



District E-Book

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Preparing and Planning for the Year

Prior to your term as District Governor, you will spend a good portion of your time preparing to serve. By reviewing the various parts of this e-Book, you are accomplishing an important first step in your preparation! In addition, a large team of leaders (both close to home and from other parts of the world) will guide you through different parts of a comprehensive orientation program. Learning materials are revised each year so that you receive the best, most accurate information. Generally, your orientation will include classroom seminars and online assignments throughout the year and, of course, the District Governors-elect (DGE) Seminar. Your best sources for information are two web pages:

[DGE Seminar](#) – This webpage provides detailed instructions for all of the **logistics** of DGE registration, including hotel and travel. It is posted each year in late October for the upcoming international convention.

[Leadership Materials/DGE Seminar](#) – This webpage provides **program details** about the District Governors-elect Seminar. It is an intensive training seminar designed to equip DGE's with the knowledge, vision, and skills necessary to strengthen and build Lions Clubs International.

In addition, the following web pages provide information about other components of the comprehensive program:

[DGE Assignments](#) – Online assignments of independent guided training for first vice district governors/district governor-elects.

[DGE Area Training](#) - The DGE Area Training provides an opportunity for first vice district governors in a Global Action Team area to come together and share ideas, challenges, best practices and successes with each other.

Finally, you will be contacted in October by your **DGE Seminar Group Leader**. The Group Leaders are assigned to accompany and mentor DGEs during the months leading up to the DGE Seminar. Your Group Leader is also your classroom facilitator at the Seminar.

Where Do I Find Essential Information?

MYLCI - When you [Log on to MyLCI](#), you have access to essential information about your clubs, district and multiple district which can help to streamline your administrative tasks as well as keep abreast of your clubs.

- [Introduction, Basic Features](#) - This short video provides a brief overview of the features of MyLCI.
- [Registration and Logon](#) - Information for both new and existing users. First vice district governors obtain district governor-elect access in mid-May to report district cabinet members, chairpersons and create zones and regions.
- [District Guest Passwords](#) - A district governor or council chairperson may assign guest administrator access up to five additional Lions for administrative support.
- [Who has access](#) - Make sure your district team also has full knowledge of how to use MyLCI as a key information resource.
- [Member Contact Data Downloads](#) - Use this key feature of MyLCI to create mailing address, email address and phone lists for easier communication.

Membership Reports - This information is obtainable without first logging into MyLCI.

- [Membership Register Report](#) - Shows club list and status, membership count and last membership reporting date.
- [Missing Club Officers](#) - Lists missing club officers' positions for each club.
- [Summary of Membership](#) - Summary of membership types and gender by club.
- [Cumulative Reports](#) - Cumulative membership and club summary report fiscal year-to-date.
- [Club Health Assessment Report](#) - Shows all key information on club status, membership count and reporting history for all clubs in the district.

Technical Support and Troubleshooting - Email: HelpDesk@lionsclubs.org or call: 630-468-6900.

The District Cabinet

The [Model District Structure](#) provides an organizational chart for an effective district cabinet. It includes the district officers, district chairpersons/coordinators and district committees. When building the district cabinet, see your own district constitution and by-laws for additional cabinet positions that it may include. The International Constitution and By-Laws provides for these positions:

Officers recorded by International Headquarters

- **Immediate Past District Governor** - [Resources for Past District Governor](#) to help a past district governor stay informed, stay involved and polish leadership skills.

Please send the [Convention Report](#) immediately following the district convention to report the results of the officer elections for the incoming:

- **District Governor** - complete and attach the [District Governor Biography](#) form.
- **First Vice District Governor/DGE** - complete and attach the [First Vice District Governor Biography](#) form.
- **Second Vice District Governor** - complete and attach the [Second Vice District Governor Biography](#) form.

District Officers – you may report these officers [in MyLCI](#) as First Vice District Governor/DGE after May 15 each year:

- **Cabinet Secretary/Treasurer, Cabinet Secretary and Cabinet Treasurer** - [Cabinet Secretary & Treasurer Manual](#)
- If you are unable to complete this task in MyLCI, report District Cabinet Officers [Using a Writable PDF](#).

Zone and Region Chairpersons

As District Governor-elect, you may report Zone and Region Chairpersons in MyLCI while creating the zone and region structure. This task should be completed as soon as you obtain district governor-elect access in MyLCI. This task may only be completed in MyLCI.

- Instructions to [set up the zones and regions](#) in the district include:
 - Create zone and region structure and assign chairpersons
 - Assign clubs to zones, maintaining zones, assigning new clubs or removing dropped clubs
 - Get a report of zones and regions

- [Resources for Zone and Region Chairpersons](#) - The Region and Zone Chairperson Center makes it easy to access information that is relevant to zone and region chairpersons.

District Operations Committees

Lions Clubs International officially recognizes these operations committees. Report district chairpersons [Using MyLCI](#) or by a [writable PDF form](#). Terms are for one year unless otherwise designated.

- [Convention](#) - The Convention Chairperson works on behalf of the District Governor to execute a successful convention for the Lions members of the district.
- [Honorary Committee](#) - This webpage supports past district governors to stay involved in supporting the clubs in the district.
- Information Technology - This chairperson assists district and club leaders with [social media](#), [e-District House](#) and [e-Clubhouse](#) tools.
- [Diabetes](#) - This Lion organizes effective service projects to help fight diabetes in their communities in the district.
- [Environment](#) - This Lion provides clubs with the assistance they need to organize environmental service projects in their district.
- [International Relations](#) - The district international relations chairperson is appointed by the district governor to provide clubs with the assistance they need to organize international relations service projects in their district.
- [Leo Club](#) - Leo club chairpersons contribute to the success of their districts through the promotion, development and continual support of Leo clubs. Either one-year or three- year appointments are available.
- [Peace Poster Contest Chairperson](#) – This chairperson assists the district governor with the [Peace Poster Contest](#) in the district.
- [Public Relations and Lions Information \(Marketing Communications\)](#) - This webpage contains ideas and resources for ideas for the Public Relations Chairperson.
- [Reading Action Program](#) - The role of the District or Multiple District RAP Chairperson is to plan, coordinate and promote local literacy activities and to serve as the liaison between Lions Clubs International, the district governor/council chairperson, and clubs regarding program activities.
- [Sight Preservation, Awareness and Action](#) - This chairperson organizes vision service projects in the district and motivates Lions to undertake service projects.

- [Youth \(Lions Opportunities for Youth\)](#) - requires completion of the [Annual District Youth Camp and Exchange Report Form](#)
- Lions Quest - This is LCIF's most comprehensive Youth Program which provides youth with positive life skills.

District Global Action Team Coordinators

Write a paragraph about the Global Action Team

- [District GLT Coordinator](#) - serves for one year subject to annual confirmation.
- [District GMT Coordinator](#) - serves for one year appointed by the district governor as per the district constitution and by-laws.
- District GST Coordinator – serves one year term as per the district constitution and by-laws.
- District LCIF Coordinator - If you want to know who your LCIF District Coordinator is, please [e-mail LCIF Development staff](#).

Ordering Items through LCI Club Supplies

District Governors obtain access to their district accounts on July 1st each year.

Here are some quick links to the most frequently requested items:

- [District Officer Name Badges](#) - This badge is used for all district officers other than district governor or past district governor.
- [New Member Kit](#) - This kit is for new members in already existing clubs. Each district governor receives 25 at the beginning of the fiscal year. Charter club new member kits are handled differently and are not available through Club Supplies.
- [Peace Poster Kit](#) - Kits are available for purchase January 15 through October 1 each year.
- [Awards and Medals](#) - Browse this department for various medals and certificate holders.
- [Plaques, Awards and Recognition](#) - This section contains a wide variety of products to help you recognize outstanding Lions Clubs.
- [Past District Governor Lapel Pin](#) - This pin is available for purchase.

