



# Cabinet Secretary/Treasurer

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e-Book



**Lions Clubs International**

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## **Welcome to the Cabinet Secretary and Cabinet Treasurer e-Book!**

It's easy to navigate the e-Book. Just click on the various sections contained in the Table of Contents to jump to each task you perform to fulfill your role. From there, you will find useful information and hyperlinks that take you directly to tools, resources and documents that will empower you to explore new ways to implement impactful service activities in your local community.

### **Prepare to Lead; Prepare to Succeed**

Spend time discussing your duties and plans with your district governor, talk at length with the outgoing secretary and/or treasurer and attend orientation and leadership development sessions whenever possible.

This e-Book contains helpful information to guide you through your year as a cabinet secretary and/or treasurer. The content in the e-book was designed to assist both positions. If you were assigned to only one of the roles some of the content may not be relevant to your duties.

### **Your Responsibilities as the Cabinet Secretary/Treasurer**

The cabinet secretary and treasurer are part of the district leadership team. As secretary and/or treasurer, you are a representative of the district governor. Responding properly and promptly to all correspondence is vital to the success of your district and district governor team.

In this role, you shall act under the supervision of the district governor. Your responsibility shall be to:

- a) Further the purposes of this association;
- b) Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:
  1. Keep an accurate record of the proceedings of all meetings of the cabinet, and within fifteen (15) days after each meeting forward copies of the same to all members of the cabinet, and the office of Lions Clubs International.
  2. Take and keep minutes of the sub-district convention and furnish copies of the same to Lions Clubs International, the district governor and the secretary of each club in the sub-district.
  3. Make reports to the cabinet as the district governor or cabinet may require.
  4. Collect and receipt for all dues and taxes levied on members and clubs in the sub-district, deposit the same in such bank or banks as the district governor shall determine and disburse the same by order of the district governor.
  5. Remit and pay over to the multiple district council secretary-treasurer the multiple district dues and taxes, if any, collected in the sub-district, and secure a proper receipt.
  6. Keep accurate books and records of account, and minutes of all cabinet and sub-district meetings, and permit inspection of the same by the district governor, any cabinet member and any club (or any authorized agent of any of them) at any reasonable time for any proper purpose. Upon direction of the district governor or the cabinet, he/she shall furnish any such books and records as requested to any auditor appointed by the district governor.
  7. Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the district governor.

8. Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial accounts, funds and records of the district to his/her successor in office.
- c) Perform such other functions and acts as may be required of each by directives of the International Board of Directors.
- d) If separate offices of cabinet secretary and cabinet treasurer are adopted, the duties listed in (b) are to be attributed to each of the offices according to the nature of such duties.

### **Record Keeping**

Other documents may be initiated by the cabinet secretary and/or treasurer as deemed necessary. These documents might include:

- Calendar of events for governor's visits and appointments
- Tracking form of Monthly Membership Reports and the monthly online activities report
- An organization chart of the district cabinet
- A list of cabinet members' visitations
- A biography of the district governor, first vice district governor and second vice district governor
- A complete roster of all members of the cabinet with spouses' names, address, phone numbers and email addresses
- A list of dates for all charter nights in the district
- A list of notable club anniversaries for the year (example 25, 50, 75). Reach out to [marketing@lionsclubs.org](mailto:marketing@lionsclubs.org) to ask for a special anniversary letter.

### **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.

#### **Using MyLCI**

Beginning July 1, you will have full access to MyLCI. As a Cabinet Secretary/Treasurer you can:

- View data of all clubs in the district
- View and print various reports
- Assign a Cabinet Treasurer if not being handled as one (i.e. Cabinet Secretary and Treasurer)
- Assign one-year district chairpersons

## **Working with the District Governor**

Constant communication with the governor is very important. Follow-up action will be required of the cabinet secretary and treasurer after helping the district governor set up the official visitation schedule.

In addition, the club president should be informed of the governor's special preferences. Remind the club president to meet the district governor upon arrival to inform him/her about the club and the details regarding arrangements the club has made for the official visit.

## **Travels of the District Governor**

Sometimes the district governor will ask the cabinet secretary to assist with travel arrangements. If the cabinet secretary or treasurer actually accompanies the governor on an official visit, it should be for a specific purpose. For example, the governor may request you to join them on a club visitation, attend a function they were invited to or meet with them to discuss district planning.

## **Publicizing the District Governor's visit**

The district marketing chairperson can assist with publicizing visits. Club presidents usually appreciate being given a short biography of the district governor so that the club members can learn something about the district governor prior to their visit.

The governor's visit is a great way to market the local Lions club and their activities. Whether by social media or local news channels (newspapers, news, bulletins, etc) the cabinet secretary or arranged through the club president can provide a brief biography, photograph and information about the club to bring awareness.

## **Cabinet Meetings**

At least four annual meetings of the district governor's cabinet are held during the Lions year, the first of which is within 30 days after the International Convention. As soon as possible, the cabinet secretary and/or treasurer should ask the district governor for the dates of the meetings.

For confirmation of attendance and accommodation requirements, notices should be sent to cabinet officers two to three weeks prior to the date of the next meeting. An agenda with the date, time and place of the meeting and request for any written report from cabinet officers should be included with this notice. The secretary and treasurer are expected to help the district governor in preparing and printing of these agendas and notices.

## **Suggested Agenda**

Discuss with the district governor prior to a cabinet meeting to ensure any discussion items are added to the agenda prior to the meeting. The district governor may request the cabinet secretary/treasurer put the agenda together on their behalf. Once the agenda is put together, review with the district governor for final approval. Suggested items to be placed on the agenda are:

- Attendance
- Approval of minutes
- District governor's remarks
- First and second vice district governors' reports

- Correspondence received
- Cabinet secretary and/or treasurer reports
- District chairpersons' reports
- Zone Chairpersons' reports
- General Business

### **Meeting Minutes**

During the cabinet meetings, the secretary will take minutes and distribute certain reports, as well as answer queries from cabinet members. Audio recordings are recommended to aid the cabinet secretary in making the minutes. Ensure that all attendees are aware that a recording is taking place.

The secretary should prepare the minutes as soon as possible following each meeting. The minutes should be sent promptly to all members of the cabinet and to the District & Club Administration Division and Lions Clubs International via email at [districtofficers@lionsclubs.org](mailto:districtofficers@lionsclubs.org). Some cabinets send courtesy copies to the multiple district council chairperson and secretary. A copy should also be filed for the district records.

### **Meeting Reports**

When cabinet members are asked to provide written report at the cabinet meetings, the cabinet secretary and treasurer may ask for sufficient copies for distribution to all members. Oral reports should be concise, factual and to the point.

The treasurer will prepare a district budget for presentation at the first cabinet meeting. A financial statement covering the period that just ended should be presented at each regular meeting so that the whole cabinet is aware of its financial state of affairs. This culminates in a year-end financial statement.

At each subsequent cabinet meeting, a report on the current expenses and income to the budget should be presented in addition to the usual financial report.

Cabinet members should be encouraged to ask questions about the details of the quarterly financial report. Explanation of the items is an important aspect of the presentation. Every cabinet officer should understand the district's finances. IT is also an important aspect of leadership development within the district.

### **Correspondence**

One major function of the cabinet secretary is to handle cabinet correspondence properly and promptly. It is essential that all correspondence, including emails, letters, etc be opened and read as soon as possible. If any of the correspondence is intended for another cabinet member, it should be forwarded immediately.

It is recommended that all correspondence received be kept together to allow the district governor to review and advise on what action is needed. The district governor may choose to personally respond to the correspondence or ask for your assistance in responding on their behalf.

## **Supporting the Clubs**

### **Monthly Membership Reporting**

On a monthly basis, all Lions clubs are asked to report their membership changes via [MyLCI](#) or their local reporting system. If there are no changes in membership, clubs should report “no changes for the month.” Monthly reporting ensures accurate statement billing, miscellaneous mailings, award(s) criteria and other benefits.

Assist your district governor in following up with the club president and secretary of each club to ensure they report their Monthly Membership Report. Membership reports cannot be submitted in advance of upcoming months however they may submit missed reports up to two (2) months back.

### **Club Officer Reporting**

Clubs should report their newly elected or re-elected officers to LCI by May 15 each year. This ensures the club officers are receiving the proper LCI communication pertaining to their role. In addition to receiving access to MyLCI as well as other resources.

Current club secretaries can report their new officer information and changes using the [MyLCI](#) portal or their local reporting system.

### **Club Officer Rosters**

A list of club presidents, secretaries and treasurers in a district is available on the [MyLCI](#) website data download feature. This report can be given to the district governor and to each member of the district cabinet.

