



**LIONS CLUBS INTERNATIONAL
DISTRICT 4-L4
CLUB SECRETARY
TRAINING**

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Monthly Checklist

Club _____

District/Zone _____

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Y.E.
M. M. R.													
VAD													
Members													
Additions													
Drops													
Total Members													
Regular Mtgs.													
Board. Mtgs													
Activities													
Visits													
# on Visit													
Bulletin													
Congrat Ltr. New Clubs													

SPECIAL MEETINGS			
	DATE	Attend P/S	Attend P/S
Pres. / Sect. Training			
Zone Mtg. #1			
Zone Mtg. #2			
Zone Mtg. #3			
Cabinet Meeting			
Cabinet Meeting			
Cabinet Meeting			
Cabinet Meeting			

SPECIAL DONATIONS	
Donated To	AMOUNT

YEAR END REPORTS	
FORMS	Date Mailed
PU 101	
Club Activities	
Int'l. Club Summary	

YEAR END STATUS	
MEMBERS July 01	
MEMBERS June 30	
MEMBERSHIP YE (+) (-)	

Duties and Responsibilities of the Club Secretary

As the secretary, you are the Business Manager of your club. Effective communications and information sharing is important to your Team.

As Club Secretary your duties are as follows:

- 2-1 Work closely with your President to prepare an agenda for both regular and Board of Director's meetings.
- 2-2 Record the minutes of the regular meetings and Board of Directors' meetings on the forms supplied in your package.
- 2-3 Keep all members' records up to date, (attendance, offices held, committees, members sponsored, awards, transfers etc.)
- 2-4 Work closely with your President to have club committees set up before start of your year.
- 2-5 Forward copies of club's pertinent correspondence to:
 - a) District Governor
 - b) Vice District Governor
 - c) Region Chair
 - d) Zone Chair
- 2-6 Before the end of each month carefully complete the Monthly Membership Report, supplied by Lions International or use Lions International Online, with names, etc., of members added, dropped, transferred or address changes and the Visitation- Activities- Donation Report (**VAD**)* , supplied District 4-L4 with the following information:
 - a) Club Visitations.
 - b) Club Activities, Service & Fundraising
 - c) Club donations
 - d) Clubs dues paid (along with amount and check #).

* **The Visitations, Activities and Donations (VAD) Report:**
This report is an important part of the operation of our District. It is an excellent way for clubs to track their activities and can be used to compile the year-end summary, to be

- 1. Shared at the Club's Installation of Officers;
- 2. Inserted into the Club Scrapbook or Club History Book;
- 3. Sent to the District for the Secretary's 100% Award; and
- 4. Sent to Lions Clubs International for their records.

This report gives information about your club's operation and should be distributed to:

- a) District Governor
- b) Vice District Governor
- c) District Secretary
- d) Region Chair
- e) Zone Chair
- f) Contest Chairman
- g) keep a copy for you Club history

The VAD Reports record the payment of dues to Lions Clubs International and the Multiple District to the District Governor and Zone Chair and provide a good record of donations made. It is a very useful tool.

NOTE: To be considered on time, the above reports (MMR & VAD) must be received by the District Governor by the 5th of the following month or post marked by the 3rd of the following month.

2-7 Read all correspondence prior to club meeting and report to club members giving special attention to:

- a) District Forum Newsletter
- b) District Correspondence
- c) Correspondence from Lions Clubs International

Note:, Copy registration forms for Conventions, Conferences and Forums for distribution.

2-8 Attend all Zone Meetings, Region and Cabinet Meetings.

2-9 Prepare and mail the following by dates shown below.

- a) PU 101 to District Governor & Lions International to be received by May 15th.
- b) Annual Club Activities Report Form to LCI be received by June 30th
- c) Club Activities Summary to be received by July 31st

2-10 Insure club supplies are ordered promptly.

2-11 Along with the Club President, check the District 4-L4 Contests and Awards section of the Directory on a regular basis so requirements are not overlooked until it is too late.

2-12 Prepare **Annual Club Activities Report Form** to be received by Lions International and the District Governor by June 30th on form supplied by Lions Clubs International for distribution to:

- a) Lions Clubs International
- b) District Governor
- c) Vice District Governor
- d) Region Chairman
- e) Zone Chairman

2-13 Keep track of any awards earned by your members, make sure that awards are ordered; when they are received record on the members award record sheet. Allow six (6) weeks when ordering.

2-14 Work closely with your Treasurer to insure all club accounts payable are up to date and bills are paid promptly.

The success of your club is dependent on your actions as Club Secretary. Should you find at any time that you are getting bogged down, don't hesitate to ask for help.

Remember you are part of a team. People can't help until they know there is a need.

