



**Minutes of Lions District 20-W
Cabinet Meeting
Sunday, June 5, 2022
Holiday Inn Saratoga Springs**

Attendance:

Lion Eva Bass, CS Barbara Bentley, IPDG Rick Brisee, Lion Jim Cypher, Lions Susan LaBelle, Lion Diane Lange, Lion Pricilla Laurin, DGE Rick Laurin, RC Holly McConchie, PDG John McDonald, Lion Mike O'Brien, DG Michele O'Hare, PDG Ed Pike, PDG Linda Rhinehart, Lion Karen Russell, PDG Loretta Saheim, PDG Joan Scott, PDG Milledge Smith, PDG Ed Stano, Lion Elizabeth Stano, Lion Eric Unislawski, and Lion Gayle Woodruff.

Via Zoom: PDG Paula Flisnik and PCC Mark Whitney

Meeting Call to Order: DG Michele O'Hare called the meeting to order at 9:31am.

Pledge of Allegiance: Led by Lion Eva Bass

Lions Prayer: Led by Lion Holly McConchie

Lions Toast: Led by Lion Karen Russell

Welcome: Lion Dave Carr, Jr., President Saratoga Springs Lions Club

Cabinet Business:

- **Treasurer Report:**

See Attached

Report does not include the \$1,000 NYS&BLF incentive check.

The proposed budget will be voted on at the first cabinet meeting in August.

- **GST Year-End Report:**

PDG John McDonald reported on the various areas of service our district was involved in.

Childhood Cancer – Lion Diane Lange arranged a tour of the Ronald McDonald House Krantz Cottage in Lake George. She provided those in attendance information on how they can assist the Ronald McDonald House.

Diabetes – Lion Barbara Bentley developed a brochure that includes the pre-diabetes risk assessment test along with helpful information for the clubs in the district to use. This year clubs have held several diabetes awareness events throughout the district.

The MD20 Diabetes Grant has been approved by LCIF and PDG John, ID Gary Brown, Lion Margie Greenfield and MD20 Diabetes Chair Lion Karen Kemis will be working on getting that rolled out with the 8 districts that are involved.

Hunger & Food Insecurity – Clubs have held food drives throughout the district and have been using LCI diabetes bookmarks at the food pantries.

Vision – The Lions Eye Institute is one of the top ophthalmology centers in the US and the LEI board has new videos that will be shared by members of the LEI board during club visitations.

Hearing – Continue to work with the Hearing Conservation Society and IPDG Rick Brisee.

Environment – Several clubs have completed rail-trail clean ups.

IPDG Rick Brisee took the lead with the Alert building in driving supplies to Kentucky.

Camp Abilities Saratoga (CAS) – A service project of the Saratoga Lions, but now has 20 other clubs involved in this camp/project. CAS is the recipient of the Kindness Matters Service Award from LCI, one out of five in the country and 30 internationally.

PDG John encouraged everyone that as we head into summer, to keep continuing to work on our service projects.

- **GLT Year-End Report:**

(See Attached)

- **GMT Year-End Report:**

PDG Ed Stano reported that as of this morning we were plus 114.

Also reported was that 34 members in the district had passed.

June is typically a big “drop” month. Clubs should not drop any members for lack of dues payments until you personally talk to them.

We don’t have trouble getting new members, but trouble keeping members.

Need to work more on orientations.

Every club should have a membership chair.

PDG Ed will serve as the GMA chair; Global Membership Approach formerly NAMI

- **LCIF Year-End Report:**

PDG Paula Flisnik reported that June 30th would mark the end of Campaign 100. They have reached 99% of their goal of 300 hundred million.

Total donations received by LCIF from our district totaled \$83,000.

47 out of 53 clubs participated/donated.

Saratoga Springs Lions were recognized and highlighted for their LCIF donation.

Two individuals, PDG Ed Stano and Lion Holly McConchie, were recognized for giving monthly.

- **District Governor’s Report:**

1. Alert Plan for 20W – (See Attached) Working on an Alert Plan for 20W. PDG Rick Brisee is the district Alert Chair and DG Michele asked that every club have an alert chair.

2. NYS Convention - At the NYS Convention many awards were handed out to members of our district.

3. The Testimonial and Awards night is Friday, June 17th. Must RSVP by Wednesday June 8th.

4. The International Convention is at the end of this month, June 23-29. All are encouraged to attend, and our Multiple will be marching first in the parade.

5. New Club Development - DG Michele is working on a motorcycle Lions club and will be meeting with several motorcycle chapters/clubs in the district.

PDG Ed Pike and DGE Ricky Laurin are working on Veterans clubs.

PDG Ed Stano will be working on a club in Colonie.

PDG John McDonald reported on the work he and PCC Frank Blair have been doing with developing a new club in Burnt Hills/Charlton. He reported that two people that were interested also volunteered this weekend serving food to raise money for Veterans Housing.

6. International Dues: International dues will be increasing and will take effect in 2023-24.

There will be a \$3 increase that first year, \$2 increase in 2024-25, and \$2 increase in 2025-26.

7. 2021-22 Goals and Committee Reports have been worked on throughout the year.
8. Club Strategic Planning Survey 2022 – 116 Responses to the strategic plan from 35 clubs. These responses will be used next year in the GMA process.

- **District Governor Elect's Report:**

1. Overview of 2022-23 Goal & Objectives – Knowledge becomes valuable when you share it. DGE Ricky wants to continue great communication with the clubs. He is looking to start four new clubs next year and looking to add a net of 60 members. He is looking to schedule a new member orientation in July or August. It is important to get our “ear to the ground” in our communities and see what they need. We can meet with community leaders and partner with other organizations.
2. August 27th will be the first cabinet meeting in Peru, NY. November 6th will be the Fall Conference in Lake George. The third and fourth cabinet meetings have yet to be scheduled, but are looking to be held at Siena College and Long Lake. DGE Ricky reported on his cabinet members.
3. All are encouraged to be at the first cabinet meeting on August 27th.
4. Coloring Book – Looking to make it a district project. PDG Paula shared that the Marcy Lions Club might be able to make “brailing” the book a service project for their club.
5. How to improve all areas of what a Lion does – DGE Rick spoke about Dr. Edward Demming. Dr. Demming was a statistician and spoke about 14 points that everyone can use. The first Lions do best... ‘create consistence of purpose’. We Serve.

New Business:

DG Michele shared that they are looking into a Lions Quest Grant for District W & Y to be used for special education.

PDG Linda Rhinehart shared that she continues to work with the State office on publicity.

PDG Milledge Smith shared the importance of reporting service.

CS Barbara Bentley introduces and thanked Lion Jim Cyper for helping with the “tech” portion of the Cabinet Meeting in Lion Joe Wagner’s absence.

CS Barbara, as a member of the cabinet, congratulated PDG John McDonald for an ID campaign well run, for working hard and for how well he represented our district in the multiple during his campaign.

Having no further business to discuss, the meeting was adjourned at 11:50am.

Minutes prepared and respectfully submitted
by Lion Barbara Bentley, Cabinet Secretary

