



## District e-Book

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**Lions Clubs International**



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## Prepare to Lead as First Vice District Governor; Prepare to Succeed as District Governor

While serving as a first vice district governor, you will complete training and prepare to lead your district as governor. As district governor, you will implement the plan to achieve your district goals.

One of your top priorities is to stand ready to fulfill the duties of the district governor if the governor is unable to do so for any reason. Most likely, you will also have other duties as assigned by the governor and may be asked to lead one or more committees during the year.

In addition to those duties, you should dedicate time preparing to serve as district governor and complete training. It is important to understand the role of district governor and all of its responsibilities well before you begin to serve.

### Preparing and Planning for the Year

Prior to your term as District Governor, you will spend a good portion of your time preparing to serve. Learning the responsibilities of a district governor, fine-tuning your leadership skills, and sharing best practices with your fellow leaders will help you to be effective before you take office.

First Vice District Governors/District Governor-Elects (FVDG/DGE) Training Program – This program is an intensive year-long training program designed to equip FVDGs/DGEs with the knowledge, vision, and skills necessary to strengthen and build Lions Clubs International. Review the Program Overview PDF for specific details.

- [FVDG/DGE Online Assignments](#) – First vice district governors/district governor-elect will be assigned online assignments throughout their year as FVDG. The courses will be assigned in phases to the FVDG/DGE learning path in the [Lions Learning Center \(LLC\)](#).
- FVDG/DGE Multiple District level training –Curriculum is provided to the multiple district Global Action Team Coordinators to provide training to the FVDG/DGE within their multiple district or nearby single districts.
- [FVDG/DGE Seminar](#) – A four-day training event divided into two locations: Days 1 – 3 in St. Charles, IL USA (FVDG/DGE only) and Day 4 at the annual International Convention.

[FVDG/DGE Seminar Registration Logistics](#) - This webpage provides detail instructions for all the logistics of DGE registration, including hotel and travel.

Build Your Membership Plan - Using the [Global Membership Approach](#) helps you ensure success: The process developed will serve you in leading your club. The process is designed to not only grow your club...but to inspire new ideas, truly engage your membership (improving retention) and empower current and potential club leaders to lead. BUILD A TEAM, BUILD A VISION, BUILD A PLAN, BUILD SUCCESS!

## Where Do I Find Essential Information?

### Create Your Logon for the Member Portal

The [Member Portal](#) – allows you access to all Lions applications: MyLion, MyLCI, Insights, Learn and Shop.

[Registration and Password Instructions](#) - These easy instructions will aid you in gaining access to MyLCI if you haven't already set up your profile.

MyLION – Connect.Serve.Report! This site is where clubs report service, plan their service projects, connect with other Lions and create personal profiles. If you have further questions regarding MyLION, please email [MyLION@lionsclubs.org](mailto:MyLION@lionsclubs.org)

MyLCI – Tools for the Lion leaders! This site is where the club can manage their membership, create district and club profiles, check club voter eligibility, document and plan conventions as well as check new club charter application status. If you have further questions regarding MyLCI, please email [myLCI@lionsclubs.org](mailto:myLCI@lionsclubs.org)

- **Club Achievement Report:** This report provides a helpful overview of clubs when you visit. It showcases helpful information on membership, awards, officers and much more.
- [District Guest Passwords](#) - A district governor may assign guest administrator access for up to five additional Lions for administrative support.
- [Who has access](#) - Make sure your district team also has full knowledge of how to use MyLCI as a key information resource.
- [Member Contact Data Downloads](#) - Use this key feature of MyLCI to create mailing address, email address and phone lists for easier communication.
- [Delegate Listing](#) - List of eligible members per club to vote.
- [Deceased Lists](#) - List of Lions that have recently passed.
- **Membership Reports** – This information is available under the Support Center menu on the home page after you log in to MyLION/MyLCI.
  - [Membership Register Report](#) - Shows club list and status, membership count and last membership reporting date.
  - [Missing Club Officers](#) - Lists missing club officer positions for each club.

- [Summary of Membership](#) - Summary of membership types and gender by club.
- [Cumulative Reports](#) - Cumulative membership and club summary report fiscal year-to-date.
- [Club Health Assessment Report](#) - Shows all key information on club status, membership count and reporting history for all clubs in the district.

INSIGHTS – Comprehensive overview of LCI in the areas of Membership, Service Activity, Donations and Club strength. Also featured are District Goals Progress and Learn.

LEARN – Provides Lions a central location to complete Lions Learning Center (LLC) courses, search for LCI International institutes (ALLI, FDI and LCIP) view local trainings as reported by Multiple District and District GLT Coordinators and allows an individual Lion or Leo to access their “My Learning Record” report.

SHOP – The LCI Store is an easy way to order the most common club supplies and Lions Clubs International branded merchandise. If you have further questions regarding club supplies, please email [orderdetails@lionsclubs.org](mailto:orderdetails@lionsclubs.org)

## The District Cabinet

When building the district team and cabinet, see your own district Constitution and By-Laws for additional cabinet positions that it may include.

**Model District Structure** – District Cabinet organizational chart

This [Model District Structure](#) chart provides a suggested district cabinet structure and includes the Global Action Team District Coordinators. The International Constitution and By-Laws provides for these positions:

**Officers** - These positions may only be recorded into MyLCI by District and Club Division Administrative staff.

**Immediate Past District Governor** - [Resources](#) for Past District Governors to help a past district governor stay informed, stay involved and polish leadership skills.