If you have further questions regarding club supplies, please email clubsupplies@lionsclubs.org.

Grants

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- **LCI Grant Funding Available** - [Grants](#) are available for several association programs designed to increase membership, promote club activities and develop youth leadership.
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 - [Centennial PR Grant](#) - Funds to enhance local centennial plans and celebrations.
 - [Children's Symposium Program](#) - Symposium or conference that promotes activities supportive of Lions' health and education services for children in need.
 - [Family and Women Symposium Grant](#) - This grant is for clubs to identify relevant service opportunities that will spark the interest of families and women.
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 - [Leo Leadership Grant](#) - Provides financial assistance to a Lions multiple district, sub-district or single district interested in organizing a Leo leadership conference.
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 - [Membership Development Grant](#) - Target marketing initiatives that focus on starting new clubs and growing membership.
 - [Regional Women's Workshop Grant](#) - The Regional Women's Workshop brings together a small group of women Lions to gain regional ideas for increasing women and family membership in Lions.

LCIF Grants - This webpage contains [LCIF Grants](#) descriptions, criteria, deadlines and applications.

Time Management – Planning Your Schedule for the Year

You may find that your daily schedule fills up quickly while serving as district governor. If you start your master calendar by dedicating time for your events and obligations required by your position, you will more easily be able to prioritize other events that you may not have anticipated. Start your master plan by prioritizing events where you are required to attend or lead, and schedule yourself appropriately for those events that require a substantial time and travel commitment.

International Events

- [Lions Clubs International Calendar of Events](#) - This international headquarters calendar contains upcoming events and important award application deadlines along with information on global service initiatives.
- International Convention - [LCICON](#) is a great webpage that provides you a one-stop shop to everything you need to join Lions Clubs International premier international event, including [online registration](#), [venues](#), [convention programs](#) and area [tours](#).

▪ **District-wide Events** - You are directly responsible for presiding over these events or actively participating in them.

- District Cabinet meetings are held in each quarter of the fiscal year.
- District Convention - Each district must hold an annual convention as per the International Constitution and By-Laws. See Section on [District Conventions, Elections and Vacancy Filling](#).
- Council of Governors Meeting - [Your Council of Governors](#) and [Multiple District Conventions and Conferences](#)

Club Visits – You may make an annual visit to each club in the district to support the health of the club, facilitate open communication and promote programs and events. See Section on [Club Support](#).

Events or Training offered by the Global Leadership Team. You may be present and serve in a supporting role for these events:

- [Club Officer Orientation](#) - Tools are available for either individual self-guided training or facilitator-led group training, which includes an instructor's guide.
- [Zone/Region Chairperson Training](#) - There are new self-guided training modules available for Zone and Region chairpersons which cover the chairpersons' responsibilities, chairing the District Governor's Advisory Committee and their role within the District Cabinet.

- [Second Vice District Governor Training](#) - This training combines an online module along with an instructor-led workshop to address the role and responsibilities as well as the skills necessary to be successful.
- [Model District Governor Advisory Committee Meetings](#) - District Governor's Advisory Committee Meetings are more widely called as Zone Meetings. This guide assists zone chairpersons conduct successful meetings with club presidents and secretaries.

Constitutional Area-wide Events - [Lions Clubs International Forums](#) - All Lions in the constitutional area in which the forum is held are invited to participate.

District Convention, Elections and Vacancy Filling

District Conventions

- [How To Plan a District Convention](#) - this webpage contains a guide to key components for a successful district or multiple district convention.
- [Request for Guest Speakers](#) - Use this online form to request your international speaker.
- [LCI Video Presentations](#) - Lions Clubs International and the Lions Clubs International Foundation offer a variety of presentations for Lions use during meetings and events.

