

Multiple District 19



President's Handbook Prepared by MD19 Leadership Team

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President's Check List

Work Closely with Secretary

Preparing for Your Year	
ITEM	METHOD / ACTION
Read and refer to Lions Int'l President's Manual. Download from LCI website, under Member Center	Prior to July and throughout the year
Establish good relations with Secretary Elect	Immediately Following election / Private Meeting
Set Goals of Club	Meet with Club Members @ Club Planning Session before July 1
Set Up Committees and Distribute Information	Meet with new Executive Before Taking Office July 1
Establish Club Budget	Meet with new Executive Before Taking Office July 1
Work closely with outgoing President	As soon as elected, possibly Private Meetings or Meetings
Review Dates of Club Meetings for Holidays	Check Calendar and Adjust as required
Supply Members with list of Committee Chairpersons	By List or Newsletter by July1
Build your Team	Communicate with Board, keep them informed
Your Year	
ITEM	METHOD / ACTION
Meet with Secretary	Before every meeting, plan Agenda, compare mail received
Check with Treasurer	Before every meeting, go over Treasurer's Report
Check with Vice Presidents	Before every meeting, check for Committee Reports
Arrive Early for Meetings	At least 30 Minutes, to go over last minute details
Start Meetings on Time	Call to order as specified in Club Constitution & By-Laws
Greet and recognize your Members	Make them feel a part of the Team
Get their attention	Always stand and speak up when addressing the club
Keep the Meeting Moving	Stick to the Agenda and business at hand, don't wander
No Surprises	Give plenty of time to Lion giving Invocation, etc.
Listen	This can be a valuable tool in leading your club
End Meetings on Time	Lions are Volunteers, their Time is Valuable
Attend Zone Meetings	Dates as Called by Zone Chairperson
Attend MD19 Annual Convention	Dates published in MD19 Newsletter
Attend District Spring Conference	Dates published by District Governor & Zone Chairperson
Allow your Vice Presidents to chair a Meeting	Train your successor as the year goes on
Form Committee to handle Elections, ASAP	Allows Secretary to report on MD19 Club Officer Report Form & PU101 by April 30 th
Annual Club Activities Report Form (Int'l) OR	Assist your Secretary to complete to be rec'd by LCI by July 15 th . (Can be done monthly on LCI Website.) Send a copy to MD19 by July 25 th .
Club Activities Summary (MD19)	Assist your Secretary to complete to be rec'd by MD19 by July 25 th
MD19 Club President's Excellence Award	Form found on MD19 website, to be received by July 25 th
MD19 Club Membership Directors Award	Form found on MD19 website, to be received by July 25 th
LCI Club Excellence Award Application	Form found on LCI Site, to be received by August 31 st

**Start on Time, Respect your Members' Time, End on Time.
Do this and you will have a successful year!**

Notes: _____

Teamwork Check List

Secretaries Do - Presidents Follow Through

Item	Report On	Report By
Membership Changes (Names & Address)	Monthly Membership Report	Done on Lions Clubs International web site
New Members' Sponsor	W/MMR & Member Record Sheet	Month new member reported
Update Members' Records	Members Record Sheet	As required (check monthly)
Club Activities	Service Activities Report (LCI)	Done monthly on MyLCI WMMR site
Bulletin Announcements (Classified Section)	Letter / Email	Advance Notice 60 Days Minimum
Convention / Conference / Forum Registration	Registration Forms Supplied	First Call
District Conf. Pres. & Sec'y. Attendance	Visitation Report Form	Month Attending
MD19 Annual Conv. Pres & Sec'y. Attend.	Visitation Report Form	Month Attending
Zone Meetings, Pres. & Sec'y. Attendance	Visitation Report Form	Month of Meeting
Donations (CARE, LCIF, etc.)	Service Activities Report (LCI)	Month Donation Made
Dues, International	Service Activities Report (LCI)	August 05 & February 05
Dues, Multiple District 19	Service Activities Report (LCI)	August 31 & February 28
Visitations	Service Activities Report (LCI)	Month of Visits
Activities, Service	Service Activities Report (LCI)	Month of Activities
Activities, Fund Raising	Service Activities Report (LCI)	Month of Activities
Confirm District Governor's visit	Letter	When notified of schedule
Confirm Zone Chairperson's visit	Letter	When notified of schedule
New Club Congratulations	Letter	Within 30 days of Charter Date
Visiting Lions	Letter	To home club following visit
Club Officer Report Form to MD19	Form Supplied by MD19	To be rec'd at MD19 by 30th April
PU101 to Lions Clubs International	Forms Supplied (3) by LCI	To be rec'd by LCI by 15 th May
MD19 Club Activities Summary	Letter (Plain Paper)	To be rec'd at MD19 by July 25 th
OR		
Int'l Annual Club Activities Report	SAR: Done monthly on WMMR site	To be rec'd at LCI by July 15 th To be rec'd at MD19 by July 25 th
Twining	Twining Form	Month of Twining
LCI Club Excellence Application Award	Club Excellence Award Form	To be rec'd at LCI by August 31 st
MD19 Club President's Excellence Award	Form on MD19 Website	To be rec'd by MD19 Office by July 25 th
MD19 Club Membership Directors Award	Form on MD19 Website	To be rec'd by MD19 Office by July 25 th

MMR = Monthly Membership Report, found on Lions Clubs International site

SAR = Service Activities Report; done on the MyLCI WMMR site

LCI = Lions Clubs International

Notes:

Preparing for Your Year

- 1-1 International no longer sends out a Club President's Manual. They request that you call (1-630-547-5466, ext. 6919) or email (EnglishLanguage@lionsclubs.org) to have the information packet sent to you. The information can now be downloaded from their LCI website, www.lionsclubs.org. Follow this path to get to club manuals: Home page>Member Center>Clubs>Club Officer Resources.
- 1-2 Establish a good relationship with your incoming Secretary. This is the Lion you will be working closely with all year and together you can lead your club to a successful year.
- 1-3 Obtain advice from the current President. Discuss matters that will continue from the current year into your year. Study ongoing projects and see if there is any way these can be updated or improved on for your year.
- 1-4 Call a meeting of your incoming executive immediately following your election to office and try to meet at least once a month before your year begins.
- 1-5 **Club Planning Session (Club Quality Initiative).** With your Club Members, plan your goals for the year, keeping in mind that your goals should also be the goals of the club. Plan to hold this at the end of the year prior to your year as President or shortly after you take office. More information regarding the Club Quality Initiative can be found on LCI's website. Contact you District Global Leadership Team Chairperson as they will order the material and arrange a facilitator.
- 1-6 Set up your committees as early as possible.

Note: *When setting up your committees, use the talents of your members best suited for the positions available.*
- 1-7 Assign your Vice Presidents to oversee operations of all committees. This can be a real time saver when calling for committee reports at club meetings.
- 1-8 If your club operates on a budget, start work on this as early as possible before July 1. Check with outgoing Treasurer when setting date for a budget meeting. The outgoing Treasurer should attend this meeting.
- 1-9 **INTERNATIONAL AND MD19 DUES** must be paid within 30 days of receipt of their invoices. As with MD19 dues payment, International will issue a credit or debit for membership changes if the July or January MMR is received at International on or before July 31st or January 31st. Effective October, 2015 Clubs have 120 days to pay any outstanding balances with LCI before they are in jeopardy of automatically being placed on financial suspension. Cancellation will occur after the 28th of the month following the 120 day suspension period if full payment is not received.
- 1-10 Work closely with the outgoing President to make the transition of office as smooth as possible. Ask to be included in the planning for the installation of officers' dinner.
- 1-11 A Membership Roster showing Committee Chairpersons should be prepared and be ready to hand out to the general membership by the start of your year (July 01).

- 1-12 Review the calendar for your year, checking to be sure Holidays or Special Events do not fall on your regular Club or Board of Directors meeting nights. If this should occur, before July is the time to make the adjustments.
- 1-13 Take inventory of all club property, (gavel, gong, Spray of flags, flags of U.S. and Canada and any special equipment owned by your club) be sure to get a list of the location of any items not stored in your den. This should be done prior to July 01.

You as President are the Chief Executive Officer of your Lions Club: your members will look to you for leadership. If you start your planning immediately after your election to office you will be ready to assume your responsibilities as President knowing you have done all possible to prepare for your year.

Lions, Lioness & Leos are the greatest volunteers in the world. Treat them right and they will be there for you when you need them.

Rights of a Volunteer

The right of being offered the opportunity of becoming a volunteer.

The right to a meaningful Induction Ceremony

The right to be offered a meaningful job.

The right to expect training and supervision.

The right to be involved in planning and evaluating.

The right to receive recognition in a manner that is meaningful to them.

The right to be regarded as a person with individuality, uniqueness and value.

Notes _____

Building Your Team

- 2-1 Lions Clubs International suggests some of the Committees that should be in place in your Lions Club. A list of these is in the President's Manual that you can download off International's website: www.lionsclubs.org under "Member Center".
- 2-2 Work with your Board of Directors to assure that your club is functioning under the Constitution & By-Laws of Lions Clubs International, Multiple District and your club as well as Roberts Rules of Order. A copy of these should be with you at all meetings.
- a) The Standard Club Constitution and the International Constitution & By-Laws are excellent resources and can be downloaded from the Lions Clubs International web site: www.lionsclubs.org From Main page follow this pathway: Member Center>'Resources>Publications and Forms>Legal Forms and Publications. The page lists all the C&BL publications.
- b) The Multiple District 19 Constitution and By-Laws is found on the MD19 Website www.lionsmd19.com and the MD19 Contests and Awards Book is located in the MD19 Roster as well as on the website.
- 2-3 Encourage Committee Chairpersons to enlist the help of enthusiastic and dependable Lions to serve on their Committees.
- 2-4 Be sure Committee Chairpersons have a clear understanding of their duties and responsibilities. Have them check with the previous chairperson to obtain past records. This should include timely reporting of progress to the Vice President they are serving under as well as the club membership.
- 2-5 Whenever possible, a Project Proposal, followed by a Project Report Form should be used on all projects. (Samples are included in this handbook).
- 2-6 Membership and Retention should be a priority with any Lions Club. At your Club Planning Session (Excellence Process), along with your Membership Director, set in place a Membership Growth Plan for your club.
- a) Suggest to the Membership Director that one of his/her committee should concentrate on Retention, following up on members missing meetings, etc.
- 2-7 Prepare your budget for both your Activities and Administration accounts before you take office (July 01).
- a) Activities Funds are funds raised from projects within the community.
These funds may not be used for any club administrative purpose.
- b) The Administrative Funds are the basic financing of your club. Administrative funds are raised from Members Dues, Tail Twister Funds, and special fundraising activities held within the Lions of the club and not from the community.

The President

Before the Meetings.

Plan the Work and Work the Plan.

- 3-1 Arrange to get together with the Secretary to plan the Agenda for the meeting. Go over the correspondence together, highlighting the important items for presentation to the club. Communication is key!
- 3-2 Check with the Vice Presidents for any Committee reports that are ready for presentation to the club.
- 3-3 Check with the Treasurer to be sure a Financial Report is ready for both the Board of Directors meetings and regular club meetings.

At the Meetings.

Relax, Be a Leader, Good Luck and have a Great Year.

- 4-1 Chair the Board of Directors meetings at least once a month every month. If your club stands down for the summer **you are still required to hold a board meeting.**
- 4-2 Keep the meeting under control; act and look like a Leader; your Lions will respect you for this.
- 4-3 Arrive at the meeting early. You are the leader, you should be first. This will give you time to take care of any last minute details that may need to be added to the Agenda.
- 4-4 Listen to the members and give them equal opportunity to share their views.
- 4-5 Always keep in mind the adopted goals of the club.
- 4-6 Respect the time and effort of the members by starting the meetings on time and ending the meetings on time.
- 4-7 Allow time at meetings for a meaningful Induction Ceremony each time you bring in a new member or at specified meetings during the year; i.e. once a quarter.
- 4-8 Plan for Lions orientation (information) meetings throughout the year. These can be at regular club meetings or special orientation meetings.

Duties Outside the Club.

Be Proud of Your Club.

- 5-1 Attend the Zone Meetings as called by the Zone Chairperson.
- 5-2 Attend the MD19 Annual Convention and the District Spring Conference during your term in office.
- 5-3 When possible, attend the District Cabinet Meetings.
- 5-4 Represent your club with pride and encourage the members to do the same.

***Your members don't care how much you know,
until they know how much you care!***

MEMBERSHIP

SUGGESTED POSITIVE POLICY & PROCEDURES

When your club is thinking about dropping a member, please keep in mind:

1. Attendance at regular meetings is **not** mandatory
2. Working on Lions Club projects or going on a visitation to another Lions Club is considered a makeup meeting.
3. A member, who is working, is sick, on holidays or on Military duty is automatically excused from meetings.
4. If there is an issue with non payment of dues, would creating a payment schedule semi annually or quarterly help? It is something to consider.

Dropping a Lion requires action by the Club's Board of Directors. **It is not the sole responsibility of the Club Secretary or Treasurer.** If you have Lions the club is thinking of dropping:

- Contact the members by telephone or letter first to see if they would like to remain members of your club.
- If no response, check with their sponsor
- If they are paid up members, why is the club thinking of dropping them? They appear to support the mission of Lions by paying their dues and they are helping with administrative expenses, so why drop them?
- If they have moved, figure out where they are currently located and transfer them. People are sometimes quite diligent in changing their address for *The Lion* magazine. This updates their address online; thus checking your club records online with Lions Clubs International could reveal their new mailing address.
- Discuss any proposed action with your Lions Club Executive **before** taking any action.

If you have questions about the procedure you should follow, discuss the situation with your Zone Chairperson or District Governor.

An Illustrative Agenda Sheet

(see chart on following page)

Most groups use an 'Old Business' 'New Business' type of agenda. We would like to suggest another format, which is one that involves participants in a different way and makes the agenda into a work sheet.

The columns can be used as follows:

1. **Timing** – indicate the amount of time a given item will take (e.g. 15 minutes, Treasurer's Report and discussion) so you can know whether or not the number of items can be handled in the time you have available, or if you need to cut something out or lengthen the meeting.
2. **Agenda Item** – refers to the place or order of a particular item to be dealt with (e.g., minutes, nominating committee report, By-Laws, discussion, etc).
3. **Method** – refers to how each item will be handled (e.g., report, total group discussion, small group discussion, film, brainstorming, etc.).
4. **Who Responsible** – refers to the name or initials of the person responsible for that item (e.g., Henry for greetings and prayer, Judy for opening remarks and call to order, etc.).
5. **Resources, Materials** – Here for each agenda item you list the necessary resources and materials (e.g., coffee, tea, newsprint, scratch paper, pens, nametags pins, minutes from last meeting, etc.).
6. Each item has a specific disposition. These include; information, inspiration, reporting, policy making, decision making, discussion, recommending. Indicate for each item what its disposition is and this will help indicate the time needed on the agenda.
7. **Follow-up Action** – column should indicate for each item what, if any, follow-up action is indicated. This should be done at the meeting, if possible. If there is none, it helps to write the word 'none'.

Adapted from *Taking Your Meeting Out of the Doldrums*

By Eva Schindler-Rainman

Available from University Associates of Canada Inc. Burlington, Ontario L7L 4Y8

AN ILLUSTRATIVE AGENDA SHEET (Part 2)

Meeting:

Date:

Time:

Place:

Purpose(s) or desired Outcome(s) of this Meeting:

Timing	Agenda Item	Method for Presentation	Who Responsible	Resource Materials	Disposition	Follow-up Action (to be decided at Mtg.)
(1)	(2)	(3)	(4)	(5)	(6)	(7)

**Adapted from *Taking Your Meeting Out of the Doldrums*
By Eva Schindler-Rainman**

Available from University Associates of Canada Inc. Burlington, Ontario L7L 4Y8

Parliamentary Procedure

IMPORTANT POINTS ABOUT MAKING MOTIONS

1. **MAIN MOTION** – **no discussion** of the subject until the motion has been moved, seconded and stated by the chairperson.
2. **WORDING FOR MOTIONS:**
 - a) “I move that”
 - b) When bringing motion from a committee:
“I move that the Board ofaccept the recommendation of theCommittee that.....”
3. **A MOTION MUST INCLUDE:**
 - a) What is to be done.
 - b) by whom
 - c) by when
 - d) at what cost (if any).
4. **FIVE WAYS TO AMEND A MOTION BY:**
 - a) inserting
 - b) adding (at the end of the motion)
 - c) striking out
 - d) striking out and inserting
 - e) Substituting (only where whole motion is changed)
5. **ONLY TWO AMENDMENTS CAN BE PENDING ON A MAIN MOTION,**

e.g., to amend and amend the amendment.
6. **VOTING HAS AN ORDER OF PRECEDENCE.**

Remember the main motion must always be voted on after all amendments, as amended.
7. **ADOPTION OF MINUTES:**
Done by general consent, **not** a motion. “You have heard the reading of the minutes” (or “the minutes have been circulated”), are there any **corrections?**
 - a) If no corrections: “there being no corrections, the minutes stand as read (or “as circulated”)
 - b) If there are corrections, after these have been made (a vote to correct may be necessary, if there is a dispute over the correction). “There being no further corrections the minutes stand approved as corrected.”
8. **ADJOURNMENT;**
Can be done either by:
 - a) a motion – “A motion to adjourn is in order”.
 - b) General consent – “If there is no objection the Chairperson will adjourn the meeting”.

STRICT OBSERVANCE OF THE RULES*

WHEN NECESSARY

Regular Meetings & Conventions: Formal Rules are necessary in groups of more than a dozen members.

1. A member **rises, addresses** the Chairperson for recognition, before making a motion.
2. The motion **is** seconded.
3. A member **rises** to take part in the discussion.
4. A member **may not** speak more than twice on the same motion.
5. Informal discussion **is not** generally permitted when no motion is pending.
6. Motions to limit or close debate **are** allowed.
7. After the motion has been moved, stated and debated, the motion **is put** to a vote.
8. The Chairperson **stands** while putting the question to a vote.
9. The Chairperson **can not** speak in discussion when presiding.
10. The Chairperson **does not** make motions. However, when general consent is apparent, the Chairperson **may** assume a motion.
11. The Chairperson **generally does not** vote. The Chairperson **may** vote to make or break a tie, to cause or block a 2/3 vote, and **can** vote by ballot.

WHEN NOT NECESSARY


Small Groups, Committee & Boards: Rules are relaxed in groups of not more than a dozen members.

1. A member **need not** obtain the floor to make motions or speak to the question.
2. The motion **need not** be seconded.
3. A member **need not** rise to take part in the discussion.
4. A member **is not** limited as to how many times they can speak to the same motion.
5. Informal discussion of a subject **is** permitted while no motion is pending.
6. Motions to limit or close debate **should not** be entertained.
7. Sometimes, when a proposal is clear to all members, a vote **can be** taken without a motion having been made.
8. The Chairperson **need not** stand while putting the question to a vote.
9. The Chairperson **can** speak in discussions when presiding.
10. Subject to rule or custom within the particular board, the Chairperson **usually can** make motions and **usually can** vote.
11. **Unless** agreed to by the general consent, all proposed actions of a board **must** be approved by vote under the same rules as in any other meeting.


* **ADVICE FROM THE GENERAL:** The Chairperson should use judgement. The assembly may be such that strict enforcement to the rules, instead of assisting, would greatly hinder business. But in larger assemblies where there is much work to be done, especially where there is a liability to trouble, the only safe course is to observe a strict observance of the rules.

Henry M. Robert – RONR 1990
For Workshops on Parliamentary Procedure
H. Al Richardson, 901 Wigwam Avenue, Arcadia, CA 91006-2524

Project Planning Calendar - Develop at Club Planning Session (Retreat)
 _____ Lions Club 20__ - 20__

June	July	August	September
October	November	December	January
February	March	April	May
June	<p align="center">Preplanning is the key to success.</p>		<p align="center">Use this form to plan and monitor progress of projects.</p>

Events Planning Calendar - Develop at Club Planning Session (Retreat)
_____ Lions Club 20__ - 20__

June	July	August	September
October	November	December	January
February	March	April	May
June	<p align="center">Knowing what and when things are happening</p> <p align="center">can prevent Surprises.</p>		<p align="center">Use this form to list club & board meetings</p> <p align="center">Conventions and events.</p>

Example of a Club's Financial Report BUDGET and ACTUAL

		7/1/YR	6/30/YR	REPORT	REPORT
	ADMINISTRATIVE BUDGET / ACTUAL 20xx - xx	BUDGET	BUDGET	YTD Actual	YTD ACTUAL
		INCOME	EXPENSE	INCOME	EXPENSE
1	CARRY OVER FROM LAST F. Y. (bank balance)	\$400.00		\$400.00	
2	DUES, CLUB (49 members x \$75/year)	\$3,675.00			
3	DUES, CLUB (1 Life Member x \$32/year)	\$32.00			
4	DUES, INT'L (49 members x \$43.00/year)		\$2,107.00		
5	DUES, MD19 (50 members x \$18.60 /year)		\$930.00		
6	NEW MEMBER FEES (Int'l \$25 + any Club amount)	\$50.00	\$50.00		
7	MD19 NEW CLUB PARAPHERNALIA (50 members		\$19.00		
8	RAFFLES (20 mtgs x 25 members x \$1.00)	\$500.00			
9	PARAPHERNALIA SALES (pins, other items)	\$300.00	\$200.00		
10	TAIL TWISTER (20 mtgs x 20 members x \$.25)	\$100.00			
11	ADMINISTRATIVE SUPPLIES (estimated)		\$100.00		
12	POSTAGE (secretary, 12 Bulletins, other)		\$200.00		
13	CLUB PAID DINNERS (Guests 12 x \$10)		\$120.00		
14	CLUB PAID DINNERS (below minimum, est.)		\$40.00		
15	AWARDS (estimated)		\$100.00		
16	MEMORIALS (flowers, cards, other, estimated)		\$50.00		
17	TELEPHONE (Pres. & Sec. & Visitation		\$60.00		
18	CONVENTION FUNDING (set by club policy)		\$200.00		
19	INSTALLATION (PP, PS, PT pins, etc.)		\$50.00		
20	SPOUSE NIGHT (estimated flowers, door prizes)		\$100.00		
21	SUMMER PICNIC (over any income)		\$100.00		
22	TOTALS, INCOME & EXPENSES	\$5,057.00	\$4,269.00		
23	CARRY-OVER TO NEXT F.Y. (income – expense)		\$788.00		
24	TOTALS	\$5,057.00	\$5,114.00		
	ACTIVITIES BUDGET/ACTUAL 20xx - xx	7/1/YR	6/30/YR	REPORT	REPORT
		BUDGET	BUDGET	YTD	YTD ACTUAL
		INCOME	EXPENSE	INCOME	EXPENSE
1	CARRY OVER FROM LAST F. Y. (bank balance)	\$2,000.00		\$2,000.00	
2	MAJOR FUND RAISER PROJECT	\$10,000.00	\$5,000.00		
3	OTHER FUND RAISERS	\$3,000.00	\$500.00		
4	WHITE CANES	\$1,000.00	\$1,000.00		
5	SIGHT & HEARING, COMMUNITY		\$2,000.00		
6	SCHOLARSHIP FUND		\$2,000.00		
7	CAMP HORIZON CAMPERSHIPS		\$500.00		
8	CAMP HORIZON PROJECTS		\$500.00		
9	SCOUTS DONATION		\$100.00		
10	THANKSGIVING/ CHRISTMAS DONATION		\$100.00		
11	LCIF DONATION		\$100.00		
12	CARE DONATION		\$100.00		
13	SIGHT & HEARING FOUNDATION DONATION		\$100.00		
14	DIABETES DONATION		\$200.00		
15	DRUG AWARENESSD PROGRAM		\$300.00		
16	TIMMY'S TELETHOM DONATION		\$100.00		
17	UNANTICIPATED		\$1,200.00		
18	TOTALS, INCOME &	\$16,000.00	\$14,000.00		
19	CARRY OVER TO NEXT F. Y.		\$2,000.00		
20		\$16,000.00	\$16,000.00		
	The above is only a suggested method.				
	Change entries to suit your Club.				
	Each line entry should have backup data.				

Lions Club

**“WE SERVE TO MAKE A DIFFERENCE”
Project Proposal Outline**

Proposed Title: [Click here to enter text.](#)

Submitted by: [Click here to enter text.](#)

Committee Chair/Co-Chair: [Click here to enter text.](#)

Type of Activity - choose one or more below:

Annual Event	One Time Event	Donation Only Annually	Donation Only One Time	Other, explain
<input type="checkbox"/> CheckBox1	<input type="checkbox"/> CheckBox2	<input type="checkbox"/> CheckBox3	<input type="checkbox"/> CheckBox4	Click here to enter text.

Provide a brief description:

[Click here to enter text.](#)

Check applicable areas below:

<p style="text-align: center;">WE Take Care of Our Community</p> <p>Choose an item. By feeding the hungry</p> <p>Choose an item. By supporting essential community services</p> <p>Choose an item. By bringing joy to others</p> <p>Choose an item. By being there when needed</p> <p>Choose an item. By supporting LCIF initiatives and internal endeavors</p>	<p style="text-align: center;">WE Strive to Improve the Quality of Life for Persons with Disabilities</p> <p>Choose an item. By supporting fundraising initiatives</p> <p>Choose an item. By providing specialized resources and opportunities</p>
<p style="text-align: center;">WE Fundraise and Make a Difference</p> <p>Choose an item. By hosting events that include local businesses</p> <p>Choose an item. By working with community partners</p> <p>Choose an item. By providing specialized catering services</p> <p>Choose an item. By holding events to support club initiatives</p>	<p style="text-align: center;">WE Focus Our Eyes on the Future</p> <p>Choose an item. By protecting the environment</p> <p>Choose an item. By strengthening our youth</p> <p>Choose an item. By supporting research</p> <p>Choose an item. By increasing our visibility</p> <p>Choose an item. By building a strong and supportive club</p>

Detailed Requirements (if applicable): [Click here to enter text.](#)

1. Estimated Budget Required: Click here to enter text.

(Attach a list of items – may include rental of space, advertising, new equipment, admin supplies, etc.)

Estimated Member Hours Needed: Click here to enter text.

(Attach a list of activities and number of members involved – may include meetings, waves, purchasing, etc.)

Use of non-Club Members: Choose an item.

2. Date(s) of event: Click here to enter text.

3. License (s) Required: Choose an item. **If yes, please identify which ones – eg Gaming, Liquor:** Click here to enter text.

4. Equipment Required: Choose an item. (If yes, attach a list of equipment required)

5. Other: Click here to enter text.

This area to be completed by the Club Secretary

Presented to the Board of Directors:

Date: Click here to enter a date.

Presented to the Club:

Carried Choose an item.

Date of Motion: Click here to enter a date.

Defeated Choose an item.

Date Defeated: Click here to enter a date.

Final Report Received:

Date: Click here to enter a date.

Sample of a Lions Club

PROJECT REPORT FORM

PROJECT _____ LOCATION _____

CHAIRPERSON _____ CO-CHAIRPERSON _____

LIONS _____

Attach additional list if necessary

TOTAL HOURS _____ RECOGNITION _____

PROJECT DATES Start _____ REPORT DATE _____

Finish _____

*TOTAL _____

**EXPENSES _____

ADVANCE _____

BALANCE (+ -) _____

Checks/Cheques... = \$ _____

_____ x \$100.00 = \$ _____

_____ x \$50.00 = \$ _____

_____ x \$20.00 = \$ _____

_____ x \$10.00 = \$ _____

_____ x \$5.00 = \$ _____

_____ x \$2.00 = \$ _____

_____ x \$1.00 = \$ _____

Coin = \$ _____

*Total \$ _____

CHAIRMAN'S COMMENTS & RECOMMENDATIONS

ADDITIONAL COMMENTS & DETAILS ON REVERSE

** List and Attach Receipts on Back

Proper Protocol for Giving Toasts & Singing Anthems

Toasts

It has been brought to our attention that we are sometimes not following proper protocol when giving toasts to the leaders of our respective countries. When Lions from both of our countries are assembled together, it is courtesy to rise and toast both HER MAJESTY, THE QUEEN and THE PRESIDENT OF THE UNITED STATES. Should the meeting be in Canada, the toast would be made first to the Queen, followed by a toast to the President. Should the meeting be in the United States, the procedure would be reversed. If a toast is to be made to the Partners in Service and the Lions, the person making the Toast should be asked well in advance of the occasion. Surprises can be awkward.

