

# Transfer Member

1. Click on Transfer or Transfer a Member.

2. Fill in the Last Name or the Member # if available and click Search.

3. All members who match the search will be displayed.
4. Click on the Member # of the member that you want to transfer.

Member #:	Name:	Branch:	Address:
Processing...	Brookenfield, Peter		
112066	Bing, Martha		1001 NORTH AVE OAK BROOK IL 60523
112068	Brown, Jarod		1001 NORTH AVE OAK BROOK IL 60523
112063	O'Reilly, Michael		1001 NORTH AVE OAK BROOK IL 60523
112062	Rita, David		1001 NORTH AVE OAK BROOK IL 60523
112067	Smith, Elizabeth		1001 NORTH AVE OAK BROOK IL 60523
112061	Smith, John		1001 NORTH AVE OAK BROOK IL 60523
112065	Tingle, Suzanne		1001 NORTH AVE OAK BROOK IL 60523

5. Make sure that all of the information on the screen is correct; make changes if necessary.
6. Click Confirm Transfer.

7. If you are not able to locate the member to transfer, click **Assistance**.

App | Update | Review | **Transfer** | Drop | Reinstate

### Transfer Membership Search

Reporting Month: 4/2009  
Club: Franklin

Member #:   
Last Name:

Enter either the ID or the last name of the member you are transferring.

8. Fill in the data requested, and then click **Submit Assistance Request**.

\*\*\*Note: LCI headquarters staff will process the transfer for you.

### Transfer Confirmation Assistance

Please provide as much information as possible about the member to be transferred. Lions Club International will contact the member's old club to confirm that the member should be dropped and will handle the transfer into your club. We will notify you as soon as the transfer has been processed.

Club Number: 11206  
Club Name: Franklin

Member Name:   
Member #:   
Former Club #:   
Former Club Name:   
Mailing Address:   
  
City:   
State/Province:   
Postal/Zip Code:   
Country: