



*Passion to Excel:*

*“Setting the Direction” in 2-S1:*

*Membership, Involvement, Service and Success*

DISTRICT 2-S1 TRAINING MANUAL  
2005 – 2006

PENNY GREGRICH  
DISTRICT GOVERNOR

This 2005-2006 manual has been assembled by Lions of Texas.

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## Leadership Training Evaluation

**Position Held in Club** \_\_\_\_\_

**Presenter** \_\_\_\_\_

**Circle the number that corresponds with your feelings to the questions below.**

	<u>Yes</u>		<u>Some</u>		<u>No</u>
Session provided useful information	5	4	3	2	1
Processes to use the information were provided	5	4	3	2	1
Our club will use the processes and information	5	4	3	2	1
Overall, sessions were worth the time and effort	5	4	3	2	1

**My least favorite topic was** \_\_\_\_\_

**My most favorite topic was** \_\_\_\_\_

**I would add more** \_\_\_\_\_

**I would include less** \_\_\_\_\_

**Comment** \_\_\_\_\_

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## **PREFACE**

### **CONGRATULATIONS - LION CLUB / DISTRICT OFFICER !**

This is your year! The training officers this year for the District are thankful for your willingness to assume this volunteer service to your Club and District during the Lions year.

We want you to know you are not alone in this important role. There are numerous Lions in the District who have served as leaders as Presidents, Secretary, Treasurers, Region Chairs, Zone Chairs, District Chairs, Cabinet Secretary, Cabinet Treasurers and District Governors who are willing to be of service to you should you desire help in reaching a solution to problems that may arise during your year as an officer of your Lions Club or of the District.

Even though Lions Clubs is composed of many volunteers dedicated to the service of those in need, the success of your Club's and District's year depends on your ability in assisting your Club and District in activities aimed at achieving Lion's Goal of Service.

Good planning with your President and Board of Directors, good relations with your Club members, proper budgeting, your willingness to acknowledge good works and proper deeds of your members, and your acknowledgment of the role the Club Directors play in the Club's future success will put you in position to assist the Club to a successful year.

#### **To achieve success for your Club you will want to:**

1. Read and understand your CLUB and DISTRICT and Constitution and By-Laws of your Club, District and Lions International.
2. Read the requirements for you to become a 100% Secretary, your Club a 100% Club, and the rules for the President to receive the President's Excellence Award.
3. Be in close communications with your Club President during your term as Secretary, Region Chair or Zone Chair.
4. Be enthusiastic in every thing you present to Club members and to your Board.
5. Be careful to do early planning with your Presidents, and request approval of your work from the Board.
6. Be prepared to request approval of a tentative budget from our Board.
7. Be diligent in your work in recording the history and activities of your Club.
8. Be current with your reports to the Club, District, and Lions International.  
This will insure the Club, Lions International, and the District Governor that you are doing what is expected as an Officer. This helps anyone.
9. Be willing to do anything that you would ask members to do.

**LET'S MAKE THIS THE BEST YEAR FOR ALL OUR DISTRICT 2-S1 CLUBS.**  
**Passion to Excel: Setting the Direction in Membership, Involvement, Service and Success.**

# **TEXAS COUNCIL OF GOVERNORS 2005 – 2006**

## **MISSION STATEMENT**

The Council of Governors for 2005 – 2006 following the principles and objectives of Lions Clubs International and staying with the “We Serve” focus, plan to develop and create a spirit of understanding; strive to unite LIONS in the bonds of friendship and fellowship; will promote and encourage people to serve others by providing voluntary service activities when and where needed.

**We intend to be LIONS for life in this ever-changing world.**

## **GOALS AND OBJECTIVES**

1. Urge all Clubs/Districts to expand efforts to use every opportunity to make the general public aware of how much Lions are involved in our communities.
2. Stress the service and having fun and dedication to our great organization.
3. Promote Lionism and Leadership at all levels throughout the state.
4. Maintain membership; retain current members at zero loss except natural attrition's.
5. Increase membership; recruit new members and regain former members with a state minimum net gain of 5%.
6. Achieve 100% by all District Governors.

## ***DISTRICT 2-S1 2005-2006 GOALS***

### ***Therefore:***

*We will promote the International President's theme of "Passion to Excel", and the District Governor's theme by: "Setting the Direction in Membership, Involvement, Service and Success."*

- 1. Promote the Lions of Texas membership theme of "1 in 2005-2006". All Lions Clubs are to sponsor 1 new member into Lions and retain the existing members. Each club needs to be net + 1 at the end of the Lions year.*
- 2. Establish 4 new Clubs in District 2-S1 (any combination).*
- 3. Support the 100% Club, 100% Secretary, and the Club President Excellence awards by working with Clubs to complete the requirements to achieve this very worthy goal.*
- 4. All Clubs adopt a RETENTION PLAN to reduce our membership drops and use it to retain members within your club.*
- 5. All Clubs to sponsor at least two campers to the Texas Lions Camp.*
- 6. Improve public awareness of what we do as Lions, Lioness, and Leos through newspaper articles, cable television service announcements, radio, etc.*
- 7. Establish 3 new Leo Clubs in the District 2-S1.*
- 8. Linking all Clubs within the District through technology, email addresses, and web-sites.*
- 9. Each Club in the district achieves 100% in their Charity giving by donating to the District's designated Charities or contributing the same amounts in local contributions. These must be reported in the Club Activity Reports and in the Annual Activity report to Lions Clubs International.*
- 10. Each club embraces the International President's theme of "Passion to Excel" as well as the District Governor's theme of "Setting the Direction: Membership, Involvement, Service and Success."*

***PENNY GREGRICH***  
***District Governor, District 2-S1***  
***2005 – 2006***

# IMPORTANT NAMES and ADDRESSES:

## LIONS CLUB INTERNATIONAL, STATE OFFICE, DISTRICT OFFICERS

LIONS INTERNATIONAL  
300 W. 22ND STREET  
OAK BROOK, ILLINOIS 60523-8842

MAIN: 630.571.5466  
FAX: 630.571.8890  
TTY: 630.571.5633(For Deaf)

LCI CLUB SUPPLIES  
LCIF  
WEB ADDRESS

MAIN: 800.710.7822  
MAIN: 630.571.8890  
www.lionsclubs.org

\*\*\*\*\*

LIONS OF TEXAS  
PAT NATIONS  
MULTIPLE DISTRICT 2 STATE SECRETARY  
P. O. BOX 294509  
KERRVILLE, TEXAS  
78029-4509

MAIN: 830.257.6557  
FAX: 830.896.5755  
EMAIL: md2lions@kctc.com

WEB SITE

texaslions.org

\*\*\*\*\*

COUNCIL CHAIRMAN  
2005-2006

PDG C. LEE SMITH  
P. O. Box 1717  
Clyde, TX. 79510

H: 325.893.5232  
F: 325.893.3401  
EMAIL: clsmith@bitstreet.com

\*\*\*\*\*

COUNCIL CHAIRMAN-E  
2004-2005

PDG RICK STORZA (Jennifer)  
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Ft. Worth, TX 76116

H: 817.737.3710  
B: 817.596.0804  
F: 817.596.0907  
EMAIL: rickstorza@hotmail.com

\*\*\*\*\*

## DISTRICT 2-S1 WEB SITE

[www.district2s1.org](http://www.district2s1.org)

\*\*\*\*\*

DISTRICT 2-S1 GOVERNOR

PENNY GREGRICH  
194 Chris Street  
Jasper, TX. 75951

H: 409.384.7586  
F: 409.384.7586\*9  
C: 409.382.9090  
EMAIL: pgregrich@yahoo.com

\*\*\*\*\*

DISTRICT 2-S1 VICE GOVERNOR

BONITA LOWRIE  
P.O. Box 3  
Garrison, TX 75946

H: 936.347.3046  
C: 936.  
EMAIL: blowrie@lcc.net

DISTRICT 2-S1 SECRETARY

PDG VERGNE GREGRICH  
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Jasper, TX. 75951-4848

H: 409.384.7586  
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C: 409.382.9090  
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DISTRICT 2-S1 TREASURER

CLAUDE DURHAM (Peggy)  
520 West Lake Drive  
Livingston, TX 77351

H: 936.327.4645  
B: 936.328.5666  
F: 936.  
EMAIL: [cdurham@livingston.net](mailto:cdurham@livingston.net)

# Lions Clubs Communications and Information

## Lions Clubs International

<http://www.lionsclubs.org>  
[lions@lionsclubs.org](mailto:lions@lionsclubs.org)

## LionNet

<http://www.lionnet.com>

## Multiple District 2- Texas

[texaslions.org](http://texaslions.org)  
<http://www.md2lions@texaslions.org>  
[md2lions@ktc.com](mailto:md2lions@ktc.com)

## LionNet TEXAS

## District 2-S1

<http://www.district2s1.org>

The above links will enable you to find information on  
Lions Clubs International, individual clubs, districts, and states Lions organizations.

### State/District Internet Chairman

#### **Lion Bob Nelson (Evangeline "Angie")**

15 Juniper Circle, Abilene, TX 79605

H: 915.695.4743

E: [nelson@camalott.com](mailto:nelson@camalott.com)

### Lions Information Chairman

#### **PDG Vergne Gregrich (DG Penny)**

194 Chris Street

Jasper, TX 75951-4848

H: 409-384-7586 F: 409-384-7586\*9 C: 409-382-9090

E: [gregrichv@yahoo.com](mailto:gregrichv@yahoo.com)

### District Newsletter Chairman

#### **PDG Lew Vail**

P. O. Box 2484, Onalaska, TX 77360

H: 936-646-4330 F: 936-646-2043

E: [lewvail@samlink.com](mailto:lewvail@samlink.com)

### District Web-Site

#### **Lion Daniel & Amy Shank**

P.O. Box 2191, Livingston, TX 77351

H: 936-563-4444 B: 936-328-8299 F: 936-327-5472

E: [lions@trailride.info](mailto:lions@trailride.info)

E: [amyndaniel@livingston.net](mailto:amyndaniel@livingston.net)

I.

LION LEADER

## **AS A LIONS CLUB LEADER YOU SHOULD:**

- **Have a bias for action;**
- **Have good organizational skills**
- **Know how to communicate ideas and concepts to a variety of people;**
- **Draw upon your own background when making decisions;**
- **Maintain objectivity at all times;**
- **Devote time and energy to your committed projects;**
- **Have a keen insight into people and problems;**
- **Have the respect of your associates;**
- **Be a team player;**
- **Understand the art of compromise;**
- **Take action – even on controversial issues; and**
- **Have the ability to inspire and encourage free expression of ideas, opinions, and recommendations.**

## **A LIONS CLUB LEADER WILL:**

- **Start and end meetings on time.**
- **Allow time for members to get acquainted.**
- **Make initial presentations on projects and activities.**
- **Explain Club objectives and communicate needs in relation to the projects and activities.**
- **Stimulate group thinking and encourage group discussion.**
- **Serve as a guide in discussions.**
- **Summarize discussions and decisions with an objective eye.**
- **Keep discussions moving to a logical conclusion.**
- **Observe club members with an eye toward recommending future leadership roles.**
- **Summarize the meeting at its conclusion and review needed action.**
- **Make reports and work thorough the Board of Directors.**

## HOW TO BUILD A TEAM OF LIONS

Keep in mind that a Lion “Team” is often put together only for a specific task and that its leader will serve more as a “coach”. Here are some guidelines for building and maintaining the team.

**A GOAL** – Make sure it’s a team goal that everyone clearly understands it.

**ROLES** – Give each member a specific responsibility. Make sure he understands it. If necessary, train him or her in it.

**SUPPORT** – Encourage mutual support. Explain how different members should specifically cooperate at different times. Is your deeds more than words, show your Lions how the individual can enjoy more success when the team succeeds.

**TRAINING** – Train, educate, practice for the team’s task. Teach everyone the rules.

**RELATIONSHIPS** – Instill the message that everyone on your team has equal status even though one member’s role may be more critical for the outcome.

**FLEXIBILITY** – Group dynamics will be continually changing the nature of your group. Stay flexible and, whenever necessary, regroup your team to face the present situation.

**COMMUNICATION** – Encourage thorough communication between all team members.

**INDIVIDUAL NEEDS** – Take time to deal with these and with tensions. Don’t make it all work and no play.

**OPENESS** – Encourage an open exchange of ideas and feelings. Encourage both agreement and disagreement.

### INCREASING CLOSENESS AMONG MEMBERS

**SATISFACTION** – Look for ways to increase the satisfaction the team gets from what it is doing.

**REWARDS** – Recognize contributions individual members make toward the team’s goal.

**PRESTIGE** – Look for ways to increase your Lion’s prestige.

**INTERACTION** – Find ways to increase interaction between your team members.

**CELEBRATE YOUR SUCCESS!** – Your team deserves this. You also might want to celebrate the progress of your success at, say, the halfway mark. This will help to build up and sagging morale.

## **WHAT GOES INTO A GOOD PLAN?**

**THE GOAL** – What do you want to accomplish? The goal can be optimistic but must always be realistic, that is obtainable.

**THE DATES YOU WILL START AND REACH YOUR GOAL** – Experience shows this will help to prime our motivation and commitment.

**THE TASKS NECESSARY TO REACH YOUR GOAL** – Only by listing all these tasks in chronological sequence – each with a start and complete date – can a leader know all that his project will entail.

**REQUIRED RESOURCES** – Who and what do you need to carry out this plan?

**BUDGET** – How much is everything going to cost? Don't do any wishful thinking about the costs. Better to plan on the high side and trim off the excess fat than to be suddenly caught in a deficit.

**A LISTING OF ANTICIPATED PROBLEMS AND THEIR LIKELY SOLUTIONS** – Tell your fellow Lions. This is essential. Be prepared!

**SIGNS OF PROGRESS** – How do you know for a fact that you are making progress? Don't allow overconfidence or lack of discipline to prevent you from regularly monitoring your plan. This way you can spot and correct trouble before it jeopardizes the entire project.

**A WAY TO EVALUATE THE END RESULT** – Just how successful was it? What can we do even better next time? Or in that case, what went wrong? Why?

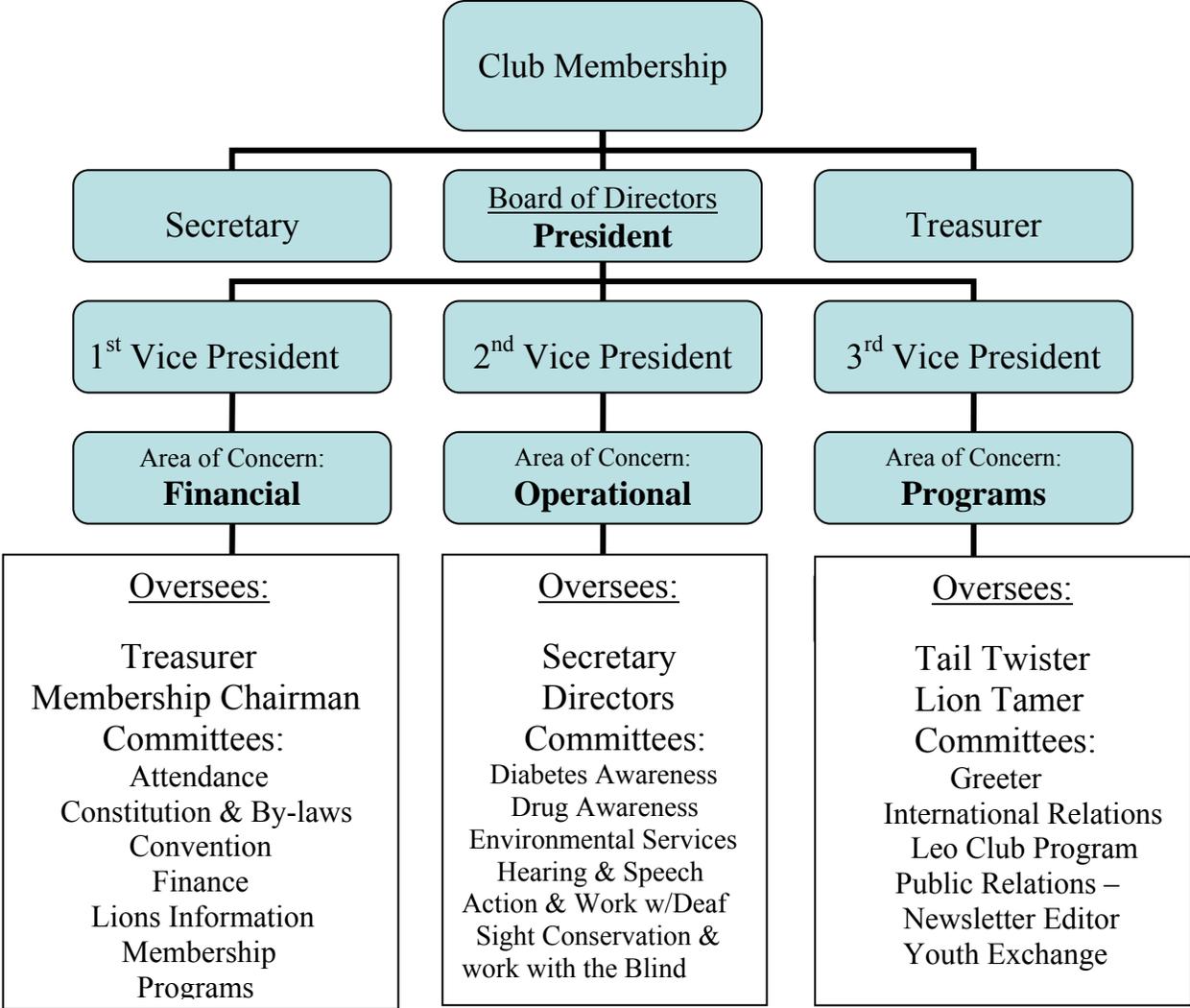
A.

CLUB SUCCESS

AND

LEADERSHIP

# CLUB ORGANIZATION



## **CLUB PRESIDENT**

The Club President is the core of the Lionism realm. He or she determines whether the organization will succeed or fail. Leadership is the key. As President you are expected to set the club's goals, provide the enthusiasm and leadership to reach those goals, and award those who help you in that endeavor. You can achieve whatever you set out to do. You will find that when you ask "I need help to accomplish this specific task, will you do your part?" you will probably fail. Such is the life of a President!

## **VICE PRESIDENTS**

Vice Presidents provide the administrative function inside the club. They are responsible for supervision of committee action. Some clubs make one of the Vice Presidents a committee chairman for a major activity. In either case, it is not their responsibility to do the job but to see that committee members carry out the functions and sometimes lead the way. If you make the desires of the club known in enough detail so that members understand what is wanted, you will seldom need to do the actual work.

In addition to supervising committees, the Vice President should prepare himself for the President's job when the time comes. This includes observing, and deciding in your own mind how you want to handle similar problems. Ask the President to permit you to preside over a meeting once in a while – the practice will help. Public speaking practice is almost a requirement for a good President. Learning to be heard, with or without a microphone, is one of the hardest things to master.

Many clubs ask the Third Vice President to be the Program Chairman. If this is so, see that you have a program for every meeting. Keeping a member prepared to give a program is a good way to solve the problem of "no-shows" and they do happen. Vary the program content and include Lionism in the schedule at least once a month or two. The cabinet officers and committee chairman are always prepared to present their subject. Use them. Work with the tail twister to see that your speaker always has enough time. Tail twisting that goes too long is a never-ending problem.

## SECRETARY

The Secretary is the key member of the District Governor's Advisory Committee along with the President and Zone Chairman. He/she keeps the records of the Club including minutes of all meetings, individual records of members and financial summaries. The **member's records** include attendance, sponsorships, committee assignments and offices held. He/she is the President's right-hand man and sees that items of interest are brought to his attention. He/she will summarize International and District mail and see that the President brings important subjects to the Club's attention. As a member of the Board of Directors he/she helps to keep the club active and aware of chances to serve.

A Secretary's Checklist of monthly duties and helpful hints for completion of the Monthly Membership Report (**online**), Monthly Club Activities Report (**A-1**) formally the Annual Activity Form, Monthly District 2-S1 Club Activities Report (**CAR**) and the International Officers Reporting Form (**PU-101**) are included in this manual but may be filed online. You are able to go online and file both the International Lions Clubs and the District Club Activity Reports from [www.district2s1.org](http://www.district2s1.org) and click onto Member Reports or file the LCI report from [www.lionsclubs.org](http://www.lionsclubs.org)

## TREASURER

The Treasurer is one of the most important officers of your club. He is responsible for seeing that all monies are accounted for and that money is spent in accordance with the wishes of the Board of Directors.

The Treasurer must keep two funds; an **Administrative** and an **Activity Fund**. The depository may be in one account, but the accounting **must show two funds.** All monies from public fund raising or donations must be kept in the activity fund and used only for humanitarian purposes. Money from this fund may not be transferred or used for administrative purposes. Administrative funds are for all operating purposes and, if excessive, may be transferred to the activity fund. **Typical expenses** permitted under **activity funds** are:

- 100% Charities Activity Payments (Texas Lions Camp, LCIF, LWSB, etc.)
- Youth Activities / Sight & Hearing Screening
- "Fellow Awards" from LCIF and TLF
- Environmental Projects / Local community Projects

All checks issued should have **two (2) signatures**. If they do not, or if it can be proved that signatures were applied ahead of time, your liability insurance and surety bond will be invalid.

The Treasurer is responsible for **monthly reports** to the Board of Directors. These reports should show expenses against budgeted items and budget item balances.

The **Treasurer** also is **responsible** for **filing the IRS Form 990** on time (**October**) and reporting this to the club secretary to report on the (CAR) Club Activity Report.

## **DIRECTORS**

Directors are the eyes and ears of the Club. They must keep aware of the issues facing the community so that they can bring needs of the community to the attention of the Board of Directors. It is easy, in our fast-moving world, to skip over problems that the Club could solve and thus deprive the community of a good service project.

A long time ago, in a small west Texas town, a doctor made the remark that it was “almost too late to treat a child of her deformity”. When another Lion caught the word “almost” he was awake enough to ask how it could be done. The result was that a little girl, and later a beautiful young lady, was cured of her deformity and later became a Miss America runner-up. This is the kind of alertness expected of Directors.

When you see a handicapped child, stop and ask if they have ever been to our Lions Camp. This is the way 1500 kids a year improve their self-esteem and feel a needed part of society.

You, as Directors, are important!

## **CLUB MEMBERSHIP COMMITTEE**

Lions Clubs International defines the Club Membership Committee. The three immediate past presidents form the committee, who serve for three years. After serving two years, the newest member becomes Chairman of the Membership Committee for his third year.

The Membership Committee is charged with organizing membership drives whenever they think they are necessary to meet the goals of the District Governor. They also have the responsibility of keeping the membership informed and motivated so that drops are kept to a minimum.

A separate sheet on the PU 101 form lists these members for Lions Clubs International.

## **PUBLIC RELATIONS CHAIRMAN**

Public relations are very important for the life of your club. If the public was aware of what all the Lions do for the unfortunate, we would not have membership problems. It is this member's duty to become well acquainted with the local media, and to prepare articles for the Newspaper, Radio and Television. Selecting an outgoing individual who gets along well with the people is important in this case.

## TAIL TWISTER

Tail Twisting is probably the hardest job in Lionism. It takes someone who is uninhibited and willing to spend time researching timely issues, humorous events, and how to make the members relax before, during or after a stress-filled day. There are many ways to approach this job, but probably the easiest one is to discuss it with someone known to be good at it. Clubs are also unique. Topics that are appreciated in one place do not go over in another. Yet, the tail twister is the salvation to good club meetings. As "Court Jester" he/she lets the members forget their problems and prepare for a good program.

On the subject of programs - do not impose on the speaker's time! In an hour meeting, the time devoted to tailtwisting should not be over 10 minutes. Opening ceremony, pledge, invocation, introductions and notices take at least another 20 minutes. This is about right for a speaker – not less than 30 minutes including questions and answers. Do your President a favor, remember – no more than 10 minutes.

It is boring for the tailtwisting to just pass the pot for a donation. He can keep a new member interested and recognized by picking on him/her once in a while. Do not pick on one person too often, but get him on his feet and he'll feel at home in the club. Let an assistant collect the fines while you recognize the member, quiz him, and levy the fine. And every so often, make the joke on yourself – it helps keep down bad feelings. By all means keep it clean and in good taste.

### **IDEAS:**

Blame someone for something he didn't do – if he objects, fine him for not doing it! It works, if in good taste.

Have a contest with some simple task. Fine the losers – or the winner!

One club finances the tailtwisting once a month with a drawing. Put your name on a dollar bill, and the winner gets a century club membership for the year. OK for a large club, and can be modified for a small one.

Fine members for talking while the speaker is giving his talk. Very effective for stopping this bad practice. Fine each person who does not address each member as Lion ---.

## LION TAMER

The Lion Tamer has responsibility for all the paraphernalia belonging to the club and to see that it is put in place before each meeting. He/she is also Chairman of the Greeters. Most Clubs use new members as greeters in order to give them the opportunity to meet all the members.

## THE SPONSORS RESPONSIBILITIES

Sponsoring a new member means helping the Club maintain its vitality with new outlooks and new enthusiasm. However, sponsorship of a new member also demands additional responsibilities.

- Be certain the new member's induction ceremony is impressive so he or she may take justifiable pride in joining the Club.
- Ensure that he or she receives a New Member Kit.
- Make your member feel welcome once he or she dons the Lions lapel pin.
- Introduce your member to all Club members and make certain he/she knows the post each officer holds.
- Remind officers to provide your member with assignments which will enable him or her to immediately become an active Lion.
- Arrange for Orientation Sessions on Lionism at the Club, District and International levels.
- Coach him or her on the Club's Constitution and By-Laws.
- Answer any questions he or she might have on the operation of the club, as well as on any other subject of Lionism.
- Call him or her prior to the first few meetings and offer to accompany him or her.
- Encourage your member to feel free to let you know of any problems he may have so a solution to them is found.
- Assist him or her in developing Lionistic potential.

## CLUB MEETINGS

Meet, greet, eat and leave is one of the surest ways to kill a club. This was one of the reasons Melvin Jones sought to organize the Lions. You have to have more. You have to enjoy the time you spend there. You have to be a part of the club. You have to have fun. You have to look forward to the next meeting. You need the fond memories. You need to be needed.

A good organizer is a great asset to a club, but, so is the tailwister, so is the jokester, and so is the Lion who accepts the brunt of the jokes. It takes a team to create and implement a well run, enjoyable club meeting.

Programs, you must have good programs. They should be knowledgeable and enjoyable. They can be on any subject that your members would appreciate. They can be about local programs, but not solely.

The president's manual will give you a suggested agenda for a club meeting. It will give you the order, but, it is up to the president and you to make it interesting and enjoyable.

## SERVICE ACTIVITIES

Helping someone in need "just because you want to" is one of the most rewarding aspects of being a Lion. Just as joining with our fellow club members in support of an activity, your Club joins with other clubs in support of large and more demanding activities. We earn monies in our fundraisers and we use it in our charitable contributions. How many activities does your club have that do not require money, just talent, hours and goodwill? How about an environmental project where you clean a section of highway, a neighborhood park, an elder person's home, or after a disaster?

Lions are known for their charitable hearts. We are proud of that fact. We are known for our contributions of money, but, we are not the government, so, we should not try to solve everything by throwing money at it. The most rewarding activities can be those that challenge the members, involve the members and cost little or no money. Try it – it works and is one of the best public relations messages for your club's membership drive.

## SOME CLUB POLICIES YOU SHOULD CONSIDER AND THAT YOU MIGHT WANT TO PASS ON FROM BOARD TO BOARD

1. Election dates and procedures for nomination and election. International requires election (and **PU 101** filing) by **April 15<sup>th</sup>** so nominations should be in March. Assure that nominations are by committee and not one person's responsibility in order to improve quality of officers.
2. Fees and dues. Assure that they correspond to District & International amounts and dates.
3. Membership processing and approval.
4. The delegate contingent consists of 1 per 10 members for District Conventions and 1 per 25 for International Conventions. The incoming President and Secretary are usually given first option. Past District Governors do not count against the delegate contingent.
5. Club payment of Convention and Forum expenses of members. (A legitimate administrative expense. See Article XIII of the International Club Constitution)
6. Spouse's Night policies – how often, how financed, etc.
7. Protocol – Invitation of District Officers to social events, etc.
8. Traditions – Handing down President's pin, bulletins, who pays for guests, Board meeting schedules, etc.
9. Meeting agendas. Use them to assure enough time for speakers.
10. Deceased members – memorials, Lion Memorial Service, notification of members, invitation to widows or widowers to socials, etc.
11. Induction and indoctrination – how often, agenda, and responsibilities.
12. Plans for Lions information at meetings.
13. Special Awards – Lion of the Year, Citizen of the Year, District Awards.
14. Club Visitations Policy – Other Clubs, Lions Camp, Eye Bank, etc.
15. Property acquisition policy and plans.
16. Dress for special occasions – Spouse's nights, Charter nights, Installation Night, etc.
17. Any obligation undertaken by one Board, and which, with the approval of the membership, presents an obligation to a future Board.
18. It is usually a good idea to have these items in written form and note the date that items were approved by the membership or Board.

## SOURCES OF GOOD PROGRAMS

Make your programs come alive! Keep variety in your meetings. Use entertainment, information, and Lionism intermittently. Keep your subjects current. Line up 3 months in advance, at least. Following are some suggestions; add those that you can think of:

1. District Cabinet Officers – Check list in the District Directory
  - a. District Governor – Vice Governor
  - b. Membership Chairman
  - c. Leadership / Orientation Chairman
  - d. Texas Lions Foundation
  - e. Texas Lions Camp Director
  - f. Diabetes Awareness Chairman
  - g. Eye Bank Director
2. Programs by groups you sponsor – Little League
3. County Judge – Commissioner
4. Sheriff, Mayor, City Councilman, Chief of Police
5. Superintendent of Schools
6. State Representative
7. Coaches (Football, Soccer, Basketball, Track, etc.)
8. County Extension Agent
9. Local Minister
10. CPAs
11. Local Medical Doctors
12. Local Nursing Home Administrator
13. School Choral Group
14. Barbershop Quartet
15. Area Professional Speakers & Humorists
16. Area Entertainers & Musicians
17. Local Heritage Association President
18. Experts in their field:
  - a. bird watching
  - b. Photography
  - c. Astronomy
  - d. Fishing
  - e. History
  - f. Engineering
19. Have a Queen's contest, Peace Poster Contest (Int'l)
20. Honor high school students
21. Have a Speech or Essay Contest (District or State)

# 100 IDEAS FOR FUNDRAISING

1. Sell Fireworks
2. Turkey Shoot
3. Bingo Game
4. Car Show
5. Concession Stand
6. Hold Auction
7. Garage Sale
8. Old Book Sales
9. Donkey Basketball Game
10. Donkey Baseball Game
11. Sports Challenge to other Clubs
12. Bake Sale
13. Make & Sell Cookbooks
14. Door Prize Chances at Meetings
15. Sell Christmas Trees
16. Sell Lion Mints
17. Sell Lions Light Bulbs
18. Work fairground Booths for %
19. Sell Club Pins
20. Drawing for Homemade Quilt
21. Sell Production Items with Club Logos
22. Sell Bumper Stickers
23. Make & Sell Badges
24. Sell Lions Club Brooms
25. Lions Gum Machines
26. Have a Carnival
27. Run Softball Park / Association
28. Sponsor Youth Sports Tournaments
29. Collect Used Newspapers
30. Collect Aluminum Cans
31. Sponsor Wrestling Tournament
32. Hold Auction Dinner
33. Sponsor School Dance
34. Sponsor Town Dance
35. Hold a Slave Auction
36. Have Old/Used Car Auction
37. Sell Homemade Crafts
38. Sponsor Craft Show
39. Have Basketball Tournament
40. Have a Talent Show
41. Hold Neighborhood Cleanup
42. Make and Sell Yard Signs
43. Paint House Numbers on Curbs
44. Stencil Mailboxes
45. Sell Ads in Ad Book
46. Have a Volksmarch
47. Pancake Breakfast
48. Hold Run/Rally
49. Have Local Civic/Celebrity Game Show
50. Lemonade Stand
51. Fishing Derby
52. Bean Dinner
53. Collect Goods & Sell Swap Meet
54. Have a Car Bashing
55. Dunk Tank at Fair
56. Halloween Costume Stand
57. Sponsor Dirt Bike Rally
58. Hold Golf Tournament
59. Endurance Races for Pledges
60. Develop and sell Local Maps
61. Sell American Flags
62. Hold Lock- in Event for School
63. Car Wash
64. Ice Cream Social
65. Hold Eating Contest(Watermelon, pies)
66. Chili Cook-off
67. Make and Sell Calendars
68. Have Pet talent Shows
69. Hold Ethnic Theme Dinner
70. Have Baby Pageant
71. Local Art Show/ Contest
72. Sponsor Soccer Tournament
73. Sell Merchant Coupon Books
74. Horse/Cow Chip Pool (Sell Squares)
75. Cake Walk
76. Dance-a-thon Contest
77. Horseshoe Contest
78. Window Cleaning (Resident/ Stores)
79. Sponsor Sports Camp
80. White Elephant Sale
81. Pony Rides for Kids
82. Frisbee Golf Tournament
83. Bowling Tournament
84. Raise/Sell/Auction Farm Animal
85. Sponsor Convention/Conference
86. No-Bake Sale
87. Trivia Bowl with Civic Leaders
88. Sale Seasonable Fruits
89. Sell Lions Accessories to Members
90. Fish Fry
91. Sponsor BMX Bike Rally
92. Oktoberfest
93. Game Booth at Fair
94. Make Videos for Insurance Claims
95. Cut/Sell/Deliver Firewood
96. Snowcone Stand
97. Music Festival
98. Sponsor Swim Meet
99. Gift Wrapping Stand
100. Kidnap the Tailtwister's Can

## **WAYS OF HONORING MEMBERS & COMMUNITY LEADERS**

Lions Camp Century Club	\$100 per year
Lions Camp Life Membership	\$100
Lions Eye Bank of Texas Life Membership	\$100
Texas Lions Camp Life Member	\$100
Texas Lions Camp Century Key Member (for 10 yrs.)	\$100 yr.
Texas Lions Foundation, Sustaining Member	\$125
Texas Lions Hall of Fame (15 yr. Lion, One Club/District each 3 years)	\$225
Life Member, Lions Club International (70 yrs. Old, 20 yr. Lion)	\$ 500
Texas Lions Foundation Fellow	\$ 500
Melvin Jones Fellow	\$1000
Jack Wiech Fellow (Texas Lions Camp)	\$1000
Privileged Member (15 yr. Lion, Cannot Hold Office, May Vote)	Dues Only

Your District may have its own awards in addition to the above.

### **CLUB HONORS**

100% CLUB	See District Directory
LCIF Contributing Membership	\$20. 00 per Member
LCIF Honor Roll	\$100.00 per Member
Lion of the Year Award	Varies with each Club

**B.**

**CLUB  
LEADERSHIP**

**YOU ARE NOW IN A CLUB LEADERSHIP ROLE!**  
**HAVE YOU ASKED YOURSELF THESE QUESTIONS?**

- 1 . What are your goals to accomplish this year?
- 2 . How do you plan to accomplish your goals?
- 3 . What do you feel is the current status of your Club compared to other Clubs in your District?
- 4 . What are the most important three items needed to be done by the Club? Where are the trouble spots?
- 5 . What are your plans for visiting other Clubs?
- 6 . How do you communicate with your Club, Region Chair, Zone Chair, District and International?
- 7 . How often do you plan to communicate?
- 8 . How do you plan to motivate your Club to accomplish:
  - a. Better organization
  - b. Retention of members – new and long time.
  - c . A membership increase
  - d . Recognition of working Lions.
  - e . Participation in District functions.
  - f . Induction, orientation and training of new members.
  - g . Use of Lions speakers so members better understand Lion programs and projects.
  - h . A spirit of belonging, fellowship, enthusiasm, and accomplishment of service.
  - i . A major service project.
  - j . A major fund raising project.
  - k . Insuring that Club Officers and Chairs understand their duties and responsibilities.
  - l . Insuring that your President, Secretary, and Club earn 100% Awards.

# LEADERSHIP GOALS

**Exactly, what is the object of my leadership development?** Obviously, leadership development requires discipline and work. You know from experience that any long-term task is much easier and even enjoyable when you have a definite mission to accomplish, a specific goal to reach. Therefore, we encourage you to answer the questions below. If you don't now have a goal in mind, answering these questions might well reveal a goal to you; and if you already have a goal, your answers may bring it into sharper focus and also strengthen your commitment to it.

- What was my happiest moment, experience, or greatest achievement in Lionism? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- What are three things that I do well in Lionism? \_\_\_\_\_  
\_\_\_\_\_
- Which of these three things gives me the most pleasure? \_\_\_\_\_  
\_\_\_\_\_
- Which do I believe my fellow Lions need the most? \_\_\_\_\_  
\_\_\_\_\_
- Excluding leadership development, what three things about myself (attitudes, characteristics, etc.) do I want to improve? \_\_\_\_\_  
\_\_\_\_\_
- What is my personal motto or philosophy by which I try to live? \_\_\_\_\_  
\_\_\_\_\_
- What one thing would I like to have said of me if I died today? \_\_\_\_\_  
\_\_\_\_\_
- Excluding leadership skills, what one thing would I like to do well? \_\_\_\_\_  
\_\_\_\_\_
- What accomplishment do I want to realize during my life in Lionism? \_\_\_\_\_  
\_\_\_\_\_
- How do I expect the following to benefit from my leadership:
  - The service goals of my Club? \_\_\_\_\_  
\_\_\_\_\_
  - My community? \_\_\_\_\_  
\_\_\_\_\_
  - My fellow Lions? \_\_\_\_\_  
\_\_\_\_\_
  - My fellow employees? \_\_\_\_\_  
\_\_\_\_\_
  - My family? \_\_\_\_\_  
\_\_\_\_\_
  - My friends? \_\_\_\_\_
  - Myself? \_\_\_\_\_

# WHAT WE KNOW ABOUT LION LEADERS

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## **WHAT WE KNOW ABOUT LEADERS:**

Leadership is a precious quality. Some Lions are natural leaders. Others learn to be leaders after years of experience. Still others never become leaders because they've never learned how to lead themselves.

What makes a leader? According to social scientists who have studied this question for years, there appears to be no single trait which is found in all leaders – whether Lions, executives, elected officials or in military service – possess energy, self-confidence (of faith in their mission), intelligence, persistence and the ability to express themselves. Yet, even these traits will vary among our great leaders.

The character of successful Lion Leaders also shows us that they:

- Are trustworthy.
- Are fair.
- Know the individual needs and interests of their fellow Lions.
- Pass on to other Lions what they have learned.
- Have a future vision for their Lions and a “protective” attitude towards them.
- Accept final responsibility.

## **WHAT A LION LEADER IS ABLE TO DO:**

A Lion Leader accomplishes the mission given to him or her while keeping together his or her team of fellow Lions. He is able to do this because he can:

- Unleash the motivation already inside each Lion by properly matching “the right Lion for the right job.”
- Give an effective presentation.
- Use the right leadership style for the situation at hand.
- Motivate a group of Lions so it works effectively and harmoniously.
- Solve problems through group discussion.
- Resolve conflicts between two or more Lions.
- Lead productive group discussions.
- Conduct meetings for large groups of Lions.
- Build his Lions into a team that has both efficiency and fellowship.
- Set goals, establish priorities, make a formal plan, and wisely manages time.
- Lead and manage service projects and fund-raising events.

## THE ESSENTIAL INGREDIENTS OF A SUCCESSFUL LIONS CLUB

Some time ago, Lion Clubs International identified and publicized the **SIX STEPS TO A STRONG LIONS CLUB**. The points made are quite good and valid. However, it seems that some other vital points were omitted so these six points have been expanded to the **ESSENTIAL INGREDIENTS TO A SUCCESSFUL LIONS CLUB** which makes use of the **Lions International SIX STEPS** but adds the other vital points. The following are those expanded points;

1. **A GROUP OF MEMBERS WHO ARE SOLD ON LIONS**, its purpose and goals, and are ready to do whatever is necessary to become a good Lions Club.
2. **STRONG LEADERSHIP** - A President who knows what the Club needs to do, has a program mapped out for doing it, and communicates it to his members in a way which will enlist their support and cooperation.
3. **GOOD MEETINGS** at a regular set time. Club meeting must be stimulating, informative and enjoyable. A Club must provide its membership with programs which justify the expenditure in time and money to belong to the Lions Club. A Club which meets, eats and adjourns will not long survive. Each meeting should be planned carefully. The President should operate from a written agenda prepared in **ADVANCE** of the program, adhere to it but be flexible enough to take care of unexpected events. Meetings should be adjourned **ON TIME**.
4. **A MAJOR SERVICE ACTIVITY**. Lions want to feel that the Club has a purpose and that they are individually wanted and needed. They want to be involved. If they are not, they are likely to lose interest and drop from the Club.
5. **A MAJOR FUND RAISING PROJECT**. Without such a project, the lions Club will not have any money to perform its service activities.
6. A good Lions Club will have an **ON-GOING MEMBERSHIP DEVELOPMENT PROGRAM** if it is to grow. Inevitably, some members will move or be transferred or drop out for one reason or another. These Lions must be replaced if the Club is to do well. In membership development, take men and women of all age brackets if they really have the desire to be Lions but look especially for the younger men and women because the average age in most Lions Clubs is rather high. Recruit as many young men and women as it is possible to ensure the future of the Club.

In recruiting new members, the prospect should be told what a Lions Club activities are, how it accomplishes those activities, and what will be expected of them in terms of participation and money. The new member should be inducted in an impressive manner and then indoctrinated and immediately involved in the work of the Club. Involvement of both new and old members in the work of the Lions Club is the key to **RETENTION**.

## THE ESSENTIAL INGREDIENTS OF A SUCCESSFUL LIONS CLUB

7. **CLUB AND ASSOCIATION SPIRIT.** Each individual member of a Lions Club should be made aware that he/she is an important part of an organization that is truly dedicated to humanitarian service, not only within their own community but world wide for Lions is indeed an INTERNATIONAL ORGANIZATION with a membership which encompasses nearly all of the free world.

Each Lion should be encouraged to take part in programs conducted at the Zone, Region, District, Multiple District and International levels. Every Lion should be proud to be a LION. They should wear their Lions pin on every proper occasion, have a lion's decal on their car and be eager to tell their friends about Lions.

8. **STRONG PUBLIC RELATIONS** designed to project a high profile of Lions in the Community. Good public relations include a bright "newsy" club bulletin that reports on the activities of the Club and its members. Insofar as possible, a good working relationship should be established with local news media so that the community served by the Club is made aware of its activities and projects. This will help secure public support for fund raising projects and assist in recruiting new members. If practical, place a sign which says;  
"The \_\_\_\_\_ Lions Club Meets Here \_\_\_\_\_."  
and put up a highway sign advising the public that;  
"The \_\_\_\_\_ Lions Club Meets \_\_\_\_\_."

9. A successful Lions Club **MUST BE SOUNDLY FINANCED** so that it can meet its obligations. To do this requires that a Club have a dues structure sufficient to enable it to have enough money to pay the dues to the District, Multiple District, Lions Clubs International, and to meet the administrative expenses of the Club.
10. If the Club is newly-organized, it **NEEDS SOME HELP FROM THE DISTRICT** if it is to succeed. This assistance should be provided by the Guiding Lion, Zone Chair, Region Chair, with the District Governor seeing that these three perform their duties.

## WHAT DO GOOD LEADERS DO?

ACTIONS = LEADERSHIP = AUTHORITY

1. Your Club will be the mirror of you. **IT'S LEADER.**
2. **A SHARED INTEREST**, not a self interest; remember that if you direct (lead) your Club to follow the goals and objectives, you will gain respect, obedience and loyal cooperation.
3. Do not demand. **ASK**, get a commitment and then follow-up for results; authority is bestowed; authority is earned.
4. **Lead with ENTHUSIASM.**
5. **Lead BY EXAMPLE.** Your attitude and behavior should be emulated by your Lions you lead.
6. **Provide CHALLENGING**, meaningful work for your Lions; Delegate, spread the blessing of involvement.
7. **COMMUNICATE** your expectations - provide authority to accomplish goals.
8. **INDIVIDUALIZE** your supervision - show confidence.
9. Provide **SUPPORT.**
10. **FOLLOW UP.**
11. Obtain **FEEDBACK**, accountable results.
12. **BE OPEN**, establish trust.
13. **"Pat on the back"** - a simple thank you.
14. Individualize your **RECOGNITION** to a Lion, when it is earned.
15. **Remember a leader can be picked out of a crowd.**

(LOOK AROUND YOU)

C.

PLANNING  
and  
GOALS

## Club Officer Positions

**President:** shall be the chief executive officer of the club; preside at the meetings of the board of directors and the club; issue the call for regular and special meetings of the board of directors and the club; appoint the standing and special committees of this club and cooperate with chairman thereof to effect regular functioning and reporting of such committees; see that regular elections are duly called, noticed and held; and cooperate with. Be an active member of the District Governor's advisory committee of the zone in which the club is located.

**Immediate Past President:** and other past presidents shall officially greet members and their guests at club meetings and shall represent this club in welcoming all new service-minded people in the community served by the club.

**Vice Presidents, 1st, 2nd, and 3rd:** shall if the president is unable to perform the duties of the president's office for any reason, the vice president next in rank shall occupy this position and perform the duties with the same authority as the president. Each vice president shall, under the direction of the president, oversee the functions of such committee of the club as the president shall designate.

**Secretary:** shall be under the supervision and direction of the president and the board of directors and shall act as the liaison officer between the club and the district, state, in which the club is located, and the Lions International Association.

**Treasurer:** shall receive all monies, deposit same in the club bank accounts, and disburse monies only authorized by the board of directors. Have custody, keep, and maintain all financial records of the club. Prepare and submit monthly and semi-annual reports to the international office and the board of directors.

**Lion Tamer:** shall have charge of and be responsible for the property and paraphernalia of the club. The Lion Tamer shall put each put each in its proper place before each meeting and return the same to the proper storage area. The Lion Tamer shall give special attention to assure that each new member sits with a different group at each meeting so they can be become better acquainted.

**Tail Twister (Optional):** shall promote harmony, good fellowship, life and enthusiasm in the meetings through appropriate stunts and games and the judicious imposition of fines on club members. (**This position is now optional in the club.**)

**Membership Director:** shall be chairman of the membership committee and member of the club's board of directors. The committee consists of a vice chairman and one (1) to two (2) members. The committee shall develop a growth program especially for the club and approval of the board of directors. Encourage members to bring in new members, ensure proper recruitment procedures, and ensure proper orientation sessions. The membership chairman serves on the zone level membership committee.

**Directors:** constitutes the executive board of the club and be responsible for the execution, through the club officers, of the policies approved by the club. All new business and policy of the club shall be considered and shaped, first, by the board of directors for presentation to approval by the club members at a regular of special club meeting.

**Board of Directors:** includes the President, Immediate Past President, the Vice Presidents, Secretary, Treasurer, Lion Tamer, Tail-Twister, Membership Director, and all elected Directors. Other Club and Board of Directors have been created by Clubs. Each Clubs should have their own Constitution and By-Laws to add these offices.

## **GUIDELINES TO BEING PRESIDENT OF THE \_\_\_\_\_ LIONS CLUB**

### THINGS TO DO:

1. MAKE A YEAR LONG CALENDAR OF EVENTS & HAPPENINGS OF THE CLUB AND FUNDRAISERS.
2. LOOK AT LAST YEAR'S LIST OF COMMITTEES AND RE-DO THE LIST TO INCLUDE THE NEWEST MEMBERS OF THE CLUB AND TO PUT AS CHAIRPERSONS PEOPLE YOU CAN TRUST TO DO THE JOB.
3. IMPORTANT CHAIRS:
  - FIREWORKS (ANY MAJOR FUNDRAISER)
  - RIFLE RAFFLE (ANY SECONDARY FUNDRAISER)
  - CONCESSIONS / BANQUETS
  - NOMINATIONS
  - SCHOLARSHIPS
  - CULTURAL & COMMUNITY AFFAIRS
  - SIGHT PROGRAMS

SOME PEOPLE CHAIR THE SAME POSITIONS EACH YEAR AND DO NOT MIND. JUST MAKE SURE YOU CAN TRUST THE PERSON TO BE THERE FOR YOU.

4. CALL FINANCE COMMITTEE MEETING WITHIN THE FIRST TWO WEEKS OR EVEN BEFORE JULY 1<sup>ST</sup> DATE OR FIRST CLUB MEETING. THINK ABOUT ANYTHING YOU WANT TO DO DIFFERENT AND INCLUDE IT IN THE BUDGET
5. SET UP A FIREWORKS WORK SHEET AND MAKE SURE THAT SOMEONE WILL TAKE IT OVER FOR YOU INCLUDE TAKING UP THE MONEY AND DEPOSITING IT. KEEP UP WITH THE HOURS DONATED BY THE MEMBERS
6. YOU WILL RECEIVE MAIL FROM THE DISTRICT EACH MONTH CONCERNING THE MEETINGS AND CONVENTION. GOOD SUGGESTIONS ON PROGRAMS, GUEST SPEAKERS, FUNDRAISING, ETC. READ ALL MAIL TO THE CLUB

## 7. REGULAR MEETING FORMAT

- OPEN MEETING
- PLEDGES (BOTH American & Texas)
- PRAYER
- INTRODUCTION OF GUESTS & SWEETHEART
- MEAL
- INTRODUCTION OF GUEST SPEAKER
- PROVIDE CERTIFICATE OF APPRECIATION & GIFT
- READING OF THE MINUTES BY SECRETARY
- TREASURER'S REPORT
- OLD BUSINESS
- NEW BUSINESS
- ANNOUNCEMENTS
- ADJOURN

## 8. BOARD OF DIRECTORS MEETINGS

THE BOARD MAKES ALL DECISIONS OF THE BUSINESS OF THE CLUB FOR RECOMMENDATIONS TO THE CLUB MEMBERS. THEY MAKE ALL DECISIONS CONCERNING THE FINANCES AND MAKE RECOMMENDATIONS ALSO TO THE CLUB ON OTHER EXPENDITURES OUTSIDE THE BUDGET.

YOU ARE TO HAVE ONE BOARD MEETING PER MONTH. I CHOSE TO HAVE MY BOARD MEETING AT THE BEGINNING OF THE MONTH TO FORESEE THE BUSINESS FOR THE REST OF THE MONTH. AUTHORIZE ALL EXPENDITURES TO THE CLUB TREASURER TO BE PAID.

AS CLUB PRESIDENT YOU WILL NEED TO OVERSEE ALL PAYMENTS HAVE BEEN MADE FOR LIONS CLUB CHARITIES & DONATIONS.

# II.

## THE PRESIDENT



## APPLICATION FOR 2005-2006 CLUB PRESIDENT EXCELLENCE AWARD

In order to receive the Club President Excellence Award, each club president who has qualified must have the club secretary fill out this form and have it approved and signed by the proper district officers. The completed form must be mailed to the English Language Department at International Headquarters within thirty (30) days following the international convention. THE AWARD WILL BE MAILED TO THE 2006-2007 DISTRICT GOVERNOR FOR PRESENTATION.

Club No. (6 digits)	Club Name	Date
2005-2006 Club President's Name		Membership Number

THE FOLLOWING REQUIREMENTS MUST BE FULFILLED: (Please check the boxes.)

- 1. The club has complied with the association's constitution and by-laws as well as the policies of the International Board of Directors, and has refrained from any action encouraging unauthorized uses of the name, goodwill, emblem, the marks "Lions," "Lions Club," "Lioness," "Leo," "Lions International" or "Lions Clubs International" and other insignias of this association.
- 2. The club has conducted at least one major service activity during the year in line with the International Program.  
Name of activity \_\_\_\_\_
- 3. The club has accomplished at least two of the following: (Please check two boxes.)
  - (a) A net increase of one member for the year (PLUS ONE).
  - (b) Sponsorship of at least one Lions club. Name of club: \_\_\_\_\_
  - (c) Qualified for the Club Retention Award.
  - (d) The club conducted a club retreat during the year.
- 4. The club does not have an unpaid balance of over US\$50 owed to international association as of March 31<sup>st</sup>, 2006.
- 5. The club has submitted each of the following three reports to International Headquarters by each due date:
  - (a) Monthly Membership Report (C-23-A)
  - (b) Annual Activities Report (A-1)
  - (c) Annual Club Officer Report (PU-101)
- 6. The president has attended all of the following Lions meetings during the year. (In case of emergency, a representative of the club president may attend on behalf of the club president.)
  - (a) At least two zone meetings
  - (b) Club officer school
  - (c) District, multiple district, or international convention
- 7. The president certified that all new members were properly indoctrinated and involved in service activities and/or committee work.

This application can be sent by fax or through the mail. Request for a second-time review of award eligibility from a disqualified club president shall be considered only if received at International Headquarters within 12 months after completion of club president's term of office, provided that the original application form is already filed at International Headquarters.

Signature of 2005-2006 Club Secretary	Signature of 2005-2006 Zone or Region Chairperson
---------------------------------------	---

I CERTIFY THAT THE ABOVE FACTS AGREE WITH THE RECORDS OF OUR DISTRICT.

Date	Signature of 2005-2006 District Governor	District
------	--	----------

## **RULES FOR 100% DISTRICT PRESIDENT AWARD**

1. The Club has complied with the Association's Constitution and By-Laws as well as the policies of the International Board of Directors and shall refrain from any action encouraging unauthorized use of the name, goodwill, emblem, the marks "Lions", "Lions Club", "Lions International" or "Lions Clubs International" and other insignias of this Association.
2. The club did not have an unpaid balance of over \$50.00 owed to Lions Clubs International as of March 31<sup>st</sup> of the fiscal year.
3. The club showed a net increase in Club Membership for the fiscal year. (Net increase is not affected by deceased or transferred members.)
4. The club shall have **submitted to International Headquarters** the following reports by the specific due dates:
  - (a). **Monthly Membership Report** (M/M Report) **by the 10<sup>th</sup>** of the following month.
  - (b). **Annual Activities Report** (A-1 Form) by **June 30<sup>th</sup>**.
  - (c). **Annual Club Officers' Report** (PU-101 Form) by the **15<sup>th</sup> of April**.
5. In order to qualify for the Award the Club President must certify that he/she has properly inducted and indoctrinated all new members and involved all new members by assignment to a working activity or service committee.

### FROM THE FOLLOWING REQUIREMENTS SIX MUST BE COMPLETED:

1. The **President** or **Club** shall accomplish at least **one of the following**:
  - \_\_\_ (a.) A **net increase in membership** for the year (Deaths and transfers not counted).
  - \_\_\_ (b.) **Sponsorship** of at least one **Lions club**.
  - \_\_\_ (c.) **Qualify** for the **Club Retention Award**
  - \_\_\_ (d.) **Sponsor** at least **one new member** into the **Club** and was inducted by April 15<sup>th</sup>.
2. The **president** shall **attend** the following Lions meetings during the year:
  - \_\_\_ (a.) At least two **(2) zone** meetings
  - \_\_\_ (b.) **Club officers' training**
  - \_\_\_ (c.) **District, Multiple District, or International Convention**  
In case of an emergency, a **representative** of the club president **may attend** on **behalf** of the **club president**.
  - \_\_\_ (d.) Club **President attended** at least two **Cabinet meetings** or **Mid-Winter Conference**.
3. The Club 2005 – 2006 Officers of the Club was reported to International before April 15<sup>th</sup> on the PU-101 and sent to the district governor.
4. Conducted at least one Major Service Activity during the year in line with the International program.
5. Conducted at least one major fund-raiser during the year involving the majority of the members.

**VALIDATION SHEET FOR 100% PRESIDENT'S DISTRICT AWARD**

1. **All** Monthly Membership Reports filed electronically to [www.lionsclubs.org](http://www.lionsclubs.org) by the 10<sup>th</sup> of the month for the reported month.  
**Club Secretary Signature required** \_\_\_\_\_
2. The Club shall have no unpaid balances over \$50.00 owing to Lions Clubs International Office as of March 31<sup>st</sup> of the fiscal year.
3. Attended a District Training session or a special session authorized by the District Governor. Your attendance must be verified from the sign in sheet.  
**District Governor's Signature** \_\_\_\_\_
4. You must attend two other meeting (Cabinet, Mid-Winter or District Convention) Your attendance must be verified from the sign in sheet.  
**District Governor's Signature** \_\_\_\_\_
5. Attend two (2) Zone/Region meetings. Your attendance must be verified from the sign in sheet. **Zone/Region Chair Signature** \_\_\_\_\_
6. The PU-101 and PU-101A must have been submitted to the District and International prior to April 15<sup>th</sup>. **Club Secretary Signature** \_\_\_\_\_
7. Furnish evidence that your club met the **IRS 990 requirements** on or before October 15<sup>th</sup>, and also **REPORT** the same on the **OCTOBER** Activity Report.  
**Club Treasurer/Secretary Signature** \_\_\_\_\_
8. The Club must have conducted at least one major fund-raising project with the majority of the membership participating which shall have been reported on the **CAR** for the month. **MONTH REPORTED** \_\_\_\_\_
9. You must sponsor one new member who was inducted before April 15<sup>th</sup> or be a member of a club that is in positive membership or retained their members for the year. **Cabinet Secretary Signature** \_\_\_\_\_
10. Submit this validated sheet. Your Club President must make a recommendation on this sheet to the District Governor by April 15<sup>th</sup> for the Secretary to receive at the District Convention **OR** by June 30<sup>th</sup> to receive by the First Cabinet Meeting.

Club Secretary's Signature \_\_\_\_\_ CLUB \_\_\_\_\_

Club President's Signature \_\_\_\_\_ DATE \_\_\_\_\_

\*\*\*\*\*

District Governors Initial \_\_\_\_\_ Presented at \_\_\_\_\_ Dist. Conv. \_\_\_\_\_ Cabinet

## PRESIDENT'S CHECKLIST (Not in the order of occurrence or importance)

1. **Establish Goals** - difficult, but achievable.
2. **Be Positive and Enthusiastic** in all you say and do.
3. **Work on Club Calendar** - Special events, Spouse's night, Projects.
4. **Ask Secretary and Vice-Presidents** to help establish your committees.
5. **Be an Informed Lion** and inform your members - Keep the Objects of Lions in their minds.
6. **READ ALL MAIL** - All mail is **not** junk mail.
7. **Use an Agenda** - include pledge, song, and invocation.
8. **Make visitors welcome** - they are in your home.
9. **Have interesting programs** at every meeting - with periodic Lions Information.
10. **Use your monthly Board Meeting for business.** - Only bring major items to the Club members. Invite your members to the board meetings.
11. **Put your Tail Twister behind the podium** - Don't just let him collect money.
12. **Pay attention to protocol** - your image depends on it.
13. **Use a Club Bulletin/Newsletter** to keep members and spouses aware of the Club's activities.
14. **Encourage Club members to visit other Clubs** and visit the different Charity Foundation's Board meetings.
15. **Award for good work** and sponsorship of new members.
16. **Use sponsors** to pep up lagging members.
17. **Make the public aware** of the Club's efforts and results. Toot your Club's horn.
18. **Give every member a task**, no matter how small.

## PRESIDENT'S CHECKLIST

**(Not in the order of occurrence or importance)**

19. **Keep your Club's efforts in tune** with community needs.
20. **The Region Chair and Zone Chair are required to visit each Club** at least twice during the year. Invite them to your functions.
21. **Attend your Region/Zone meetings.** They are required.
22. **Support your District, Multiple District, and Lions International.** - Lions would be meaningless without them. See that the Secretary sends the **Monthly Membership Report (MMR)** (Form # C23-A) by the first of the month. Make sure your dues are paid to District and Lions International in July and January of your year.
23. **Remember that new members bring new life.** - Encourage new members.
24. **Indoctrinate and orientate new members.** -Consider a special night. Everyone benefits from a question and answer period.
25. **The New Club Officer form (PU 101) must be submitted by April 15** to the District and Lions International. Have the nominating committee begin work in January. Have your elections at the first April meeting.
26. **Support District, Multiple District, and Lions International projects.** You are part of the world's community.
27. **Attend** your District Mid-Winter Conference, District Convention, and District workshops. Encourage all your members to attend.

# COMMITTEE ASSIGNMENTS

## How to choose a Committee Chair

Now that you have your year planned and goals established you will now assign your fellow Lions to committees. Hopefully, these Lions will come forward and volunteer in the spirit of the Lions organization.

Some Presidents confer with their Vice-Presidents before assigning committee chairs. Each Vice-President will over see their selective committees. When selecting these leaders, you should consider the following;

- a. They have already expressed a strong desire for the chairmanship (Volunteered).
- b. They are dependable.
- c. They will easily take direction from you.
- d. They can get along with other Lions and delegate tasks to them.
- e. They will agree to have a co-chairman if necessary because of the workload.

Contact the prospective chairman to see if they will serve and explain their duties of their committee.

Although it is the president's prerogative to assign committee members, you may want to do so only after conferring with the chairman. It is important that **ALL LION MEMBERS** have an active role in the Club.

After assignment of the committees, let the chairmen do their job with their natural talents and potential. Then you lead by following up with these committees.

## SAMPLE COMMITTEE LETTERS

**Example # 1: (Asking a Lion to serve on a committee)**

Dear Lion \_\_\_\_\_:

The \_\_\_\_\_ Lions Club is about to embark into a new Lions year. It is a general consensus that individuals more often than not will do a better than average job when they have the opportunity to choose a committee in which they would like to serve. Therefore, as you're newly elected President for the 200\_\_ - 200\_\_ year, I humbly request the cooperation of all Lion members to make their selections known to me.

Please fill in your choice(s) in the spaces below:

- |          |   |   |
|----------|---|---|
| 1. _____ | [ | ] |
| 2. _____ | [ | ] |
| 3. _____ | [ | ] |
| 4. _____ | [ | ] |

If you are willing to serve as the chairman of any of these committee(s), please indicate this by checking the corresponding box.

Please sign this letter confirming your selection.

Lion

Yours in Lions;

Club President

## SAMPLE COMMITTEE LETTERS

**Example # 2: (Confirmation letter to the Committee Chairman)**

Dear Lion \_\_\_\_\_:

Thank you for accepting chairmanship of the \_\_\_\_\_ committee. To assist you for the coming year, I have assigned the following Lions to work with you.

- |          |          |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |

Please meet with your committee in the near future, inasmuch as your projected financial needs for the year must be sent to the Budget and Finance committee by \_\_\_\_\_, 200\_\_.

May I extend my appreciation and wish you complete success with your goals for the year.

Do not hesitate to call on me for assistance at any time.

Yours in Lions;

Club President

## SUMMARY OF IMPORTANT THINGS TO DO BEFORE YOU TAKE OFFICE

- First** Study your Club President's manual and attends officer training.
- Second** Understand your role in "International Lionism."
- Third** Know the Lions and resources available to help you.
- Fourth** Become familiar with your duties.
- Fifth** Establish your goals and plan your year.
- Sixth** Select your committee chairman. Ask them ahead of time.
- Seventh** Prioritize your Club's service activities.
- Eighth** Prepare for your first Board and Club meetings with knowledge of leadership skills and administrative procedures.

**BOARD**

and

**CLUB MEETINGS**

# CLUB BOARD MEETING SUGGESTED AGENDA

**CALL TO ORDER**

**ROLL CALL**

**REMARKS BY THE PRESIDENT**

**READING OF THE BOARD MINUTES  
OF PREVIOUS MEETING  
CORRECTION and APPROVAL  
OF MINUTES**

**SECRETARY'S REPORT**

**TREASURER'S FINANCIAL REPORT**

**READING OF COMMUNICATIONS**

**OF OUTSIDE CLUBS AND/OR  
DISTRICT MATTERS**

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**MEMBERS WITH DUES IN ARREARS**

**APPROVAL OF BILLS FOR PAYMENT**

**COMMITTEE REPORTS  
Open discussion from Board  
Members**

**ADJOURNMENT**

**NOTE:** At first Board meeting of the year, the following should be done and approved;

- 1. Approval of Bank Depository for all accounts.**
- 2. Adopt budget.**
- 3. Reading of audit report, if ready.**
- 4. Policy for member's absenteeism**
- 5. Finalization of committees.**
- 6. Set regular Board meeting dates.**

\*\*\*\*\*

## Guidelines

Board of Directors should meet at least ONCE A MONTH.

Open meetings to any Club member. They should be invited to attend.

Handle like any other meeting: Be prompt. Start and stop on time. If meeting is going to run over, break the discussion and let all know that if anyone wishes to leave the meeting because of time, they would be excused; then continue the discussion.

Involve your Vice Presidents. This is their training period to see how they will become leaders. Let them know that you expect their Chairs to have reports for the Board meetings.

Control meeting. Do not let another meeting get started in the back of the room. Seat members so that they have to give you their attention. Use the gavel if you need to do so.

Advise Secretary to have the previous Board minutes ready.

Advise the Treasurer to have financial report ready for each meeting to let members know about club funds.

Like any other important meeting - **BE PREPARED** yourself. Prepare and be acquainted with your agenda for each meeting. If you are prepared, you can keep the meeting running smoothly.

Conduct all business of the club at Board of Directors meetings, not at the club meetings. Results of decisions by certain committees can be given briefly at the regular meeting as means of information.

**NEVER** bring a controversial topic up for discussion at a regular meeting. Invite all members to the Board meeting, where you have control and handle it like any other business discussion.

# CLUB'S REGULAR MEETING

1. **CALL TO ORDER**

Call to order - get members settled and their attention. Have song leader picked ahead of time.

2. **PLEDGE TO FLAG**

Some Clubs close meeting with pledge to flag.

3. **INVOCATION**

Always open with a Invocation. Have the person picked ahead of time.

4. **INTRODUCTION OF GUESTS**

**The Lion Tamer** is the Official Greeter. He can handle the introductions (also announce Birthdays and Anniversaries of members & spouses. **ALWAYS** acknowledge the Club's guests.

5. **SONGS**

Songs should be sung while or just before the meal is served. Good for Fellowship.

6. **MEAL**

Breakfast / Luncheon / Dinner.

7. **TAIL TWISTING**

Tail Twisting can be done during the meal, or while dessert is served. It should stop when you proceed with the agenda. In some Clubs the Tail-Twister is an agenda item and is allowed a specific time.

8. **OPENING REMARKS**

Have opening remarks for the members.

9. **PROGRAM**

Have the Program Chair responsible for the programs introduce the program except in the Governor's visit (See protocol).

10. **RESPONSE TO PROGRAM**

All speakers should have the courtesy of a response either by the program Chair or you.

11. **SECRETARY'S REPORT**

Give the Secretary a chance to read any communications he may have. At the first meeting of the month the Monthly Membership Report (MMR) Form # C23-A from the previous month should be read.

12. **COMMITTEE REPORTS**

Call on one or two committees for brief reports. You can have the Vice Presidents handle this.

13. **ANNOUNCEMENTS**

Make announcements of upcoming Club, District, State, International and community activities.

14. **ADJOURNMENT**

Be prompt. Start & stop on time.

**SUGGESTED AGENDA  
FOR A  
CLUB'S REGULAR MEETING**

1. **CALL TO ORDER**
2. **PLEDGE TO FLAG BY LION** \_\_\_\_\_
3. **INVOCATION BY LION** \_\_\_\_\_
4. **ILLNESS REPORT BY LION** \_\_\_\_\_
5. **SONG(S) LEAD BY LION** \_\_\_\_\_
6. **PLEASE BE SEATED**
7. **WELCOME TO GUESTS AND MEMBERS**
8. **MEAL**
9. **INTRODUCTION OF GUESTS AND VISITING LIONS (NOT THE GUEST SPEAKER)  
BY LION TAMER \_\_\_\_\_ AND #10**
10. **BIRTHDAY AND ANNIVERSARY ANNOUNCEMENTS (Both Spouses and Lions) LT**
11. **TAIL TWISTING BY LION** \_\_\_\_\_
12. **OPENING REMARKS - PRESIDENT'S MESSAGE**
13. **PROGRAM - PROGRAM INTRODUCED BY LION** \_\_\_\_\_  
**PROGRAM SPEAKER IS** \_\_\_\_\_ **TOPIC** \_\_\_\_\_
14. **PRESENTATION OF CERTIFICATE OF APPRECIATION AND GIFT**
15. **RESPONSE TO PROGRAM**
16. **SECRETARY'S REPORT**
17. **COMMITTEE REPORTS**
  - A. **LION** \_\_\_\_\_ **COMMITTEE**
  - B. **LION** \_\_\_\_\_ **COMMITTEE**
  - C. **LION** \_\_\_\_\_ **COMMITTEE**
  - D. **LION** \_\_\_\_\_ **COMMITTEE**
18. **ANNOUNCEMENTS**
19. **ADJOURNMENT**

# PARLIAMENTARY PROCEDURES IN ACTION (A SUMMARY)

## Fundamentals of Parliamentary Law

1. Justice and courtesy for all.
2. Do only one thing at a time.
3. The majority rules.
4. The minority must be heard.
5. The purpose is to facilitate action, not obstruct it.

## Reminders for the Presiding Officer

1. Correct procedure should always be your goal.
2. In dealing with motions and amendments, always state the exact wording. Ask the Secretary to read it if you forgot how it was phrased.
3. Discussion is not in order until the motion has been stated by the Chair.
4. The Chair may enter discussion while presiding. As member of the BOARD and membership he is entitled to his vote.
5. Always indicate clearly how a vote is to be taken. Never call for the "usual sign '.
6. Always call for the negative vote saying, "Those opposed say "No""
7. Adoption of an amendment does not mean adoption of the main motion. Remember to state the main motion as amended.
8. Better say; "The motion is out of order "than" The Lion is out of order ".

## Purpose of Motion

**A MAIN MOTION** brings questions before the Board or membership for consideration.

**SUBSIDIARY MOTIONS** are for the purpose of modifying or dispensing of the main Motion under consideration.

**PRIVILEGED MOTIONS** have no connection with the Main Motion, but are of such importance as to demand immediate consideration.

**INCIDENTAL MOTIONS** are those miscellaneous motions which cannot be placed in any of the three groups listed above.

For further reference of Parliamentary Procedures see: "**Roberts Rules of Order**", Club and the International Constitution and By-Laws.

# CLUB PROTOCOL FOR THE DISTRICT GOVERNOR'S VISIT

1. **NO OTHER PROGRAM** SHOULD BE **PLANNED**. THE **GOVERNOR** IS YOUR **SPEAKER**.
2. ADDRESS THE GOVERNOR BY TITLE.
3. PRESIDENT SHOULD GREET THE GOVERNOR AT THE CLUB MEETING. (If the Governor is arriving by air, then President should meet and drive the Governor).
4. THE SENIOR CABINET MEMBER PRESENT SHOULD INTRODUCE THE GOVERNOR. HOWEVER, THE PRESIDENT SHOULD INTRODUCE THE SENIOR CABINET MEMBER. IF NO CABINET MEMBER PRESENT, THE PRESIDENT SHOULD MAKE THE INTRODUCTION.
5. ARRANGE TIME BEFORE THE MEETING FOR THE GOVERNOR TO MEET CLUB MEMBERS. INTRODUCE THE GOVERNOR TO ALL MEMBERS INDIVIDUALLY.
6. INTERNATIONAL REQUIRES THE GOVERNOR TO MEET WITH THE CLUB BOARD OF DIRECTORS; ARRANGE THIS FOR AFTER THE MEETING.
7. IT IS APPROPRIATE FOR THE CLUB TO INVITE THE REGION CHAIR AND THE ZONE CHAIR TO THIS MEETING. SPOUSES ARE PERMITTED.
8. AS A COURTESY TO THE OFFICE, MEMBERS SHOULD RISE AND APPLAUD AT THE BEGINNING OF THE GOVERNOR'S PRESENTATION.
9. NOTIFY THE GOVERNOR, IF THE CLUB DESIRES THE GOVERNOR TO INDUCT NEW MEMBERS.
10. IF THE MEETING IS A SPOUSE'S NIGHT, NOTIFY THE GOVERNOR.
11. HAVE LOCAL MEDIA COVERAGE IF POSSIBLE.
12. SEAT THE GOVERNOR AT THE HEAD TABLE.
13. THE ORDER OF SEATING, IF PRESENT, IS AS FOLLOWS:

## AUDIENCE

CLUB SECY	CLUB 3RD	CLUB 2ND	CLUB 1ST	CLUB PRES	PODIUM	DIST GOV	REG CHR	ZONE CHR	OTHER CABINET MEMBERS
--------------	-------------	-------------	-------------	--------------	--------	-------------	------------	-------------	--------------------------

The spouse always sits on members or guest's right EXCEPT that no lady should be seated at the end of the table, or left of the podium unless a Lioness meeting or unless the Lion Officer is a woman.

### Introductions:

§ Individual recognition of all Lion dignitaries should be made only once, and that should be done by the presider of the occasion. Other speakers addressing the audience should recognize the head table as follows:

“Presiding Officer (Such as District Governor, Lion President) other Lion dignitaries, Ladies, and guests.

§ Repetitious recognition of each lion dignitary by each speaker at an occasion has been long considered needless and boring. Your use of this procedure will be appreciated by all as a hoped<sup>53</sup> for improvement.

# International Protocol Chart

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

## Order of Precedence

Lions shall be recognized in the following order:  
 International President  
 Immediate Past International President  
 International Vice Presidents (according to rank).  
 International Directors (a)  
 Past International Presidents (b)  
 Past International Directors (c)  
 Chairmen, Council of Governors (a)  
 District Governors (a)  
 Association Executive Administrator  
 Association Secretary  
 Association Treasurer  
 Past Council Chairmen (c)  
 Elected Vice District Governors (a)  
 Immediate Past District Governor (a)  
 Past District Governors (c)  
 Multiple District Secretaries (volunteer) (a)  
 Multiple District Treasurers (volunteer) (a)  
 District Secretaries (a)  
 District Treasurers (a)  
 Region Chairmen (a)  
 Zone Chairmen (a)  
 District Chairmen (a)  
 Club Presidents (a)  
 Immediate Past Club Presidents (a)  
 Club Secretaries (a)  
 Club Treasurers (a)  
 Past Club Presidents (a)  
 Multiple District Secretaries (staff) (a)  
 Multiple District Treasurers (staff) (a)

## Explanation of Notes Used Above

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

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

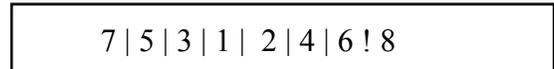
## Non-Lion Dignitaries

Non-Lion dignitaries should be given precedence in

accordance with local protocol and/or custom, keeping in mind that if the non-Lion is the principal speaker, then he or she should be seated directly to the right of the chairman (see below)

## Head Table Seating

The presiding officer of meeting chairman must always be seated at the most central seat at the table when there is no central podium, shown as seat number one in the following diagram (figure 1). The principal speaker would occupy seat number two, then other Lion dignitaries in accordance with the general order of precedence. If possible, there should be the



same number of seats to the right and left of the chairman or presiding officer (who would normally be the club president, district governor, council chairman or international president.

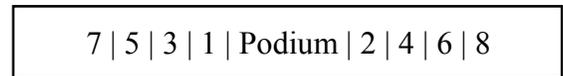
(Audience)

Figure 1

(Audience)

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

Figure 2



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



## Master of Ceremonies and Meeting Secretaries

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

\*\*At the International Convention July 2-6, 1996, the International Board of Directors reversed the order of precedence of these two positions; therefore, now the **IPDG should be introduced before the VDG.**

# III.

## SECRETARY CLUB OPERATIONS

(Filing MMR Quick Reference)

# THE ANNUAL ACTIVITY REPORT (A-1)

Each month, club secretaries will report membership information to International Headquarters on the new **WMMR Monthly Membership Report**.

At the **beginning of each fiscal year** (beginning July 1<sup>st</sup>), club secretaries will report their activities on the **Monthly Activities Report Form (A-1)**. This form allows club secretaries to indicate types of service projects that their club has participated in throughout the previous year. The nine major areas of service on the new *A-1* are:

- Sight Services
- Diabetes Awareness
- Hearing Services
- International Relations
- Environment
- Youth Services
- Health & Community Services

The report form also asks club secretaries to indicate the number of volunteer hours donated by club members and the amount of funds (in US dollars) that their club had donated to charitable causes.

International Headquarters will electronically scan the new **A-1**. After tabulating the results from more than 46,381 club reports, the association will have an accurate annual accounting of:

- the types of Lions service activities completed;
- the total number of service hours volunteered;
- the amount of funds (in US dollars) that are donated to charitable causes.

This information will be valuable as a public relations and membership recruitment tool for clubs around the world.

Club secretaries have begun to receive the instructions on how to file the new ***Monthly Membership Report (WMMR) online*** at [www.lionsclubs.org](http://www.lionsclubs.org). If you do not have your club's password then contact the Cabinet Secretary for assistance. The **A-1**, with an instruction sheet, will be mailed to club secretaries early in the calendar year. **Your club must have filed a PU-101 in order to have a password to enter the site at [www.lionsclubs.org](http://www.lionsclubs.org) to file any reports.**

After July 1<sup>st</sup>, secretaries should begin to record the types of activities completed by their club, the hours required for completion of each project, and the amount of money their club donates to charity.

**Completed A-1 forms will be due back to International Headquarters by the 28<sup>th</sup> of each month by filing online as well. [www.lionsclubs.org](http://www.lionsclubs.org)**

## Club's Officer Reporting Forms

### PU-101

Every year this white pre-printed form (14" x 8.5") and roster with each member's name and number is sent to each club secretary to be completed with the name and address, and spouse's name of the newly elected club president, secretary, and treasurer for the following fiscal year. The **original** should be mailed to Lions International before April 15<sup>th</sup>. It is very important that this form be fully completed immediately after the elections and mailed to the International office. If any changes occur after you mailed the PU-101, please notify the Lions International of those changes.

### PU-101-A

Every year this blue form (8.5" x 11") is sent to each club secretary to be completed with the name and address, and spouse's name of the newly elected club president, secretary, and treasurer for the following fiscal year. The **colored form** should be mailed directly to the District Governor before April 15<sup>th</sup>. It is very important that this form be fully completed immediately after the elections and mailed to the District Governor. This information will be used to complete the district directory. If any changes occur after you mailed the PU-101-A, please notify the District Governor of those changes as well as Lions Clubs International.

**NOTE: DUE DATES ON PU-101's FOR DISTRICT AWARDS IS APRIL 15<sup>th</sup> of EACH YEAR. (April 15<sup>th</sup> for Club President's Excellence Award)**

## Monthly Membership Report (MMR)

All chartered clubs are required to file regular monthly reports to International Headquarters. They are used for reporting membership changes and should be filed every month even though there may be no changes in **Monthly Membership Report (MMR)**. The **Monthly Membership Report (MMR)** is the most important document prepared by the secretary. The club may be having an outstanding year, but unless this information is conveyed to the zone chairman, region chairman, district governor and Lions International through the **Monthly Membership Report (MMR)**, the club might appear to be doing nothing. Thus it is essential that this report be accurate, and timely.

The **Monthly Membership Report (MMR)** must be filed to reach Lions Clubs International by the **10th** of the following month from clubs in the United States. You **can not** make any **changes to the new reporting month before the 28<sup>th</sup> of the reported month**. The report consists of filing the report online at [www.lionsclubs.org](http://www.lionsclubs.org) and securing a password to enter the WMMR site. The report is filed at Lions International with access by the District Governor, Vice Governor and Cabinet Secretary so there is no need in mailing reports saving the secretary and club time and money. The report can be printed for the club records. Copies of the report will also be available to the Region and Zone Chairman.

When received at Lions International the report is date-stamped and used to update the association's records. Each Monthly Membership Report (MMR) is acknowledged by a monthly statement if it shows added or dropped members or if there is a discrepancy in the number of members shown on the report and international records. The report is then sent to a recording desk where attendance percentages are checked and the number of activities registered. The reports are then circulated among the various departments, including the Public Relations Department, which evaluates photographs and reviews the reports for possible publication.

**Additionally, the club secretary can now file the PU-101 and Monthly Activity Report on-line through the web page of Lions Clubs International ([www.lionsclubs.org](http://www.lionsclubs.org)). The secretary will be sent a user's name and password from Lions Clubs International. Please see additional Club Monthly Membership Report information and instructions.**

Additional forms are free by requesting them on your next club supplies order or from Advertising and Production Department at International Headquarters.

**\*\*SEE THE SECRETARIES "HOW TO FILE REPORTS FOR LIONS CLUBS INTERNATIONAL" SEPARATE BOOKLET FOR COMPLETE INSTRUCTIONS.**

## Logging on to the Membership and Officer Update Site



When you are on the **LCI Home Page**, **Click** on the button shown at the left. This button is found on the left of the Lions Club International English home page.

