Ambassador volunteers normally 1-2 days prior to our official opening. During this meeting, volunteers will get the chance to tour the venue, meet some key staff and security representatives and ask any questions.

### ✓ **General Guidelines for Convention Ambassador Volunteers**

- Ambassador volunteers must be registered for the convention. Host Committee volunteers are guaranteed the lowest registration rate. It is the responsibility of the Manpower Committee Chairperson to ensure that each Ambassador volunteer receives the correct registration form and registers as a volunteer. Ambassador volunteers can register online by the early bird deadline date. After the early bird deadline, volunteers must contact our [Registration Department](#) to secure the lowest registration rate. The Manpower Committee Chairperson is responsible for maintaining an updated list of registered volunteers.
- All Ambassador Volunteers will need to wear their Host Committee uniform and convention badge to be identifiable to LCI and security personnel. Badges must be picked up at the convention venue either at the Registration Booth or available kiosks, beginning the day prior to the opening of the convention.
- Ambassador volunteers should report to their assigned position at least 15 minutes prior to their scheduled time of service.

### **Manpower Communications & Website**

#### ***Communications***

Some of the major challenges involved with volunteer recruitment include the ability to reach out to your entire Multiple District Lions membership and the sharing of timely information with your volunteer group. This Host Committee team will be responsible for maintaining regular communication with the Host Committee Chairperson and the various sub-committee chairs and disseminating relevant data to your Multiple District in hard copy, electronic or a web-based meeting format such as Zoom.

This team will also need to work closely with the Host Committee Secretary and determine who will be responsible for creating, maintaining and updating your volunteer database to keep track of the number of volunteers recruited, the committee position vacancies to fill and scheduling.

#### ***Website***

Based upon feedback from past Host Committees, we recommend **creating two websites**: one for the convention attendees and one for multiple district members only. Register your website and try to select a name easy for users to remember.

The **convention attendee website** should be visually appealing, include your convention logo design and address the following items:

- A welcome message from the Host Committee Chairperson
- Key Host Committee personnel and sub-committees
- An overview of your city → what makes your city unique?
- Include e-mail links so users can send questions or comments
- A “Guest Book” asking for their email address so you can create a database to send informational or promotional mailings.
- Convention specific information including:
  - Host Committee Logo → make available in a format that Lions can download and include in their club communiqués
  - Parade information → band information, float companies, etc.
  - RV Campground rental information
  - Host Committee merchandise for sale

- For convention attendees → include “insider” tips for visiting your city such as favorite restaurants that are also good values, fun/unique things to do in the city, etc.
- Include a link to LCI’s website, [www.lcicon.org](http://www.lcicon.org).

The **Host Committee website** should be **password protected** so only members of your Multiple District can have access to Host Committee specific news including:

- Sub-committee information → what is each sub-committee responsible for? Current news or projects?
- Volunteer status → number of volunteers recruited, position vacancies including position description, dates and times needed
- Uniform news → design, prices, how to order, where and when to pick up, etc.
- Meeting updates → news from LCI, feedback from meetings throughout Multiple District, future meeting dates, etc.
- Fundraising → projects and status
- Host Night → manage invitation/RSVP list, event details, etc.
- Q & A → let your multiple district members submit questions, ideas and post the answers on your website
- E-mail links for the committee chairs so members can better communicate
- Any other relevant “members only” information you wish to address

Your website is a very dynamic resource which will require this Host Committee team to monitor and update regularly.

### **Crisis Management**

The Crisis Management Plan is compiled to help LCI manage a major threat or occurrence at the international convention. Should a circumstance occur that causes injury to attendees or impacts LCI’s reputation or credibility, the Crisis Team will be asked to assemble to gather facts, assess the situation and implement an appropriate and timely response.

Our objective is to provide an overall response to any major incident or controversial issue that may occur during the international convention. This response would include providing a liaison with emergency services; giving assistance to those directly involved and their relatives; talking to the media and ensuring the proper public image for the association.

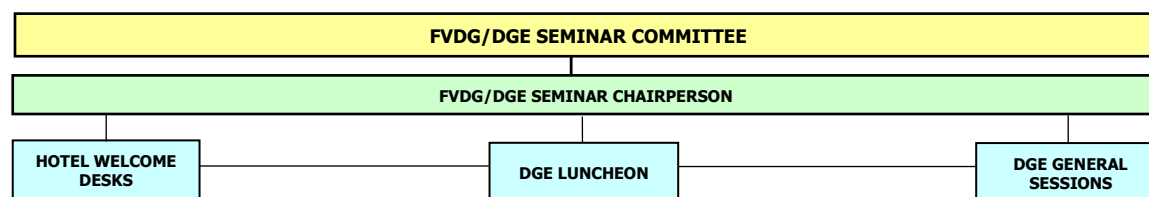
Working together with LCI’s Convention Division Manager, this Host Committee member is responsible for assisting with the development of a planned response program to handle a crisis situation. Each official venue has its own protocols for crisis management and their personnel are fully trained to handle emergency situations. Each official venue also works in cooperation and in collaboration with the city’s police department. The Chairperson is asked to gather information to incorporate into LCI’s Crisis Management Plan. LCI will create the Crisis Management Plan and this document will be sent to the Crisis Management Chairperson. The Chairperson will distribute the document to all members of the committee to be reviewed during the Crisis Management meeting.

### **VIII. FVDG/DGE SEMINAR COMMITTEE**

Under the direction of the FVDG/DGE Seminar Committee Chairperson, this Host Committee Ambassador team is responsible for recruiting volunteers for these key duties exclusively for the FVDG/DGE Seminar: (See the definitions listed below this chart for each of these duties).

- Hotel Welcome Desks

- DGE Luncheon
- DGE General Sessions



**FVDG/DGE Hotel Welcome Desks: 2 Volunteers per shift**

Host Committee volunteers will staff a Welcome Desk located in the FVDG/DGE Hotel(s). These volunteers will be responsible for:

- Welcoming arriving FVDG/DGE’s and faculty.
- Being familiar with the hotel’s facilities including restrooms, restaurants, concierge desks, business centers, etc.
- Volunteers should be familiar with the FVDG/DGE schedule of events and event room locations.
- Answering and assisting with general inquiries regarding the city. Common questions will be for the location of ATM’s, pharmacies, restaurant recommendations, using public transportation, etc.
- Assist with Name Badge pick-up and material distribution.

**FVDG/DGE Luncheon: 6 - 20 Volunteers**

There is one scheduled luncheon during the FVDG/DGE Seminar. For the luncheon, the seating is assigned and Host Committee volunteers will work closely with LCI and the hotel’s staff assisting the FVDG/DGEs and their spouses or companions with locating their assigned tables. LCI will provide the table assignments in advance to the Host Committee and they will also have this information available onsite.

**FVDG/DGE General Sessions: 10 Volunteers**

The Host Committee volunteers will assist LCI staff with greeting and directing guests to available seats and assisting/directing any disabled attendees to their designated seating area. The Ambassador volunteer team will work closely with LCI staff, security and venue personnel and will need to be familiar with the location of restrooms, elevators, where attendees can pick up their translation receiver unit, etc. Some volunteers will also help guide attendees from the shuttle drop-off area to the venue.

The FVDG/DGE Seminar takes place on the same day as the opening of the convention however their program starts earlier and they are expected to be the first arrivals to the convention center on this day. The attendee’s badge will help identify who is attending the FVDG/DGE Seminar and who is a convention attendee. LCI staff can assist if there are any questions onsite.

**IX. PARADE COMMITTEE**

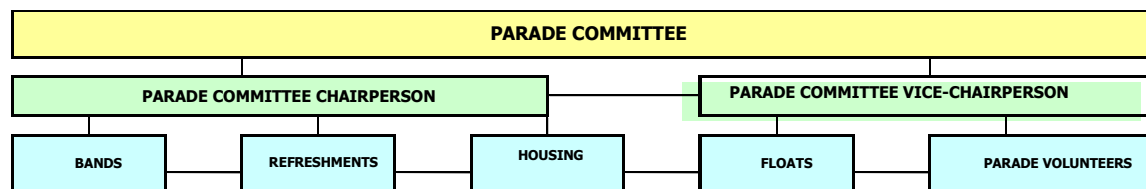
Under the direction of the Parade Committee Chairperson, the Parade Committee is responsible for these components to ensure a successful International Parade:

- Bands
- Refreshments
- Band Housing
- Floats



- Parade Volunteers

In order to accomplish these tasks, the Parade Committee is subdivided into these teams each with their own unique goals:



### Bands

This Host Committee team is responsible for recruiting between **15-20 non-professional** marching bands/music units from local high schools and civic organizations. These bands are offered by the Host Committee on a first-come/first-served basis to visiting districts that request, in advance, a band to march with their delegation. Districts requesting a band **must prepay** a fee for the band to the Host Committee. The Host Committee is then responsible for paying the fees to the bands **following** their participation. **NOTE:** Fees suggested by the Host Committee are subject to review and approval of the Convention Committee. Most schools are on holiday during the summer so we recommend securing bands and determining fees **at least one year prior to the convention**. Every effort should be made to **avoid** having a band march for more than one delegation (though sometimes this is not possible). Such consideration must be referred to the Convention Division Manager for approval. It is essential to maintain regular communication with these bands to ensure their commitment to the program as well as the sponsoring delegation.

Sample letters will be provided for this committee to be sent to a band director, a band application, and a contract of agreement that you can use as a guide for your communiqués. Please make these documents available on your website.

### Refreshments

This Host Committee team is responsible for providing complimentary water for the parade participants and volunteers. Often beverage companies donate these refreshments, so we recommend that the chairperson and their team visit these companies or distributors and educate them about our parade. As you are aware, this will be one of the largest and most unique parades your city has ever seen viewed by many spectators.

Due to the physical requirements of distributing refreshments to be available for the entire duration of the parade, we recommend recruiting local Leo members for these tasks if possible.

### Band Housing

This Host Committee team secures and provides information on visiting band housing at area colleges and universities. The Host Committee processes band housing requests received from visiting bands on a first-come/first-served basis. Schools typically will require adherence to a code of behavior with an agreement to comply by the rules. Verify what the room cancellation policy is and have the facility indicate this on their confirmation sheet when they send it to the band and ask them to provide one copy for your records. When arranging band housing at these schools, also try to get clearance for bands to rehearse on the campus grounds (i.e., football field, etc.). If there is no space available, then find the nearest park area where they can rehearse and review the park's rules and

regulations beforehand. Most bands do not have the funds to hire buses for transfer to rehearsal areas away from their housing. The bands pay for their own housing and build this cost into their requested fee. A sample band Housing form will be provided for this committee.

A past Host Committee made a list of the most frequent questions they received from visiting bands, so please share with your team and ensure all members have the correct answers. The common questions included:

- Do you need to make a deposit on dorm rooms?
- How many people can stay in a dorm room?
- How much are the dorm rooms? Is it charged per person or per room?
- Do the dorm room doors open to the outside of the building or to an inside hall?
- Do we need to make arrangements for travel from the train station or airport to dorms? Have a list of company names and numbers for callers.
- Some bands needed to rent or borrow a big truck for all of their equipment – provide suggested companies for them to call.
- Places to see and things to do for teenagers.
- How long is the parade in miles/km? How many lanes wide?
- Approximately how long will it take to march from start to finish?
- Are we expected to perform a street routine in front of the judging stand?
- Will first aid, water or meals be available at the parade?
- Is there an area where the band can practice?
- Do they need linens, towels, washcloths or anything else for dorm rooms? What sizes are the beds?

### **Floats**

This Host Committee team is responsible for securing bids from local float builders and coordinating requests for floats received from local and visiting districts. In addition to contacting float builders, it is also recommended that you contact some local flatbed truck companies because you will probably receive requests for flatbed rentals. We suggest that you research where delegations can get supplies (poles for banners/flags, etc.) to be prepared for most of the questions you will receive.

Ask the float companies what their estimated time period is to construct a float from scratch and have this deadline posted on your website and on all communiqués to interested delegations so they can plan accordingly. Each delegation will be responsible for payment to the float builders and/or truck companies. It is, however, a good idea to obtain the payment policies (accepted forms of payment, required deposits, payment due dates, etc.) that these businesses have in order to answer incoming questions from our delegations. Historically you will receive between 5 to 10 float requests.

### **Parade Volunteers**

There are three primary duties that need to be assigned among this volunteer team:

#### ***Parade Vehicles***

The Host Committee must secure a commitment for **35 four-door, late model convertible (open top) cars** to transport the International Family in the parade. In lieu of 35 cars, three (3) trolleys or double-decker buses may be used to transport the PIPs, 2<sup>nd</sup> Year directors, and 1<sup>st</sup> year directors. The five (5) executive officers must be transported in late model convertible cars. The Host Committee provides **licensed drivers** for these cars. For car assignments, we recommend that this be determined by a “blind draw”. Please note that **no other cars or motorized vehicles**

other than authorized floats or units are allowed in the parade without prior approval from LCI's Convention Division.

The Parade Chairperson, along with the parade planner from the city, and LCI staff must meet regularly to make sure that everyone is clear on the process for obtaining the cars and vehicles, the parade staging guidelines, parade route and know the designated drop-off areas for these vehicles.

### ***Parade Day Volunteers***

Working together with the Manpower Committee Chairperson, we suggest that you recruit at least **150** members → **50** for the parade route (block marshals) **50** for the assembly area marshals; and **10** for the reviewing stands and **40** for marshaling the Lions in the dispersal areas.

LCI sorts the delegations in color-coded groups to indicate their step-off time in the parade. Parade marshals and LCI staff will direct participants to their designated color-coded seating areas in the assembly area. The assembly area is extremely busy and delegations will be anxious to march, so the host committee volunteers will be relied on heavily to ensure that the parade step-off is handled as smoothly as possible. You may want to consider having a captain for each color-coded sector to best manage this activity. This can be discussed in more detail with LCI's Convention Division Manager.

The parade marshals stationed at the reviewing stands need to ensure that there are adequate barriers around the judging stands to keep groups from gathering around to take pictures, greeting the International Family, etc. and to keep this area under control and to prevent traffic congestion.

For the dispersal areas, Host Committee members must be aware of the pick-up point for convention shuttle buses, private charter buses, band buses and floats. Working with members of LCI's staff, the mission will be to provide efficient loading of the buses and ensure the crowd movement goes as smooth as possible.

### ***Parade Judges***

At least **four months prior to the convention**, the Host Committee provides LCI's Convention Division with the names/addresses/phone numbers/e-mail addresses of **six local, non-Lions** qualified to serve as parade judges. In the past, band directors and music teachers from local high schools and colleges have served as judges but you are not limited to these occupations only.

LCI's Convention Division will provide the judging criteria along with our rules and regulations to each judge. Judges do not receive compensation nor does LCI pay for any hotel accommodations. Judges will receive an honorarium from LCI for this service. Keep in regular contact with these selected judges to solidify their commitment to this event.

## **X. LCI's CONVENTION DIVISION**

LCI's Convention Division, under the direction of the Convention Committee, is responsible for the management and coordination of all production aspects, activities, and assignments relative to the International Convention, International Board of Directors Meeting and First Vice District Governor (FVDG)/District Governor-Elect (DGE) Seminar. Please direct your Host Committee questions,

concerns and ideas to the Convention Division Manager for approval and to ensure that you are adhering to our association's policies and guidelines.

Below is a list of key contacts within LCI's Convention Division.

Caroline Keough, Manager, Convention Division

(630) 468-6952

Vivian Leabhart, Manager, Convention Services

& Meeting Logistics Department

(630) 468-6949

Jim Finn, Manager, Convention Registration, Housing

& Transportation Department

(630) 468-6849

Penny Siwula, Sr. Convention Coordinator, Convention Division

(630) 468-6729

Gary Serafini, Manager, Convention

& Board Meeting Activities Department

(630) 468-6790

You may also send an email to: [convention@lionsclubs.org](mailto:convention@lionsclubs.org)

We look forward to working with you to create a memorable and enjoyable convention experience for the Lions of the world. Thank you for your support and dedication.