When giving the toast to the Queen and the President of the United States, after asking the group to charge their glasses, the following verbiage should be used regardless of our personal feelings toward the current holder of the title:

Toast: "To her Majesty Queen Elizabeth the Second"

Response: "To the Queen"

Toast: "To the President of the United States of America"

Response "To the President"

National Anthems

General Rule: The Anthem of the visiting speaker or visiting Lions should be sung first. If you have both a guest speaker from out of the country and visiting Lions, you should sing the national anthem of the guest speaker first.

Examples:

If you are in the United States and you have visitors from Canada, you should sing "O Canada" first.

If you are in Canada and you have visitors from the United States, you should sing "America" first.

If you are in the United States and you have visitors from Canada, but your guest speaker is from the United States, you should sing "America" first.

If you are in Canada and have visitors from the United States, but your guest speaker is from Canada, you should sing, "O Canada" first.

If you are in the United States and you have visitors from Canada and a guest speaker from England, you should sing, "God Save the Queen" first, "O Canada" second and America last.

If you are in Canada and you have visitors from the United States and a guest speaker from England, you should sing "God Save the Queen" first, "America" second and "O Canada" last.

If you have any questions, contact the MD19 Office.

Head Table Protocol

The center seat at any head table is reserved for the presiding officer of the designated Master of Ceremonies.

The chairperson to the right of the presiding officer, or Master of Ceremonies, is the place of honor and is usually reserved for the guest of honor, a principal speaker or highest-ranking Lion Officer present. It should be noted that upon many occasions the District Governor is the guest of honor when present.

To the right of this place are positions of lesser honor, although it is equally proper to seat the next ranking guest to the immediate left of the presiding officer. The Lion who will introduce the guest of honor is usually seated to the guest's right.

The head table will most often be arranged by or under the supervision of the presiding officer, who, should designate those to be seated at the head table and where, in accord with the following protocol and rank.

Where a number of Lion dignitaries are present, the following order is maintained unless one is the guest of honor or principal speaker.

1. International President
2. Immediate past International President / LCIF Chairperson
3. International Vice Presidents
4. Past International Directors
5. Council Chairperson
6. Vice Council Chairperson
7. District Governors
8. 1st Vice District Governors
9. 2nd Vice District Governors
10. Immediate Past and Past Council Chairpersons
11. Immediate Past and Past District Governors
12. Multiple District Committee Chairpersons
13. Zone Chairpersons
14. Past Zone Chairpersons
15. Club Presidents and Club Secretaries
16. Executive Secretary-Treasurer

It should be obvious that not all of the above would be seated at a head table, but the order of precedence is shown, just in case.

Where an unusually large number of dignitaries and honored guests are present, it is sometimes convenient to use a second head table, or special reserved tables near the head table, to accommodate the overflow.

When ladies are to be seated at a raised head table, do not place them at either end where they may be in danger of falling from the dais, place a male in that position unless there are no males at the table or the only males seated may be the honored guest or President.

When spouses or guests are in attendance they are to be seated with their escort, alternating ladies with the men, except as noted above. In cases where the ranking Lion or honored guest is a lady

then precedence should prevail in seating, which may change the alternating of male/female at the head table.

NOTE: One of the most abused courtesies that is boring to the audience is having Lions who are not the principal speaker but who are introducing the speaker or are making a special report, acknowledge every dignitary at the head table and in attendance before proceeding with their introduction or message. The MC or the presiding officer is expected to briefly introduce the head table guests and ranking dignitaries in the audience as time permits and the occasion warrants. The formal introduction of the honored guest or principal speaker should be given by the person designated for that task just prior to this person's speech. Then the principal speaker is given the honor of acknowledging the head table guests and special members of the audience as he/she may deem fitting.

MEETING THAT HAS VISITING DIGNITARIES

Zone Ch.	PID	Int'l Dir.	Intro Guest Spkr.	Guest Spkr.	Pres. M.C.	Dist. Gov.	C.C.	Visit Dist. Gov.	M.D. Secy.	PDG
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HEAD TABLE

MEMBERSHIP/AUDIENCE

HEAD TABLE PARAPHERNALIA: (May be varied depending on occasion)

1. Flags
2. Speaker's Lectern (a must)
3. Pitcher of water & glass
4. Scratch pad & pencil
5. Bell & gavel
6. Public address system (if necessary)
7. Place cards so there is no doubt about seating arrangements

SUGGESTED BASIC HEAD TABLE SEATING AT REGULAR CLUB MEETING

Vice Pres	Vice Pres	Program Chrm.	Guest Speaker	Pres.	Sec'y.	Visiting Pres.	Vice Pres
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HEAD TABLE

MEMBERSHIP / AUDIENCE

CLUB COURTESIES REGARDING REGULAR MEETING PROCEDURE

Your Lions Club may succeed or fail depending upon individual or club manners and the expression of respect you may show for one another. Dignify your club and its members by observing COURTESY in all your Lion's activities.

President's Pre-Meeting Telephone Courtesy Calls

Call the following personnel BEFORE your regular meeting and give to them the courtesy of being informed about THEIR part in the meeting:

1. Lion Tamer/Greeter
2. Lion giving the invocation
3. Lion leading the anthem

4. Lion leading the flag salute (U.S.)
5. Program Chairperson
6. Tail Twister
7. Secretary

LION TAMER COURTESY:

1. He/she introduces themselves to all guests and in turn either introduces them to the body at the appropriate time or sees that they are introduced by the President or by one of the visiting group.
2. Make sure that the bell, gavel and lectern are in place and that the flag/flags are properly placed (song books also if used)
3. Shall make themselves available at all times to the President as to club courtesies that may occur from time to time.

LION GREETER COURTESY:

1. Sees that all new Lions meet all members of the club
2. Greets, meets and seats all guests and visiting Lions
3. Seating courtesy as per suggested arrangement

FLAG SALUTE COURTESY:

1. In U.S. Clubs, vary the Lions called upon so that every member may at sometime have the opportunity to lead the flag salute. Then follow this with the singing of America.
2. If Canadians are present, sing "O Canada" and "America" (see items on American/Canadian Lion protocol.)
3. If in a Canadian Lions Club and Americans are present, reverse the order of songs.

INVOCATION COURTESY: Let your club's invocation be a spirit of uplifting by COURTEOUSLY CALLING said members AHEAD so they may arrange this important moment to fit the day, week and occasion. Below are examples of invocations

Let us pray for the health of all mankind, all nations,
the forgiveness of all and those less fortunate than ourselves.
Let us give thanks for this great organization of Lionism,
And let us bless the food put before us.
Amen

Almighty, please look over this great group of Lions and Guests.
Help to heal their sorrows and to put smiles on each and every face
for all to see. This in turn will make a happier place in which to do our
work for thee and each and everyone of us to do a better job in our
communities. Bless this meal to our bodies, to maker us strong to be able
to help the needy and others in need of help.
Amen

Oh God, look upon this pride of Lions as citizens pledged to serve.
Our Lord taught, "Do unto others as you would have others do unto you."
And so let us ponder just what it is that we would have done unto us if roles were reversed.
If we were destitute, would we long for a coin, or a loaf of bread, or a cup to quench our thirst? So help us to
offer the coin, and the loaf, and the cool, clean drink.
If we were lame, would we relish a cane to lean on – or better yet a shoulder? So help us to offer the cane, and
the outstretched hand.

If our eyes are weak, would we desire a candle to light our page, or glasses to magnify the print – or better yet, a miracle? So help us to offer the light – and pray for sight. And in doing so, let us fulfill your “golden” admonition.

Amen

To the Supreme Creator of the Universe, as we stand gathered together in our Lions Family, we reach out to all lion spirits today, yesterday, and in the future.

We give thanks and praise for all that we have been blessed with. May we be guided by your light. Thank You for giving us the opportunity to break through the dark, silent, imprisonment in our crusade against darkness.

We humbly thank you for the fellowship and food and pray that you keep us safe in our travels. May your spirit flow freely throughout our time together and guide us in serving more, giving more and caring more.

Amen

Eternal God:

Bless the Multiple District 19 Lions Family;
Work through us to answer the real needs of our communities;
Help each Lion and Lioness communicate the joy we realize
Through service so that others will want to join our efforts;

Now Bless this food. Let it nourish and Strengthen us for the
Work we must do; And hear us, as each of us closes this Prayer
In the manner of his or her own belief.

Amen

Lions Prayer

Where Lions meet, be present Lord
To weld our hearts in one accord,
To do thy will Lord, make us strong;
To aid the weak and right the wrong.

Amen

Lions Invocation

Lord, as we Lions gather here, we pause to offer us this prayer,
Bless now this food that we partake and every effort that we make,
To build the towns in which we live and put it in our hearts to give
To worthy causes, bless the blind and all we do to serve mankind.
Be with us till we meet again and bless our lands and homes,

Amen

COURTESY IN INTRODUCING HEAD TABLE GUESTS:

1. Usually this is done by the presiding officer, but can be done, however by the Lion Tamer or a specially appointed Lion.
2. Follow the order of introductions the same as shown in the line of preference in seating arrangements.
3. Save the speaker's introduction for the Program Chairperson or whomever has been designated to introduce him/her.

TAIL TWISTER COURTESY:

1. The Tail Twister needs to use caution so as not to OVER-DO the fines, gags or stunts. Clever well-planned tail twisting is an ART and as such is appreciated by all in attendance.
2. Include guests in the fun BUT be discreet and DON'T push beyond good taste.

COURTESY IN THE INTRODUCTION OF PROGRAM CHAIRPERSON:

1. Usually is done by the President. State his/her name, Lion office held. Be brief and concise.
2. If he/she has brought the club an outstanding program, be courteous and give them credit for doing so.

COURTESIES TO BE OBSERVED IN INTRODUCTION OF THE SPEAKER:

- 1. Notify him/her ahead of time as to how long they have in which to speak.
- 2. Give the speaker an introduction that is not necessarily flattering but is truthful, respectful, and logical. MAKE IT SHORT!! The introducer is not the speaker.
- 3. Mean what you say and have no fun at their expense. They will appreciate your courtesy in this careful planning.

COURTESY OF THE PRESIDENT IN THANKING:

- 1. The speaker
- 2. Visitors and guests

COURTESY OF THE SECRETARY:

- 1. Write "thank you" letter when and where appropriate
- 2. Attend to visiting Lions' visitation "Make-Ups".

Zone Chairperson's Official Visit To Your Club

Vice Pres.	Vice Pres	Zone Chrpn.	Club Pres.	Club Sec'y.	PDG's	Vice Pres.
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HEAD TABLE

MEMBERSHIP / AUDIENCE

The Zone Chairperson of your club's Zone is required to make an official visitation to your club. This is usually scheduled preceding the District Governor's official visit. You should receive the date of this visitation either through direct contact, through the Zone Chairperson's newsletter or both.

The Zone Chairperson will be expected to provide the program on the occasion of his/her visit. Do not arrange another program. You may conduct an induction of new members or something similar.

The Zone Chairperson will bring to your club news of other clubs' activities in the Zone, goals of the District Governor, programs of the Zone and express caution to your members to observe proper protocol and courtesies to the District Governor during his/her official visit.

The Zone Chairperson will be introduced by the Club President, unless he/she chooses to delegate this duty to another Lion. As with the District Governor, the Zone Chairperson is not to be introduced until the time for his/her official address. It is not necessary for the body to rise when the Zone Chairperson is introduced nor at the conclusion of his/her address.

The District Governor's Official Visit To Your Club

Vice Pres.	Zone Chrm.	Dist. Gov.	Club Pres.	Club Sec'y.	PDG's	Vice Pres.
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HEAD TABLE

MEMBERSHIP / AUDIENCE

All planning for this most important meeting is to show respect for and dignity to the Office of District Governors, your District's International Officer.

Since the Official Visit of your District Governor is required to be made at a regularly constituted meeting of your club, it should be strictly a Lions meeting and **NO OTHER PROGRAMS SHOULD BE PLANNED.**

Your club will have the opportunity to greet, honor and hear from the highest officer in your District at his/her Official Visit, therefore, this meeting becomes most important to YOU, YOUR CLUB AND YOUR COMMUNITY.

EARLY PREPARATIONS: In the weeks preceding the Official District Governor's Visit, the following should be done:

1. Appoint a Chairperson and Committee
2. Write a letter to your District Governor acknowledging the date and time he/she has set for the Official Visit. (Let no other program interfere with this date.)
3. In the letter confirm the location of your meeting place. Ask the Governor for his/her expected time of arrival and arrange to meet at an appointed place.
4. Indicate your club's pleasure at his/her coming and inquire if an escort, "Partner in Service" or other Lions will also be in attendance. If so, arrange for someone to see to their needs.
5. Arrange to provide meal tickets for the Governor and wife/escort if attending and also for the Host Zone Chairperson who will be required to introduce the District Governor at the appropriate time.

PUBLICITY:

1. Arrange to have the Governor's picture and a short story background of his/her activities sent to the local media, depending on what is available in your area. Obtain this information from the Governor or the District Publicity Chairperson.
2. Optional: Arrange for a press and/or radio conference upon the Governor's arrival. (Notify District Governor prior to the official visit as to the place and time.)
3. Arrange for photographer to take pictures of the meeting etc. Send copies to the District Governor, host club's scrapbook Chairperson and to the local media.
4. Consider community leaders you may wish to invite as guests. Plan this early so that the committee may make arrangements as to cost and seating.

GREETING COMMITTEE:

1. This may be composed of Past Club Presidents, present Club Officers, Past or present Zone Chairperson, Past District Governor's and/or International Counselors.
2. If the District Governor is accompanied by a "Partner in Service" or escort, be sure this person is made a part of the welcome committee's activities.
3. See that the District Governor has the opportunity to meet as many of the club's members as possible before the meeting begins.
4. If there are plans to escort the District Governor to the head table, do so while all are standing and arrange to begin the applause as he/she enters the room and continue the applause until the Governor reaches his/her chairperson at the head table, where the Club President will be waiting with an appropriate greeting. The Greeting Committee should escort the Governor to the head table and as the President extends the greetings, the Committee members can disperse and take their seats. (If the Governor is accompanied by an escort or "Partner In Service", it would be proper to also escort him/her to the head table at the same time as the Governor.

5. Optional Entrance: The Greeting Committee simply takes the Governor to the head table at the pre-arranged time and the meeting begins.
6. In serving the meal make sure the head table is served first or if the meal is to be served buffet style, be sure that the head table guests lead the line.

INTRODUCTIONS:

1. The President or Master of Ceremonies should introduce the head table guests and others except the District Governor.
2. Be sure that the District Governor is not introduced from the head table until the time that he/she is ready to be presented officially to the group as the District Governor and speaker.
3. By protocol, the task of introducing the District Governor is the duty of the Host Zone Chairperson if in attendance. The Zone Chairperson may delegate this authority to a P.D.G., the Club's President, or another Lion if he/she so desires.
4. The audience always rises to applaud the District Governor:
 - a. When he/she is introduced and
 - b. When he/she has finished speaking.

RESPONSE: In areas where it is customary, a member of the club is delegated early to make a response to the Governor's address. It should be short, pertinent and respectful.

OTHER ENTERTAINMENT: Dinner music is acceptable, or ONE musical number, but NO OTHER MAJOR SPEAKER BEFORE OR AFTER THE DISTRICT GOVERNOR!

BOARD MEETING: The District Governor will ask to hold a meeting with the Club's Board of Directors at the conclusion of the regular meeting. Arrange to have the Officers form quickly for the Governor's message. Air any problems that your club may have at this time with the Governor who will be only too willing to assist you in any way possible.

DEPARTURE: Show the Governor to his/her car after the meeting or to accommodations if remaining in the area. Don't just leave the Governor to shift for him/herself.

FINALIZE:

1. Have the Secretary write the District Governor a letter of appreciation for visiting your club.
2. A letter of appreciation should also be written to any other dignitaries who may have been present.
3. Check with the Publicity Committee to make sure that a picture and a recap of the meeting is given to the media.

OTHER COURTESIES OF GOOD CONDUCT

UNITED STATES/CANADIAN COURTESIES:

We are all aware the Multiple District 19 is composed of Lions Clubs from two great countries, the United States and Canada. Within that designated area, there are nine districts and of those nine, one District is entirely in Canada, four districts are made up of clubs just in the United States, and four districts are made up of clubs located in both countries.

TOASTS:

When Lions from both of our countries are assembled together, it is courtesy to rise and toast both

HER MAJESTY, THE QUEEN and THE PRESIDENT OF THE UNITED STATES. Should the meeting be in Canada, the toast would be made first to the Queen, followed by a toast to the President. Should the meeting be in the United States, the procedure would be reversed. If a toast is to be made to the Partners in Service and the Lions, the person making the Toast should be asked well in advance of the occasion. Surprises can be awkward.

NATIONAL ANTHEMS:

OPENING SONGS: If in a U.S. Club, open with "America". If there are Canadians present, start with "O' Canada". The opposite being true if you are a Canadian Club.

CLOSING SONGS: U.S. Clubs - "Star Spangled Banner", Canadian Clubs - "God Save the Queen"

"America" is not the anthem of the United States, however it is generally sung as it has an easier musical range. The following are the words to "America", "O'Canada" "The Star Spangled Banner" and "God Save the Queen".

AMERICA

My Country 'tis of thee,
Sweet land of liberty
Of thee I sing.
Land where my fathers died!
Land of the Pilgrim's pride!
From ev'ry mountain side,
Let freedom ring!

O CANADA!

O Canada, our home and native land,
True Patriot's love in all thy sons command.
With glowing hearts we see thee rise,
The True North strong and free!
From far and wide, O Canada,
We stand on guard for thee.
God keep our land glorious and free!
O Canada, we stand on guard for thee.
O Canada, we stand on guard for thee.

THE STAR-SPANGLED BANNER

Oh, say! Can you see, by the dawn's early light,
What so proudly we hailed at the twilight's last gleaming?
Whose broad stripes and bright stars thro' the perilous fight,
O'er the ramparts we watch'd,
Were so gallantly streaming?
And the rockets red glare, the bombs bursting in air,
Gave proof thro' the night that our flag was still there.
Oh, say, does that Star-spangled Banner yet wave
O'er the land of the free and the home of the brave.

GOD SAVE THE QUEEN

God save our gracious Queen,
Long live our noble Queen,
God save the Queen;
Send her victorious, Happy and glorious,
Long to reign over us,
God Save the Queen.

FLAG CEREMONY:

U.S. Clubs say the pledge as usual and Canadians out of courtesy will merely stand quietly at attention.

INVITATIONS:

An invitation to a current or past International, Multiple District, District, or Zone Officer should state, TYPE OF EVENT, DATE, PLACE, and DRESS CODE.

If the invitation reads "You are invited to attend as our guest", it is taken for granted that the guest is not expected to pay for tickets to the event. The tickets should be included with the invitation or the Greeter's Committee should meet the guest to insure clearance past the ticket officer. Many times the ticket officer has not been informed who is not required to have tickets or does not know the invited guests or dignitaries.