The following LOGON screen appears, shown in part:

Type your **Member Number** (found on your semi-annual Per Capita Dues Statement), and your **Password**, found on the **monthly**

**statement**. Ask your club treasurer for a copy of those statements.

**Click** on the **Go** button, as circled.

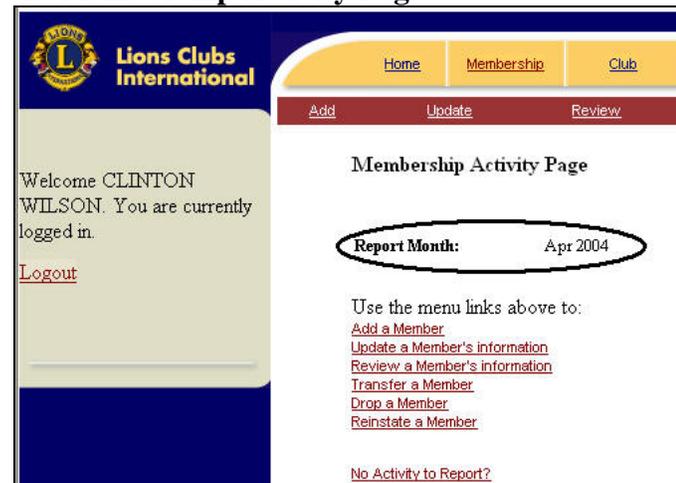
You will be recognized with the following screen:



Functions related to your **Club** or **District** can be accessed from the **gold menu bar**. Only those functions that your login ID allows will be underlined as links. For instance, note that

Home, Membership, Club and Logout in the picture above are underlined, but **District** and **Multi-District** are not. The person logged in for this exercise has not authority to look at **District** or **Multi-District** records.

Club secretaries will need to choose either Membership or Club to continue their work. Shown below are the functions available on the **Membership Activity Page**.



Notice that the **Report Month** is indicated as circled above. You will not at this time be able to report for any other month.

Shown at the right are the functions available on the **Club Administration Page**:



## Lions Clubs International Membership Reporting Quick Reference

To report changes in membership--**adds, drops, reinstates, transfers, and update or review.**

From the **LCI Home Page**, choose this button on the left of the index page:



The following LOGON screen appears, shown in part:

Type your **Member Number** (found on your semi-annual Per Capita Dues Statement), and your **Password** (found on your **Monthly**

**Statement**).

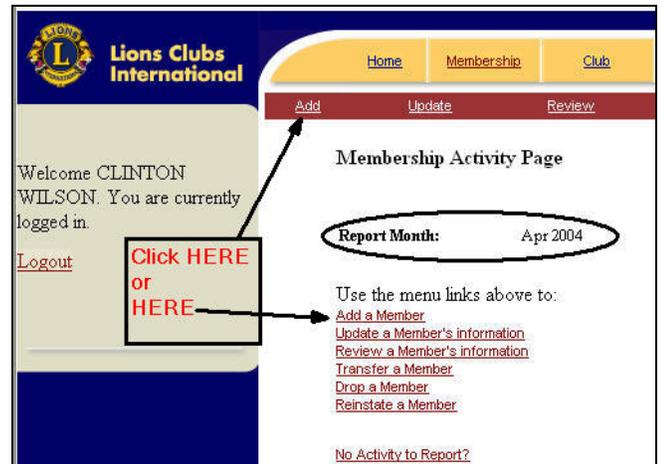
**Click** on the **Go** button.

You will be recognized with the following screen:



**Click** on the **Membership** link shown circled, above.

The next screen will have a Menu Bar like the one shown below, and additional optional text links with the same functions. **Click** the **Add** or **Add a Member** link. See the example in the next column, above.



You will not be able to choose the month for your report. Notice that the screen shows the **Report Month** as circled above.

At this time, you are also able to choose to make no changes by clicking on the **No Activity to Report?** link at the bottom of the picture above. Should you decide to do that, the next window is displayed:



**Click** **OK**, and you will be returned to the **Membership Activity Page**.

If, on the other hand, you have decided to add a member, **click** on one of the two links shown above.

**Add:** When you **Click** on the **Add** or **Add a member** link, the following dialog box opens.

After the successful **submit**, you will get the next dialog box.

Fill in ALL of the required fields (\*). In order

to move to the next screen, (by **Clicking** on the **Sponsor** tab at the top, or **Clicking** on the **Member Sponsor or Save Member Button**), all required fields must be filled. If not, an error message like the one below will be displayed:



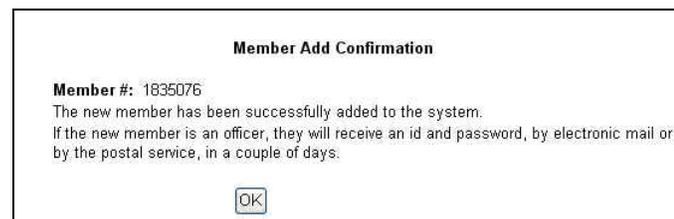
When you have completed the **Basic** dialog box, you will need to complete the **Add** by filling in the required fields on the **Sponsor** tab.

To use the **Sponsor** tab, either scroll for and highlight the sponsor name and then **Click** on **Add** as circled above, or **Search** for the sponsor name by filling in **Last Name, First Name or Member #** in the dialog box and then **Clicking** on **Search**.

It is also possible to have a sponsor from a different club: Fill in the information at the bottom of the window, and **Click** the **Save Member** button as before.

The successful result will fill in the sponsor name and member number as shown in the picture above.

You will also get a briefly displayed message that the database is being updated, and finally the following:



**Click** on the **OK** button to return to the **Membership Activity Page**.

**Drop:**

When you **Click** on the **Drop** link, the following window is shown in part

Member ID:	Member Name:	Address:
1420838	ANDERSON, GREGORY	515 28TH ST NW, ROCHESTER,
1420839	CARLSON, COREY	RR 2 BOX 138 A, KASSON, MN,
1420840	CARLSON, PAULA	RR 2 BOX 138ANUE NW, KASSO
1420842	DOCKTER, GLORIA	3209 KNOLL LANE NW, ROCHE
1420841	DOCKTER, VERN	3209 KNOLL LANE NW, ROCHE
1420843	EDSON, KIMBERLY	1434 DAMON ST SE, ROCHESTE
1420844	HILL, JOHN	506 12TH STREET N W, ROCHE
1420845	HOWE, LAWRENCE	525 13TH ST NE, ROCHESTER, I
1426196	HYATT, ELIZABETH	140 HAVILAND MILL RD, BROOK

Select a member by typing last name or member number. Then, **Click Search** OR **Click** on the member number listed in the **Active Members** column on the left.

The following window opens:

Club: ROCHESTER 76 31420  
 Report Month: 12/1/2003  
 Name: Mickey M Mouse  
 Member #: 1835060  
 Home Address: 1234 56th Street N  
 City:  
 State/Province:  
 Postal/Zip Code:  
 Country:

Drop Reason: Drop Moved \* field is required.

Drop Deceased  
 Drop Moved  
 Drop Non-Attendance  
 Drop Non-Attendance & Non-Pyrm of Dues  
 Drop Non-Pyrm of Dues  
 Drop Other  
 Drop Resigned in Good Standing  
 Drop Transferred in Good Standing

You will be returned to the **Membership Activity** page:

Welcome CLINTON WILSON. You are currently logged in.

Use the menu links above to:  
[Add a Member](#)  
[Update/Review a Member's information](#)  
[Transfer a Member](#)  
[Drop a Member](#)  
[Reinstate a Member](#)

[Change Reporting Month](#)

**Transfers INTO your club:**

Click on the **Transfer** link on any screen. The next window is displayed:

Dropped Membership Search

Report Month: 12/1/2003  
 Club: ROCHESTER 76 (31420)  
 Member #:   
 Last Name:  \*  
 Former District #:   
 Former Club #:   
 Former Club Name:

An asterisk (\*) next to a field indicates that the field is required.

[Assistance](#) [Close](#) [Search](#)

You will be returned to the "roster" window. Click on the **Close** window to return to the **Membership Activity Page**, or, you can choose a new membership function by **Clicking** on any of the **Red** menu items at the top of the screen.

**Reinstate:**

When you **Click** the **Reinstate** link, the program will display a list of members that have been dropped in the last 6 months:

Club: ROCHESTER 76 (31420)

Member Name:	Address:
<input type="checkbox"/> LANGANKI, MARVIN	1320 6TH AVE NE, ROCHESTER, MN, 55906 7003, UNITED STATES
<input checked="" type="checkbox"/> Mouse, Mickey M	1234 56th Street N
<input type="checkbox"/> Mouse, Mickey M	1234, Orlando, MN, 5, UNITED STATES

[Reinstate Selected](#) [Cancel](#)

Fill in the **Last Name** and **Former Club #** as a minimum and then **Click Search**.

The program will look for Lions that have been dropped in **good standing** in the last six months, and display a window like this one:

Report Month: 10/1/2003  
 Club: ROCHESTER 76 (31420)  
 Member #:   
 Last Name: Solheid \*  
 Former District #:   
 Former Club #: 003057  
 Former Club Name: Lake City

An asterisk (\*) next to a field indicates that the field is required.

[Assistance](#) [Close](#) [Search](#)

Member ID:	Member Name:	Address:	Former Club Name:	Reason:
399114	SOLHEID, EUGENE	1004 WEST CENTER ST, LAKE CITY, MN, 55041 2020, UNITED STATES	LAKE CITY	Drop Res Standing

**Click** in the circled box, and **Click** on **Reinstate Selected**.

All members for whom the box was checked will be re-displayed in a confirmation screen. Finish the task by **Clicking** on the **Confirm Reinstatement** button one more time.

Remember that you cannot reinstate a member that has been dropped for more than 6 months (they will not be displayed if gone for more than 6 months).

On this screen, select the member that you want to add by **clicking** on the **Member ID** on the left.

The next screen will be displayed.

**Transfer Confirmation**

**Transfer**

Club Number: 31420  
 Report Month: 10/1/2003  
 Member Name: EUGENE SOLHEID  
 Member #: 399114  
 Former Club #: 3057  
 Former Club Name: LAKE CITY  
 Home Address: 1004 WEST CENTER ST \*  
 \_\_\_\_\_  
 \_\_\_\_\_  
 City: LAKE CITY  
 State/Province: MINNESOTA  
 Postal/Zip Code: 55041 2020  
 Country: UNITED STATES \*

An asterisk (\*) next to a field indicates that the field is required.

Finally, to complete the transfer, **Click** the **Confirm Transfer** button as circled above. The program will take you back to the **Dropped Member Search** screen, from which you can **Close** if you are done transferring members. Closing will return you to the **Membership Activity** page.

**Update/Review:**

**Click** on the **Update or Review** link on any page. The program will display your roster, in part, with options to view other pages of it or search by name

**Select Member**

Club: ROCHESTER 76 (31420)

Last Name: \_\_\_\_\_  
 Member #: \_\_\_\_\_

Member #:	Name:	Branch:	Address:
<a href="#">1420838</a>	ANDERSON, GREGORY		515 28TH ST NW ROCHESTER
<a href="#">1420839</a>	CARLSON, COREY		RR. 2 BOX 138 A KASSON M
<a href="#">1420840</a>	CARLSON, PAULA		RR. 2 BOX 138ANUE NW KA 9802
<a href="#">1420841</a>	DOCKTER, VERN		3209 KNOLL LANE NW ROC 3202

In the picture below, first column, the circled **Member #** will be reviewed or updated.

**Click** on the **Member #** and the following window is displayed.

**Sponsor**

Club: ROCHESTER 76 (31420) Report Month: 4/1/2004  
 Member #: 1420838

Name: \_\_\_\_\_  
 Prefix: \_\_\_\_\_ First: GREGORY \* Middle: \_\_\_\_\_ Last: ANDERSON \* Suffix: \_\_\_\_\_

Home Address: 515 28TH ST NW \*  
 \_\_\_\_\_  
 \_\_\_\_\_  
 City: ROCHESTER \*  
 State/Province: MINNESOTA \*  
 Postal/Zip Code: 55901 \*  
 Country: UNITED STATES \*  
 Year of Birth: 1970 yyyv  
 Gender:  Male  Female \*  
 Home Email: gjcanderson@aol.com  
 Spouse Name: \_\_\_\_\_  
 Service Organization: \_\_\_\_\_  
 Prior Years Service: \_\_\_\_\_  
 Life Member: No

Country Code: \_\_\_\_\_ Area Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_  
 Work Phone: \_\_\_\_\_  
 Mobile Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Desires Magazine:  Yes  No  
 Written Language: English

Branch: \_\_\_\_\_  
 Occupation: \_\_\_\_\_  
 Work Email: \_\_\_\_\_  
 Nickname: \_\_\_\_\_  
 Join Date: 4/1/1999 \* MM/DD/YYYY

An asterisk (\*) next to a field indicates that the field is required.

If you chose to **Review**, all the fields will be grayed out, and you will not be able to change. The **Review** function does not require that you choose a report month, either.

If you choose to **Update**, you will then be allowed to Change the appropriate information, and then, and click the **Save Member Button**.

Both the **Review and Update** function will allow you to see the Sponsor information by clicking on the **Sponsor Tab**, but you may not change the sponsor.

**V.**

**SECRETARIES  
and  
TREASURERS**

## **DISTRICT 2-S1 RULES FOR 100% SECRETARY AWARD 2005-2006**

1. All Monthly Membership Reports (MMR) filed online to Lions International at [www.lionsclubs.org](http://www.lionsclubs.org) by the 10<sup>th</sup> day of the month for the reported month. This requirement begins with the July report which must be filed by August 10<sup>th</sup>.  
Retain in Club File – Printed from Online Report
2. The Club shall have **no unpaid balances** of over **\$50.00** owing to **Lions Clubs International** Office as of **March 31<sup>st</sup>** of the fiscal year.
3. As Secretary you must attend a District Training session, or a special session authorized by the District Governor. Have your attendance validated.
4. You must attend one other District meeting (Cabinet, Mid-Winter or District Convention) Have your attendance validated.
5. Attend two (2) Zone Meetings. Have your attendance validated.
6. The PU-101 and PU-101A must have been submitted to District Governor and International prior to April 15<sup>th</sup>.
7. Furnish evidence that your club met the **IRS 990** requirements on or before October 31<sup>st</sup> and report same on the October Club Activity report.
8. The Club must have conducted at least one major fund raising project with substantial membership participation which shall have been reported on the appropriate Activity report.
9. You must sponsor at least one new member, who shall have been inducted prior to April 15<sup>th</sup> or your club has net positive (+) in membership.
10. Submit the provided validation sheet on the next page. President of your club must make recommendation on this sheet to District Governor by April 15<sup>th</sup> for the Secretary to receive this award at the District Convention or if received after that date will be presented at the First Cabinet Meeting.

**VALIDATION SHEET FOR 100% SECRETARY DISTRICT AWARD**

1. All Monthly Membership Reports filed electronically to [www.lionsclubs.org](http://www.lionsclubs.org) by the 10<sup>th</sup> of the month for the reported month. Beginning with July report.
2. The Club shall have no unpaid balances over \$50.00 owing to Lions Clubs International Office as of March 31<sup>st</sup> of the fiscal year.
3. Attended a District Training session or a special session authorized by the District Governor. Your attendance must be verified from the sign in sheet.  
**District Governor's Signature** \_\_\_\_\_
4. You must attend one other meeting (Cabinet, Mid-Winter or District Convention). Your attendance must be verified from the sign in sheet.  
**District Governor's Signature** \_\_\_\_\_
5. Attend two (2) Zone/Region meetings. Your attendance must be verified from the sign in sheet. **Zone/Region Chair Signature** \_\_\_\_\_
6. The PU-101 and PU-101A must have been submitted to the District and International prior to April 15<sup>th</sup>. Cab. **Secretary Signature** \_\_\_\_\_
7. Furnish evidence that your club met the **IRS 990 requirements** on or before October 15<sup>th</sup>, and also **REPORT** the same on the **OCTOBER** Activity Report.  
**Cabinet Secretary Signature** \_\_\_\_\_
8. The Club must have conducted at least one major fund-raising project with the majority of the membership participating which shall have been reported on the **CAR** for the month. **MONTH REPORTED** \_\_\_\_\_
9. You must sponsor one new member who was inducted before April 15<sup>th</sup> or be a member of a club that is in positive membership or retained their members for the year. **New Lions Name** \_\_\_\_\_ **Month** \_\_\_\_\_
10. Submit this validated sheet. Your Club President must make a recommendation on this sheet to the District Governor by April 15<sup>th</sup> for the Secretary to receive at the District Convention **OR** by June 30<sup>th</sup> to receive by the First Cabinet Meeting.

Club Secretary's Signature \_\_\_\_\_ CLUB \_\_\_\_\_

Club President's Signature \_\_\_\_\_ DATE \_\_\_\_\_

District Governors Initial \_\_\_\_\_ Presented at \_\_\_\_\_ Dist. Conv. \_\_\_\_ Cabinet

# SECRETARY/TREASURER`S CHECKLIST

(Not in the order of occurrence or importance)

1. Have a rubber stamp made for each checking account.  
(Delete account number from previous stamp and pass along).
2. Open Checking accounts. Order Checks.  
(i.e. Operating, Project/activity, Scholarship accounts.)

**NOTE: ALL CLUB ACCOUNTS ARE REQUIRED TO HAVE TWO SIGNATURES TO MEET INSURANCE BONDING REQUIREMENTS FOR THE LIONS OF TEXAS POLICY.**

**NOTE: DO NOT HAVE THE PRESIDENT, SECRETARY, AND/OR TREASURER SIGN CHECKS AHEAD OF TIME.**

3. Transfer names on savings accounts, certificates of deposits.
4. Have stick-on mailing lists printed or be prepared to type addresses on many envelopes.  
(A computer mailing list of all Club members would be beneficial and can be gotten from the LCI web-site. You will have meetings, monthly, quarterly, or semi-annual billings, reminders, and numerous other mailings).
5. Set up books on spread sheet, computer, or whatever you wish to use but have an audit trail of your deposits and disbursements.
6. Semi-annual billing in July and Jan. -- Based on June and Dec. Monthly Membership Report (MMR) Form # C23-A.  
Billed by Lions Clubs International and the District Secretary/Treasurer.
7. Receive monies and disburse to appropriate places.
8. Report monthly to President and Board of Directors of financial condition of the Club, delinquent Club Dues, and etc.
9. Keep Bulletin editor informed monthly.
10. Be prepared to answer any and all questions from Club President and Board.
11. If your Club provides for you to be reimbursed for expenses, keep track of them.  
Have President approve and pay you.

# SECRETARY & TREASURER`S CHECKLIST

(Not in the order of occurrence or importance)

## 12. REGULAR and BOARD MEETINGS:

- A. Record Board meetings. Tape Recordings will improve the quality of your minutes and diminishes the chances for error.
  - 1. Take several empty tape cassettes with you depending on the length of your Board meetings.
  - 2. Take an extension cord for the tape recorder. You never know where the electrical outlet is located.
- B. Be prepared to receive cash at Club Regular and meetings.
  - 1. Take a bank bag or two with you.
  - 2. Have a cash receipts book with you. Memories do not last long.
- C. Help your President prepare the agenda for the meeting.
- D. Financial reports:
  - 1. Monthly and Quarterly Financial Reports of Receipts and Disbursements compared to the Club Budget.
  - 2. List of Members delinquent in their Club Dues.
- E. Attendance roster. Blank sheets for Lions to sign.
- F. Make sure you have extra District directories for those who need them.
- G. If you are the one responsible for the Gavel, Club Gong, United States Flag, or Banner, and other District paraphernalia, make sure you take them to meeting.
- H. Take paper clips, pens, pencils, stapler, staples, and anything else that will make your job easier.
- I. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Get with President after Mid-Winter and decide on your Club awards and order as early as possible to avoid any possible delays.