Notes: _____

Tips for the Incoming Secretary

- 3-1 Monthly Membership Reports are to be prepared each month starting with July and running through June during your year as Secretary.
- a) Make an attempt to have the Club President review your MMR prior to distribution.
 - b) Monthly Membership Reports should be mailed to arrive by the 5th of the following month or Post Marked by the 3rd to be considered on time.
 1. Lions Clubs International
 2. District Governor
 3. Cabinet Secretary
 4. Vice District Governor
 5. Region Chairman
 6. Zone Chairman
- Note:**
- Make copies as needed
 - Any activities that occur after the form is mailed may be included on the following month's report. Do not hold mailing for additional information.
 - It's a very good idea to photocopy the top copy of the Monthly Membership Report for the President
- 3-2 Multiple District 4 dues are billed every six months based on the June 30th and December 31st membership count. Billing will be sent in August to the Club Treasurer or the Club Secretary/Treasurer for payment by September 05 and January for payment by March 05.
- 3-3 Lions International dues (Per Capita Statement) are billed in July and January and should be paid within 10 days, and no later than thirty days.
- 3-4 Lions International bills for supplies should be paid promptly on receipt of a statement. If a query arises from the statement, act promptly to insure good financial standing with Lions International or any other account and to avoid finance charges.
- 3-5 Lions International and Multiple District 4 Dues and Billing.
- a) Lions International requires an initiation fee for all new members plus dues.
 - b) If a club drops a member and does not pay their International Dues, that person is required to pay a Dues Fee if he/she rejoins the club or transfers to another club within six (6) months.
 - c) Life members will be shown on the MD4 and LCI Per Capita Billing Statements but will not have International dues assessed against them. However, Multiple District 4 requires dues be paid for all members.
 - d) Honorary members, if shown on the Monthly Membership Report Form will be assessed dues from Lions International and Multiple District 4.
 - e) Club accounts, as billed, must be paid in full to Multiple District 4 and show a balance of less than \$50.00 US to Lions International to allow your club to vote at the District, Multiple District and International Conventions.
- 3-6 All members listed on the Lions International Per Capita Statement are assigned a membership number. This number should be recorded on the following:
- a) Members' Records.
 - b) All correspondence to Lions International pertaining to any member.
 - c) On the MMR when a member is dropped, transfers out or is deceased.

- 3-7 New members and transfer members will be assigned a new member number from Lions International.
- 3-8 All dues checks sent to Lions International and Multiple District 4 should clearly show your Lions International club account number and should be shown on the Visitation-Activities- Donations Report along with the amount and check number.
- a) This Club number is found on your Monthly Membership Report.
 - b) All correspondence and calls to Lions International should make reference to your Club number.
- 3-9 Club officers elections are to be held **prior to April 15th**.
- 3-10 The PU-101 Form (3 Forms) will be sent by Lions International and should be completely filled out and returned to Lions International to be received **by May 15th**. A copy should be sent to the District Governor.
- 3-11 The **Annual Club Activities Report Form** should be completed and mailed to Lions Clubs International, the District Governor, Vice District Governor, Region Chairman and Zone Chairman **to be received by June 30th**.
- 3-12 To facilitate any changes to club billing, a club membership list noting any changes or errors should be sent to Lions International.
- 3-13 To qualify for the 100% Secretaries Award, in addition to your record keeping, payment of dues and completion of reports you must do the following.
- a) Attend a minimum of two Zone Meetings, one Region Meeting and two Cabinet Meetings in person and must have been in attendance at or have been represented by someone other than the President at all other such meetings.
 - b) Filed the MMR and VAR reports on time.
 - c) Report and record club activities, including board, committee and projects.
 - e) Club shall be in good standing with Lions Clubs International, MD4 and District 4-L4 as of July 1st.
- 3-14 Meeting or Address changes:
- a) Meeting location or date changes:
Notify MD4, District Governor, Vice District Governor, Region and Zone Chairmen.
Notify Lions International if change is permanent.
 - b) Secretary changes:
Notify Lions International, Multiple District 4, District Governor, Vice District Governor, Region and Zone Chairs by checking box supplied for this purpose on the Monthly Membership Report.
- Note:** A letter advising of Secretary change should accompany your Monthly Membership Report.
- c) Club Officers changes, President, Treasurer and Membership Director.

Guidelines to Excellence

- 4-1 Keep accurate records of Sponsoring Members.
- a) A new member counts for credit to a Sponsor's Membership Key after membership of one year and a day.
 - b) Credit is still given if the new member should pass away before the end of the year and a day.
 - c) A member will receive credit if a new member is sponsored into a club other than the member's home club.
 - d) The following do not count toward Membership Keys.
 - 1) Reinstated Lions
 - 2) Leos
 - 3) Transfer members
 - 4) Charter Members
- 4-2 Ordering of supplies is the responsibility of the Club Secretary. Lions International will send the invoice directly to Treasurer; work closely with Treasurer to be sure these are paid promptly.
- 4-3 The club Secretary may appoint a member to handle the ordering and stocking of supplies for the members from the Lions International catalogue.
- 4-4 Lions International will supply an International Supply Catalogue in the spring.
- 4-5 Lions International will supply a copy of The Standard Club Constitution and the International Constitution to your club.
- 4-6 District 4-L4 Constitution and By-Laws and the Contests and Awards rules are published in the back of the District 4-L4 Directory and will be available for the Secretary and President in August.
- 4-7 Keep a running file called "Previous Members File". When a member is dropped, place records in Previous Member file. Do not throw away. Pass this file on to the next secretary
- 4-8 Advise Club Bulletin Editor, Lions International, MD-4 Office and District 4-L4 and update Club Roster of any changes to membership and update club roster.
- 4-9 If a member transfers out:
- a) Complete Transfer Form following instructions on form.
 - b) Forward a copy of the Transfer form to the new club along with a *copy* of the member's Record of Service.
 - c) Forward a letter to the new club advising of the member's arrival in their area.
 - d) If new club is not known, give member a copy of the transfer form and *copy* of their Record of Service.
 - e) Never part with originals.
 - f) Place member's records in "Previous Members File".