District Elections

- [District Election Procedures](#) - This document outlines the new election procedures in place as of July 1, 2016 and references supporting governing documents.
- [District Convention Report](#) - Use this writable form to confirm election results
- [Election complaint procedures](#) - This provides the procedures for hearing constitutional complaints concerning district governor/first and second vice district governor elections irregularities

Filling Vacancies

- **District Governor** - To fill a vacancy in the office of district governor, see the Standard District Constitution and By-Laws in the [Board Policy Manual, Chapter VII](#), Exhibit B, and “Rules of Procedure for the Special Meeting to Recommend a Lion for Appointment as District Governor.”
- **First or Second Vice District Governor** - To fill a vacancy in the office of first or second vice district governor, see the Standard District Constitution and By-Laws in the [Board Policy Manual, Chapter VII](#), Exhibit C, “Rules of Procedure for the Special Meeting to Recommend a Lion for Appointment as First or Second Vice District Governor.”
- **Supremacy of Standard Forms** - See the Standard District Constitution and By-Laws in the [Board Policy Manual, Chapter VII](#), Page 1.

Club Support

Preparing for a Club Visit - Here are useful reports to gain insight into key club health indicators.

- [The Team Approach to Club Visits](#) - Sharing the club visits between all three members of the District Governor Team offers many positive benefits to both district leaders and the clubs.
- [Club Health Assessment](#) - This key monthly report gives a quick analysis of the key indicators of club strength for all clubs in the district.
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- [DG Recap](#) - This report helps the district governor keep track of clubs' outstanding balances due to LCI.
- MyLCI Club Account - district governors can quickly see the current balances of club accounts.
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- [Service Activity Reports](#) - this report helps a district governor keep informed of the many service projects occurring in the district.
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What to Take to each Club Visit

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- [New Member Induction Ceremony](#) - Clubs consider it an honor when a district officer is able to conduct the installation of new members.
- [New Member Kits](#) - These kits help make a new member feel special with a Lions pin, Certificate of Membership and a membership card.
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Completing the Club Visit

- What to do during a club visit
- [Presentations For Speaking Engagements](#) - This set of presentations already contain speaking notes to make it easy to prepare for a club visit and presentation.
- [Visitation Report](#) - This online report is required for each club visit for which reimbursement is requested and offers a tool to communicate and inform LCI about potential problems or issues in a club.

Club Services Activities

- [Club Service Activities](#) - This site features many resources for clubs of all sizes.
- [Community and the Environment](#) - Links to the Green Team and other resources.

- [Disaster Relief](#) - Lions ALERT Program to develop a plan of action when disaster strikes.
- [Health Programs](#) - For resources relating to diabetes, hearing loss, vision assistance and detection and more.
- [International Programs](#) - Including club twinning to foster global understanding and build international relationships.
- [Children and Youth Programs](#) - Service projects that help our most vulnerable.
- [Leo Clubs](#) - Introduce the next generation to the services that Lions provide.

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Club Quality Resources

- [Club Management Resources](#) - This webpage is a great starting point for club officers.
 - [E-Clubhouse](#) - This webpage is where a club may create a free website for itself.
 - [Your Club Your Way](#) - This resource offers ideas for ways that clubs can customize their meetings for an enjoyable membership experience.
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- [Blueprint for a Stronger Club](#) - This tool guides a club through the process of developing and implementing a plan of action.
 - [Club Quality Initiative \(CEP\)](#) - The Club Quality Initiative (CEP) is a fun, interactive process that brings members together to look at what your club is today and what it will be tomorrow.

Resources to Strengthen Struggling Clubs

- [Rebuilding, Reactivation and Priority Clubs](#) - There are multiple levels of support to help strengthen weak clubs and reactivate clubs that have been canceled or placed in status quo.
 - [Designating Priority Clubs](#) - This designation allows additional visits by the District Governor Team and the assignment of a Guiding Lion to help the club regain its strength.
 - [Status Quo Recommendation Form](#) - This form is used to recommend that a club be placed in Status Quo for failing to fulfill any of the Obligations of a Club. See Board Policy Manual, Chapter V.
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- [Club Reactivation Report](#) - This form is required for both clubs wishing to return from Status Quo or to rescind a charter cancellation (within a twelve month period).