CLUB ELECTION GUIDELINES

General Procedural Guidelines for Club Elections

- *Club Elections* – Timing: Elections are to be held no later than April 15 of each year. The Club Secretary is required, either by mail or by personal delivery, to give notice to each member of the club at least fourteen (14) calendar days prior to the date of the election. (Standard Form Club By-Laws, Article IV, Section 1.)
- *Nomination Committee*: The Club Presidents appoints the nomination committee, which submits the names of candidates for various club offices to the club membership at the nomination meeting. (Standard Form Club By-Laws, Article IV, Section 2.)
- *Nominations*: Nominations may be made from the floor of the nomination meeting. Once nominations have been closed, no more nominations may be made. If the nominee/s are unable to serve, and there is no other nominee, the nominating committee may submit, at the election meeting, names of additional nominees for that office. (Standard Form Club By-Laws, Article IV, Section 2 and 3.)
- *Eligibility for Office*: To be eligible for club office, the Lion must be an active member in good standing. (Standard Form Club By-Laws, Article II Section 2.)
- *General Voting Guidelines*: Unless otherwise provided in the respective club constitution and by-laws, the election shall be by ballot by those present and eligible to vote. A plurality vote is necessary to elect.
- *Quorum*: The presence in person of a majority of the members in good standing. (Standard Form Club By-Laws, Article III, Section 5.)
- *Eligibility to Vote*: Voting privileges are granted to members present who are in good standing and fall into one of the following membership categories: Active, Affiliate, Associate, Life, Member at Large and Privileged. The president is entitled to one vote, so long as he or she is in good standing.
- *Plurality Vote*: The candidate receiving the largest number of votes has a plurality.

INTERCLUB VISITATIONS

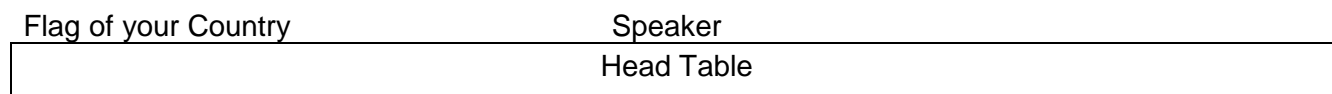
Visiting by groups of two or more Lions from one club to another is a wonderful occasion for building friendship, fellowship and Lions education. It is a competitive activity within our multiple district and is encouraged by officers at all levels of our Association.

The following is a suggested outline of courtesies for both the visiting and visited Lions Clubs.

1. Inform the club you propose to visit by mail or phone. This should be done early enough to allow the caterer to make the necessary adjustments for the meal and to adjust the club's schedule. INFORM as to the date of the visit and the number of Lions who will be visiting. If visitors are providing the program, early notice of this should also be given.
2. Don't be discourteous by arriving late for the meeting. Be on time, or before the scheduled time. If you find that all or part of the visiting group will be late, notify the President or Secretary.
3. **PILFERING OF CLUB PROPERTIES:** This seemingly harmless practice may become a major problem. Some clubs, however, look upon this activity as good clean fun and believe it stimulates inter club visits. In order to keep this activity fun for everyone involved, if pilfering is practiced, the club from which the property is taken shall be notified by writing or Email within 2 weeks. The notification must advise that the property can be redeemed by a return visitation at a regularly scheduled club meeting. The date, place and time of that meeting shall be included in the letter. Some items, such as the club banner and the spray of flags are not to be pilfered. It is recommended that pilfering be limited to the club gong or gavel. Items shall never be defaced. Under no circumstances shall a pilfered item be kept from their owners beyond a two-month period.
4. The Secretary of the Club visited should prepare makeup cards for the visitors.
5. If the Secretary of the visiting Club is not included in the group, he/she should be informed as to the number of members and the date so that this information may be included in that club's monthly report to the Multiple District.
6. REFER TO MD19 CONTESTS AND AWARDS MANUAL for requirements of inter club visitation awards.

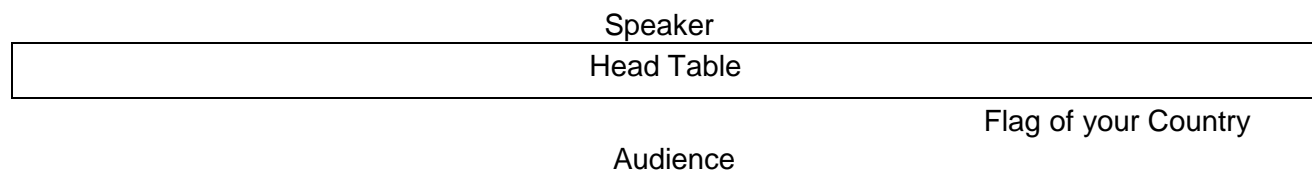
How to Display the Flag

When displayed in your club meeting, the flag of your country should be placed on a staff at the speaker's right. Other flags are at his/her left.



Audience

If displayed in the body of the room, the flag of your country should be at the right side of the audience as they face the head table.



Displaying the Flags

When displayed with another flag from crossed staffs, the flag of your country should be on the flag's own right (to your left as you face the flag). The staff of your flag should be in front of the staff of the other flag.



U.S. Club



Canadian Club

When the flag is displayed in a manner other than from a staff, it should be displayed flat, whether indoors or out. When displayed either horizontally or vertically against a wall, the union should be uppermost and to your left as you face the U.S. flag.





APPLICATION FOR 2017-2018 MD19 PRESIDENT'S EXCELLENCE AWARD

In order to receive the President's Excellence Award, the Club must have met the following criteria during the 2016-2017 year and the Club Secretary must fill out this form and send it to the MD19 Office by July 25th of the following Lions year. A maximum of 145 points can be earned with 115 points needed to qualify for this award.

Club No. (4 or 6 digits) Club Name Dist./Zone Date

(Please Print) 2017-2018 Club President **(Please Print)** 2017-2018 Club Secretary

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

- 1. MEMBERSHIP GROWTH: A net gain of one (1) member has been realized by the end of the year, July 1, 2015 – June 30, 2016 **20 points**
- 2. 2015-16 LEADERSHIP PREPARATION: The Club President will attend an online or face-to-face MD19 approved president training at the zone or district level after his/her club election and prior to June 30th of the Lions year in which he/she served. If training was not completed by June 30th, the president may attend a training at the zone or district level by September 30th. The District Global Leadership Team Coordinator will report the completion of the training to the MD office and District Governor by October 25th of that year on a form found on the MD19 website. **15 points**

Place & Date of Club Officer Training

- 3. SETTING CLUB PRIORITIES: A minimum of one three-hour planning session was held during the current Lions year and was attended by a majority of club members. **15 points**

_____ _____
 Date of Planning Session Facilitator
If using an outside facilitator 5 points.

- 4. CLUB ACTIVITIES: At least one fund-raising project and one service project was held during the current Lions year. **15 points**
- 5. DISTRICT SPRING CONFERENCE: At least two (2) members, one (1) of which is the Club President, will register and attend the District Spring Conference. These second member may not be the Zone Chairperson or the District Governor. **20 points**

_____ _____
 Name of Attendee / Office held Name of Attendee / Office held

- 6. CONTESTS & AWARDS: The club will participate in at least one (1) Contests and Awards competition at their District Conference. **20 points**
- 7. Communication:
 - a. The club published a monthly newsletter **with copies distributed** to the District Governor, Vice District Governor, Zone Chairperson, Multiple District 19 Office, club members and others as desired. **20 points**
 - b. The club published and distributed a club brochure at club functions. **15 points**
Copy of brochure must be submitted to MD19 Office by June 30th.



2016-2017 LCI CLUB EXCELLENCE AWARD APPLICATION

To qualify the club must be chartered for 6 or more months prior to the end of the fiscal year, further the objectives of the association, adhere to the association's constitution and by-laws and policies, and meet each requirement noted below during the fiscal year. **This is a sample – the 2017-18 Application may be different.**

Club Number	Club Name	Date
2015-2016 Club Presidents' Name		Member Number

SERVICE - The club has conducted at least three service projects. Please briefly describe the service activities that were conducted:

Date: _____ Activity: _____

Date: _____ Activity: _____

Date: _____ Activity: _____

CONTRIBUTION - The club has made a contribution to LCIF.

MEMBERSHIP DEVELOPMENT – The club achieved a net growth in membership (including club branch members when applicable) or sponsored a new club. The new members attended an orientation and were properly inducted into the Lions club.

Net Growth in Members: _____ Name of Sponsored club or Branch: _____

COMMUNICATION - The club has publicized the club's service activities to the public through local media and effectively communicated activities to club members.

Please explain briefly how the club service activities were publicized.

LEADERSHIP DEVELOPMENT – All officer positions were filled in accordance with the constitution and bylaws by qualified Lions, the club was represented at zone meetings and a majority of the club officers participated in a leadership training program. The training program could include training offered at the zone, district, multiple district or International level. On-line courses from the Lions Learning Center, participation a Club Excellence Process (CEP) Workshop or completion of the Certified Guiding Lion Course count toward the award.

CLUB ACTIVITY – The club has hosted regular and meaningful club meetings and Membership, Service Activities and the New Club Officers in a timely manner.

CLUB IN GOOD STANDING – The club is not in Status Quo and all international dues billings and new member entrance fees have been paid in full. No more than US\$50 in any other expense due to LCI is outstanding beyond ninety (90) days.

Date	2016-2017 District Governor's Signature*	District	Member No.
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*Applications received from the District Governor's registered email address will be considered signed by the District Governor. In undistracted areas the coordinating Lion or provisional zone or region chairpersons should sign the completed form.