4-10 New Members

- a) Be sure dues are paid before inducting unless other arrangements have been made.
- b) Report on Monthly Membership Report.
- c) Start a Member Record and Member Ledger.
- d) Credit sponsoring Lion on their Members Record Page.
- e) Send a letter of welcome from the club indicating date of next orientation.
- f) Advise Bulletin Editor and Roster Editor to add to mailing list.

Work closely with your President & Treasurer, check Contests & Awards section of the District Directory periodically and a great year is within your reach. Have fun and Good Luck.

Notes:

Monthly Membership Report



MONTHLY MEMBERSHIP REPORT

DATE RECEIVED LIONS CLUBS INTERNATIONAL _____

1A
 1B
 DRC 9207
 SEND PART 1 TO THE INTERNATIONAL OFFICE, 300 22ND STREET, OAK BROOK, ILLINOIS 60523-9842
 PRINTED IN THE U.S.A.
 C-23-A 600M 11/99

MAIL BY LAST DAY OF MONTH	(D) CLUB USE PLEASE FILL OUT IN FULL	CLUB USE PLEASE FILL OUT IN FULL	TOTAL	INT'L STAT	OFFICE USE ONLY NUM MEM	# MOS	CODES
PLEASE INDICATE BELOW THE NUMBER OF MEMBERS IN EACH CATEGORY.	PLEASE ENTER NUMBER OF MEMBERS DROPPED FOR EACH REASON LISTED. ONE REASON ONLY FOR EACH DROPPED NAME.	TRANSACTION CODE MEMBERS FROM LAST REPORT					X OUT OF AGREEMENT
ACTIVE _____	1. _____ RESIGNED IN GOOD STANDING (BUSINESS OR PERSONAL REASONS)	A NEW MEMBERS (SHOWN BELOW)					ENTERED STAT RECORD _____
MEMBERS AT LARGE _____	2. _____ DROPPED FOR NON-PAYMENT OF DUES	B REINSTATED MEMBERS (IF DROPPED OVER 6 MONTHS ADD AS NEW)					CHANGE OF ADDRESS _____
HONORARY _____	3. _____ DROPPED FOR NON-ATTENDANCE	C TRANSFER MEMBERS ACCEPTED (LIST NAME OF FORMER CLUB BELOW) (IF DROPPED OVER 6 MONTHS ADD AS NEW)					CLUB OFF _____
LIFE _____	4. _____ DROPPED FOR NON-ATTENDANCE AND NON-PAYMENT OF DUES	TOTAL BEFORE DEDUCTIONS					OTHER _____
PRIVILEGED _____	5. _____ (TRANSFERRED IN GOOD STANDING) USE TRANSFER FORM ME-20	D DROPPED FROM MEMBERSHIP LIST NAME & REASON BELOW					OTHER _____
AFFILIATE _____	6. _____ MOVED (DUES UNPAID)	MEMBERS AT CLOSE OF MONTH					COMMENT CODE _____
DO NOT COUNT IN LOI TOTAL.	7. _____ DECEASED						
ASSOCIATE _____	8. _____ OTHER (PLEASE SPECIFY)						
	9. _____ TOTAL (MUST AGREE WITH TOTAL NUMBER OF DROPS)						
	LIST ALL NAMES BELOW						

IDENT.	CLUB	NAME OF CLUB	DIST. NO.	LEO CLUB MEMBERS
		SECRETARY'S NAME		TOTAL: _____
		ADDRESS		
MONTH	YEAR			

CHECK BOX IF CHANGE IN SECRETARY NAME OR ADDRESS

NOTE LIST BELOW ALL NEW MEMBERS, DROPS AND CHANGES OF ADDRESS. NAMES OF MEMBERS MUST BE GIVEN IN ALL CASES OR CHANGES CANNOT BE MADE. TRANSACTION CODES: A = NEW, B = REINSTATED, C = TRANSFER INS., E = CHANGES OF ADDRESS, F = CHANGE OF NAME PLEASE INDICATE FORMER NAME IN PARENTHESIS.

TRANSACTION CODE	FIRST	ADDED MEMBER'S NAME	LAST	MAILING ADDRESS
	CITY	STATE OR PROVINCE	ZIP CODE	COUNTRY
				YEAR OF BIRTH
	OCCUPATION	SPONSOR NAME - MEMBER AND CLUB NUMBER		FORMER CLUB
				GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE

NOTE ENTER DROPPED MEMBERS BELOW. THE CODES FOR REASONS FOR DROPS ARE LISTED ABOVE (SEE D)

MEMBER #	NAME	REASON	MEMBER #	NAME	REASON	MEMBER #	NAME	REASON

CONTINUE ADDITIONAL MEMBERSHIP ON SEPARATE SHEETS

Club President's Signature _____

FOR INTERNATIONAL USE (OAK BROOK)