LIONS DISTRICT 20-W						
BUDGET/TREASURER'S REPORTS						
	2020/21	2020/21		2021/22	2021/22	2022/23
	Approved	Actual thru		Approved	Actual thru	Proposed
	Budget	6/30/21		Budget	5/31/22	Budget
Beginning Balance		\$ 19,555.79			\$ 18,241.32	
				1,318 members		1,318 members
Income						
Lions Clubs District Dues	\$ 4,518.00	\$ 4,290.00		\$ 3,954.00	\$ 4,026.00	\$ 3,954.00
MD20 Dues Rebates	5,808.00	5,728.20		5,272.00	5,011.00	5,272.00
LCI District Restructuring Grant	1,452.00	-		-	-	-
NYS & BLF Incentive Award	-	1,000.00		-	-	-
MD20 PDG Scholarship Leader Training	100.00	-		100.00	100.00	100.00
GLT Funds from LCI	400.00	-		250.00	166.67	250.00
GMT Funds from LCI	500.00	-		250.00	166.67	250.00
GST Funds from LCI	500.00	-		250.00	166.66	250.00
District Convention/Fall Conference	1,500.00	1,360.00		1,500.00	2,720.00	2,500.00
Program Advertising - Conference/Testimonial	200.00	-		200.00	-	200.00
District Cabinet Meetings	2,700.00	520.00		2,700.00	2,640.00	2,700.00
Pins Sold	250.00	350.00		400.00	188.00	400.00
Misc - Raffles, Peace Posters	1,000.00	340.00		500.00	-	500.00
50/50 Tickets	400.00	158.00		300.00	398.00	300.00
Testimonial Tickets	4,000.00	1,364.00		4,000.00	-	4,000.00
District KOB - Club Donations	200.00	200.00		200.00	-	200.00
District MJF - Club Donations	450.00	600.00		450.00	-	450.00
District RJU - Club Donations	200.00	50.00		200.00	-	200.00
DG Gift - Club Donations	500.00	-		500.00	-	500.00
Leo's Grant	-	-		1,000.00	-	1,000.00
Public Relations Grant	-	-		5,000.00	-	-
Other Income	500.00	200.00		500.00	10.00	100.00
DG Project - Club Donations	-	-		-	-	-
Total Income	\$ 25,178.00	\$ 16,160.20		\$ 27,526.00	\$ 15,593.00	\$ 23,126.00
Expenses						
International Convention Incoming 1st VDG	\$ 1,000.00	-		\$ 1,000.00	-	\$ 1,000.00
1st VDG Expenses	1,500.00	1,210.52		1,500.00	1,014.54	1,500.00
2nd VDG Expenses	500.00	400.00		500.00	-	500.00
USA Canada Forum	-	-		750.00	-	750.00
MD-20 Convention	1,600.00	493.50		1,600.00	-	1,600.00
MD 20 Leadership Training Conference	2,500.00	***		2,875.00	1,400.00	1,400.00
GLT Expenses	750.00	866.90		750.00	-	500.00
GMT Expenses	750.00	-		750.00	-	500.00
GST Expenses	650.00	597.52		750.00	416.60	500.00
Hospitality Suite	500.00	-		500.00	-	500.00
District Leadership Training	750.00	-		500.00	2,157.73	750.00
District Directory	1,275.00	1,255.00		1,235.00	1,235.00	1,235.00
Pins (DG, MD 20, International)	1,500.00	1,037.50		1,000.00	1,020.00	1,000.00
District Convention/Fall Conference	2,000.00	2,258.84		2,000.00	4,270.46	2,000.00
International Director Visit Expenses	500.00	373.00		500.00	366.14	400.00
District Cabinet Meetings	2,400.00	80.25		2,400.00	1,432.00	2,400.00
Cabinet Supplies - badges, postage, etc	300.00	-		300.00	297.63	300.00
Minor Equipment & Zoom	300.00	813.14		500.00	550.40	500.00
Peace Poster	275.00	-		275.00	155.00	175.00
Testimonial - Meal	3,500.00	3,915.73		3,500.00	250.00	3,500.00
Testimonial - Awards/Gifts	500.00	56.71		500.00	82.18	500.00
Website	-	204.00		210.00	-	210.00
District MJF Award	1,000.00	2,000.00		1,000.00	2,000.00	1,000.00
District KOB Award	500.00	500.00		500.00	500.00	500.00
District RJU Award	300.00	300.00		300.00	300.00	300.00
Vision of Hope Award	-	300.00		300.00	300.00	300.00
DG Gift	500.00	-		500.00	-	500.00
Banking Expenses	60.00	-		60.00	-	60.00
Leo Leadership Conference	-	352.00		215.00	-	215.00
New Leo Club Startup Expenses (3)	-	-		600.00	-	600.00
MD-20 Diabetes Grant	-	-		-	767.00	-
Cyber Security	-	-		440.00	-	440.00
Misc costs not captured elsewhere	50.00	460.06		100.00	323.58	100.00
Total Expense	\$ 25,460.00	\$ 17,474.67		\$ 27,910.00	\$ 18,838.26	\$ 25,735.00
Net Income/(Loss)	\$ (282.00)	\$ (1,314.47)		\$ (384.00)	\$ (3,245.26)	\$ (2,609.00)
Ending Balance (should match check book)		\$ 18,241.32			\$ 14,996.06	
		*** \$1,125 ck returned				