- [Financial Suspension Policy](#) - This is a type of Status Quo tied specifically to non-payment of international dues.
- [Protective Status](#) - See the Board Policy Manual, Chapter V, Paragraph F. A district governor may request this status for a club in an area of civil or political unrest or catastrophic natural disasters.
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- [Guiding Lion and Certified Guiding Lion Program](#) - This program is designed to support the success of new clubs, but is also available to support older clubs to renew and re-focus their club

Recognition/Awards

- [Club Excellence Award](#) - Clubs and districts that excel in community service, membership growth, communication and organizational management may qualify for the prestigious Excellence Awards
- [Awards](#) - This webpage contains a comprehensive guide and links to awards
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- [Leo Awards and Recognition](#) - Lions Clubs International offers various rewards to recognize Leos and Lions active in the Leo Club Program. There are more than 20 award programs to acknowledge their accomplishments.
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Reporting concerns to LCI and support from LCI - If you have questions or concerns about a club in your district, please email clubstatus@lionsclubs.org.

Promoting Harmony among Chartered Clubs

Preventing and Resolving Disputes

The purpose of Lions Dispute Resolution Procedures (DRP) is to provide a mechanism for resolving disputes within the Lions organization without the need for a formal evidentiary hearing. To achieve this goal, the International Board of Directors have adopted the rules of procedure for hearing complaints, disputes or claims arising from the International Constitution and By-Laws, International Board Policy or matters arising at the club or district (single, sub and multiple) level. It is an obligation of membership to pursue all complaints, disputes or claims in accordance with the International Constitution and By-Laws and policies and procedures adopted by the International Board of Directors. Accordingly, the International Board of Directors have adopted the Club Dispute Resolution Procedure, District Dispute Resolution Procedure and the Multiple District Dispute Resolution Procedure as the acceptable DRP policies to resolve Lions issues at the club, district and multiple district levels.

- [Dispute Resolution Guidelines](#) - The guidelines are intended to assist Lions members, clubs and districts (single, sub and multiple) in following the Club, District and Multiple District Dispute Resolution Procedures when conflicts cannot be resolved through informal processes. These guides are a supplement to the policies adopted by the International Board of Directors, and are not intended to replace the policies adopted by the International Board of Directors.
- [Club Dispute Resolution Procedure](#) - This procedure is designed for use to resolve issues within a club.
- [District Dispute Resolution Procedure](#) - This procedure is designed for issues between clubs or between club(s) and the district administration in relation to the district's constitution, by-laws and policies.
- [Multiple District Resolution Procedure](#) - This procedure is designed for disputes relative to issues between any clubs or sub-districts in the multiple district, or any club(s) or sub-district(s) and the multiple district administration.
- [DG/VDG Election Complaints Procedure](#) - This document contains the rules of procedure for hearing constitutional complaints concerning district governor/first and second vice district governor elections irregularities.

DG Budget and Travel Expense Reimbursement

The District Governor is reimbursed for events related to district administration and fulfilment of administrative duties as provided by board policy.

- [District Governor Expense Reimbursement Policy](#) - This defines reimbursable events, proper event coding and parameters of maximum allowable payments for expenses related to travel in fulfilling administrative tasks tied to district management.
- [District Governor Visitation Report and Expense Claim Tutorial](#) - Watch this quick tutorial to give a brief introduction to completing a monthly travel expense claim.
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- [District Governor Travel Expense Claim Form Excel](#) - This form may be saved to the hard-drive and reused monthly. It may also be completed online and saved on your hard drive. This form completes all mathematical computations and provides an easy conversion of currencies where needed.
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- [District Governor Travel Expense Claim Form PDF](#) - Use this form only when completing hand-written expenses.
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- [District Governor's Meeting/Club Visitation Report](#) - This form may be saved to the hard drive. This form must be completed for all district or multiple district meeting or events and all club visits for which reimbursement is being requested.
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Leadership Development

The focus of leadership development programs is on self-development and strengthening core skills such as practical Lionistic theories of servant leadership, effective leadership styles, inspiring a shared vision, team building, cross-cultural communication, motivation, and management.

Global Leadership Team

The GLT directs its efforts toward identifying and cultivating effective leaders through active training and leadership development initiatives, while providing necessary information, guidance and motivation.

- [Global Leadership Team](#) - This link provides information on the GLT structure, activities, coordinator center.
- [GLT – Multiple District Resource Guide](#) and [GLT – District Resource Guide](#) These guides contain ideas, tools and resources you can use as you develop new leaders, promote and support membership growth and service, and ultimately help your clubs and members be the best Lions they can be.
- [Multiple District Leadership Development Funding Program](#) - The Multiple District Leadership Development Funding Program offers limited funding to support training at the multiple district level of first vice district governors and/or second vice district governors.
- [District Funding Support Program](#) - The GLT District Funding Support Program offers limited funding to support district level training of Zone Chairpersons.
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- [Regional Lions Leadership Institutes Funding Program](#) - The Regional Lions Leadership Institute (RLLI) program allows multiple districts and single districts to apply for limited funding to support leadership training institutes in their own multiple/single district.
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- [Leadership Development Recognition Program](#) - This program honors and acknowledges the leadership efforts of the GLT-MD and GLT-D Coordinators who have effectively fulfilled their GLT responsibilities, positively impacting the effectiveness of Lions leadership on an annual basis.
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Institutes and Seminars

- [Emerging Lions Leaders Institute](#) - This Institute (ELLI) focuses on building the skills of Lions members for leadership opportunities at the club level, including the position of club president.
- [Advanced Lions Leadership Institute](#) - This Institute (ALLI) focuses on building the skills of Lions leaders to prepare them for leadership responsibilities at zone, region and district levels.
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- [Faculty Development Institute](#) - This Institute program is dedicated to the development and expansion of Lions faculty. The curriculum focuses on techniques and concepts that will enhance the quality of training and overall effectiveness of Lions leadership development programs.
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- [Faculty Development Excellence Series](#) - This Series (FDES) is a web-based program designed to support the continued development of skilled Lions faculty at all levels of the association. Qualified candidates are Lions that are graduates of an LCI-hosted Faculty Development Institute. The link includes dates and a link to the application form.

District Governors-Elect Training

[District Governors-Elect \(DGE\) training](#) is an intensive year-long process designed to equip DGE's with the knowledge, vision, and skills necessary to strengthen and build Lions Clubs International. The training culminates in the DGE Seminar held before the international convention every year. For more information, please explore this page.

Locally Delivered Leadership Development Programs

- [Regional Lions Leadership Institute](#) - This Institute (RLLI) is a locally delivered program. The curriculum is designed to suit the training and development needs of each area and is based on the LCI sponsored Lions Leadership Institutes (ALLI and ELLI).
- [Zone Chairperson Training](#) - This session provides participants with a basic understanding of the roles and responsibilities of the zone chairperson.
- [Second Vice District Governor Training](#) - This training program effectively combines an online training module (Phase 1) and an instructor-led training workshop (Phase 2) to maximize learning and meet the needs of second vice district governors.
- [Lions Mentoring Program](#) - This program offers opportunity for personal development that helps members realize the potential that their unique skills and knowledge offer.
- [Club Officers Training Instructor Guide](#) - The program consists of both a standardized online component, as well as an instructor-led component organized by the Global Leadership Team district coordinator.

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Independent Study Courses for Officers

The following presentations are designed to prepare Lions to serve in various leadership positions. Courses are designed to be studied independently as a supplement to locally organized training programs.

- [Club Officer Individual Training](#) - (please scroll to the bottom half of the page.) This page includes one module and workbook for each role: club president, club secretary, club treasurer.
- [Zone Chairperson Self-guided Training](#) - This page includes four 15-minute modules (and companion workbook) about the zone chairperson's roles and responsibilities.
- [Second Vice District Governor Online Training](#) - This is a 45-minute module and includes a companion [workbook](#).