### **District Governor Checklist**

The district governor [checklist](#) is a great resource to refer to in efforts to encourage clubs to protect their good standing. The checklist identifies online payment options and information on the suspension cycle, along with details on achieving a good standing prior to local and international conventions. As part of the advance liaison by the cabinet secretary, download the *Club Achievement Report* located in [MyLCI](#) under clubs – reports in advance of each club visit. This report provides a helpful overview of clubs when you visit. It showcases helpful information on membership, awards, officers and much more.

### **Time Management – Planning Your Schedule for the Year**

You may find that your daily schedule fills up quickly while serving as cabinet secretary/treasurer. 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.
- 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 Events

The district governor may ask for assistance in planning their district convention or requesting a speaker.

- Visit the How to Plan a Convention [webpage](#) to learn the steps and components of planning a successful convention by focusing on people, preparation, planning program and promotion.
- Speaker Request – Fill out a speaker request notification [form](#) and request a speaker for your multiple district wide event or convention.

At least 30 days prior to the beginning of all Multiple District and District local elections, you should view the Online Certified List found on [MyLCI](#) under My Districts. Review the list with the district governor. Clubs may need to be contacted to encourage good standing status for voting.

## Annual Conventions

The district and multiple district conventions are very important for the cabinet secretary/treasurer. It is encouraged that the next cabinet secretary/treasurer attend the multiple district convention prior to taking office to observe the registration and certification process of club delegates. These procedures are normally the responsibility of the cabinet secretary/treasurer at the district convention.

Because conventions are the decision-making bodies within their respective areas, the secretary/treasurer should encourage all clubs to attend and participate not only in the business sessions but the festivities as well.

At conventions, Lions can most effectively exert their wishes through the democratic process. Therefore, it is very important that conventions be planned so delegates and other Lions are fully involved in all events. Ample time should be provided for open discussion, and delegates should be encouraged to fully participate and provide feedback during the business session. Visit the *How to Plan a District Convention* [webpage](#) to review with the district governor helpful information in planning the district convention.

## District Directory and Newsletter

### District Directory

Many districts and multiple districts have their own directory, which can greatly facilitate efficient communication. A directory will include more information than a roster such as full addresses, phone numbers and email addresses. Data for a directory is available from [MyLCI](#) data download. These detailed directories can be distributed to the cabinet members and club officers. Reach out to the club officers to verify that their mailing address, phone number and email address is correct in the data base before printing.

So that everyone can update the district directory during the year, the district governor should include any changes in contact information in the monthly bulletin, newsletter or via email.

Following is a sample table of contents:

1. Alphabetical listing of clubs with region and zone
2. For each cabinet member list their name, name of spouse or companion, address, phone number, email address
3. For each committee chairperson list their name, name of spouse or companion, address, phone number, email address
4. A region listing including names, name of spouse or companion, addresses, phone numbers and email addresses for:
  - Region chairpersons
  - Zone chairpersons
  - Club presidents
  - Club first vice presidents
  - Club secretaries
  - Club treasurers
5. Address, email address and phone number for:
  - Lions Clubs International. This can be found on the [Contact Us](#) webpage.
  - Current and past international officers from the district and multiple district.
  - Each past district governor from the district (include the year they served).

## **Administrative Suggestions for Producing a Directory**

The following points should be kept in mind before compiling a directory:

- Advise clubs well in advance that they are required to furnish details for the directory. Much of the club information can be obtained from the data download on [MyLCI](#).
- Announce in the district newsletter how a printed copy or access to the online directory can be obtained so clubs that did not receive one can know how to.
- If the district charges for a printed copy of the directory, the charge can be included in the statement of semi-annual dues to clubs.
- Include name of spouse or companion in the director as advised.

## **District Newsletter**

The district newsletter or bulletin is an excellent way to communicate with clubs in the district. It might be written and published by the district governor, the marketing chairperson or the cabinet secretary/treasurer.

Set a schedule for the newsletters to be sent and make sure that deadlines are met for any submissions needed. Discuss with the district governor as to the frequency of the distribution. Make sure to include the council chairperson when sending the newsletter. Consider also including governors from other districts within your multiple district.

Following are suggestions that can be helpful in producing a district newsletter:

1. There are several templates online available that are easy to use and edit. Email the newsletter monthly to the club officers and encourage they share with their members.
2. Make it easy to read.
3. Prioritize to news of future events and projects.
4. Upcoming service projects being held by the district or a club within the district.
5. Upcoming seminars, webinars.
6. Mention the International Convention and any Lions Leadership Institutes in advance so that members from the district have time to register.
7. Calendar of the district governor's official visits and any installation dates.
8. Mention Lions names wherever possible.
9. Celebrate any newly charter clubs.
10. Provide a membership update for the district
11. Report any decisions made by the cabinet.