Global Leadership Team Report

District 20-W Annual Report

To: District 20-W Cabinet

From: PCC Mark Whitney, GLT Coordinator

Date: June 5th, 2022

2021-2022 Goals:

Encouraging Frequent Local Orientation for Individual Club Members and Progressively Developing Leadership Skills with a Hybrid Onsite/Online Continuous Learning Curriculum for All Club Members, Club Officers, District Zone Chairs and Cabinet Positions.

Supporting the Global Membership Approach : Building Teams, Visions, Plans, and Success

- **Updates on GMA Progress – Attendance at Monthly GMA Meetings**
- **GMA Opt-in and 2022-2023 Goal Updates Available on GMA Status Sheet (Online)**
- **All DGE Goals and Action Plans In-Process and Due by May 30th.**

Continuing Online Interactive Certified Guiding Lion Workshops and Orientation Programs

- **Next online interactive CGL Workshop will be repeated in October 2022** —

Providing Monthly Zoom Communications with Zone Chairs & Other District GLT Coordinators

- **GLT's Monthly on 4th Monday @ 7:30pm**
- **Participation in GAT Area 1-F monthly status meetings**
- **Upcoming schedule (Link is <http://gatroom.lionwinster.com>) 7pm Monday, June 6th**

Encouraging ongoing participation in GAT Area 1-F monthly update status meetings

- **All District Governors, FVDG/DGEs, and the District Global Action Teams are highly encouraged to attend to review goals, provide updates, and discuss GMA progress.**

Conducted MD20 FVDG/DGE and provided individual mentoring with the development of 2022-2023 S.M.A.R.T. Goals and Action Plans and “GMA Build A Plan” training.

The slates of all candidates for Club Officer leadership positions were presented and Club elections held in April. From April 15th through May 15th and the Club Secretary's began reporting their Club Officers and Directors via MyLCI or using the Officers Reporting Form PU-101.

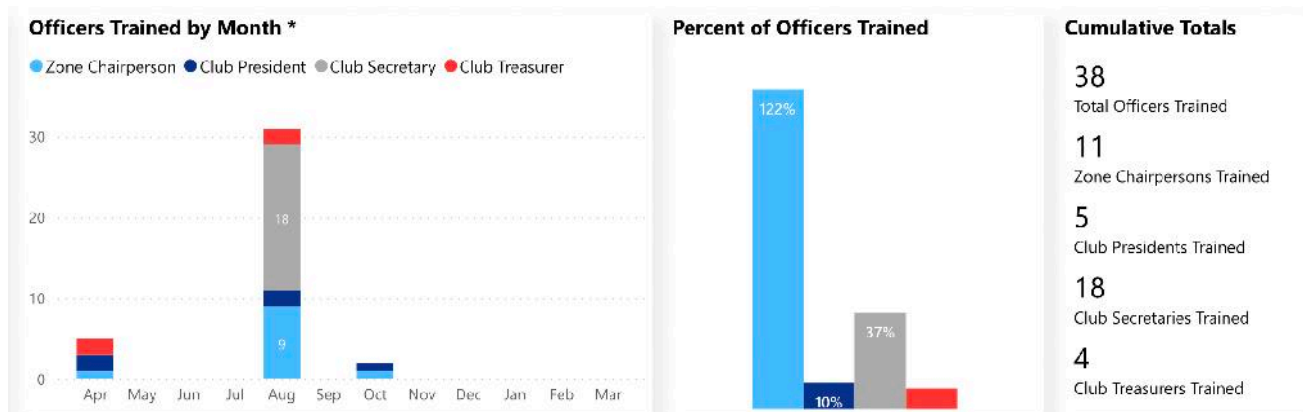
Continuing to promote online training available to ALL Lions via MyLion 'LEARN' courses.

**See Improved Leadership Training Reporting to Produce More Accurate Metrics:
(Reported As of June 2022)**



ADDITIONAL TRAINING FOR ALL LIONS MEMBERS OF DISTRICT 20-W:

- Conducted Periodic Orientation, and Bi-Annual Club & Cabinet Officer Education Programs, Service Reporting, Membership, Marketing & Social Media Training including MyLCI and MyLion with Additional Lions Learning Center Courses



- District Zone Chair Training via Zoom in August and May – Monthly Status Calls



- Continuing Annual Scholarship to the LCI Advanced Lions Leadership Institute and Three Scholarships to the MD20 Regional Lions Leadership Institute.
- Proposed Annual Budgeting for One Faculty Development Institute Scholarship



Conclusions:

Still more to be done to increase participation by the individual clubs and each member.

In General We Achieved Progress, Not Perfection.

Going Forward: Continuing to execute the 2021-2022 Action Plans and Goals Through 2022-2023 and 2024 Upon Acceptance of the District Goals and Strategic Planning Process.

“ Expanding Outreach and Participation with ALL Lions Members ”

Respectfully submitted,

PCC Mark Whitney, GLT Coordinator

Encl.: (See Ongoing Action Plan Available Online)

ALERT PLAN
DISTRICT 20 W

MISSION: To provide Lions within the District a standardized structure and network to deliver needed services to people in emergency situations.

PURPOSE: To provide a means for humanitarian assistance to communities affected by disasters and to develop a spirit of mutual helpfulness and understanding.

1. Every Lions club is challenged to develop a Lions Alert emergency response plan for their community. Communities may be several townships or counties.
2. Lions Clubs International has developed a three level response plan for emergencies bases on the severity of the emergency. Therefore District 20 W's plan follows that guidance. Lions can prepare themselves to serve as an important resource to aid in an emergency or disaster.
 - a. Level One Emergency affects a few people. As a local emergency, a local response is needed. A house fire or local flood is an example of a level one emergency. A single Lions club may provide the affected area with assistance and supplies such as drinking water, food, shelter and or clothing. The club or District W may be eligible to request a New York State & Bermuda Lions Foundation (NYS&BLF) Emergency Grant.
 - b. Level Two Emergency affects a larger area. A tornado or hurricane are examples of Level Two emergency, and a coordinate district response may be necessary. Governmental and other relief agencies may be involved in the relief efforts as first responders. 20 W may apply for a Lions Clubs International Foundation (LCIF) and a NYS&BLF Emergency Grant.
- Level Three Emergency affects hundreds of people. The Multiple District may provide aid for victims of a catastrophic event such as an earthquake. Government agencies (i.e. National Guard, Fire and Police Dept) and other relief organizations such as the International Red Cross may be among the

first responders to the disaster and Lions could work alongside these and other relief agencies to provide humanitarian aid to victims.

LIONS DISTRICT 20 W ALERT COMMITTEE consist of the following:

District Governor

Alert Chair

Club Presidents

Club Alert Chair

Members of all Lions Clubs.

District 20 W is so large and in many different counties it is recommended that Lions Clubs in the various counties coordinate and appoint one Lion to represent it as a liaison to non-governmental organization.