Membership Categories Obligations, Rights and Privileges

Category	Obligations			Rights and Privileges			
	Regular Attendance Expected	Dues (club, district, Int'l)	Participate in Activities	Hold Office	Voting Privilege	Delegate At Convention	Dual Membership
Active	Yes	Yes	Yes	Yes	Yes	Yes	As Associate or Honorary in another club
Affiliate (not able to fully participate as active)	No	Yes	Yes when available	No	Club matters only	No	No * (May change at next Int. board meeting)
Associate (active in home club, associate in secondary) (review every 12 months)	Yes home club No secondary	Yes, full at home club. Club only at secondary (no MD or Int'l)	Yes when available	No	District convention for home club Club matter for both	No	Yes (in more than one Lions club)
Honorary	No	No, club pays district and Int'l dues	No	No	No	No	Yes (in any other service club)
Life (US\$300 1-time fee, with 20 years service, or with 15 years service and over 70 years old)	No	Yes, club and district, no Int'l dues (one time fee of US\$300)	Yes when available	Yes, if fulfills obligations of active member	Yes, if fulfills obligations of active member	Yes, if fulfills obligations of active member	No
Member at Large (review 6 months)	No	Yes	Yes when available	No	Yes, club matters only	No	No
Privileged (15 year or more Lion, cannot be active due to illness)	No	Yes	Yes when available	No	Yes	Yes	No



Please type or print
VAD REPORT
 Visitations, Activities, Donations



For the month of _____, 200

Club Identification No.	Club Name:	Date:
DISTRICT 4-L4	Region:	Zone:

SERVICE PROJECTS

DATE	CODE	SERVICE PROJECT DESCRIPTION	SERVICE HOURS	\$ DONATION \$

Code: A – Sight Services C – Environment E – Community Service G – International Relations
 B – Hearing Services D – Youth Services F – Diabetes Awareness H – Health Services I - Other

FUNDRAISING PROJECTS

DATE	FUNDRAISER DESCRIPTION	SERVICE HOURS	\$ FUNDS RAISED \$

CLUB CHARITABLE DONATIONS

AMOUNT	RECIPIENT	AMOUNT	RECIPIENT	AMOUNT	RECIPIENT

ATTENDANCE President Secretary Member

VISITATIONS

Cabinet Meeting				DATE	CLUB	DATE	CLUB

PARTICIPATION IN 4-L4 APPROVED PROJECTS

Average Monthly Club Attendance %		Student Speakers		Peace Poster		Other: (list)
Number of Proud Lions Awards		Teen Recognition		Rose Float		
Published a Newsletter		Youth Exchange		LCIF		
Number of Times Published in Newspaper		White Cane Days		Leo's		
New Member Orientation (list date)		Awards & Fellowships Given: (list)				
MD-4 Dues Paid (list date)						
International Dues Paid (list date)						

Continue additional information and comments on separate sheet

Club President Signature: _____ Club Secretary Signature _____ Date: _____

Distribution of new MMR (Monthly Membership Reports) and VAD (Visitations/Activities/Donations)

Copy	MMR	
Original MMR	Lions Clubs International	
2nd copy MMR	District Governor	
3rd copy MMR	Club Copy	
1st Photo copy	Vice District Governor	
2 nd Photo copy	Cabinet Secretary	
3rd Photo copy	Region Chairman	
4th Photo copy	Zone Chairman	
5th Photo copy	Club President	
Copy	Visitations/Activities/Donations	
Original	Club copy	
1st Photo copy	District Governor	
2nd Photo copy	Vice District Governor	
3rd Photo copy	Cabinet Secretary	
4th Photo copy	Region Chairman	
5th Photo copy	Zone Chairman	
6 th Photo copy	Club President	
7 th Photo copy	Contest Chairman	

Notes:

**Example of
A Lions Project Report Form**

Project _____ **Location:** _____

Chairperson: _____ **Co-Chair:** _____

Lions on project committee: _____

<u>Date worked & task done</u>	<u># of Lions</u>	<u>Hours Spent</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL _____ **#** _____ **hrs.** _____

Project start date: _____ **On going?** _____ **Completion date:** _____

Revenue: _____ **Advances:** _____

_____ **Expenses:** _____

Grand total; gain or loss of project

Proceeds submitted to Treasurer.

Received by Treasurer.

_____ **Project Chair**

_____ **Treasurer**

Note from Treasurer; money deposited or paid out.

Account # _____

**Example of
Lions Project Details**

Items purchased or rented	Unit Price	Total price
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____

TOTAL EXPENSES: \$ _____

**REPORT IN DETAIL: Items used, needed or changes to be made, make note of
Procedures, contacts and other helpful information!!**

NOTE: Attach all receipts!!! 1 copy each to Treasurer, Vice President in charge, Secretary. Make file for next chair.



(Sample of one type of)

Club Visitation Report

At the next meeting following your visitation, complete and hand to Secretary for transfer to Visitation, Activities, Donation Report Form (VAD).

Date: _____

Club Visited: _____

Location: _____

Event: _____

Cost: _____

Length of Time: _____

Round Trip Mileage: _____

Lions Attending:

Office:

Remarks: _____



Reinstated Lions Service Credit

As a Lion in good standing and proud of my past service history, I would like to claim the following Lions service as part of my overall service record. I am aware that prior service segments claimed must have been "in good standing.) The following information is accurate and complete, to the best of my knowledge. I have estimated times and dates where otherwise unknown.