## **New Banking Arrangements**

Time should be allocated to meet with the incoming cabinet treasurer to review and finalize the following:

1. Review if there are any outstanding invoices to pay. If there are, it would be wise to reserve a certain amount to pay those bills.
2. Incoming and outgoing cabinet treasurer arrange to meet at the bank to finalize:
  1. New authorized signatures
  2. Make banking arrangements to deposit the transferred funds if new accounts are being opened

If there is discussion to change banks, this must be approved by a formal motion at the first cabinet meeting.

## **Procedure**

The cabinet treasurer should obtain a new bank book and bank deposit pad, along with new cash journal and club ledger forms. If the cabinet is to collect money from projects over a period of several months, it can increase its revenues by having two bank accounts: a savings and a checking account.

## **Transfer of Funds**

Before the end of the fiscal year, the outgoing administration should consider reserving some of its funds for the incoming administration. This will help the newly appointed cabinet treasurer to meet initial expenses incurred in preparing the new cabinet roster, printing of stationary, etc.

## **Budgeting and Financial Duties**

### **District Budget**

Prior to taking office, the treasurer will most likely be asked to assist the district governor in preparing the district's budget for the upcoming year. The budget should reflect the usual income and expense items.

Self-supporting functions and activities should also be included in the budget. All district financial activities should be previewed. The treasurer may want a more detailed budgetary analysis of the district governor's administrative expenses such as postage, telephone and miscellaneous items.

This budget, along with cumulative income and expenses reported, is to be presented at each cabinet meeting. Your sample budget outline is suggested to include two sections.

1. Anticipated income
  1. Number of members at cost per member
  2. Anticipated midyear new member income

2. Anticipated expenses and allocation of funds
  1. District newsletter (if printed)
  2. Travel, meals, accommodations for council
  3. Cabinet meeting lunches
  4. Subsidy for district officer's travel
  5. Printing and stationery
  6. District governor's administrative expenses
  7. Cabinet secretary's administrative expenses
  8. Miscellaneous in reserve
  9. Other

### **Cabinet Funding**

The cabinet's only source of revenue is the semi-annual membership dues in the district. This amount is normally established by a resolution voted upon at a district or multiple district convention.

### **Personal Expenses**

The cabinet secretary/treasurer must be prepared personally to pay for some of their own expenses.

### **District Expenditures**

All bills/invoices should be kept together to allow the district governor to review and approve for payment. If the district governor has delegated certain financial duties to the cabinet treasurer, the governor still retains the direct responsibility to the cabinet for the district finances.

### **Keeping the Books**

Throughout the year, the district governor may request an update to the district's financial books. Keeping an up-to-date record will assist in providing accurate records when requested. Make sure to note invoices/bills paid, invoices/bills waiting to be paid and any payments awaiting to be received.

### **Money Received**

The following is a suggested procedure for recording monies received:

1. As payments arrive from the clubs, log the payment
2. Indicate on the ledger which fund is credited
3. Be sure to log credits on a timely basis, or they will accumulate, and it becomes difficult to track correctly.
4. Deposit checks on a timely basis in the district account.
5. Review the account books to determine the monthly balances otherwise mistakes in postings will be too difficult to locate.
6. Cabinet chairpersons are responsible for providing an itemized receipt for all issued checks.

## **Billing of Clubs**

LCI Dues billing is issued in June and December. It is recommended that district and multiple district dues are billed within 30 days following the LCI dues billing.

To help with the task of billing clubs, the following are some suggested procedures:

1. Have a master list of all clubs in the district. Update this list as clubs are chartered.
2. Prepare the invoices for each club and send them to the club secretary (be sure to include dues for multiple district fees if this applies).
3. Prior to the second billing, prepare a potential list of clubs that may have balances unpaid that may impact voting or potential status changes.

Clubs that have a past due payment of semi-annual dues should be contacted prior to the next dues billing to discuss payment.

## **Payment of Dues and Monthly Accounts**

The cabinet treasurer usually assists the district governor in monitoring payments of dues by clubs. Every club must collect in advance all their semi-annual dues (international, multiple district and district) within 120 days however it is recommended 60 days following billing. It is a constitutional requirement that payments must be issued for the semi-annual dues billing in a timely manner for a club to remain in good standing. Online payments via credit card or electronic check can be processed by the clubs treasurer via [MyLCI](#). Officers (club treasurers must have registered and created a MyLCI username and password to logon and process online club payments.

Clubs with balances equal to or greater than US\$20 per member, or US\$1,000 per club, whichever is less past 120 days will be suspended, including the suspension of the club's charter, and all the rights, privileges and obligations of the Lions club. A suspended club must pay the outstanding balance in full, or commit to a payment plan, approved by the Finance Division, and make monthly payments to avoid automatic charter cancellation on the 29<sup>th</sup> of the month following the suspension. Working with the district governor and zone chairperson closely and without delay could prevent unnecessary charter cancellations of the suspended clubs with the district.

## **District Governor Recap of Accounts**

The cabinet treasurer and the district governor ensure club accounts are kept up-to-date throughout the year with the help of the Recap of Accounts report which is emailed to each district governor monthly by LCI. This month-end report includes the last submitted MMR and summarizes the balances that are due currently, as well as the aging accounts in the district.

## **Audit of District Books**

Auditing of the cabinet treasurer's records should be done as soon as possible at the closing of the fiscal year so that the incoming treasurer will be able to pen the bank account and prepare the record without delay. Here is the recommended procedure of audit:

1. The incoming treasurer receives the audited books, records and funds from the outgoing cabinet treasurer. This should be done in a personal way at a mutually agreed-upon time and place so that the incoming treasurer can fully understand the situation.
2. The audited financial statement is presented at the first cabinet meeting, and copies are forwarded to clubs according to requirements of the multiple district constitution.

3. At the close of the year, determine whether there are outstanding expenses for which invoices have not been received so that the auditor may be properly instructed regarding the accounts that are either payable or receivable.
4. At the close of the fiscal year, immediately deliver to the auditor all of the books of account, checkbook, canceled checks, monthly bank statements, minutes for the year and a copy of the budget.

### **Where Do I Find Essential Information?**

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

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) or phone (630) 468-6900.

- 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 multiple district team and district teams 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. Utilize Insights for Learn to monitor multiple district leadership development and support district leadership in achieving their district leadership development goals.

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. Council Chairperson also have access to the Graduate & Certified Report which provides a list of Lions Certified Instructors and Facility Development Institute (FDI) for your multiple district.

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)

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

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](#) – This section is name badges for multiple district and district officers.
- [New Member Induction Kit](#) - This kit is for new members in already-existing clubs. Each district governor receives 50 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)
- [District Governor Patch](#) – A 5 -1/8” diameter deluxe emblem for use on the District Governor’s blazers and other apparel
- [District Officer Crest](#) – A 5-1/8” diameter deluxe emblem for use on district officers’ blazers and other apparel.
- [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).



## 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 attracting younger members, 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](#)
- [Board Policy Manual, Chapter XXII: Leo Club Program](#)

## Marketing

- [Brand Guidelines and Logos](#) – Visit our Brand Guidelines page for guidance and inspiration as you represent the world’s premier service organization. Logos available for download.
- [Marketing Chairperson Guide](#) – Learn more about how to promote your club and clubs in your multiple district, and get the tools you need to do it.
- [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](#) – Learn where to find the greatest stories on Earth, whether it’s from our headquarters edition or one of the many digital publications of LION Magazines around the world.
- [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, etc.
- [Peace Poster Contest](#) – This art contest for kids encourages young people worldwide to express their visions of peace. For more than 30 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.

## 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.

## 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. Work with the district governor to ensure that each club has reported a club service chairperson and that service projects are being reported. To learn more about service reporting visit the Service Reporting [webpage](#).

## 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 18,000 grants worldwide, totaling more than US\$1.2 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

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.

[Support LCIF now.](#)

## 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.

View some of LCIF's most popular individual recognition programs.

### 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)

## 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 and should be included 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.

## 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.

## Legalities and Technicalities

- [Lions Clubs International Privacy Policy](#) – Privacy policy for Lions Clubs International
- [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.
- [Use of Funds Policy FAQ](#) – Intended to assist Lions members, clubs and districts in following the Use of Funds Policy adopted by the International Board of Directors.

- [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.

### **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.
- [International Officer and 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.

## **International Headquarters**

[Contact Us](#) – This webpage contains contact information, email addresses and phone numbers for headquarters and regional offices.



## Lions Clubs International

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