**District Governor** - Complete and attach the [District Governor Biography](#) form.

**First Vice District Governor/DGE** - Complete and attach the [First Vice District Governor Biography](#) form.

**Second Vice District Governor** - Complete and attach the [Second Vice District Governor Biography](#) form.

Please send the [Convention Report Form \(DA-20\)](#) immediately following the district convention to report the results of the officer elections for the incoming district governor team officers:

**Cabinet Officers** – may be [reported](#) in MyLCI by the First Vice District Governor/DGE after May 15:

**Cabinet Secretary/Treasurer, Cabinet Secretary and Cabinet Treasurer** - [Cabinet Secretary & Treasurer Manual](#)

If you are unable to complete officer reporting in MyLCI, you may instead use a [writable PDF](#).

## Zone and Region Chairpersons

As district governor-elect, you can report zone and region chairpersons in MyLCI while creating the zone and region structure. This task should be completed as soon as you obtain district governor-elect access in MyLCI. This task may only be completed in MyLCI.

- Instructions to [set up the zones and regions](#) in the district include:
  - Creating zone and region structures and assigning chairpersons.
  - Assigning both current and new clubs to zones and maintaining zones.
  - Running a report of zones and regions.
- [Resources for Zone and Region Chairpersons](#) - The Region and Zone Chairperson Center makes it easy to access information that is relevant to zone and region chairpersons.
- [Global Membership Approach – Region and Zone Chairperson](#): Explore the new webpage designed to assist region and zone chairpersons focus on tools and resources to assist with the “Process for Success.” The process is designed to not only help clubs grow but to inspire new ideas, truly engage membership (improving retention) and empower current and potential club leaders to lead. BUILD A TEAM, BUILD A VISION, BUILD A PLAN, BUILD SUCCESS!
- [Zone and Region Awards](#) - The requirements are scheduled in a way that optimizes the resources mentioned. Make your plans early and achieve the requirements as suggested throughout the year so everyday counts!
- [Zone Chairperson Workshop](#) – This instructor-led workshop is designed for the zone and region chairpersons to cover the chairpersons’ responsibilities, chairing the District Governor’s Advisory Committee and their role within the District Cabinet. Included with the Zone Chairperson Workshop materials is the Zone Chairperson Learning map, which shows the Zone Chairperson how to locate training materials and resources that will support them in their role, and the Zone Chairperson Virtual Delivery Tip Sheet that can be used to facilitate the workshop online rather than as an instructor led course.



## District Coordinators

Global Action Team Coordinators work as a team to create synergy and new opportunities for clubs to grow and serve. Below are links to job descriptions. Additional supporting materials are available on the [Global Action Team](#) webpage.

- [Global Leadership Team District Coordinator](#) - This coordinator serves for one year and is appointed/elected as per the district constitution and by-laws.
- [Global Membership Team District Coordinator](#) - This coordinator serves for one year and is appointed/elected as per the district constitution and by-laws.
- [Global Service Team District Coordinator](#) - This coordinator serves for one year and is appointed/elected as per the district constitution and by-laws.
- Global Extension Team District Coordinator – This coordinator serves for one year and is appointed/elected as per the district constitution and by-laws. **Job description coming soon**

[District LCIF Coordinator](#) – This coordinator appointed through LCIF helps create a stronger LCIF, enabling the Foundation to advance its humanitarian work around the world.

## District Chairpersons

Lions Clubs International officially recognizes 14 district committee chairpersons. Report chairpersons and coordinators using [MyLCI](#) or the [writable PDF form](#). Terms are for one year unless otherwise designated.

- [Convention](#) - The Convention Chairperson works on behalf of the District Governor to execute a successful convention for the Lions members of the district.
- [Childhood Cancer](#) – This Lion raises awareness and educates Lions and Leos about childhood cancer and identifies viable service opportunities to benefit affected families and support existing medical services.
- [Diabetes](#) - This Lion organizes effective service projects to help fight diabetes in their communities within the district.
- [Environment](#) - This Lion provides clubs with the assistance they need to organize environmental service projects in their district.
- [Honorary Committee](#) - This webpage supports past district governors to stay involved in supporting the clubs to promote harmony throughout the district.

- [Hunger](#) – This Lion provides clubs with the assistance they need to organize hunger service projects in their district.
- Information Technology - This chairperson assists district and club leaders with social media, e-District House and e-Clubhouse tools.
- [Leo Club](#) - Leo club chairpersons contribute to the success of their districts through the promotion, development and continual support of Leo clubs. Either one-year or three-year appointments are available.
- [Leo and Leo-Lion Liaisons](#) – Help bring younger voices and perspectives to the district level and build stronger Leo and Lion connections.
- [Marketing Chairperson](#)– The webpage of publicity ideas ranges from basic brochures to social media.
- [Peace Poster Contest Chairperson](#) – This chairperson assists the district governor with the [Peace Poster Contest](#) in the district.
- [Vision](#) - This chairperson organizes vision service projects in the district and motivates Lions to undertake service projects.
- [Youth Camps and Exchange](#) – This chairperson oversees the Youth Camp and Exchange Program and helps bring young people of different countries into meaningful contact with each other with facilitating the sharing of ideas, customs and cultural viewpoints.
- [Lions Quest](#) - This is Lions Clubs International Foundation’s most comprehensive Youth Program, which provides youth with positive life skills.

### **Ordering Items through LCI Club Supplies**

District Governors obtain access to their district accounts on July 1<sup>st</sup> each year. Here are some quick links to the most frequently requested items in the [LCIShop](#)

- [Awards and Medals](#) – This section contains a wide variety of products to help you recognize outstanding Lions Clubs.
- [Name Badges](#) – The district officer badge is used for all district officers other than district governor or past district governor.
- [New Member Induction Kit](#) - This kit is for new members in already-existing clubs. Each district governor receives 25 kits at the beginning of the fiscal year.

- New member kits for newly chartering clubs are handled differently and are not available through Club Supplies. For further assistance please contact [newclubs@lionsclubs.org](mailto:newclubs@lionsclubs.org)
- [Past District Governor Lapel Pin](#) -This pin is available for purchase.
- [Peace Poster Kit](#) - Kits are available for purchase January 15th through October 1st.
- [Plaques, Awards and Recognition](#) - This section contains a wide variety of products to help you recognize outstanding Lions Clubs.

If you have further questions regarding club supplies, please email [orderdetails@lionsclubs.org](mailto:orderdetails@lionsclubs.org).

## Grants

**LCI Grants** - Grants are available for several association programs designed to increase membership, promote club activities and develop youth leadership.

- [New Voices Symposiums](#) – The symposium is a useful tool for pinpointing needs and relevant service opportunities that will spark the interest of people of all ages and backgrounds in the community.
- [New Voices Workshop](#) – The workshop is to bring together a small diverse group of Lions to explore factors surrounding the recruitment and retention of individuals from the various ethnic, gender and age groups in specific parts of the world.
- [Leo Leadership Grant](#) - Provides financial assistance to a Lions multiple district, sub-district or single district interested in organizing a Leo leadership conference.
- [Membership Development Grant](#) - Target marketing initiatives that focus on starting new clubs and growing membership.
- [Public Relations Matching Grant](#) – This grant is designed to assist multiple or single districts in raising public awareness of Lions and Loins programs.
- [Leadership Development Multiple District and District Grant Program](#) -This grant program offers funds to support expenses related to multiple district/district level training of first and second vice district governors and zone chairpersons.
- [Leadership Development Institute Grant Program](#) - This grant program offers funds to multiple districts, single districts and undistricted provisional districts/regions/zones to conduct an Emerging Lions Leadership Institute (ELLI) or Regional Lions Leadership Institute (RLLI).

## LCIF Grants

LCIF offers a wide variety of grants to support Lions' service to their local communities and the world. For decades, LCIF has contributed to Lions' efforts in the focus areas of vision, disaster relief, youth and humanitarian causes. Visit the [LCIF Grants Toolkit](#) for more information.

## Time Management – Planning Your Schedule for the Year

You may find that your daily schedule fills up quickly while serving as district governor. If you start your master calendar by dedicating time for your events and obligations required by your position, you will more easily be able to prioritize other events that you may not have anticipated. Start your master plan by prioritizing events where you are required to attend or lead and schedule yourself appropriately for those events that require a substantial time and travel commitment.

## International Events

- [Lions Clubs International Calendar of Events](#) - This international headquarters calendar contains upcoming events and important award application deadlines along with information on global service events.
- International Convention - [LCICON](#) is a great webpage that provides a one-stop shop to everything you need to join Lions Clubs International premier event, including online registration, venues, convention programs and area tours.

**District-wide Events** - You are directly responsible for presiding over these events or actively participating in them.

- District Cabinet meetings are held in each quarter of the fiscal year.
- District Convention - Each district must hold an annual convention as per the International Constitution and By-Laws.
- Council of Governors Meeting - [Your Council of Governors](#) – it describes activities of the multiple district and your role.

**Club Visits** - You may make an annual visit to each club in the district to support the health of the club, facilitate open communication and promote programs and events. Visit our *"Make your club visitation count!"* [webpage](#) to learn more.

**Learning Opportunities or Events** - You will play an important role in providing development support for both club officers and district leaders. For further inquiries or assistance for the below, contact your local Global Action Team – GLT Coordinator.

- [Club Officer Orientation](#) – Tools are available in the Lions Learning Center (LLC) for individual self-guided training.
- [Zone Chairperson Workshop](#) – This instructor-led workshop is designed for the zone and region chairpersons to cover the chairpersons’ responsibilities, chairing the District Governor’s Advisory Committee and their role within the District Cabinet. Included with the Zone Chairperson Workshop materials is the Zone Chairperson Learning map, which shows the Zone Chairperson how to locate training materials and resources that will support them in their role, and the Zone Chairperson Virtual Delivery Tip Sheet that can be used to facilitate the workshop online rather than as an instructor led course.
- [Second Vice District Governor Training](#) – This training combines pre-online assignments available in the Lions Learning Center (LLC) with an instructor-led workshop to address the role and responsibilities as well as skills necessary to be successful.
- [Lions Mentoring Program](#) – This program offers opportunities for personal development that help members realize the potential of their unique skills and knowledge.
- [Advanced Lions Leadership Institutes \(ALLI\)](#) – This institute builds valuable skills and knowledge of LCI/LCIF for of Lions who aspire to leadership roles beyond their club.
- [Faculty Development Institutes \(FDI\)](#) – This institute provides fundamental training delivery skills for Lions who desire to lead and train others at the local level. It includes opportunities to practice facilitating in a classroom environment.
- [Lions Certified Instructor Program \(LCIP\)](#) – This program serves as the path by which Lions can apply to become certified instructors and maintain that certification through professional development. Lions who become certified are eligible to serve as faculty at locally approved institutes. Lions Clubs International-directed institutes\*, FVDG/DGE Seminar, and other training-related events. The LCIP training provides qualified Lions with knowledge about the LCI method of facilitation and an opportunity to be evaluated for certification. Certification requires that the Lion successfully facilitates a 60 minute training session. Certified Lions must recertify by completing required online professional development courses every four years to maintain their LCIP certification. *\*To be considered for faculty at Lions Clubs International-directed Institutes, the candidate must be able to communicate in English.*
- [Emerging Lions Leadership Institutes \(ELLI\)](#) –This institute is offered through the Local Institute Program-and prepares Lions for leadership positions at the club level. Financial support is available for multiple districts, single districts and undistracted provisional districts/regions/zone thru the [Leadership Development Institute Grant Program](#).
- [Regional Lions Leadership Institutes \(RLLI\)](#) – This institute-offered through the Local Institute Program and prepares Lions for leadership positions at all levels. The curriculum is customizable to

fit the training and development needs of each area. Financial support is available for multiple districts, single districts and undistricted provisional districts/regions/zone thru the [Leadership Development Institute Grant Program](#).

- Local Institute Program – This program enhances the Leadership Development International Institute Program by providing options for local leaders to manage and tailor training in multiple districts, districts and/or undistricted areas. An application is available for the Regional Lions Leadership Institute (RLLI), Emerging Lions Leadership Institute (ELLI), Advanced Lions Leadership Institute (ALLI) or the Faculty Development Institute (FDI). For more information, contact: [institutes@lionsclubs.org](mailto:institutes@lionsclubs.org)

The Lions Learning Center (LLC), accessed using your Lion Account credentials, offers all Lions and Leos the opportunity to learn and sharpen their knowledge of Lions fundamentals and leadership skills through online interactive courses. ([Accessing the LLC](#)).

**Constitutional Area-wide Events - [Lions Clubs International Forums](#)** - All Lions in the constitutional area in which the forum is held are invited to participate.

## **District Convention, Elections and Vacancy Filling**

### **District Conventions**

- [How to Plan a District Convention](#) – This webpage contains a guide to key components for a successful district or multiple district convention.
- [Request for Guest Speakers](#) – Use this online form to request your international speaker.

### **District Elections**

- [District Election Procedures](#) – This document outlines the new election procedures in place as of July 1, 2016 and references supporting governing documents.
- [District Convention Report \(DA-20\)](#) – Use this writable form to confirm election results.
- [Election Complaint Procedures](#) – This provides the procedures for hearing constitutional complaints concerning district governor/first and second vice district governor election irregularities.

### **Filling Vacancies**

- **District Governor** - To fill a vacancy in the office of district governor, see the [Standard District Constitution and By-Laws](#), Exhibit B, and “Rules of Procedure for the Special Meeting to Recommend a Lion for Appointment as District Governor.”

- **First or Second Vice District Governor** - To fill a vacancy in the office of first or second vice district governor, see the [Standard District Constitution and By-Laws](#) in Exhibit C, “Rules of Procedure for the Special Meeting to Recommend a Lion for Appointment as First or Second Vice District Governor.”
- **Supremacy of Standard Forms** - See the Standard District Constitution and By-Laws in the [Board Policy Manual, Chapter VII](#), Page 1.

**Report concerns to LCI and support from LCI** - If you have questions or concerns about elections or filling vacancies in your district, please email [districtofficers@lionsclubs.org](mailto:districtofficers@lionsclubs.org).

## Club Visits

**Preparing for a Club Visit** - Here are useful reports to gain insight into key club health indicators. Visit our “*Make your club visitation count!*” [webpage](#) to learn more.

- [The Team Approach to Club Visits](#) - Sharing the club visits between all three members of the District Governor Team offers many positive benefits to both district leaders and the clubs.
- [Club Health Assessment](#) - This key monthly report gives a quick analysis of the key indicators of club strength for all clubs in the district.
- Club Achievement Report – available on MyLCI, this report provides a helpful overview of clubs when you visit. It showcases information on membership, awards, officers, service projects and LCIF donations and much more.
- [DG Recap](#) - This report helps the district governor keep track of clubs’ outstanding balances due to LCI.
- [Club Account Statements/Dues](#) - District governors can quickly see the current balances of individual club accounts when logged into MyLCI under “My Lions Clubs/Statements/Dues.” For further questions regarding statements please contact the Membership Billing Department at [membershipbilling@lionsclubs.org](mailto:membershipbilling@lionsclubs.org)
- [Ceremony for Installation of Officers](#) – This ceremony includes both a formal and informal script for the annual event of installing new club officers.

## What to Take to Each Club Visit

- [New Member Induction Ceremony](#) - Clubs consider it an honor when a district officer is able to conduct the installation of new members.
- [New Member Kits](#) - These kits help make a new member feel special with a Lions pin, Certificate of Membership and a membership card.

## Club Support

### Club Quality Resources

- [Standard Club Structure](#) – This organizational chart shows the suggested structure for a club’s leadership, including the Board of Directors, Officers and Chairpersons.
- [Club Quality Initiative](#) - The Club Quality Initiative is a fun, interactive process that brings members together to look at what your club is today and what it will be tomorrow.
- [Your Club Your Way!](#) - This resource offers ideas for ways that clubs can customize their meetings for an enjoyable membership experience.
- Plan for Your Club’s Success (Global Membership Approach) –Use this [planning guide](#) and [PowerPoint](#) to discover your clubs strengths, ways to improve and new opportunities that will help your club grow and thrive! Planning forms help develop a vision, assess your club’s needs and organize your plan for a successful implementation.
- [Improving Club Quality Material Order Form](#) – for these resources listed above and Certified Guiding Lion use this form to request material.

### Resources to Strengthen Struggling Clubs

- [Rebuilding, Reactivation Clubs](#) - There are multiple levels of support to help strengthen weak clubs and reactivate clubs that have been canceled or placed in status quo.
- **Club Rebuilding:** Club Rebuilding allows more flexibility for District Governors to focus efforts to support weak clubs by eliminating the limitations of visits. Club Rebuilding focus on the areas of rebuilding, recruiting new members, training officers and providing meaningful community service. For clubs needing assistance, please fill out the [Club Rebuilding Application](#) and obtain the appropriate signatures.
- [Status Quo Recommendation Form](#) - This form is used to recommend that a club be placed in Status Quo for failing to fulfill any of the Obligations of a Club. See Board Policy Manual, Chapter V.
- [Club Reactivation Report](#) - This form is required for both clubs wishing to return from Status Quo or to rescind a charter cancellation (within a twelve-month period).
- [Financial Suspension Policy](#) - This is a type of Status Quo tied specifically to non-payment of international dues.
- [Protective Status](#) - See the Board Policy Manual, Chapter V, Paragraph F. A district governor may request this status for a club in an area of civil or political unrest or catastrophic natural disasters.



- [Guiding Lion and Certified Guiding Lion Program](#) - This program is designed to support the success of new clubs but is also available to support older clubs to renew and re-focus their club.

**Report concerns to LCI and support from LCI** - If you have questions or concerns about a club in your district, please email [clubstatus@lionsclubs.org](mailto:clubstatus@lionsclubs.org).

### **Club Recognition/Awards**

- [Club Excellence Award](#) - Clubs and districts that excel in community service, membership growth, communication and organizational management may qualify for the prestigious Excellence Awards.
- [Leo Awards and Recognition](#) - Lions Clubs International offers various rewards to recognize Leos and Lions active in the Leo Club Program. There are more than 20 award programs to acknowledge their accomplishments.

### **Promoting Harmony among Chartered Clubs**

#### **Preventing and Resolving Disputes**

The purpose of Lions Dispute Resolution Procedures (DRP) is to provide a mechanism for resolving disputes within the Lions organization without the need for a formal evidentiary hearing. To achieve this goal, the International Board of Directors have adopted the rules of procedure for hearing complaints, disputes or claims arising from the International Constitution and By-Laws, International Board Policy or matters arising at the club or district (single, sub and multiple) level. It is an obligation of membership to pursue all complaints, disputes or claims in accordance with the International Constitution and By-Laws and policies and procedures adopted by the International Board of Directors. Accordingly, the International Board of Directors have adopted the Club Dispute Resolution Procedure, District Dispute Resolution Procedure and the Multiple District Dispute Resolution Procedure as the acceptable DRP policies to resolve Lions issues at the club, district and multiple district levels.

- [Dispute Resolution Guidelines](#) - The guidelines are intended to assist Lions members, clubs and districts (single, sub and multiple) in following the Club, District and Multiple District Dispute Resolution Procedures when conflicts cannot be resolved through informal processes. These guides are a supplement to the policies adopted by the International Board of Directors and are not intended to replace the policies adopted by the International Board of Directors.
- [Club Dispute Resolution Procedure](#) - This procedure is designed for use to resolve issues within a club.
- [District Dispute Resolution Procedure](#) - This procedure is designed for issues between clubs or between club(s) and the district administration in relation to the district's constitution, by-laws and policies.

- [Multiple District Resolution Procedure](#) - This procedure is designed for disputes relative to issues between any clubs or sub-districts in the multiple district, or any club(s) or sub-district(s) and the multiple district administration.
- [District Governor/Vice District Governor Election Complaints Procedure](#) - This document contains the rules of procedure for hearing constitutional complaints concerning district governor, first and second vice district governor elections irregularities.

## **DG Budget and Travel Expense Reimbursement**

The District Governor is reimbursed for events related to district administration and fulfillment of administrative duties as provided by board policy.

District Governor Expense Reimbursement Policy - [Board Policy Manual, Chapter IX, Paragraph B](#). This defines reimbursable events, proper event coding and parameters of maximum allowable payments for expenses related to travel in fulfilling administrative tasks tied to district management.

- [District Governor Travel Expense Claim Form Excel](#) - This form may be completed online and saved to your hard drive. It features formulas to complete all mathematical computations and provides an easy conversion of currencies where needed.
- [District Governor Travel Expense Claim Form PDF](#) - Use this form only when completing hand-written expenses.
- [District Governor Travel Expense Claim Form Instruction Tips](#) – Provides in detail how the expense claim reporting should be completed.
- [Allowed/Disallowed District Governor Expenses](#) – Describes which type of events are allowed to be reimbursed and which are not.
- [Expense Claim Training](#) – This is a three-module training course that is offered in the Lions Learning Center, accessed with your Lion Account credentials to make the process of filing travel expense claims easier.

## Membership Development

The membership development division develops strategies to encourage new club growth in districts and undistricted areas, recruiting new members to existing clubs, and enhance the satisfaction of all members.

The division accomplishes this through program development, promoting new and existing initiatives through a variety of channels, providing training, developing and promoting tools and resources in support of membership development, and incentivizing results through award programs.

The priorities of the division are new club development, providing support for clubs to be family friendly, empowering clubs to be active in a virtual world, encouraging retention at the club level, empowering Lions to provide better Leo experiences, building the Leo movement, encouraging the transition from Leo to Lion.

## Membership Board Policies

- [Board Policy Manual, Chapter X: Extension](#)
- [Board Policy Manual, Chapter XVII: Membership](#)

## New Club Development

- [Start a New Club](#) – This webpage highlights the different charter types designed to fit the needs of the members.
  - [Traditional](#) – Traditional community-based Lions clubs continue to be our largest source of new club development. This club option offers flexibility to reach new groups of people and serve a variety of communities.
  - [Specialty Clubs](#) – Designed to create clubs in which members share a common interest or passion, allowing them to connect with one another on a deeper level. For example, they may share a hobby, profession, culture, common cause or life experience.
  - [Leo Lions](#) – Leo Lions clubs provide an easy transition for graduating Leos by offering a charter/entrance fee waiver and half international dues to qualifying Leos and peers, through age of 30.
  - [Campus](#) – A Campus club can make an impact on both your local campus community and communities around the world while connecting students, faculty members and business leaders.
  - [Virtual](#) – Virtual clubs use online platforms to conduct club business and coordinate in-person service.

- [Club Branch](#) – Club branches enable a small group of at least 5 people to form an autonomous group within a Lions club and start making a difference in their community sooner.
- [Leo Clubs](#) – Introduces the next generation to the services that Lions provide.
- [New Club Development Guide](#) – This guide helps you complete the process of extending a new club.
- [New Club Development Workshops](#) – The District Governor Team or District Global Membership Team (GMT) can submit a request to have a new club development consultant come to their district to train and assist in the formation of new clubs.

### **Membership Categories and Programs**

[Membership Categories](#) - LCI offers several membership categories to fit the needs of prospective members who may not be able to meet the obligations of active membership. In addition to regular membership, LCI offers special programs. Visit our [Invite Members](#) page for additional information.

### **New Members**

- [Club Membership Chairperson](#) – This guide will explain responsibilities, provide tips and introduce available resources to assist this chairperson with club membership growth.
- [New Member Application](#) – This writable PDF file is a great tool for a club secretary to keep ready to email to new prospective club members.
- [New Member Kit](#) – This kit is for new members in already existing clubs. Each district governor receives 25 at the beginning of the fiscal year. New member kits for newly chartering clubs are not available through Club Supplies.
- [New Member Orientation](#) – This webpage contains materials to help conduct Lions New Member Orientation.
- [Lions Worldwide Induction Day](#) – This is a worldwide event that welcomes new members and gives Lions the opportunity to stimulate membership growth and increase public awareness.

## Grants and Symposiums

- [Membership Development Grants](#) – Membership Development Grants are available on a competitive basis to help regions capture these new markets and test new marketing strategies, particularly where membership has been declining.

## Commitment to Service

The mission of Lions Clubs International is to empower volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions Clubs. LCI is committed to uniting Lions and Leos in tackling pressing global challenges through the development and support of strategies, comprehensive, and measurable service opportunities.

## Global Causes

Over the last 100 years, the kindness of Lions and Leos have multiplied across boards, oceans, and continents. With over 1.4 million members, we now have an opportunity to truly change our world. That's why we're uniting our global service around five areas of need. These Global Causes present significant challenges to humanity, and we believe it is our turn to meet them.

- [Childhood Cancer](#)
- [Diabetes](#)
- [Environment](#)
- [Hunger](#)
- [Vision](#)

## The Service Journey

The [Service Journey](#) is an approach to living and serving well. To making a real difference people can see and feel. It encompasses four simple phases: Learn, Discover, Act and Celebrate. We love these words because they transcend organizational formulas. They have no borders. They are the essence of Lions and Leos. If the past 100 years have taught us anything, it's that as we serve, we grow. And we were never meant to stop. Service is our journey. Let's explore it together.

## The Service Toolkit

Passionate about service but unsure where to begin? Searching for new insights to inspire your club? The [Service Toolkit](#) features resources designed to help Lions assess, position, and activate their clubs for greater impact.

- [Club Quality Initiative](#)
- [Club and Community Needs Assessment](#)
- [Developing Local Partnerships](#)
- [Fundraising Guide](#)

## Service Launchpad

Start the countdown to service! This [interactive tool](#) will connect you with ready-to-go planning resources that help you serve the causes you care about.

## Service Programs

Lions Clubs International is committed to uniting Lions and Leos in tackling pressing global challenges through the development and support of strategic, comprehensive, and measurable service programs.

- [Type 2 Diabetes Screening](#)
- [Strides for Diabetes Awareness](#)
- [Diabetes Camps](#)
- [Diabetes Peer Support Groups](#)
- [Lions Eye Banks](#)
- [Vision Screening](#)
- [Eyeglass Recycling](#)
- [Youth Camps and Exchange](#)

Programs for Childhood Cancer, the Environment and Hunger coming soon!

## Service Project Planners and Service Project Ideas

[Service Project Planners](#) are a collection of downloadable tools designed for clubs that are ready to engage our global causes in their community.

In addition to LCI's service programs and project planners, there are many ways clubs can serve within our global causes. Below are links to beginner, intermediate and advanced project ideas, as well as ways to get started learning more about each cause.

- [Childhood Cancer](#)
- [Diabetes](#)
- [Environment](#)
- [Hunger](#)
- [Vision](#)

## Advocacy

Lions and Leos listen to the needs of their communities and use their voices to speak out on behalf of the people they serve. Clubs around the world participate in advocacy through community awareness and education, legislation and public policy, events and partnerships. As community leaders, Lions and Leos can raise awareness of the causes they care about, educate their community members on important issues, and create positive change. Visit the [Toolkit](#) to discover:

- What is advocacy?
- Lions advocacy strategy and programs
- Country-specific advocacy resources
- Lions International’s relationship with the United Nations
- Lions advocacy history
- [Advocacy calendar](#)
- Celebrate and Share

## **Service Reporting**

To effectively tell our story, measure our impact and grow membership, it’s critical that all clubs report service. Every project we participate in as Lions and Leos, no matter how big or small, is valuable in our journey of serving our communities and the world.

Visit the service reporting [webpage](#) to discover:

- Who can report service in MyLion.
- How to report your service in MyLion.
- Answers to your questions, and where to go for help.
- The benefits of service reporting.
- How to measure your service impact.
- Awards for clubs who report their service.

## **Service Awards**

Kindness Matters Service Award – This prestigious award is given annually to a handful of Lions and Leo clubs for performing an outstanding service project in one of our global cause areas. Nominated at the club level, the Kindness Matters Service Award is a challenge for Lions and Leos to develop exceptionally innovative and creative service projects with the aim of leaving a positive impact in their communities.

Visit the [webpage](#) to learn about award criteria, how to be nominated, and the nomination timeline.

## **Marketing**

- [Brand Guidelines and Logos](#) – Logos are available for download and reproduction. Please review the association’s guidelines governing usage before downloading.
- [Marketing Chairperson Guide](#) – Learn more about how to promote your club, and get the tools you need to do it by using this guide.
- [E-District house](#) – If you’re looking for a free and easy way to create a website for your District or Multiple District, the e-District House is for you!

- [E-Clubhouse](#) – If you're looking for a free and easy way to create a website for your Lions Club, the e-Clubhouse is for you!
- [E-LeoClubhouse](#) – If you're looking for a free and easy way to create a website for your Leo club, the e-LeoClubhouse is for you!
- [International Peace Essay Contest](#) – This essay contest was created to offer an opportunity to visually impaired young people to express their feelings of peace.
- [LION Magazine](#) – This webpage contains links to the digital editions of LION Magazines as well as important information about this monthly publication.
- [Lions Press Center](#) – This online newsroom helps you share your good news by providing comprehensive PR and promotional materials such as, media release templates, media kits, public service announcements and more.
- [Peace Poster Contest](#) – This art contest for kids encourages young people worldwide to express their visions of peace. For more than 25 years, millions of children from nearly 100 countries have participated in the contest.
- [Social Media](#) – Visit our Social Media Resources page for ready-to-download or customizable social media graphics, how-to videos, blog posts, and a global community of Lions and Leos who are ready to help.
- [The Lions Blog](#) – Our blog showcases the news and stories at the heart of our global service.

## Resources and References

### Governing Documents

- [International Constitution and By-Laws](#) – This is the association's governing document.
- [Standard Multiple District Constitution and By-Laws](#) – This pdf file is also available as a [Word document](#) to serve as a template from which the council may update its own governing document.
- [Standard District Constitution and By-Laws](#) - This pdf file is also available as a [Word document](#) to serve as a template from which the cabinet may update its own governing document.
- [Standard Form Club Constitution and By-Laws](#) - This pdf file is also available as a [Word document](#) to serve as a template from which the club may update its own governing document.



- [Board Policy Manual](#) – This landing page provides hyperlinks to each Chapter individually containing important policies that you will often reference and abide by.
- [Executive Summaries](#) – Refer to these after each meeting of the International Board of Directors for policy updates that may affect district or club operations. Search executive summary in the Resource Center.

### **District Officer e-Books and Manuals**

- Council Chairperson e-Book – This is under development. Until then, the [Council Chairperson Manual](#) is still available.
- Cabinet Secretary & Treasurer e-Book – This is under development. Until then, the [Cabinet Secretary & Treasurer Manual](#) is still available.
- [Zone and Region Chairperson e-Book](#) – This useful to guide zone and region chairpersons through the year as they support the clubs in their zones. It provides quick access to resources, policies and tools needed to have a successful year in this critical position within the district, including the Model District Governor Advisory Committee Meeting Guide.

### **Club Officer e-Books**

- [Club President & First Vice President e-Book](#)
- [Club Secretary e-Book](#)
- [Club Treasurer e-Book](#)
- [Club Membership Chairperson e-Book](#)
- [Club Marketing Chairperson Guide](#)
- [Club Service Chairperson e-Book](#)
- [Club LCIF Coordinator](#)

### **About Lions Clubs International Foundation**

[Lions Clubs International Foundation \(LCIF\)](#) is the charitable arm of Lions Clubs International. LCIF's mission is to empower Lions clubs, volunteers, and partners to improve health and well-being, strengthen communities, and support those in need through humanitarian services and grants that impact lives globally, and encourage peace and international understanding.

Since 1968, LCIF has funded humanitarian service through donations from Lions Clubs International members; the general public; and partners. LCIF's funding model ensures 100% of donations support grants and programs.

As the only foundation to empower the service of Lions worldwide, LCIF has awarded more than ~~16,000~~ 17,500 grants worldwide, totaling more than US\$1.1 billion. Through these grants, the foundation has magnified Lions' work by:

- Funding 9.6 million cataract surgeries
- Helping youth and educators in more than 110 countries through Lions Quest, the Foundation’s premier youth development and social and emotional learning program
- Providing more than US\$140 million for disaster relief and preparedness
- Helping more than 100 million children become immunized against measles

LCIF supports efforts to combat vision problems, provide valuable life skills to youth, respond to major catastrophes, and build programs to address the needs of at-risk and vulnerable populations. Many LCIF grants focus on reducing the prevalence of diabetes and improving the quality of life for those living with the disease. The foundation also provides grant opportunities to support new global causes of childhood cancer, hunger, and the environment.

For more than 50 years, LCIF has remained steadfast in its commitment to empowering Lions globally through their service. With every grant awarded, beneficiaries have opportunities to enjoy safer, healthier, and more productive lives.

Contact us: [lcif@lionsclubs.org](mailto:lcif@lionsclubs.org)

### **Supporting LCIF**

The grant funding mentioned above is only possible through continued support of LCIF from Lions, Leos, Lions clubs, partners and friends of the foundation. Every donation to LCIF makes a difference, no matter the amount, and every dollar donated transforms into life-changing service that brings hope to a world in need. Our world continues to need Lions. And Lions need funding from our global foundation to magnify the impact of their service.

### **Recognition Programs**

As a token of our appreciation to those who help us in big ways, we offer recognition in the forms of pins, plaques, acknowledgement cards and more. Recognition varies by level of support and is available to individuals, clubs, district and corporations.

### **LCIF Grants**

LCIF offers a wide variety of grants to support Lions’ service to their local communities and the world. For decades, LCIF has contributed to Lions’ efforts in the focus areas of vision, disaster relief, youth and humanitarian causes. Visit the [LCIF Grants Toolkit](#) for more information.

- [Childhood Cancer Grants](#) help support and improve quality of life for children with cancer and their families.

- [Diabetes Grants](#) help reduce prevalence of diabetes and improve quality of life for those diagnosed.
- [Disaster Grants](#) offer a variety of funding options designed to support Lions-led relief efforts during the various stages of disaster relief operations, including:
  - Emergency Grants help Lions provide immediate emergency assistance to victims of natural disasters.
  - Preparedness Grants support partnering with local authorities and organizations to prepare for future relief efforts.
  - Community Recovery Grants help support short-term clean-up and repair where immediate needs are already addressed by other organizations.
  - Major Catastrophe Grants provide support for relief efforts following natural disasters or civil calamities with significant international impact.
- [District and Club Community Impact Grants](#) fund local humanitarian projects on a club and/or district level.
- [Hunger Grants](#) support Lions' service projects focused on alleviating hunger and improving access to food resources.
- [Leo Service Grants](#) support Leos in assessing, planning, and implementing their own service projects.
- [Lions Quest Grants](#) support school and community based Social-Emotional Learning (SEL) programs for youth in grades Pre-K through 12.
  - Program Grants are implemented where Lions have detailed plans and commitments from local schools, or where programs are ready for expansion.
  - Promotional Grants assist districts in improving understanding of Lions Quest programming and communicating program value.
  - Community Partnership Grants start Lions Quest programs in new areas or reactivate dormant programs.
- [Matching Grants](#) fund capital construction or equipment to help establish or expand Lion-initiated projects where there is an unmet humanitarian need.

- [SightFirst Grants](#) support the development of comprehensive eye care systems through projects that focus on infrastructure development, human resource training, eye care service delivery and eye health education.

For a printable version of these descriptions, download [Supporting your Service: A Guide to LCIF Grant Opportunities](#).

- Contact us: [LCIFGlobalGrants@lionsclubs.org](mailto:LCIFGlobalGrants@lionsclubs.org)

### **Getting Started Locally**

Many presentations and learning opportunities are available to prepare clubs, districts, and multiple districts in planning and implementing projects funded by LCIF. To facilitate education about LCIF grants in your zone:

- Speak with your LCIF district coordinator to learn more about LCIF's history of grants in your district
- Learn more about identifying needs in your community, district resources, and the process of applying for a grant using [10 Tips: Applying for a LCIF Grant](#).

### **Working with the LCIF District Coordinator**

LCIF district coordinators are appointed by the LCIF Chairperson as members of the district cabinet. They serve in this role to help the district and the governor reach their LCIF fundraising goals. It is important to begin working with your district coordinator right away to plan a strategy including:

- Strategizing about fundraising opportunities for your district.
- Developing messaging themes important to the Lions in your district.
- Planning a schedule of contact for each club in your district
- Setting recognition goals for the district.
- Making sure your district coordinator is invited to speak at district conventions and zone meetings.

### **Melvin Jones Fellowship (MJF)**

- [Melvin Jones Fellowship](#) - The Melvin Jones Fellowship (MJF) recognizes donations of US\$1,000. Contributions can be made by individuals (including non-Lions), clubs or districts.
- [Melvin Jones Fellowship Application](#) - This form should only be used if sufficient funds have been previously donated to Lions Clubs International Foundation and the confirmed credits are available before submitting this application.

[Lions Share](#) – The Lions share program recognizes Lions who give annually to the foundation in one of three levels – US\$50, US\$100 and US\$200.

Contact LCIF Development: [lcifdevelopment@lionsclubs.org](mailto:lcifdevelopment@lionsclubs.org)

Contact LCIF Donor Services: [donorassistance@lionsclubs.org](mailto:donorassistance@lionsclubs.org)

## **Legalities and Technicalities**

- [Hosting International Visitors and Protocol](#) – this guide provides tips for making your guests' visit a pleasant stay and guidance regarding the association's official protocol for appropriately recognizing Lions dignitaries.
- [Use of Funds Guidelines](#) – This provides guidance on the appropriate use of public funds or administrative funds for clubs and districts.
- [General Liability Insurance Program](#) – Association of Lions Clubs has a program of commercial general liability insurance that covers Lions on a worldwide basis. All Clubs and Districts are automatically insured.
- [Certificates of Insurance](#) – In order to expedite the certificate issuance process, you now have the ability to create certificates of insurance on your own online.
- [Supplemental Insurance](#) – In addition to the automatic coverage mentioned above, Lions Clubs International now offers Supplemental Insurance Coverage for Clubs and Districts in the United States including Directors & Officers Liability, Crime / Fidelity, Additional Liability Insurance and Accident Insurance.
- [Lions Trademark Overview](#) – This guideline is to help you understand the appropriate use of the Lions emblem and trademarks, and when approval is required.
- [Lions Clubs International and Lions Clubs International Foundation Privacy Policy](#) – Lions Clubs International (LCI) and LCIF recognize the importance of protecting the private information of our members.

## **Amendments to Your Constitution and By-Laws**

From time to time, your district may choose to make amendments to its constitution and by-laws. As district governor, you will lead and manage this process. Check your own constitution and by-laws for the provisions regarding amendments to ensure that the process is completed according to policy. Your cabinet secretary will assist you in making necessary draft amendments, communicating with the clubs in your district regarding the proposed changes and implementing the required processes to complete the amendments.

- [Redistricting](#) – See this webpage for policy guidelines, required processes and supporting documents to complete a proposal for single, sub or multiple district redistricting proposals.
- [Guide For Consolidating Districts](#) – this guide offers a step-by-step process to assist a multiple district reconfigure sub-districts for a more effective and efficient operation of the districts and the clubs.
- [Ethical Standards – District Governor](#) – Your responsibilities begin with understanding of the core values and Ethical Standards of Lions Clubs International.
- [Ethical Standards – Club](#) – The club’s role in the association demands an ongoing vigilance to maintain these standards of honest and ethical conduct.

### **International Headquarters**

[Contact Us](#) – This webpage contains contact information, e-mail addresses and phone numbers as well as descriptions of main support functions for each division.



## Lions Clubs International

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