14. Most of all help the President in any possible way you can.

## SECRETARY CHECKLIST

### **EACH MONTH: Designated by using (P) President, (S) Secretary, and (T) Treasurer**

- S** 1. Minutes of the Club and board meetings - Mail copies of Board minutes to Board members within 10 days (if By-Laws require).
- S** 2. **Prepare and file Monthly Membership Reports to Lions International, District Governor or Cabinet Secretary by the Tenth (10<sup>th</sup>) OF THE MONTH.**
- S** 3. Record attendance and absenteeism - submit to Board those members who have missed 4 straight meetings or more.
- S** 4. Post records of monies received.
- S** 5. Post and Maintain member charges and payments.
- S** 6. Answer all correspondence for the Club.
- S** 7 Submit all bills, purchase orders, and vouchers directed to you to the Treasurer. If acting as both, submit to the Board, if outside the budget. (Treasurer should submit any requests for payment that are greater than the budget to the Board for approval).
- S** 8. Check for special upcoming events and activities; put them on the President's agenda and remind him/her.
- S** 9. Notify Club Officers and involved members of upcoming Zone, District, State, and International meetings.
- S** 10. Pass out the Treasurer monthly budget analysis, and income and expense statement to the Board members.
- S** 11. Prepare and mail member's statements for dues and unpaid charges. (separate treasurers should prepare and provide to the Secretary).
- S** 12. Notify Board members of Board meeting - time and place.
- S** 13. Attend Executive Council.
- S** 14. Remind President to have Club's charity representatives to attend Foundation's Board meetings.

### **QUARTERLY**

- S** 1. (If on a quarterly billing cycle). Prepare and mail member's statements for dues and unpaid charges.

## **SECRETARY CHECKLIST**

### **SPECIAL MONTHLY ITEMS**

#### **June**

- S** 1. Review work to be done with the outgoing President, Secretary and Treasurer; Review records.
- S** 2. Keep a copy of the BUDGET for Club's records.
- S** 3. Prepare Club's annual calendar of events. Discuss Spouse's nights, elections, District and zone meetings, etc. (you may find it easy to modify the District calendar).
- S** 4. Prepare a written check list by months of important deadlines for reports, awards requests, contests, etc.
- S** 5. President and Secretary should discuss selection of committees and their chairman.
- S** 6. Secretary and Treasurer should discuss division of responsibilities.
- S** 7. President/Secretary/Treasurer read the International manual and duties sheets.

#### **July**

- S** 1. Prepare and mail member's statements for dues and unpaid charges.
- S** 2. Contact the incoming Governor to confirm date of Governor's Official visit.
- S** 3. Compare International's membership list with the Club's list and report any discrepancies to Lions International.
- S** 4. Keep record of paid International and District/State dues.
- S** 5. Have Board approve and mail new Corporate/Non-profit Resolution to bank with new officers on signature card.

#### **August**

- S** 1. Order new member kits for the October Membership Drive.
- S** 2. Notify officers of September Zone meeting. Announce to the Club that all Lions are welcome.
- S** 3. Notify 1st Vice President of USA/Canada Lions Forum, and make reservations.
- S** 4. Recommend payment of 100% of District and State Charities. (Early payment assists them in meeting needs that come early).

## PRESIDENT - SECRETARY - TREASURER CHECKLIST

### September

- S** 1. **Attend Region/Zone meeting.**
- S** 2. Remind members of upcoming White Cane weekend.
- S** 3. Promote Membership for October Membership Drive.

### October

- S** 1. Promote Membership.
- S** 2. Order special awards for sponsors of October new members.
- S** 3. Publicize Mid Winter Conference. Make reservations.
- S** 4. Work White Cane weekend.
- S** 5. Notify officers of November Zone meeting. Announce to the Club that all Lions are welcome.

### November

- S** 1. **Attend Region/Zone meeting.**
- S** 2. Prepare and file IRS Form 990 for prior year. **MUST BE FILED BY NOVEMBER 15.**
- S** 3. Make copies of annual financial report for prior year and **mail to District Governor by November 30.**
- S** 4. **Publicize Mid Winter Conference. Make reservations.**

### December

- S** 1. Make copies of the semi-annual financial report and mail to Lions International.

### January

- S** 1. Compare Semi-annual Membership List. (See July item).
- S** 2. Make record of paid International and District/State dues.
- S** 3. Ask the Nominating Committee to meet in February for presentation of new officer slate in early March so that you may make up the Ballot.
- S** 4. Encourage members to find applicants for the Texas Lions Camp.  
Applications will be available at the end of January.  
The Camp is for physical and visual impaired, and diabetic children.
- S** 5. **Attend the Mid Winter Conference.**

## **PRESIDENT - SECRETARY - TREASURER CHECKLIST**

### **February**

- S** 1. Past District Governor's Appreciation month; invite all PDG's to a special Club meeting honoring them.
- S** 2. Notify officers of March Zone meeting. Announce to the Club that all Lions are welcome.
- S** 3. Notify members of Club's nominating meeting in March.
- S** 4. Encourage members to find applicants for the Texas Lions Camp.  
Applications will be available at the end of January.  
The Camp is for physical and visual impaired, and diabetic children.
- S** 5. **Publicize District Convention. Make Reservations**

### **March**

- S** 1. **Attend Region/Zone meeting.**
- S** 2. Notify members of Club's official election meeting in April.
- S** 3. **Publicize District Convention. Make Reservations.**
- S** 4. Encourage members to find applicants for the Texas Lions Camp.  
The Camp is for physical and visual impaired, and diabetic children.
- S** 5. **Vote on Election of Club Officers and record for Club files on prepared ballots.**
- S** 6. **Prepare and file PU 101 Form** to Lions Clubs International and District Governor by April 15 (can be done on line at [www.lionsclubs.org](http://www.lionsclubs.org)). Directories are prepared from this information.

### **April**

- S** 1. **Vote on Election of Club officers before April 15<sup>th</sup> if not done in March on ballots.**
- S** 2. **Prepare and email PU 101 Form** to Lions International and District Governor by April 15.  
Directories are prepared from this information.
- S** 3. Order awards for the year.
- S** 4. Publicize District Convention. Make Reservations
- S** 5. Notify new officers of District Training Seminar.
- S** 6. **ATTEND THE DISTRICT CONVENTION.**
- S** 7. Publicize State and International Conventions. Make Reservations.
- S** 8. Encourage members to find applicants for the Texas Lions Camp.  
The Camp is for physically and visually impaired and diabetic children.

## SECRETARY CHECKLIST

### May

- S** 1. Arrange the Club Installation night. Invite the installing officer if not already done.
- S** 2. Remind new officers of District Training Seminar.
- S** 3. Give President-Elect and Secretary/Treasurer-Elect packets from Lions International.
- S** 4. Publicize State and International Conventions. Make Reservations.
- S** 5. **ATTEND THE STATE CONVENTION.**

### June

- S** 1. Prepare written program for Club Installation.
- S** 2. Prepare yearly report to the Board and the District. Mail copy to Lions International.
- S** 3. Help incoming officers prepare for their year.
- S** 4. **ATTEND THE INTERNATIONAL CONVENTION.** (Could be held in early July).
- S** 5. Mail to Lions Clubs International the **Annual Activities Report** (Form A-1)

## FORMS USED BY THE SECRETARY

Three essential things the secretary should remember about forms:

1. They must be accurate.
2. A duplicate is kept for the Club's own records.
3. They should be able to be read easily.

### **Name and Description**

### **Form #**

MONTHLY MEMBERSHIP REPORT (MMR)	C-23-A <b>ONLINE</b>
ANNUAL ACTIVITIES REPORT	A-1 <b>ONLINE</b>
CLUB ACTIVITY REPORT (CAR) PAPER and file	<b>ONLINE</b>
DISTRICT OBITUARY REPORT ( <b>ONLINE ALSO</b> )	APPENDIX
OFFICIAL MINUTES OF REGULAR CLUB MEETINGS	M-33-C
OFFICIAL MINUTES OF DIRECTORS MEETING	M-33-B
MEMBER RECORD OF CLUB SERVICE, AWARD RECORD	M-33-SA
MEMBER'S ATTENDANCE RECORD	M-33-G
RECORD OF COMMITTEE APPOINTMENTS	M-33-F
LIONS GUEST REGISTER	M-33-J
TRANSFER MEMBER FORM	ME-20 <b>ONLINE</b>
INVITATION-APPLICATION FOR MEMBERSHIP (ONLINE)	ME-6 <b>ONLINE</b>
PU-101 LIONS INTERNATIONAL FORM	PU-101 <b>ONLINE</b>
PU-101 DISTRICT GOVERNOR FORM (BLUE FORM)	PU101-A <b>ONLINE</b>
SUPPLY ORDER FORM	MC-319 <b>ONLINE</b>
MEMBERSHIP CARD (In Secretary's envelope from LCI)	C-3

# SUPPLIES AND AWARDS

## SUPPLIES AND ACTIVITY AWARDS

Supplies and Activity Awards can be ordered through the Lions International Supply Catalog and available through the Club Secretary.

The following are recognition awards that most Clubs give to their members.

**Long Term Perfect Attendance Awards** - a nice and attractive award for continued attendance and these recognition attendance awards must be ordered from Lions International.

**Membership Chevrons** - these recognition chevrons of a members longevity as a Lions member should be ordered from Lions International around the time of the Club's Anniversary. They are in five year multiples after 10 years as a Lions member.

**Membership Key Awards** - Award for sponsoring new members into Lions International. These Membership Keys are automatically sent from Lions Clubs International.

## OCTOBER MEMBERSHIP GROWTH AWARDS

(For Individual Lion Members)

Each Lion who sponsors one or more new members during the month of October is entitled to receive one award pin.

Awards are sent automatically to the Club for presentation to award the recipients.

V.

TREASURER  
&  
FINANCIAL

## **ANNUAL FINANCIAL CLUB AUDIT PROCEDURE of LIONS CLUBS INTERNATIONAL**

**PURPOSE:** The purpose of the Annual Financial Audit Procedure is to give the Club membership and the Lions Clubs International representatives assurances that the Lions Club has been operated in a manner consistent with the ideals of Lions Club International. It is intended that the audit can be performed by members of the Club without incurring an outside audit fee. The audit should be completed as soon as possible -- preferably before the first Club meeting of August of the new Club administration.

**PROCEDURES:** The following is a recommended audit procedure to be performed by a representative group of members of the Lions Club:

1. The President appoints 3 members to be the Audit Committee.
  - a. One(1) being a Past President or Past Secretary and/or Treasurer.
  - b. Two(2) being active current Lion members, preferably ones who have some business experience.
2. The Audit Committee would arrange a meeting with the Club Secretary and/or Treasurer for the year under examination as soon as the books for the year have been closed. The Club Secretary and/or Treasurer should provide the Audit Committee with the following:
  - a. Copy of the Club's Budget and additions, if any, which were approved by the Club's Board of Directors.
    - b. Bank statements and canceled checks.
    - c. Bank Book check stubs or check register and copy of bank reconciliation.
    - d. Copy of Financial Statements as of the end of the year.
    - e. Paid bills file that contain receipts for all expenditures.
    - f. Summary of all receipts.
    - g. List of all uncollected club dues.
    - h. List of all unpaid bills and accompanying approval by the Club's Board of Directors and or President.
    - i. Club billing book / ledgers and Club member's dues invoices.
3. The Audit Committee should perform the following audit procedures:
  - a. As to Financial Statements: Examine the financial statements for accuracy and be sure it totals.
  - b. As to Receipts: Review deposits to determine that all are supported by deposit slips and investigate the source of the funds to be sure they came from a proper person. Amounts reported from member's Club dues should be tested by reference to the membership of the Clubs. Other receipts should be supported by information to adequately explain from where they were received. There should not be any unexplained receipts.
  - c. As to Disbursements: Examine bank reconciliation for propriety and accuracy of each reconciling item. Test check at least three months of statements for signatures and endorsements on each check and compare the check written to invoice paid. Determine by communication with the succeeding President or Club Secretary and/or Treasurer that the amount shown to be transferred to the new administration was the amount received by them.
  - d. After performing the functions outlined above and not finding any material discrepancies the Audit Committee should address a letter to the Club's Board of Directors setting forth that they examined the cash received and disbursed for the year under review and that they found the accompanying statement of cash received and disbursed to be substantially correct.

## **CONTRIBUTIONS DISCLOSURE RULES**

Contributions disclosures rules are mailed each October to the Secretary for the use by the Club.

### **IRS FORM 990**

IRS Form 990 is the annual reporting form for all non-profit organizations that have net receipts in excess of disbursements. Every Lions Club should file Form 990 whether or not the limits stated in form are applicable to the individual Club. The filing deadline is November 15 of each year for the fiscal period ended June 30. Penalties are heavy for failure to report. Forms may be obtained through the IRS or your local tax accountant.

Information about these procedures will be sent to your Club from Lions Clubs International in September or October of each year.

### **STATE OF TEXAS TAX LAWS**

The State of Texas has many laws governing non-profit organizations, fund-raising (i.e. bingo, raffles, concessions, garage sales, retail sales and liquor sales) and sales tax regulations. Any Club, District, or Lion asking for this information should refer to a qualified attorney and tax professional. You must collect taxes on all items sold to the public and you must pay taxes on all your gross sales. **EXCEPTION: Your club is allowed by law to EXEMPT two days each calendar year from sales tax on any two days of your gross sales.**

## ALL DISTRICTS AND CLUBS SUBJECT TO USA TAX LAWS

### RE: DISCLOSURE STATEMENT

The Internal Revenue Code requires that any fundraising solicitations by or on behalf of various tax-exempt organizations, including those formed under Internal Revenue Code Section 501 (c)(4), such as Lions Districts/clubs, must include an express statement that contributions or gifts to it **are not deductible as charitable contributions**. You may find further information on Section 10701 (Sections 6113 and 6710) of the Omnibus Budget Reconciliation Act of 1987 (OBRA) in Notice 88-120, on the IRS website at [www.irs.gov](http://www.irs.gov).

### GUIDELINES FOR CLUBS NOT REQUIRED TO USE THE DISCLOSURE STATEMENT

Solicitations by Lions districts/clubs, with annual gross receipts that do not normally exceed \$100,000 are excluded from this requirement, if 25% or less of their annual gross receipts go to Lions Clubs International.

In determining whether an organization has annual gross receipts that do not normally exceed \$100,000, the Service will generally follow a three year average as a basic rule. The district/club must include the required disclosure statement on all solicitations made more than 30 days after reaching \$300,000 in gross receipts for the three year period of the calculation. For example, if on July 1 of the third year of a calculation (for a district/club with a calendar year accounting period) the district/club reaches \$300,000 in total gross receipts for the prior two years and the first six months of the third year, it must include the required disclosure statement on all solicitations no later than August 1. A district or club with gross receipts under \$100,000 must include the disclosure statement in its solicitation if more than 25% of the money solicited will go to Lions Clubs International.

### GUIDELINES FOR CLUBS REQUIRED TO USE DISCLOSURE STATEMENT

If your district/club has gross receipts normally totaling more than \$100,000 or if its gross receipts are normally less than \$100,000 but more than 25% of its gross receipts are remitted to the association, your club must use one of the following statements; “Contributions or gifts to the \_\_\_ Lions district/club are not deductible as charitable contributions for federal income tax purposes,” “Contributions or gifts to the \_\_\_ Lions district/club are not tax deductible,” or “Contributions or gifts to the \_\_\_ Lions district/club are not tax deductible contribution;”

- 1) The statement must be in at least the same size type as the primary message stated in the body of the letter, leaflet or ad;
- 2) The statement must be included on the message side of any card or tear off section that the contributor returns with the contribution; and
- 3) The statement must be either the first sentence in a paragraph or itself constitute a paragraph.

## ALL DISTRICTS AND CLUBS SUBJECT TO USA TAX LAWS

### RE: UNRELATED BUSINESS INCOME TAX (UBIT)

The existing provisions concerning liability for “unrelated business income” tax were made applicable to organizations exempt under Section 501(c)(4) of the 1986 Internal Revenue Code. Districts and clubs are exempt under this section. This is a tax on income realized from an unrelated “trade or business” regularly carried on by such exempt organizations. If a district or club has “unrelated business income”, it may be liable for payment of this tax. The effect of these provisions on the normal fundraising activities of districts and clubs may be summarized, generally as follows:

- A) Definition of Unrelated Business Income. By definition, the term “unrelated business income” does not include:
- 1) Income in the form of dividends or interest (unless received from an entity legally separate from but controlled by the district or club);
  - 2) Income in the form of rentals from real property (unless received from an entity legally separate from but controlled by the district or club, or from a lease for more than five years of property subject to or related to an indebtedness).
  - 3) Income in the form of rentals of personal property leased with real property if the rent from the personal property is an incidental amount. An incidental amount is 10% or less of the total rents under a lease;
  - 4) Income from a trade or business in which substantially all the work done in the business operation is done without compensation, i.e. by volunteer help;
  - 5) Income from a trade or business which sells merchandise, substantially all of which is donated;
  - 6) Income from a trade or business which is not “regularly carried on;”
  - 7) Income from conduct of bingo games which are not ordinarily carried out on a commercial basis and do not violate any state or local law.
- B) The ordinary fundraising activity of a district or Lion club is considered to be a trade or business within these provisions. The question then is whether it falls within one of the aforesaid categories. If it is not “regularly carried on”, or is run substantially by volunteer help, or consists substantially of the sale of “donated” merchandise, then the income realized there-from will not be subject to the “unrelated business income” tax.

With respect to the phrase “regularly carried on” and intermittent fundraising activities, the regulations state the following:

Income producing or fundraising activities lasting only a short period of time will not ordinarily be treated as regularly carried on if they recur only occasionally or sporadically. Furthermore, such activities will not be regarded as regularly carried on merely because they are conducted on an annual recurrent basis. Accordingly, income derived from the conduct of an annual dance or similar fundraising event for charity would not be income from a trade or business “regularly carried on.”

Reg. Sec. 1.513-1(c).

**Thus, the income realized in the normal fundraising activity of a district or club** (a dance; horse show; sale of light bulbs, candy, brooms, raffle tickets, etc.; concert; play; style show; car or snowmobile race, sporting event; turkey shoot; etc.) **is not “unrelated business income”.**

However, if a district or club carried on an income producing activity (other than rental of property as above described) which:

- (1) Runs for the length of a “season” (such as horse racing) during which such an income producing activity would normally be run; or

- (2) Operates on a regular basis throughout a fiscal year, i.e. in a manner similar to a comparable trade or business of a commercial enterprise (such as operating a parking lot one day each week or a restaurant open to the public on a regular basis throughout the year, etc.), then the respective district or club will have “unrelated business income” with respect to such activity and may be liable for the tax imposed thereon. Any district or club in this situation should consult a qualified local attorney determine any tax liability it may have.

(C) Each district and club must file, annually, an Information Return known as Form 990EZ or Form 990 if it meets the criteria discussed in the preceding letter. In addition, each district or club which has gross “unrelated business income” of \$1,000 or more must also file Form 990-T (this is an income tax return and not mere an information return.) If the gross “unrelated business income” in the taxable year is \$25,000 or less, some detailed portions of Form 990-T need not be completed. You should consult the form itself in this regard.

It can be seen from the above that most districts and clubs will have no involvement with the “unrelated business income” tax or Form 990-T.

If you have any specific questions, please contact the Legal Division.

**In the case of a solicitation by telephone the following three requirements must be met:**

- 1) The solicitation must include whichever of the following statements the organization deems appropriate: “Contributions or gifts to \_\_\_\_\_ Lions district/club are not deductible as charitable contributions for federal income tax purposes,” “Contributions or gifts to \_\_\_\_\_ Lions district/club are not tax deductible as charitable contributions;”
- 2) The statement must be made in close proximity to the request for contributions, during the same telephone call, by the telephone solicitor; and
- 3) Any written confirmation or billing sent to a person pledging to contribute during the telephone solicitation must comply with the requirements for written solicitations.

**In the case of a solicitation by television the following two requirements must be met:**

- 1) The solicitation must include whichever of the following statements the organization deems appropriate: “Contributions or gifts to \_\_\_\_\_ Lions district/club are not tax deductible, “ or “Contributions or gifts to Lions district/club are not tax deductible as charitable contributions.”
- 2) If the statement is spoken, it must be in close proximity to the request for contributions; if the statement appears on the television screen, it must be in large readable type appearing on the screen for at least five seconds.

Failure to include the required disclosure of the non-deductibility of contributions in fundraising solicitations could result in a penalty of \$1,000 for each day on which such a failure occurs, up to a maximum annual penalty of \$10,000.

Lions clubs, of course, when asked must always disclose that a contribution to the club is not tax deductible to the donor as a charitable contribution. The above disclosure requirements apply to disclosure statements on printed materials, broadcast media and telephone solicitation.