Lion's Name _____
6-Digit Club Number _____ District _____
Current Club Name _____
State / Province / Country _____

Please indicate below, former club's name, district, join date, drop date and reason.

Lions Club's Name	District	Join Date	Drop Date & Reason

Total years of past active service "in good standing,) not to include your current club service time.

Current Lions Club Join Date Month: _____ Year _____

Attested to: _____ Date _____

Lion Signature _____ Date _____

Lions Club President's Signature _____ Date _____

Lions Club Secretary's signature _____ Date _____

The information presented on this form will be reviewed by international headquarters staff utilizing the computer and microfilm records, MMR reports and transfer documents. Once attested by the club president and secretary, this form must be submitted with an MMR Report.



Transfer Member Form Instructions

Lions Club secretary

1. Complete this form. (A dropped member must join a Lions Club within six (6) months to maintain continuous service.)
2. Forward the original and first copy to Lions International for processing. (Do not remove bottom part.)
3. Retain the pink copy for your club files.

To: Name of New Lions Club (if known) _____ **District** _____

We are pleased to recommend this Lion in good standing for membership in your Club.

Full Name: _____ Spouses Name: _____

New Address: _____

Telephone: _____ Arrival date in your area: _____

A lions Since: _____ Listed as dropped member on our MMR for the month of: _____

Achieved 100% attendance for _____ full years

Highest chevron Award received _____

Highest Membership Key issued: _____

Sponsored the following new members who will count as credit to Key Awards on date shown

Highest District Office held: _____

Highest Club Office held: _____

Member's Club service Record Available on Request Yes No

Former Club Name: _____ Former Club Account Number: _____

Address: _____ District: _____

_____ Date

Former Club Secretary's Signature

New Club Secretary: Please complete this slip and return to Lions International.

Lion _____ A former member of _____

District _____ was accepted as a transfer in our Lions Club of _____

District _____ on Date: _____

_____ New club secretary's signature

Dropped Member Report

DISTRICT / ZONE _____ **CLUB** _____

NAME OF DROPPED MEMBER _____

HOW LONG A MEMBER _____

HOW WAS DROP INITIATED:

MEMBER? _____ BOARD OF DIRECTORS? _____ OTHER? _____

WHO CONTACTED MEMBER:

MEMBERSHIP / RETENTION DIRECTOR? _____

MEMBER OF MEMBERSHIP RETENTION COMMITTEE _____

SPONSOR _____

OTHER? (SPECIFY) _____

WAS RETENTION DISCUSSED WITH MEMBER? _____

WAS A LEAVE OF ABSENCE CONSIDERED? _____

WAS MEMBER-AT-LARGE STATUS DISCUSSED? _____

WAS A MEMBERSHIP STATUS CHANGE DISCUSSED? _____

WAS TRANSFER TO ANOTHER LIONS CLUB DISCUSSED? _____

SUBMITTED BY _____ MEMBERSHIP/RETENTION DIRECTOR

.....

FOR CLUB SECRETARY

IF MEMBER MOVED, WAS TRANSFER FORM SENT TO INTERNATIONAL? _____

IF NOT, STATE REASON

NOTE: One form for each dropped member to be attached to MMR sent to the **Vice District Governor** and **Appropriate Zone Chair**.

PLEASE MAKE SEVERAL COPIES OF THIS FORM SO YOU WILL HAVE SOME ON HAND!

Award Record

(See "Awards of Distinction in Secretary's Section of President's Book")

Perfect Attendance Awards

Date Qualified	Date Qualified	Date Qualified	Date Qualified	Date Qualified
1 _____	9 _____	17 _____	25 _____	33 _____
2 _____	10 _____	18 _____	26 _____	34 _____
3 _____	11 _____	19 _____	27 _____	35 _____
4 _____	12 _____	20 _____	28 _____	36 _____
5 _____	13 _____	21 _____	29 _____	37 _____
6 _____	14 _____	22 _____	30 _____	38 _____
7 _____	15 _____	23 _____	31 _____	39 _____
8 _____	16 _____	24 _____	32 _____	40 _____

KEY AWARDS

New Member Sponsored	Date	New Member Sponsored	Date
1.		13.	
2.		14.	
3.		15.	
4.		16.	
5.		17.	
6.		18.	
7.		19.	
8.		20.	
9.		21.	
10.		22.	
11.		23.	
12.		24.	
		25.	

Key Issued _____ Membership Advancement Key Issued _____ Master Key Issued _____
 Senior Master Key Issued _____ Other Keys _____

	Chevrons		Date Qualified
<input type="checkbox"/> 10 Year Charter Chevron	or <input type="checkbox"/>	10Year Old Monarch	_____
<input type="checkbox"/> 15 Year Charter Chevron	" <input type="checkbox"/>	15 Year Old Monarch	_____
<input type="checkbox"/> 20Year Charter Chevron	" <input type="checkbox"/>	20 Year Old Monarch	_____
<input type="checkbox"/> 25 Year Charter Chevron	" <input type="checkbox"/>	25 Year Old Monarch	_____
<input type="checkbox"/> 30 Year Charter Chevron	" <input type="checkbox"/>	30 Year Old Monarch	_____
<input type="checkbox"/> 35 Year Charter Chevron	" <input type="checkbox"/>	35 Year Old Monarch	_____
<input type="checkbox"/> 40 Year Charter Chevron	" <input type="checkbox"/>	40 Year Old Monarch	_____
<input type="checkbox"/> 45 Year Charter Chevron	" <input type="checkbox"/>	45 Year Old Monarch	_____
<input type="checkbox"/> 50 Year Charter Chevron	" <input type="checkbox"/>	50Year Old Monarch	_____

Members Attendance Record

PRESENT
 ABSENT
 MAKE-UP

NOTE:—WHEN CREDITING A MEMBER FOR MAKING UP ATTENDANCE, MAKE A CROSS (X) OUT OF THE ABSENT MARK AND DRAW A SQUARE AROUND IT.

YEAR _____

MEMBERS' ATTENDANCE RECORD

	MEMBERS' ATTENDANCE RECORD						NAMES OF MEMBERS	MEMBERS' ATTENDANCE RECORD												
	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.		JAN.	FEB.	MAR.	APR.	MAY	JUNE							
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
0																				
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				

M-3343 36M 993

OFFICIAL PUBLICATION OF YOUNG MEN'S CHRISTIAN ASSOCIATIONS INTERNATIONAL

Printed in U.S.A.

Lions International PU 101 Form

URGENT ! THIS IS YOUR 200- / 200- LIONS CLUB'S OFFICER REPORTING FORM

Lion Secretary:

Use this form to report the names and address of your newly elected club officers to International Headquarters. This form is **extremely Important**—all communications your new officers receive during their year in office will be based on the information you provide here. **Please TYPE** the needed information and return it in the enclosed self-addressed envelope **immediately following your club elections in April. Final deadline is May 31.** If you fail to return this form, your new officers will not be able to receive the information and materials they will need during their year.

IDENT.	CLUB NO.	DISTRICT	NAME OF CLUB	INT. OFFICE USE	
					LANG. COUNTRY

Your meeting place and time are indicated on the left.
 If different, please indicate below.
 (PLEASE INDICATE DAY, WEEK AND HOUR OF MEETING.)

	MON	TUE	WED.	THU.	FRI	SAT
EACH WEEK						
1 ST WEEK						
2 ND WEEK						
3 RD WEEK						
4 TH WEEK						
ALT. WEEK						
HOUR						

MEETING PLACE _____

STREET ADDRESS _____

Any changes in club officers during the year must be reported to headquarters.

Please check if above address
 Is permanent address for club

*** MEMBER NUMBERS ARE INDICATED ON YOUR SEMI-ANNUAL PER CAPITA.**
 PLEASE INDICATE BELOW MAILING ADDRESS FOR INCOMING CLUB OFFICERS

PRESIDENT: NAME	MEMBER NUMBER*	HOME PHONE ()
STREET OR BOX NUMBER		BUSINESS PHONE ()
CITY, PROVINCE OR STATE		FAX ()
COUNTRY AND ZIP/POSTAL CODE	email:	SPOUSE: NAME Cell ()
SECRETARY: NAME	MEMBER NUMBER*	HOME PHONE ()
STREET OR BOX NUMBER		BUSINESS PHONE ()
CITY, PROVINCE OR STATE		FAX ()
COUNTRY AND ZIP/POSTAL CODE	email:	SPOUSE NAME Cell ()
TREASURER: NAME	MEMBER NUMBER*	HOME PHONE ()
STREET OR BOX NUMBER		BUSINESS PHONE ()
CITY, PROVINCE OR STATE		FAX ()
COUNTRY AND ZIP/POSTAL CODE	email:	SPOUSE NAME Cell ()

SEND THE YELLOW COPY TO YOUR DISTRICT GOVERNOR



10-96

Annual Lions Club Activities Report

Club Name _____
 District _____ Country _____
 For Fiscal Year _____ - _____

6-Digit Number

--	--	--	--	--	--

4-Digit Ident. Number

--	--	--	--

SIGHT SERVICES									
	Community Education								
	Vision Screening								
	Eyeglass Collection/Recycle								
	Eye Banks								
	Camps and Recreation								
	Vocational Assistance								
	Guide Dogs								
	World Sight Day								
	Vitamin A								
	Other								
Donations	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>								

HEARING SERVICES									
	TV Captioning								
	Hearing Dogs								
	Prevention / Education								
	Rehabilitation								
	Research								
	Telephone for Deaf								
	Temporal Bone Banks								
	Hearing Aids								
	Other								
Donations	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>								
Hours	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>								

ENVIRONMENT									
	Agricultural Products								
	Community Clean Up								
	Education								
	Recycling								
	Tree Planting								
	Waste Removal								
	Water Purification								
	Other								
Donations	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>								
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YOUTH SERVICES									
	Drug Awareness								
	International Youth Camp								
	Leo Club								
	Lions Quest								
	Mentoring								
	Peace Poster Contest								
	Recreation / Sports								
	Scholarships								
	Scouting								
	Speaking Contests								
	Special Olympics								
	Street Children								
	Student Volunteers								
	Youth Exchange								
	Other								
Donations	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>								

COMMUNITY SERVICES									
	Aid to the Elderly								
	Citizenship								
	Crime Prevention								
	Culture / The Arts								
	Disaster relief								
	Homelessness								
	Literacy								
	Recreation								
	Safety								
	Sponsored Affiliates(Lioness)								
	Other								
Donations	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>								
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OTHER SERVICES									
Donations	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>								
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DIABETES AWARENESS AND EDUCATION									
	Diabetes Screening								
	Diabetes Camping								
	Education								
	Medication / Equipment								
	Research								
	Other								
Donations	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>								

INTERNATIONAL RELATIONS									
	Club Twinning								
	Immigrants / Refugees								
	Interclub Assistance								
	International Hosting								
	Lions Day with UN								
	Missions to other Countries								
	World Peace Day								
	Other								
Donations	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>								
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HEALTH SERVICES									
	Aids								
	Blood Donation								
	Cancer								
	Health education								
	Heart Disease								
	Immunizations / Vaccines								
	Mental Health								
	Physical disability								
	Other								
Donations	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>								
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	Total	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>								



Instructions for Annual Lions Club Activities Report

Lions Club Secretary:

1. Print your club's name, six-digit number, district, country and four-digit IDEN number as they appear on your club's pre-printed membership form. Include the fiscal year for the report.
2. In the boxes provided, place a check (✓) before the activities in which your club participated during the past year. For each major category, provide amounts donated to charitable causes and an estimate of volunteer service hours (number of hours multiplied by number of members participating in projects) At the bottom of the form; include the totals for all donations and hours. State monetary donations in local currency. Use the boxes provide (one digit per box) to enter the amounts.

e.g.

	2	2	4	9	6
--	---	---	---	---	---

3. Mail form for receipt before June 30th to:
**Lions Clubs International
Stat & Membership department
300 – 22nd Street
Oak Brook, IL 60532-8842 USA**
Please do not fax the form or attach other correspondence or information.

The form may be filed electronically through the association' web site at: <http://www.lionsclubs.org>

- 4 Provide a copy of the report to the District Governor and retain a copy for your club records.

Your club's report will help complete a picture of Lions service in your district, your country and throughout the world. The important information you provide will help create a better understanding and appreciation of Lions Clubs and the needy they serve.

Thank you for your time and assistance in preparing this annual report.

District _____



Application For 2003-2004 Club President EXCELLENCE AWARD

Please type or print

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 International Headquarters within thirty (30) days following the International Convention.

THE AWARD WILL BE PRESENTED BY THE DISTRICT GOVERNOR

Club Number (6Digits)

Club Name

Date

2002-2003 President's name

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 activity during the year in line with the International Program.
- 3. **The club has accomplished 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. Name of Club _____**
 - (c) **Qualified for the Club Retention Award.**
- 4. **The Club does not have an unpaid balance of US\$50.00 owed to International Headquarters as of March 31st, 2003.**
- 5. **The Club has submitted the following three (3) reports to international headquarters.**
 - (a) **Monthly Membership report C-23-A**
 - (b) **Annual Activities Report (A-1)**
 - (c) **Annual Club Officers Report (PU-101)**
- 6. **The president has attended the following Lions meetings during the year.**
 - (a) **At Least two (2) zone meetings**
 - (b) **Club Officer's School**
 - (c) **District, Multiple district or international convention.**
In case of emergency a representative of the club president may attend on behalf of the president.
- 7. **The president certified that all new members were properly indoctrinated and involved in service activities or committee work.**
- 8. **The club conducted a retreat during the year.**

This application can be sent by fax or mail. No request for review of award eligibility shall be considered unless received by international headquarters within twelve (12) months after completion of club president's term of office.

Signature of club secretary

Signature of Zone or region Chairman

I certify that the above facts agree with the records of our district

Date
DA-1 1/02

Signature of District Governor

District number



Club Secretary's Order Form

If you would like the following or additional copies of Invitation for Membership or transfer Forms, please complete this form and mail it in the envelope provided.

Quantity	Code	Description
_____	C-3	Membership (Wallet) Cards (sheets of eight)
_____	CK-1A	Membership Key Fact Sheet
_____	ME-6	Invitation for Membership Application Form
_____	ME-20	Transfer Member Form

Club Number: _____ District: _____

Name: _____

Club: _____

Address: _____

City: _____ State/Province: _____

Country: _____ Zip/Postal Code: _____

If your envelope has been misplaced, mail this form to:

Club Secretary's Supplies
Lions Clubs International
300 22nd Street
Oak Brook, IL 60523 USA

Sample of New Club Congratulations Letter

Rex Quill, Secretary
Home Town Lions Club
P.O. Box A-1
Home Town, WA 00000

January 15, 200-

Leon Newby, Secretary
New Town Lions Club
#1 Main Street
New Town, B.C. V0X 0X0

Dear Secretary Leo,

On behalf our President Simba, the Board of Directors and the members of the Home Town Lions Club. I would like to congratulate you and your new Lions Club members on your upcoming Charter Night February 30th 200- and welcome your new Lions Club to the Lions Family.

We would enjoy having a visit from the members of your club. We meet every Wednesday evening at the Community Hall, 7th and Main St.; our members begin to arrive at 6:00 pm with the call to order at 7:00pm.

One or two Lions will of course be welcome without prior notice, however, as our meals are catered please phone in advance if more than two Lions are planning to visit.

My phone number is (555) 555-5555, and is listed with our club's information in the Multiple District 19 Roster for future information.

Again congratulations, and welcome to the world of Lionism.