Club Community Liaison

Club Media Liaison

Club team Lions/Non-Lions of emergency response experts/volunteers, example of a Non-lion:

Law enforcement personnel

Fire fighters

Health care providers

Transportation specialists (highway, airports, seaports, etc)

Community leaders, church pastors, business, etc

Leo club members and other young people

DISTRICT 20 W EMERGENCY RESPONSE PLAN

The clubs within the district may develop a customized plan for the needs of their communities. The plan should identify the local risk such as flood areas. The Lion that was appointed as the liaison to non-governmental organization should contact local authorities to determine whether a community wide emergency plan exists. If it does then Lions should collaborate to identify unmet needs. Club Alert chairpersons will coordinate with emergency management organizations requesting training and practice schedules to prepare for emergencies. The plan should include procedures to evaluate, if necessary and a central meeting place that may be used as an operations center.

Plans identify:

Particular disasters, i.e. wildfire, hurricane, etc.

Immediate response team i.e. Fire fighter, Police, Red Cross

Operations center location i.e. fire station

Situation requirements i.e. evacuation

Evacuation primary and alternate locations

Training requirements may include Cardio Pulmonary Resuscitation (CPR)

The severity of each situation will determine the level of Lions' response using the four phases of emergency management

Prevention: a method for reducing the impact of a hazard i.e. improve drainage systems that will allow water to run off quickly avoiding floods.

Preparedness: the development of a plan of action to meet emergencies i.e. floods, hurricanes, etc. Inform local officials and first responders organization about Lions willingness to provide assistance during a crisis. To include supporting emergency operations centers.

Response: The mobilization of emergency services Fire Department, Police, Public Works, local Lions notification (cell phone tree, power lines may be down). Where should lions report to a Fire Hall or to another designated area where it

will be determined what support is needed for the local area food, shelter, clothing etc.

Recovery: aims at restoring the affected area to its previous state i.e. rebuilding destroyed property and infrastructure.

Locate and secure a structure in which food, drinking water, clothing, non-prescription medicines, and tools may be stored and given to those in need. Be prepared to provide transportation to those who no longer have it available, When schools reopen you will need some school supplies for the less fortunate. Generators will be needed by many for electrical energy to power computers, ~~cellar~~ telephones, two-way radios, lights and heat. Generators provides a means to communicate with local authorities, media, etc. Decide who will communicate what information to whom, the priority of the information, and the method for information dissemination. In addition a large lions banner should be displayed at the work location and Lions should wear identifying attire i.e. vest, shirt, hat etc.

Notification of a crisis: the club president is notified, who will call the District Governor who will notify LCI and the district alert chair. The Alert Chair will ascertain from the club president and district governor what aid is required and post that information on the LCI Web site, where Lions in other districts can read and respond to the requests for emergency assistance. Assistance may be for: machinery, medical services, eyeglasses that were lost, manpower. Drinking water, food, housing, bedding, appliances, furniture etc.

LCIF and NYS&BLF can help: The District Governor may apply for an LCIF Emergency Grant up to \$10,000 for water, food, clothing, blankets, and medical supplies and a NYS&BLF Emergency Grant up to \$2,500 unrestricted. Remember you are not alone in a crisis call your Club President, District Governor or Alert Chair person.

Resources:

Your county Emergency Management Director/Manager (Center)

Local Chapter of the American Red Cross

Village Mayor

Town Supervisor

DISTRICT 20Y ALERT PLAN

Lowville Lions Emergency Response Plan

Created by Sheree Vora, FVDG

3/13/2022

Mission: To provide Lions within the District a standardized structure and network to deliver needed services to people in emergency situations.

Purpose: To provide a means for humanitarian assistance to communities affected by disasters and to develop a spirit of mutual helpfulness and understanding.

Three Level Response Plan for Emergencies:

Level One: Affects a few people. As a local emergency, a local response is needed. A house fire or localized flood may be an example of a Level One emergency. A single Lions club may provide the affected people with assistance and supplies such as drinking water, food, shelter, or clothing.

Level Two: Affects a larger geographical area. A tornado, hurricane/cyclone, or mudslide may be an example of a Level Two emergency. A coordinated district response may be necessary for a Level Two emergency. At this level, governments and other relief agencies may become involved in relief efforts, as first responders. **Districts may be eligible to request a Lions Club International Foundation (LCIF) Emergency Grant.**

Level Three: Affects hundreds or thousands of people. A multiple district or several multiple districts can provide aid for victims of a catastrophic event such as a tsunami or an earthquake. Governments and other relief organizations such as International Federation of Red Cross/Red Crescent Societies would be among the first responders to the disaster and Lions could work alongside these and other relief agencies to provide humanitarian aid to Level Three victims. **Districts may be eligible to request a Lions Club International Foundation (LCIF) Emergency Grant.**

Lions District governors in disaster-affected areas can apply for a LCIF Emergency Grant of up to \$10,000.00 for water, food, clothing, blankets, and medical supplies. For complete information, contact LCIF at 630-571-5466 or log onto the Lions Web site at www.lionsclub.org. Click into, *About Lions*, *LCIF*, then *LCIF Emergency Grants*.

Town Supervisor Robert Mullin 315-376-8070

Agricultural Society/Fairgrounds Doug Hanno 315-376-6380

Village Board: Charles Truax
Joseph Beagle
Franz Phillipe
Dan Salmon

Town Council: Helen Birchenough

J.D. Ross
Stephen Farney
Paul Virkler

Health Care Providers: Lewis County General Hospital CEO Gerry Cayer 315-376-5200

Local Chapter American Red Cross: Watertown 315-782-4410
Mohawk Valley 315-733-4666

Economic Development Department 7551 South State Street

Executive Director: Brittany Davis 315-376-5423

Public Transportation: Birnie Bus Service 376-6508

Church Resources Jennie Kelly Secretary at Presbyterian Church

pikelly@ridgeviewtel.us

Methodist church: Reverend John L. Donner 315-376-2123

Elks Club Exalted Ruler: Terry L. O'Shaugnessy 315-376-1605

Masonic Temple President: Grand Lodge contact information 800-362-7664

Rotary Club President: Watertown number available 315-782-3381

Veterans Services Agency: Derek Davey, Director Lewis County Courthouse
315-376-5316 and 315-377-2065 ddavey@lewiscountyny.org

Lowville Lions Club
Emergency Response Plan Contact Numbers

District Governor: Tom Skinner 607-727-2759

President: Sarah Hoag 315-212-4310

Vice-President: Tom Spaulding 315-523-2519

Secretary: Cheryl Lalonde

Treasurer: Kelly Clark 315-771-1817

Board of Directors:

Steve Bingle: 315-955-8769

Sheree Vora: 315-778-8833

Elizabeth Spaulding: 315-921-1631

Club Liaison coordinates with Emergency Management Director, Robert Mackenzie III 315-376-5305 315-376-5355 315-376-5354 for needed assistance and supplies from our District Alert Building.

Request training and practice schedule for emergency preparedness if indicated

Include procedures for evacuation if needed

Centralized Meeting Place as Operations Center: Lowville Fire Hall

Identify the following:

Disaster Type

Immediate Response Team Contacts:

Fire Chief: Joe Austin 315-376-6333

Chief of Police: Randy Roggie 315-376-6511

Mayor Joe Beagle 315-376-2834(w) 315-771-8719

Red Cross Director: 1-800-733-2767

Operations Center Location: Lowville Fire Hall/Station

Situation Requirements: ex. Evacuation

Evacuation Primary and Alternate Locations

Training Requirements: May include CPR

Severity of Situation will determine level of Lions' response using the 4 phases of Emergency Management:

*Prevention

*Preparedness

*Response utilization if appropriate of supplies from the Alert Building located in Spencer, NY.

*Recovery

Notification of a crisis: Club President notifies Board of Directors.

Club president will alert the DG to contact the District Alert Chair of the disaster. A formal request will be completed for emergency supplies and location of the club involved. The club president will complete the Emergency Equipment form and submit immediately via email. Follow up with phone call to DG.

Club members and District Alert committee will facilitate the transportation of emergency supplies. The club must ensure waiver for use signatures on certain items be completed.

Follow up with the Alert Building president after the disaster. Return equipment as appropriate.