**Should you have any questions, please contact the Legal Division.**

## TREASURER CHECKLIST

### EACH MONTH: Designated by using (T) Treasurer

- T 1. Post records of monies received.
- T 2. Keep at least two separate sets of Club accounts - Activity and Administration. Note: For insurance bonding, **ALL ACCOUNTS REQUIRE TWO (2) SIGNATURES.**
- T 3. Post and Maintain member charges and payments.
- T 4. Pay all Clubs bills each month.
- T 8. Submit all bills, purchase orders, and vouchers directed to you as the Treasurer. If acting as both, submit to the Board, if outside the budget. (Treasurer should submit any requests for payment that are greater than the budget to the Board for approval).
- T 9. Check for special upcoming events and activities; place those in the budget so you can Remind the club President.
- T 10. Treasurer should prepare monthly budget analysis, and income and expense statement for the Board meeting.
- T 11. Prepare and mail member's statements for dues and unpaid charges. (separate treasurers should prepare and provide to the Secretary).
- T 12. Attend Executive Council.
- T 15. Remind President to present Club's charity checks at the Cabinet meetings "Parade of Checks".

### QUARTERLY

- T 1. (If on a quarterly billing cycle). Prepare and mail member's statements for dues and unpaid charges.
- T 2. Look into Direct deposit for club members to pay their dues at your local bank.

## TREASURER CHECKLIST

### SPECIAL MONTHLY ITEMS

#### June

- T 1. Review work to be done with the outgoing President, Secretary and Treasurer; Review records.
- T 2. Establish BUDGET for Club's Administration and Activity accounts.
- T 3. Prepare a written check list by months of important deadlines for Budget reports, scholarship Awards, requests, Contests costs, fundraiser start up monies etc.
- T 4. Secretary and Treasurer should discuss division of responsibilities.
- T 5. President/Secretary/Treasurer read the International manual and duties sheets.

#### July

- T 1. Prepare and mail member's statements for dues and unpaid charges.
- T 3. Compare International's membership list with the Club's list and report any discrepancies to Lions International.
- T 4. Pay International and District/State dues.
- T 5. Receive Board approval and mail new Corporate/Non-profit Resolution to bank with new officers on signature card.

#### August

- T 1. Recommend payment of 100% of District and State Charities. (Early payment assists them in meeting needs that come early.)

#### September

- T 1. **Attend Region/Zone meeting.**

#### October

- T 1. Pay for special awards for sponsors of October new members.
- T 2. Work White Cane weekend.
- T 3. Remind yourself of November Zone meeting.

## **November**

- T 1. **Attend Region/Zone meeting.**
- T 2. Prepare and file IRS Form 990 for prior year. **MUST BE FILED BY NOVEMBER 15.**
- T 3. Prepare annual financial report for prior year and **mail to District Governor by November 30.**
- T 4. **Make plans to attend Mid Winter Conference. Make reservations.**

## **December**

- T 1. Prepare semi-annual financial report and mail to Lions International.

## **January**

- T 1. Compare Semi-annual Membership List and share with the Secretary. (See July item).
- T 2. Pay International and District/State dues.
- T 3. Encourage members to find applicants for the Texas Lions Camp.  
Applications will be available at the end of January.  
The Camp is for physical and visual impaired, and diabetic children.
- T 4. **Attend the Mid Winter Conference.**

## **February**

- T 1. Make plans to attend March Zone meeting..
- T 2. Encourage members to find applicants for the Texas Lions Camp.  
Applications will be available at the end of January.  
The Camp is for physical and visual impaired, and diabetic children.
- T 3. **Make plans to attend District Convention. Make Reservations**

## **March**

- T 1. **Attend Region/Zone meeting.**
- T 2. Pay all International indebtedness before March 30<sup>th</sup>.
- T 3. **Make plans to attend the District Convention. Make Reservations.**
- T 4. Encourage members to find applicants for the Texas Lions Camp.  
The Camp is for physical and visual impaired, and diabetic children.

## **April**

- T 1. Pay for awards for the year.
- T 2. Make reservations to attend District Convention. Make Reservations
- T 3. Make plans to attend the new officer District Training Seminar.
- T 4. **ATTEND THE DISTRICT CONVENTION.**
- T 5. Make plans to attend State and International Conventions. Make Reservations.
- T 6. Encourage members to find applicants for the Texas Lions Camp.  
The Camp is for physically and visually impaired and diabetic children.

## **May**

- T 1. Attend new officers District Training Seminar.
- T 2. Read Treasurer-Elect packets from Lions International.
- T 3. Make plans to attend State and International Conventions. Make Reservations.
- T 4. **ATTEND THE STATE CONVENTION.**

## **June**

- T 1. Pay for Club Installation.
- T 2. Prepare yearly report to the Board and the District. Mail copy to Lions International.
- T 3. Help incoming officers prepare for their year.
- T 4. **ATTEND THE INTERNATIONAL CONVENTION.** (Could be held in early July).
- T 5. Mail to Lions Clubs International the **Final Audit Report**

## Using the Billing Function for Clubs

The **Billing** function can be accessed by **Clicking** on that link on that link on the **Club Administration Home** page.



When you click that link, you will get the following window:

Club: ROCHESTER 76 (31420)  
 Bill Period End Date: 4/14/2004 MM/DD/YY\*

Activity:	Activity Date:	Bill All Members:	Amount:
No Records Found			

An asterisk (\*) next to a field indicates that the field is required.

Buttons: Add, Complete, Reset

**Click the Add button** as show. The next window will be displayed.

Club: ROCHESTER 76 (31420)

Activity: \*  
 Activity Date: MM/DD/YY\*  
 Amount: \*  
 Bill All Members:  Yes  No

An asterisk (\*) next to a field indicates that the field is required.

Be sure to choose either Yes or No for the Bill All Members item

Buttons: Save Charge Item, Delete, Cancel

Fill in **ALL** the fields, and then **Click the Save Charge Item**

The following window is displayed.

Club: ROCHESTER 76 (31420)  
 Bill Period End Date: 4/24/2004 MM/DD/YY\*

Activity:	Activity Date:	Bill All Members:	Amount:
Awards Banquet	4/15/2004	Yes	15.00

An asterisk (\*) next to a field indicates that the field is required.

Buttons: Add, Complete, Reset

Continue by **Clicking** on the **Complete** button, as circled above.

The following warning message will be displayed:



When you **Click on OK**, you will get a list of your members to be billed.

Club: ROCHESTER 76 (31420)  
 Activity: 1. Awards Banquet,

Member Name:	1	2	3	4	5	6	Member Number	Amount:
ANDERSON, GREGORY	Y						1420838	15.00
CARLSON, COREY	Y						1420839	15.00
CARLSON, PAULA	Y						1420840	15.00
DOCKTER, VERN	Y						1420841	15.00
DOCKTER, GLORIA	Y						1420842	15.00
EDSON, KIMBERLY	Y						1420843	15.00
HILL, JOHN	Y						1420844	15.00
HOWE, LAWRENCE	Y						1420845	15.00
HYATT, ROBERT E	Y						1420846	15.00
HYATT, ELIZABETH	Y						1426196	15.00

Buttons: Complete

Next, **Click the Complete** button again. The following window will be displayed:

Club: ROCHESTER 76 (31420)

Member Name:	Member Number	Status:
ANDERSON, GREGORY	1420838	Not yet sent
CARLSON, COREY	1420839	Not yet sent
CARLSON, PAULA	1420840	Not yet sent
DOCKTER, VERN	1420841	Not yet sent
DOCKTER, GLORIA	1420842	Not yet sent
EDSON, KIMBERLY	1420843	Not yet sent
HILL, JOHN	1420844	Not yet sent
HOWE, LAWRENCE	1420845	Not yet sent
HYATT, ROBERT E	1420846	Not yet sent
HYATT, ELIZABETH	1426196	Not yet sent

Buttons: View Report, Print Report

Finally, **Click the Print Report** button, and Acrobat Reader will display a report with one page per member to be billed, that looks like this the one on the next page.

**ROCHESTER 76 LIONS CLUB**  
ROCHESTER, MN

Invoice Printed: April 24, 2004  
Bill Period End Date: April 14, 2004

**ANDERSON, GREGORY**  
Membership Number: 1420838  
1303 4TH ST SE  
ROCHESTER, MN 55904

Activity	Activity Name	Amount
May 20, 2004	Awards Banquet	15.00
<b>Total Due:</b>		<b>15.00</b>

Having clicked on a member name, the program will present this window:

Club: ROCHESTER 76 (31420)  
Member #: 1420840  
Member Name: PAULA CARLSON

In this window, Click the "Yes" button if you want to bill this member for this activity.  
Then, Click the "Save Assessment" button, as shown.

Activity:	Amount:	Bill Member:
Meeting Meal	12	<input type="radio"/> Yes <input type="radio"/> No

The program will return you to the Member List window, where you can repeat the process as often as you need to bill everyone that participated in that billable activity. Not that the status has changed on the member that was chosen- in this case, Paula Carlson.

The above report can then be printed and mailed or otherwise distributed to club members.

If you select **No** after filling in the fields for a billable activity, you will get the window below:

Club: ROCHESTER 76 (31420)  
Bill Period End Date: 4/24/2004

Activity:	Activity Date:	Bill All Members:	Amount:
Meeting Meal	4/22/2004	No	12.00

An asterisk (\*) next to a field indicates that the field is required.

Club: ROCHESTER 76 (31420)  
Activity: 1. Meeting Meal,

Member Name:	1	2	3	4	5	6	Member Number	Amount:
ANDERSON, GREGORY	N						1420838	0.00
CARLSON, COREY	N						1420839	0.00
CARLSON, PAULA	Y						1420840	12.00
DOCKTER, VERN	N						1420841	0.00
DOCKTER, GLORIA	N						1420842	0.00
EDSON, KIMBERLY	N						1420843	0.00
HILL, JOHN	N						1420844	0.00
HOWE, LAWRENCE	N						1420845	0.00
HYATT, ROBERT E	N						1420846	0.00
HYATT, ELIZABETH	N						1426196	0.00

When you have selected all members to be billed, **Click the Complete Button.**

Note that in this window, **Bill All Members** is set to **No**. To proceed, **Click the Complete** button, and the program will display the list of members, similar to above:

The Billing Status/Recap window will be displayed.

Club: ROCHESTER 76 (31420)  
Activity: 1. Meeting Meal;

In this window, Click on the name of any Lion member to bill for this activity.

Member Name:	1	2	3	4	5	6	Member Number	Amount:
ANDERSON, GREGORY	N						1420838	0.00
CARLSON, COREY	N						1420839	0.00
CARLSON, PAULA	N						1420840	0.00
DOCKTER, VERN	N						1420841	0.00
DOCKTER, GLORIA	N						1420842	0.00
EDSON, KIMBERLY	N						1420843	0.00
HILL, JOHN	N						1420844	0.00
HOWE, LAWRENCE	N						1420845	0.00
HYATT, ROBERT E	N						1420846	0.00
HYATT, ELIZABETH	N						1426196	0.00

Club: ROCHESTER 76 (31420)

Member Name:	Member Number	Status:
ANDERSON, GREGORY	1420838	Not yet sent
CARLSON, COREY	1420839	Not yet sent
CARLSON, PAULA	1420840	Not yet sent
DOCKTER, VERN	1420841	Not yet sent
DOCKTER, GLORIA	1420842	Not yet sent
EDSON, KIMBERLY	1420843	Not yet sent
HILL, JOHN	1420844	Not yet sent
HOWE, LAWRENCE	1420845	Not yet sent
HYATT, ROBERT E	1420846	Not yet sent
HYATT, ELIZABETH	1426196	Not yet sent

**Click the Print Report** button to complete the process, as above.



**WORKSHEET**

**CALCULATION OF NEW MEMBER ENTRANCE FEE**

**DUES and FEES:**

**INTERNATIONAL:**

New Member Fee (Not Prorated)..... \$25.00

Prorated International dues @ \$ 1.9583/month.....

International Convention fee.(6 months)..... .25

**TEXAS (MD-2):** Billed Semi-Annually..... \$ 3.75

**DISTRICT 2-S1:** Billed Semi-Annually..... \$ 3.75

**Club Dues:**

One time cost of New Member Kit, Pin, Individual record, etc. **(Do not include routine Club member costs covered by regular dues).**

TOTAL FEE \$ \_\_\_\_\_

**Club Vests: May be an additional expense.**

**WORKSHEET**

**CALCULATION OF INDIVIDUAL MEMBER DUES**

**DUES:**

**Semi-Annual**

INTERNATIONAL (see note on dues structure page) .....\$19.50

TEXAS (MD-2): **Semi-Annual**

Administrative Fund.....\$ 3.50

Promote Texas Fund .....\$ 0.375

TEXAS LIONS CAMP.(**Semi-Annual**).....\$ 7.50

**DISTRICT 2-S1: Semi-Annual**

Administrative Fund..... \$ 3.00

District Convention Fund.....\$ 0.375

District 2-S1 State Convention Fund ..... \$ 0.375

**CLUB EXPENSE:**

**\*PRO-RATA SHARE** of budgeted administrative expenses other than outside dues (above) and cost of meals.....

\$ \_\_\_\_\_

MEALS, average cost of each meal times number of meals in six(6) months.

Avg. Cost \_\_\_\_\_ X # of meals \_\_\_\_\_ = \$ \_\_\_\_\_

TOTAL CLUB EXPENSE \$ \_\_\_\_\_

TOTAL ALL DUES and CLUB EXPENSE \$ \_\_\_\_\_

MONTHLY DUES (Divide by 6) \$ \_\_\_\_\_

**\* From Club's Administrative Budget**

# LIONS CHARITIES CONTRIBUTIONS

## **The Lions Club International Foundation (LCIF):**

Lions throughout the world join together in supporting the Lions Clubs International Foundation. LCIF provides funds for relief from disasters such as hurricanes, tornadoes, earthquakes and floods with such relief administered by the local Lions District. LCIF also provides to aid in the construction of hospitals, clinics, schools, and other humanitarian projects that are beyond the means of the local club and its community. LCIF funded the development of the school curricula known as "Lions Quest Skill for Growing" and "Lions Quest Skills for growing" and "Lions Quest Skills for Adolescence." These curricula provide elementary and intermediate school with proper decision making skills and how to improve relationships with parents, teachers, other adults and their peers. The aim of these programs is to point children toward a wholesome, productive lifestyle and away from drugs. The Lions SightFirst – Lions Conquering Blindness is a program coordinated through LCIF. SightFirst, which was initiated in 1990, is dedicated to eliminating preventable and correctible blindness throughout the world, and 80% of these are blind because of problems that could have been prevented or could now be corrected. Campaign SightFirst is the fund-raising program for Sight First.

### **100% District Contribution is \$ 2.00 per member based on July 1 membership.\*\***

Make your Club's check to the Lions Club International Foundation and designate the check for 100%.

### **The Club Certificate of Appreciation membership is \$ 10.00 per member based on July 1 membership.**

Make your Club's check to the Lions Club International Foundation and designate the check for Club Certificate of Appreciation Membership and for 100%. Each Club receives a Certificate of Appreciation.

### **The Contributing Membership is \$ 20.00 per member based on July 1 membership.**

Make your Club's check to the Lions Club International Foundation and designate the check for Contributing Membership and for 100%. Each Contributing member receives a wallet card and the Club receives a Club Banner Patch/Chevron.

### **The Honor Roll is \$ 100.00 per member based on July 1 membership.**

Make your Club's check to the Lions Club International Foundation and designate the check for the Honor Roll and for 100%. Each Honor Roll member receives a certificate.

### **The Melvin Jones Fellowship is \$ 1000.00 per fellowship.**

Make your Club's check to the Lions Club International Foundation and designate the check for the Melvin Jones Fellow and designate the recipient. Each Melvin Fellow receives a plaque and pin.

Your Club's contribution is deposited in the **ENDOWMENT** account of the Lions Club International Foundation. The **ENDOWMENT** funds are restrictive and the principal cannot be used. Only the interest can be used in the operation of the Foundation.

**MAIL ALL CHECKS TO:** LIONS CLUB INTERNATIONAL FOUNDATION  
**C/O IPDG David Middleton**  
**P.O. Box 768**  
**Alto, TX 75925**

# LIONS CHARITIES CONTRIBUTIONS

## Texas Lions League for Crippled Children:

The Lions of Texas, own, support and operate a camp for physically handicapped and insulin dependent diabetic children from all over the State of Texas located in Kerrville. Children attend this camp at no cost to them or their parents. Established in 1949, the Texas Lions Camp has now served more than 50,000 children, giving each of them a very special learning and growing experience in a beautiful hill country setting.

**100% Contribution is \$ 10.00 per member based on July 1 membership.** Not to be confused with the mandatory \$18.00 per member payable to the State office (**effective July 1, 2005**).

Your Club's contribution is deposited in the General Operating account of the Texas Lions League for Crippled Children.

Make your Club's check to the Texas Lions League for Crippled Children and designate the check for 100%.

**Any funds contributed as memorials, life memberships, and Century Club** is deposited into the General operating account.

**LIFE MEMBERSHIPS** in the Texas Lions League for Crippled Children is \$100.00 for the Certificate and the pin and additional \$25.00 for the plaque.

**CENTURY CLUB** contributions are a minimum of \$100.00 per year unless it is a bank draft and must be a least \$ 10.00 per month.

Make your Club's check to the Texas Lions League for Crippled Children and designate the check for memorial or life membership and designate the recipient.

**Any funds contributed and designated for trusts, endowment, or building** are deposited in the respective fund accounts.

The **TRUST** funds are restrictive funds for purchase and maintenance of the Texas Lions Camp.

The **ENDOWMENT** funds are restrictive and the principal cannot be used. Only the interest can be used in the operation of the Camp.

The **BUILDING** funds are restrictive to the specific building project at the Camp.

Make your Club's check to the respective Texas Lions League for Crippled Children fund.

**THE JACK WIECH FELLOWSHIP IS \$ 1000.00 PER FELLOWSHIP.\*\***

Make your Club's check to the Texas Lions League for Crippled Children and designate the check for the Jack Wiech Fellow and designate the recipient. Each Jack Wiech Fellow receives a plaque and pin.

**\*\*Note: These funds can be also designated to either the Operating Fund, Endowment Fund, Trust Fund, or Building Fund.**

**\*\*Note: Three year payout plan available**

**MAKE ALL CHECKS TO THE: TEXAS LIONS LEAGUE FOR CRIPPLED CHILDREN**

**MAIL TO:**

**Or**

**LION CHARLES TARVER  
10033 FM 92  
SILSBEE, TX 77656  
H: 409-866-9129 C: 409-659-1502**

**LION HAROLD YOST  
1306 Brookwood  
LUFKIN, TX 75904  
H: 936-632-7821**

# LIONS CHARITIES CONTRIBUTIONS

## **The Texas Lions Foundation:**

The Texas Lions Foundation provides funds for humanitarian services and disaster relief in the State of Texas.

**100% Contribution is \$ 2.00 per member based on July 1 membership.**

Make your Club's check to The Texas Lions Foundation and designate the check for 100%.

**The Texas Lions Foundation Sustaining Member Award is \$ 125.00.**

Make your Club's check to The Texas Lions Foundation and designate the check for Sustaining Member Award and designate the recipient.

**The Texas Lions Foundation Fellowship is \$ 500.00 per fellowship.**

Make your Club's check to The Texas Lions Foundation and designate the check for Texas Lions Foundation Fellow and designate the recipient.

All funds contributed to the Texas Lions Foundation are deposited into an endowment account and only the interest earned is used for expenses and grants.

**Designate on the check Club name and District 2-S1**

**MAKE ALL CHECKS TO:**

**THE TEXAS LIONS FOUNDATION**

**MAIL TO:**

**PDG CLAUDE DURHAM  
520 WEST LAKE DRIVE  
LIVINGSTON, TX 77351  
H: 936-327-4645  
Lions: 936-328-5666  
E: cdurham@livingston.net**

# LIONS CHARITIES CONTRIBUTIONS

## The Lions Eye Bank of Texas:

The Lions Eye Bank Foundation is a fund for research and development of projects involving sight restoration. Grants have been made to study eye diseases and disorders and the development of improved corneal transplantation procedures.

**100% Contribution is \$ 2.00 per member based on July 1 membership.**

Make your Club's check to The Lions Eye Bank of Texas and designate the check for 100%.

Designate on the check Club name and **District 2-S1**

### ADDITIONAL HONOR RECOGNITIONS:

WALL OF HONOR	\$500.00	
AMBASSADOR CLUB	\$100.00	ANNUALLY
LIFE MEMBERSHIP	\$100.00	
MEMORIALS	ANY AMOUNT	

**MAKE ALL CHECKS TO: THE LIONS EYE BANK OF TEXAS**

**MAIL ALL CHECKS TO: PDG LEW VAIL  
P.O. BOX 2484  
ONALASKA, TX 77360  
H; 936-646-4330  
E: lewvail@samlink.com**

\*\*\*\*\*

## The Leader Dog for the Blind:

Lions of District **2-S1** provide Leader Dogs for blind people. These dogs and the blind person's training to use the dog are furnished at no cost to the blind through Leader Dogs for the Blind in Rochester, Michigan.

**100% Contribution is \$ 2.00 per member based on July 1 membership.**

Your Club's contribution is deposited in the General Operating account of the Leader Dog for the Blind School.

Make your Club's check to the Leader Dog for the Blind School and designate the check for 100%. Designate on the check Club name and **District 2-S1**. Bring the checks to the Cabinet Meetings and present them at the Parade of Checks OR MAIL Checks to:

**MAKE ALL CHECKS TO THE: LEADER DOG FOR THE BLIND SCHOOL**

**MAIL TO: PDG L. E. "STUMP" WEATHERFORD  
1390 HUNTSMAN  
ORANGE, TX 77632  
H: 409-886- 5363 C: 409-313-0827  
E-Mail: stumpw1@yahoo.com**

## LIONS CHARITIES CONTRIBUTIONS

### Texas Lions Eyeglass Recycling Center:

The Texas Lions Eyeglass Recycling Center is located in downtown Midland. It has become the home club of the Midland Downtown Lions Club. The Center relies upon volunteers to process a million pairs of used eyeglasses collected by Lions across the state. Texas having a population of 21 million people and a Lion volunteer base of over 32,000 Lions state wide are able to collect 12.6 million pairs of used eyeglasses. There are 50 centers that process less than half of the glasses generated. 60% of the world needs optical care; 80% receive relief from the used eyeglasses distributed by the Lions; 20% need surgery and glasses; and less than 2% will go blind even with assistance. Other interesting statistics are 80% of the USA can afford glasses while 20% cannot; 20% of the Third World can afford to purchase glasses while 80% cannot. Glasses are sorted, washed, dried and read and placed in bags. TLERC has the world's largest quarter diopter system. These are placed 50 pairs of glasses to a box; six boxes to a bundle and shipped to the Third World countries. The Lions of Texas may feel proud that the glasses they collect and send to TLERC are redistributed to these needy countries.

**100% Contribution is \$ 1.00 per member based on July 1 membership.**

**MAKE CHECKS TO:                      DISTRICT 2-S1  
TEXAS EYEGLASS RECYCLING PROJECT**

**MAIL CHECKS TO:                      PDG CLAUDE DURHAM  
520 WEST LAKE DRIVE  
LIVINGSTON, TX 77351**

### Lions World Services for the Blind:

Lions World Services for the Blind is a Lions owned and operated vocational school, teaching blind clients life and business skills, and computer expertise. Operated by the Arkansas Lions, it services clients from more than twenty states.

**100% Contribution is \$ 2.00 per member based on July 1 membership.**

Your Club's contribution is deposited in the General Operating account of the Lions World Services for the Blind.

**Make checks to Lions World Services for the Blind**

**Designate on the check Club name and District 2-S1 and Mail To:**

**PDG DOYEL CHANDLER  
P. O. BOX 126  
KIRBYVILLE, TX 75956  
H: 409-423-5933**

## **HEARING AID RECYCLING PROGRAM (HARP)**

**HEARING AID RECYCLING PROJECT (HARP)** began as a new district 2-S1 project in 2005 under the leadership of District Governor Penny Gregrich to provide the people within the district boundaries with hearing services. The District will provide either a refurbished hearing aid or a new low cost digital hearing aid to those classified as in financial need. The hearing aids must be fitted by an approved Audiologist and on the list of approved locations to qualify for these hearing aids. The local Lions Clubs will incur the cost of the hearing aids and the fitting fees (if applicable) at a nominal fee for the hearing services.

**100% Contribution is \$ 1.00 per member based on July 1 membership for each**

Your Club's contribution is deposited in the General Operating account of the Hearing Aid Recycling Project.      **Make checks to Hearing Aid Recycling Project**

**Designate on the check Club name and District 2-S1 and Mail To:**

**BRING TO THE PARADE OF CHECKS AT THE CABINET MEETINGS**

**Hearing Aid Recycling Project**

Lion Mary Jon Wells  
8225 Thad Lane  
Beaumont, TX 77706  
409-866-7770

## **EAST TEXAS LIONS EYEGLOSS RECYCLING PROJECT**

The East Texas Lions Eyeglass Recycling Project began in 2002 under the guidance of PDG Claude Durham. The purpose of the eyeglass recycling project is to provide a satellite station for the Texas Lions Eyeglass Recycling Center located in Midland. The eyeglasses that are gathered by the clubs in district 2-S1 will be processed locally with some being kept to complete a full diopter set or they will be transported to Midland to be shipped to developing countries. Communities within the boundaries of District 2-S1 may request a date for the certified trained team to furnish a low vision screening for their financially disadvantaged people. In turn they will be fitted with recycled eyeglasses if available. To learn more contact PDG Claude Durham in Livingston.

**100% Contribution is \$ 1.00 per member based on July 1 membership for each**

Your Club's contribution is deposited in the General Operating account of the East Texas Lions Eyeglass Recycling Project.

**Make checks to East Texas Lions Eyeglass Recycling Project**

**Designate on the check Club name and District 2-S1 and Mail To:**

**BRING TO THE PARADE OF CHECKS AT THE CABINET MEETINGS**

**East Texas Lions Eyeglass Recycling Project**

PDG Claude Durham  
520 West Lake Drive  
Livingston, TX 77351  
936-327-4645

# **SAMPLE FINANCIAL REPORTS**

FINANCIAL REPORT for \_\_\_\_\_ LIONS CLUB  
ADMINISTRATIVE FUNDS

For Current and Year-to-Date Period Ended

Administrative Income	Current Actual	Year-to-Date Actual	Budget Yr-To-Date	Variance Inc<Dec>
<b>Revenue:</b>				
Member dues	< _____ >	< _____ >	< _____ >	< _____ >
Initiation fees	< _____ >	< _____ >	< _____ >	< _____ >
Club tail twister	< _____ >	< _____ >	< _____ >	< _____ >
Meals - members	< _____ >	< _____ >	< _____ >	< _____ >
Meals - guests	< _____ >	< _____ >	< _____ >	< _____ >
Vests	< _____ >	< _____ >	< _____ >	< _____ >
Other	< _____ >	< _____ >	< _____ >	< _____ >
 Total Revenue	 < _____ >	 < _____ >	 < _____ >	 < _____ >
<b>Administrative Disbursements:</b>				
Dues - International	< _____ >	< _____ >	< _____ >	< _____ >
Dues - MD-2	< _____ >	< _____ >	< _____ >	< _____ >
Dues - Texas Lions Camp	< _____ >	< _____ >	< _____ >	< _____ >
Dues - District 2-S1	< _____ >	< _____ >	< _____ >	< _____ >
Dues - Executive Council	< _____ >	< _____ >	< _____ >	< _____ >
Initiation fees	< _____ >	< _____ >	< _____ >	< _____ >
Postage	< _____ >	< _____ >	< _____ >	< _____ >
Supplies - club	< _____ >	< _____ >	< _____ >	< _____ >
Supplies - vests	< _____ >	< _____ >	< _____ >	< _____ >
Supplies - awards	< _____ >	< _____ >	< _____ >	< _____ >
Supplies - stationery	< _____ >	< _____ >	< _____ >	< _____ >
Newsletter - printing	< _____ >	< _____ >	< _____ >	< _____ >
Newsletter - postage	< _____ >	< _____ >	< _____ >	< _____ >
Meals - members	< _____ >	< _____ >	< _____ >	< _____ >
Meals - guests/speakers	< _____ >	< _____ >	< _____ >	< _____ >
Midwinter Conference	< _____ >	< _____ >	< _____ >	< _____ >
District Convention	< _____ >	< _____ >	< _____ >	< _____ >
International Convention	< _____ >	< _____ >	< _____ >	< _____ >
USA/Canada Forum	< _____ >	< _____ >	< _____ >	< _____ >
District events	< _____ >	< _____ >	< _____ >	< _____ >
Bank service charges	< _____ >	< _____ >	< _____ >	< _____ >
Contingency	< _____ >	< _____ >	< _____ >	< _____ >
 Total Disbursements	 < _____ >	 < _____ >	 < _____ >	 < _____ >
 <b>Net Funds&lt;Deficit&gt;</b>	 < _____ >	 < _____ >	 < _____ >	 < _____ >
	=====	=====	=====	=====

For Current and Year-to-Date Period Ended

Activity Income	Current Actual	Year-to-Date Actual	Budget Yr-To-Date	Variance Inc<Dec>
<b>Revenue:</b>				
Concession gross receipts				
Food/Drink costs	< _____ >	< _____ >	< _____ >	< _____ >
Booth costs	< _____ >	< _____ >	< _____ >	< _____ >
Net concession revenue				
Lions Mint receipts				
Mint & display costs	< _____ >	< _____ >	< _____ >	< _____ >
Net mint revenue				
Bingo receipts				
Prizes	< _____ >	< _____ >	< _____ >	< _____ >
Taxes	< _____ >	< _____ >	< _____ >	< _____ >
Rents	< _____ >	< _____ >	< _____ >	< _____ >
Supplies	< _____ >	< _____ >	< _____ >	< _____ >
Employee costs	< _____ >	< _____ >	< _____ >	< _____ >
Net bingo revenue				
Major Fund Raiser				
Cost	< _____ >	< _____ >	< _____ >	< _____ >
Net Major Fund Raiser				
Other receipts				
Net other revenue	< _____ >	< _____ >	< _____ >	< _____ >
Other receipts				
Net other revenue	< _____ >	< _____ >	< _____ >	< _____ >
Donations	< _____ >	< _____ >	< _____ >	< _____ >
Total Revenue	< _____ >	< _____ >	< _____ >	< _____ >
Total Activity				
Disbursements	< _____ >	< _____ >	< _____ >	< _____ >
Net Revenue	< _____ >	< _____ >	< _____ >	< _____ >
Beginning funds (cash)	< _____ >	< _____ >	< _____ >	< _____ >
Net Ending Funds<Deficit>	=====	=====	=====	=====

ACTIVITY/PROJECT FUNDS

For Current and Year-to-Date Period Ended

Activity Disbursements:	Current Actual	Year-to-Date Actual	Budget Yr-To-Date	Variance Inc<Dec>
<b>100% Lion's Charity Donations:</b>				
Texas Lions Camp	< _____ >	< _____ >	< _____ >	< _____ >
Texas Lions Foundation	< _____ >	< _____ >	< _____ >	< _____ >
The Texas Eye Bank of Texas	< _____ >	< _____ >	< _____ >	< _____ >
Lion Club International Fnd	< _____ >	< _____ >	< _____ >	< _____ >
Lions World Services/Blind	< _____ >	< _____ >	< _____ >	< _____ >
Leader Dog/Blind School	< _____ >	< _____ >	< _____ >	< _____ >
TX Lions Eyeglass Recycling	< _____ >	< _____ >	< _____ >	< _____ >
E.TX Eyeglass Recycling Prog.	< _____ >	< _____ >	< _____ >	< _____ >
Hearing Aid Recycling Program	< _____ >	< _____ >	< _____ >	< _____ >
<b>Community Projects:</b>				
Children's Eyeglasses	< _____ >	< _____ >	< _____ >	< _____ >
Senior Citizen Eyeglasses	< _____ >	< _____ >	< _____ >	< _____ >
_____	< _____ >	< _____ >	< _____ >	< _____ >
_____	< _____ >	< _____ >	< _____ >	< _____ >
_____	< _____ >	< _____ >	< _____ >	< _____ >
_____	< _____ >	< _____ >	< _____ >	< _____ >
<b>Life Memberships:</b>				
Texas Lions Camp	< _____ >	< _____ >	< _____ >	< _____ >
Lions Eye Bank of Texas	< _____ >	< _____ >	< _____ >	< _____ >
_____				
<b>Texas Lions Foundation:</b>				
Sustaining Member	< _____ >	< _____ >	< _____ >	< _____ >
<b>Lion's Charity endowment funds:</b>				
Texas Lions Camp	< _____ >	< _____ >	< _____ >	< _____ >
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>Lion's Charity fellowships:</b>				
Texas Lions Foundation	< _____ >	< _____ >	< _____ >	< _____ >
Lions Club Internat'l Fnd	< _____ >	< _____ >	< _____ >	< _____ >
Texas Lions Camp	< _____ >	< _____ >	< _____ >	< _____ >
<b>Total Disbursements</b>	=====	=====	=====	=====

FINANCIAL REPORT for \_\_\_\_\_ LIONS CLUB

ADMINISTRATIVE FUND BUDGET WORKSHEET

For Year-to-Date Period Ended \_\_\_\_\_

**Administrative Income Budget Year-To-Date**

**Revenue:**

Member dues	# members _____	@ \$ _____/member
Initiation fees	# members _____	@ \$ _____/member
Club tail twister	# meetings _____	@ \$ _____/meeting
Meals - members	# members _____	@ \$ _____/member
Meals - guests	# guests _____	@ \$ _____/guest
Vest	# vests _____	@ \$ _____/vest
Other	_____	
_____	_____	
_____	_____	
Total Revenue	_____	

**Administrative Disbursements:**

Dues - International	# members _____	@ \$ 24.00/member
Dues - MD-2	# members _____	@ \$ 7.50/member
Dues - Texas Lions Camp	# members _____	@ \$ 12.00/member
Dues - District 2-S1	# members _____	@ \$ 5.75/member
Initiation fees	# new members _____	@ \$ 25.00/member
Postage	_____	
Supplies - club	_____	
Supplies - vests	_____	
Supplies - awards	_____	
Supplies - stationery	_____	
Newsletter - printing	# issues _____ times # recipients _____	times avg cost/issue _____
Newsletter - postage	# issues _____ times	postage cost _____
Meals - members	# members _____ times # meal cost \$ _____	times # mtgs _____ times avg attendance _____
Meals - guests/speakers	# speakers _____ times	meal cost _____
Midwinter Conference fee/meals	# members _____ times	/member registration
District Convention fee/meals	# members _____ times	/member registration
Internat'l Convention	# members _____ times	/member registration
USA/Canada Forum	# members _____ times	/member registration
District events	# members _____ times	/member registration
Bank service charges	_____	
Contingency	_____	
Total Disbursements	_____	

**Net Funds<Deficit>**

=====

FINANCIAL REPORT for \_\_\_\_\_ LIONS CLUB  
 ACTIVITY/PROJECT FUNDS BUDGET WORKSHEET  
 For Year-to-Date Period Ended

Activity Income	Budget Year-To-Date	
<b>Revenue:</b>		
Concession gross receipts	_____	< _____ >
Food/Drink costs	_____	< _____ >
Booth costs	_____	< _____ >
Net concession revenue	_____	< _____ >
Lions Mint receipts	_____	< _____ >
Mint & display costs	_____	< _____ >
Net mint revenue	_____	< _____ >
Bingo receipts	_____	< _____ >
Prizes	_____	< _____ >
Taxes	_____	< _____ >
Rents	_____	< _____ >
Supplies	_____	< _____ >
Employee costs	_____	< _____ >
_____	_____	< _____ >
Net bingo revenue	_____	< _____ >
Major Fund Raiser	_____	< _____ >
Cost	_____	< _____ >
Net Major Fund Raiser	_____	< _____ >
Other receipts	_____	< _____ >
_____	_____	< _____ >
_____	_____	< _____ >
<b>Net other revenue:</b>		
Donations	_____	< _____ >
Total Revenue	_____	< _____ >
Total Activity Disbursements	_____	< _____ >
Net Revenue	_____	< _____ >
Beginning funds (cash)	_____	< _____ >
<b>Net Ending Funds &lt;Deficit&gt;</b>	_____	< _____ > =====

FINANCIAL REPORT for \_\_\_\_\_ LIONS CLUB

ACTIVITY/PROJECT FUND BUDGET WORKSHEET

-----  
For Year-to-Date Period Ended

**Activity Disbursements:**

**Budget Year-To-Date**

**100% Lion's Charity donations:**

Texas Lions Camp	# members _____	@ \$ 10.00/member
Texas Lions Foundation	# members _____	@ \$ 2.00/member
The Eye Bank of Texas	# members _____	@ \$ 2.00/member
Leader Dog/Blind School	# members _____	@ \$ 2.00/member
Lions Club International Fnd.	# members _____	@ \$ 2.00/member
Lions World Services/Blind	# members _____	@ \$ 2.00/member
TX Lions Eyeglass Recycling	# members _____	@ \$ 1.00/member
E.TX Lions Eyeglass Recycling	# members _____	@ \$ 1.00/member
Hearing Aid Recycling Prog.	# members _____	@ \$ 1.00/member

**Lion's Programs Donations:**

Drug Speech Contest (2-S1)	< _____ >
Diabetic Essay Contest (2-S1)	< _____ >
Outstanding Youth (2-S1)	< _____ >
Queen's Scholastic Contest (2-S1)	< _____ >
Peace Poster (2-S1)	< _____ >

**Community projects:**

Children's Eyeglasses	Annual Estimate # of pairs _____	purchase times
cost	_____	
Senior Citizen Eyeglasses	Annual Estimate # of pairs _____	purchase times
cost	_____	

**Life Memberships:**

Texas Lions Camp	\$ 125.00/membership with plaque	\$ 100.00/membership
The Eye Bank of Texas	\$ 100.00/membership	
<b>Texas Lions Foundation</b>	\$ 125.00 per Sustaining Member	

**Lion's Charity endowment funds:**

Texas Lions Camp	_____
------------------	-------

**Lion's Charity Fellowships:**

Texas Lions Foundation	\$ 500.00 per Texas Lions Fnd. Fellowship
Lions Club International Fnd.	\$ 1,000.00 per Melvin Jones Fellowship
Texas Lions Camp	\$ 1,000.00 per Jack Wiech Fellowship

**Total Budgeted Disbursements**                    \$ =====

# **LIONS CODE OF ETHICS**

TO SHOW my faith in the worthiness of my vocation by industrious application to the end that I may merit a reputation for quality of service.

TO SEEK success and to demand all fair remuneration or profit as my just due, but to accept no profit or success at the price of my own self-respect lost because of unfair advantage taken or because of questionable acts on my part.

TO REMEMBER that in building up my business it is not necessary to tear down another's; to be loyal to my clients or customers and true to myself.

WHENEVER a doubt arises as to the right or ethics of my position or action towards others, to resolve such doubt against myself.

TO HOLD friendship as an end and not a means. To hold that true friendship exists not on account of the service performed by one to another, but that true friendship demands nothing but accepts service in the spirit in which it is given.

ALWAYS to bear in mind my obligations as a citizen to my nation, my state and my community, and to give them my unswerving loyalty in word, act and deed. To give them freely of my time, labor and means.

TO AID others by giving my sympathy to those in distress, my aid to the weak, my substance to the needy.

TO BE CAREFUL with my criticism and liberal with my praise, to build up and not destroy.

# **LIONS CLUB INTERNATIONAL OBJECTS**

TO CREATE and foster a spirit of understanding among the peoples of the world.

TO PROMOTE the principles of good government and good citizenship.

TO TAKE an active interest in the civic, cultural, social and moral welfare of the community.

TO UNITE the clubs in the bonds of friendship, good fellowship and mutual understanding.

TO PROVIDE a forum for the open discussion of all matters of public interest, provided, however, that partisan politics and sectarian religion shall not be debated by club members.

TO ENCOURAGE service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavors.

# APPENDIX

## APPENDIX

Monthly Membership Report	ONLINE
Monthly Club Activity Report	(District 2-S1 ONLINE)
Annual Activity Report	ONLINE
Regular Meeting Minutes	Example
Board Meeting Minutes	Example
Supplies Catalog Order Form	M-74
Invitation – Application for Membership	ME-6
Transfer Membership Form	ME-20
Member Club Service & Award Form	M33-SA
Member Attendance of Record	M33-G
Record of Committee Assignments	ME-6 ( <b>Back page</b> )
Lions Guest Register	M33-J
200__ - 200__ Club President Excellence Form	DA-1
Texas Sales Tax Exemption Certificate	

# NOTES