Yours in Service,

Rex Quill

Rex Quill
Secretary

Cc MD19 Office
Club President
Club File

Sample of Thank You Letter

Mountain, B.C. V0X 0X0

Leo, Rex Quill, Secretary
Home Town Lions Club
P.O. Box A-1
Home Town, WA 00000

June 15, 200-

Leo Simba, Secretary
Mountain Town Lions Club
12 Hillside Rd.
Mountain Town, WA 00000

Dear Secretary Leo,

On behalf of President McPeak, the Board of Directors and members of the Home Town Lions Club, I wish to extend our warm thanks for the assistance provided by the Mountain Top Lions Club in completing the final stage of painting the Home own County Museum this last weekend.

The old museum looks like new with its top coat and I am sure this will new look will attract many visits this summer.

The Home Town Museum Board will mount a plaque to proclaim that both the Home Town and Mountain Top Lions Club provided the volunteer labor.

Once again our sincere thank you to your members for their unselfish efforts in the spirit of Lionism.

Yours in Service,

Rex Quill

Rex Quill
Secretary

Cc MD19 Office
Club President
Club File

Sample of Visiting Lions Notification Letter

Penelope Parker, Secretary
Prosperity Lions Club
P.O. Box 989
Happy Town, B.C. V0X 0X0

September 11, 200-

Robert Shoreline
Harbor Point Lions Club
1234 Coastline Rd.
Harbor Point WA, 00000

Dear Secretary Robert,

It was a pleasure to have two of your Lions attend our meeting of September 05th.

Lions John Bull and Curly Locks appeared to enjoy our meeting and program presented by the local Department of Fisheries Office.

Due to unforeseen circumstance, our Tailtwister had to be excused from the meeting and could not give the special attention that is normally reserved for visiting Lions.

Special permission has been granted to your Tailtwister to fine your members John and Curly for sitting together at the meeting rather than separating and sitting amongst our Lions.

As a tip, any fines assessed against John and Curly on behalf of our Tailtwister could be considered a donation to your club convention account.

Yours in Service,

Penelope Parker

Penelope Parker
Secretary

Cc MD19 Office
Club President
Club File

Sample of Club Announcement Letter

Roger Records, Secretary
Pancake Valley Lions Club
P.O. Box 123
Flapjack Valley, B.C. V0X 0X0

April 12th, 200-

Multiple District 19
Lions International
P.O. Box 66
Bellingham WA, 98227

Dear Patty Allen, Executive Secretary MD19

The Pancake Valley Lions Club will be holding its 50th annual Fathers Day Pancake Breakfast on June 15th 200-.

We request that the following announcement be placed in the Border Crossing this month.

Pancake Valley 50th Annual Fathers Day Pancake Breakfast

Flapjack Valley Community Hall, 88 Syrup St. Flapjack Valley B.C.

Sunday June 15th, 200- 8:00am to 12:00 Noon.

Our Lions will serve great Pancakes and Sausage, Juice and Coffee.

\$5.00 Can -- \$3.00 US

Thank you in advance for your cooperation, if more information is required please do not hesitate to contact me.

Yours in Service,

Roger Records

Roger Records
Secretary

(Note: A copy of this letter should be personalized and sent to the DG, VDG, & ZC)

Sample of Letter Acknowledging District Governor Visit

George Lawmaker, Secretary
Sheriff Hills Lions Club
P.O. Box 2212
Sheriff Hills, WA 00000

Jan 12th 200-

District Governor Gloria Goodyear
MD19 Lions International
1234 Membership Lane
Needmore, WA 00000

Dear District Governor Gloria

President Harry Handcuffs has marked his agenda for your visit to our club on February 15th.

Our Board of Directors convenes at 5:45pm with our regular meeting beginning at 7:00pm.

As this is your official visit to our Lions Club there will be no other program scheduled for this evening.

The Sheriff Hills Lions Club are looking forward to your visit and would like to ask you to advise by February 1st how many Lions, including your spouse will be accompanying you so we may advise our caterers.

Naturally our club will pay for your meal and the price for other guests accompanying you will be \$7.00 US.

We are looking forward to your visit and if you have any requests or require further information do not hesitate to contact me.

Yours in Service,

George Lawmaker

George Lawmaker
Secretary

(Note: This letter format can used for the Zone Chairman Official Visit)

Sample of Meeting Change Letter

Roger Records, Secretary
Pancake Valley Lions Club
P.O. Box 123
Flapjack Valley, B.C. V0X 0X0

April 13th, 200-

Multiple District 19
Lions International
P.O. Box 66
Bellingham, WA 00000

Dear Patty Allen, Executive Secretary

Pancake Valley Lions Club celebrates 50 years of service!

Due to the Pancake Valley Lions Club holding their 50th Annual Fathers Day Pancake Breakfast on June 15th 200- our regular meeting of June 13th has been cancelled.

We will resume our regular meeting schedule on June 27th 200-.

Please publish this meeting change in the next Border Crossing.

Please join us for a great Pancake Breakfast and the celebration of serving our community for 50 years.

Yours in Service,

Roger Records

Roger Records
Secretary

Cc District Governor
Vice District Governor
Zone Chairman

LIONS CLUBS INTERNATIONAL TELEPHONE DIRECTORY
(630) 571-5466

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For a list of email addresses log onto Lions International Website at: <http://www.lionsclub.org>