The completed form must be mailed to the English Language Department at International Headquarters, or email to clubexcellenceaward@lionsclubs.org, or fax to (630) 706-9273, to arrive by August 31, 2017. Request for review of award eligibility from a disqualified club shall be considered only if received at International Headquarters within 12 months after completion of the fiscal year, provided that the original application form is already filed at International Headquarters. The award will be mailed to the 2017-2018 district governor for presentation. In undistricted areas the award will be mailed directly to the Coordinating Lions or directly to the 2016-2017 club president.

(Club will receive a banner patch and club president receives a lapel pin)

DA-1.EN 10/15

Just a Caution

Running a Raffle?

Clubs running raffles, fifty-fifty draws, etc. should contact the proper authorities before starting a project.

B.C. Clubs need to call one of the following.

Head Office

B.C. Gaming Commission
1st Floor, 844 Courtney St.
Victoria, B.C. V8W 9N1
Phone (250) 387-5311
Fax (250) 387-5311

Regional Offices, Vancouver Island

B.C. Gaming Commission
204 – 2100 Labieux Rd.
Nanaimo, B.C. V9T 6E9
Phone (250) 751-7009
Fax (250) 250-7014

Lower Mainland

B.C. Gaming Commission
300 – 601 West Broadway
Vancouver, B.C. V5Z 4C2
Phone (604) 660-6970
Fax (604) 660-4968

Southern Interior

B.C. Gaming Commission
108 – 347 Leon Ave.
Kelowna, B.C. V1Y 8C7
Phone (250) 861-7363
Fax (250) 861-7362

Northern B.C.

B.C. Gaming Commission
1044 Fifth Ave
Prince George, B.C. V2L 3H9
Phone (250) 565-6997
Fax (250) 565-6983

Internet
www.pssg.gov.bc.ca/gaming

E-Mail
bcgamingcommission@gems7.gov.bc.ca

In the U.S., clubs should contact:

Washington State Gambling Commission
P.O. 42400
Olympia, WA 98504
Ph: (360) 486-3440
1-800-345-2529 (Toll Free)
Fax. (360) 486-3629
Web Site: <http://www.wsgc.wa.gov>
Email: askus@wsgc.wa.gov
Reference: Publications & Reports / Raffles

Idaho Gaming Commission
Legislative Services Office
P.O. Box 83720
Boise, ID 83720-0054
Ph: (208) 334-2475
Fax. (208) 334-2125
Website: <http://legislature.idaho.gov/index.htm>

Reference: Idaho Code 67, Chapter 77

Rules change often when running projects involving the world of chance, so clubs would be wise not to assume that things have not changed since the club's last project was conducted. Licenses are most often required and ignorance is no excuse in the eyes of the law.

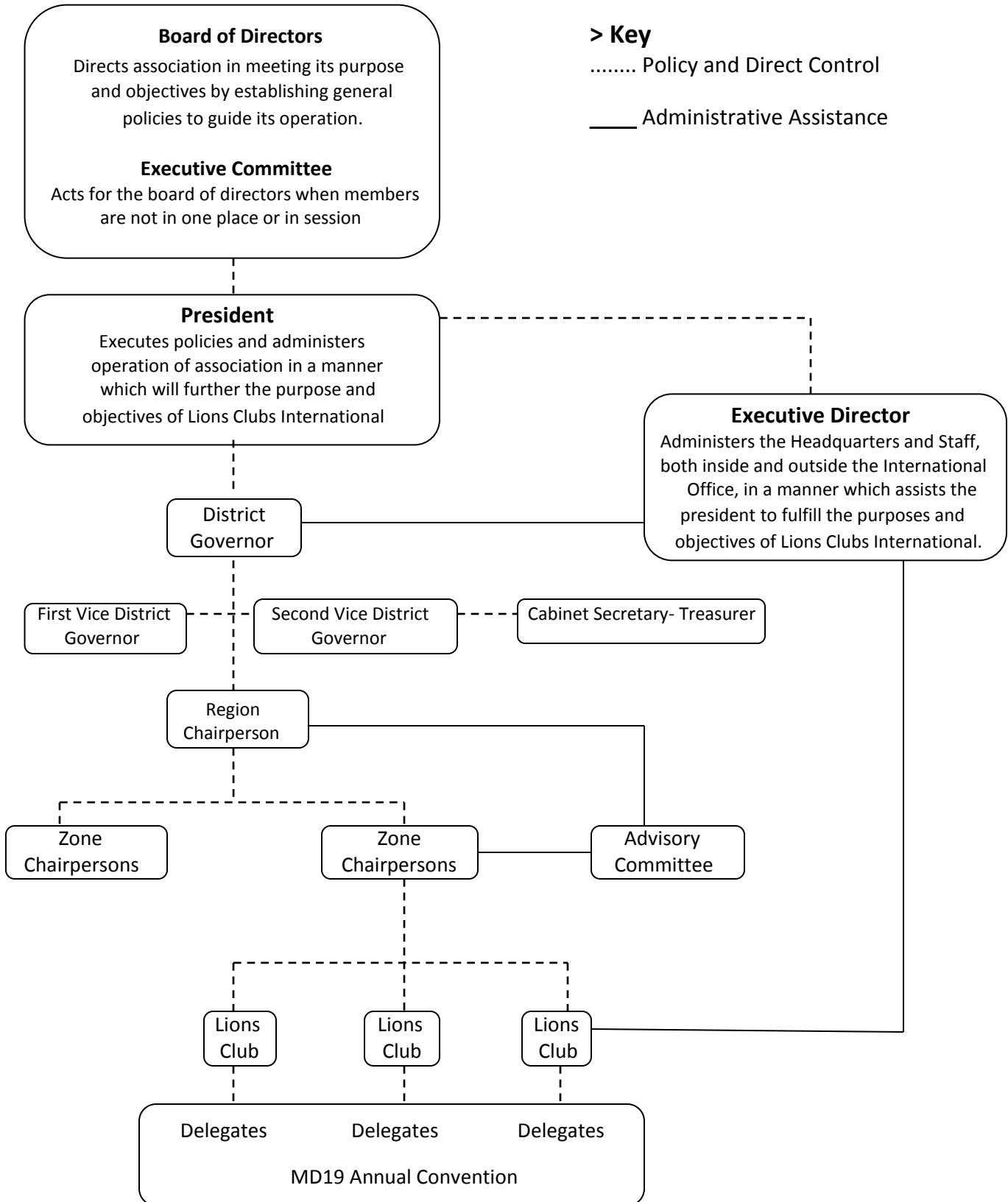
COMMONLY USED ABBREVIATIONS IN LIONS

MD19:	MULTIPLE DISTRICT 19
LCI:	LIONS CLUBS INTERNATIONAL
LCIF:	LIONS CLUBS INTERNATIONAL FOUNDATION
CARE:	COOPERATIVE FOR ASSISTANCE AND RELIEF FOR EVERYWHERE
NWLF:	NORTHWEST LIONS FOUNDATION
LBCHCS:	LIONS of BC HEARING CONSERVATION SOCIETY
YEP:	YOUTH EXCHANGE PROGRAM
CNIB:	CANADIAN NATIONAL INSTITUTE FOR THE BLIND
CST:	CLUB SUPPORT TEAM (includes the following: Leadership, Extension, Membership, Public Relations & Retention)
DST:	DISTRICT SUPPORT TEAM (for MD19 - includes the following: Leadership, Extension, Membership, Public Relations & Retention)
CC:	COUNCIL CHAIRPERSON
VCC:	VICE COUNCIL CHAIRPERSON
IPCC:	IMMEDIATE PAST COUNCIL CHAIRPERSON
PCC:	PAST COUNCIL CHAIRPERSON
DG:	DISTRICT GOVERNOR
DGE:	DISTRICT GOVERNOR ELECT
VDG:	VICE DISTRICT GOVERNOR (1st or 2nd)
VDGE:	VICE DISTRICT GOVERNOR ELECT
IPDG:	IMMEDIATE PAST DISTRICT GOVERNOR
PDG:	PAST DISTRICT GOVERNOR
ID:	INTERNATIONAL DIRECTOR
PID:	PAST INTERNATIONAL DIRECTOR
IP:	INTERNATIONAL PRESIDENT
PIP:	PAST INTERNATIONAL PRESIDENT
ZC:	ZONE CHAIRPERSON
ZCE:	ZONE CHAIRPERSON ELECT
PZC:	PAST ZONE CHAIRPERSON

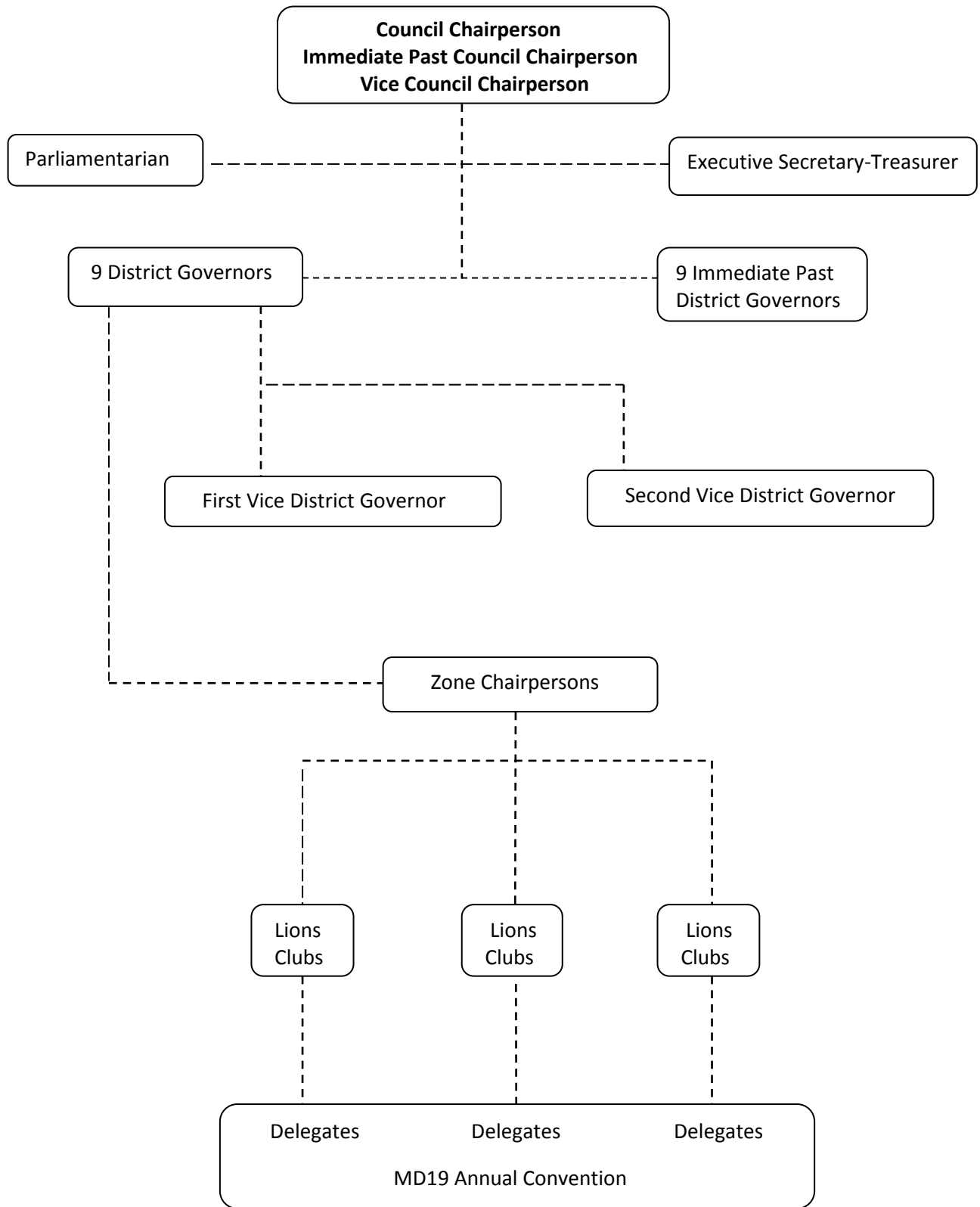
LIONS CLUBS INTERNATIONAL TELEPHONE DIRECTORY

(630) 571-5466 to get the operator

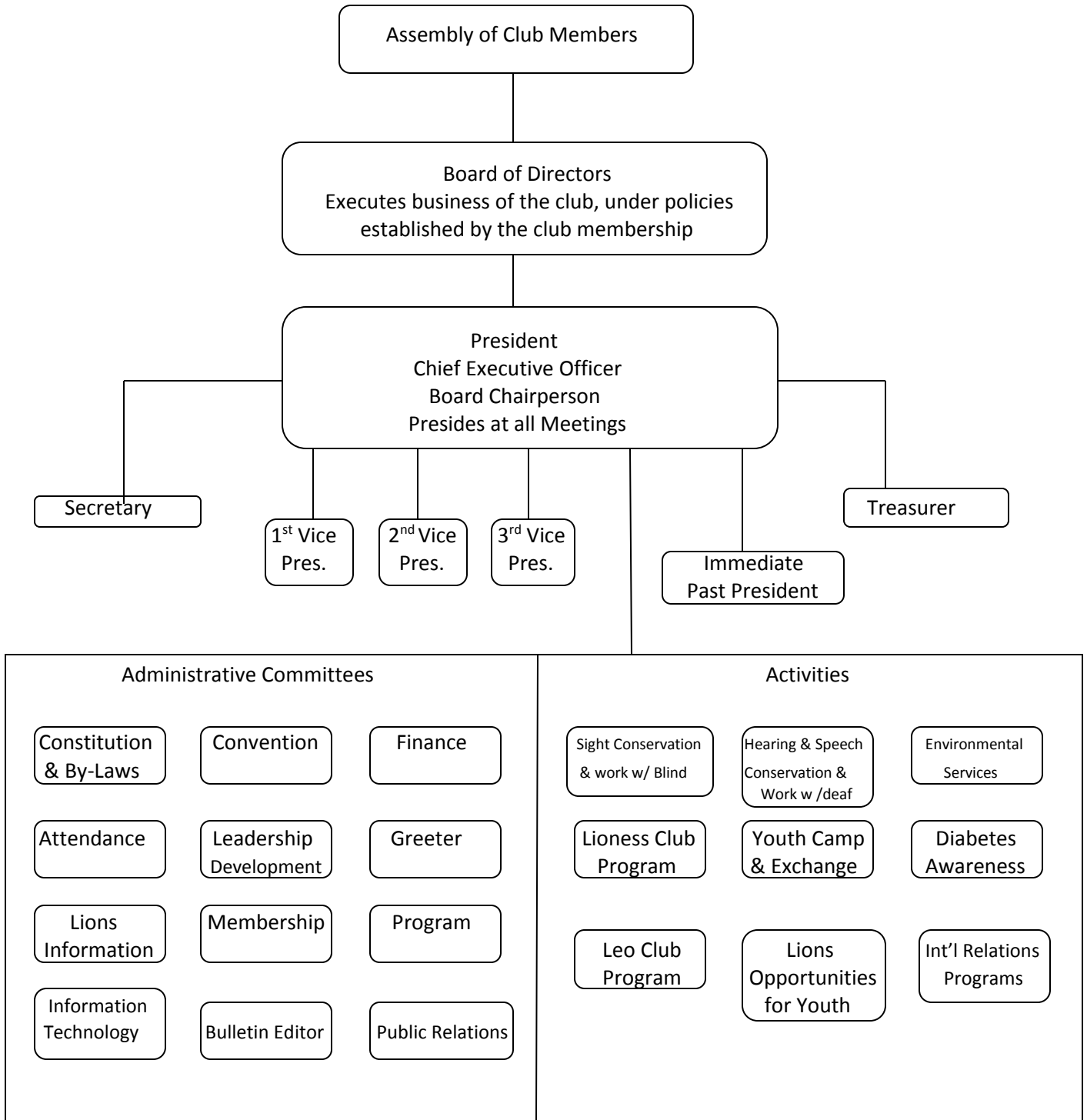
Department	Extension	Email
Club Supplies & Distribution	440	clubsupplies@lionsclubs.org
Fax #	1-630-571-0964	
Toll free #	1-800-710-7822	
Questions & Concerns		orderdetails@lionsclubs.org
Convention	(630) 468-6761	convention@lionsclubs.org
Registration & Hotel Accommodations	(630) 468-6914	
District & Club Administration	6828	districtadministration@lionsclubs.org
English Language	6919	EnglishLanguage@lionsclubs.org
Eurafrican	6929	Eurafrican@lionsclubs.org
Ibero-American	6862	iberoamerican@lionsclubs.org
Pacific Asian	6953	pacificasian@lionsclubs.org
Extension & Membership	(630) 468-6734	extension@lionsclubs.org
Membership Operations	3831	memberops@lionsclubs.org
Finance Division	(630) 468-6834	finance@lionsclubs.org
Accounting	3832	
Budget & Auditing	3839	
Accounts Receivable	3810	accountsreceivable@lionsclubs.org
Membership Billing	3820	
Information & Technology Division	(630) 203-3844	informationtechnology@lionsclubs.org
Member Service Center	(630) 203-3830	memberservicecenter@lionsclubs.org
International Activities & Program Planning		programs@lionsclubs.org
Youth Programs	(630) 571-5466	leo@lionsclubs.org
Youth Camp & Youth Exchange		ye@lionsclubs.org
Health & Children's Services Dept.	(630) 203-3841	programs@lionsclubs.org
Program Development Dept.	(630) 571-5466 ext. 316	programs@lionsclubs.org
Leadership Development Programs		leadership@lionsclubs.org
Leadership Division	(630) 468-6935	
Institutes & Seminars	(630) 468-6740	
Leadership Administration	(630) 468-6923	
Program Design & Development	(630) 468-6703	
Legal	(630) 571-5466 ext.3847	legal@lionsclubs.org
Certificates of Insurance	1-800-316-6705	
LCIF	(630) 468-6901	lcif@lionsclubs.org
Fax	(630) 571-5735	
Humanitarian Grants	(630) 468-6887	LCIFHumanitarianPrograms@lionsclubs.org
Donations & Donor Recognition	(630) 203-3836	donorassistance@lionsclubs.org
Public Relations & Communications	(630) 468-6817	pr@lionsclubs.org
Fax	(630) 571-1685	
Advertising & Production	ext. 6880	
Audio Visual & Events	(603) 203-3812	
Public Relations	ext. 6883	
Peace Poster Contest	ext. 6835	
Officers & Director Bios	ext. 6767	
E-Clubhouse	ext. 6882	
LION Magazine		
Address change	(630) 468-3830	memberservicecenter@lionsclubs.org



Multiple district 19 Organizational Chart



Lions Clubs International
Club Organizational Chart



Other Activities of Lions for which Committees may be appointed are:
 Citizenship Services; Educational Services; Health Services; Social Services;
 Recreational Services; Public Services.