Lions Learning Center Courses

All Lions are encouraged to participate in online courses offered by LCI. Online courses are available via [Lions Learning Center](#). Available online courses:

Coaching	Mentoring
Conflict Resolution	Promoting Innovation
Creativity	Providing Community Service
Decision Making	Public Relations
Delegation	Public Speaking
Effective Listening	Servant Leadership
Effective Teams	Setting Goals
Introduction to Lions Leadership	Team Motivation
Managing Change	Time Management
Managing Meetings	Writing your Personal Mission Statement
Member Motivation	Valuing Member Diversity

Courses are available in multiple languages.

Leadership Development Webinars

All Lions are encouraged to participate in [Leadership Development Webinars](#) offered by LCI. A webinar is a virtual lecture or training session presented live on the internet – allowing Lions from around the world to learn about and discuss a variety of topics. The link includes additional information about webinars, a list of dates for upcoming webinars and recordings of previous webinars.

Additional Leadership Development Resources

- [Presentations for Speaking Engagements](#) - On this page you will find presentations on a variety of topics that you can use for club visits, zone or district meetings and other events.
- [Leadership Resource Center](#) - The Leadership Resource Center, accessible via the association's website, has a simple user-friendly design providing easy access to valuable leadership development tools and resources. Check these pages often for new resources!

- [Training Materials/Resources](#) - Leadership training materials/resources include a mix of curriculum materials, speaking presentations with notes, and activity guides.
- [Leadership Communication](#) - Leadership Communication is focused on increasing the success of Lions in leadership roles. Communication includes audio podcasts, and leadership success stories shared by Lions.

Membership Development

Membership Board Policies

- [Board Policy Manual, Chapter X: Extension](#)
- [Board Policy Manual, Chapter XVII: Membership](#)

Global Membership Team - The Global Membership Team - provides a global structure for membership development which is continuous, focused and integrated.

- [GMT Tool Boxes](#) - This webpage leads you to the New Club Development, New Members, Member Retention, Membership Awards and Recognitions, Membership Report and GMT Coordinators Toolboxes.
- [Global Membership Team Specialists](#) - This includes the New Club Development, Campus Club, Family & Women's, Special Interest and Young Adult Specialists.
- [District Membership Goals](#) - This webpage links you to both the GMT Membership Goals and the GLT Leadership Goals.

New Club Development

- [Start a New Club](#) - This webpage highlights the different charter types designed to fit the needs of the members.
- [New Club Development Guide](#) - This guide helps you complete the process of extending a new club.
- [New Club Development Workshops](#) - District Global Membership Team (GMT) members can submit a request to have a new club development consultant come to their district to train and assist in the formation of new clubs.
- Chartering - [Traditional](#), [Special Interest](#), [Campus](#), [Lioness Lions Clubs](#) and [Leo Lions](#) Clubs.
- [Application for Club Charter](#) - This is the writable pdf form of the charter application.
- [Club Branch Program](#) - Club branches enable a small group of at least 5 people to form a Lions club and start making a difference in their community sooner.

Membership Categories and Programs

[Membership Categories](#) - This describes the many different types of membership available.

LCI offers special programs for [Family Membership](#), [Student Members](#), [Leo to Lion Transition](#) and [Lioness Club Conversion](#).

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New Members

- [Club Membership Chairperson](#) - This guide will explain responsibilities, provide tips and introduce available resources to assist this chairperson with club membership growth.
- [New Member Application](#) - This writable PDF file is a great tool for a club secretary to keep ready to email to new prospective club members.
- [New Member Kit](#) - This kit is for new members in already existing clubs. Each district governor receives 25 at the beginning of the fiscal year. New member kits for newly chartering clubs are not available through Club Supplies.
- [New Member Orientation](#) - This webpage contains materials to help conduct Lions New Member Orientation.
- [Lions Worldwide Induction Day](#) - This is a worldwide event that welcomes new members and gives Lions the opportunity to stimulate membership growth and increase public awareness.

Grants and Symposiums

- [Membership Development Grants](#) - Membership Development Grants are available on a competitive basis to help regions capture these new markets and test new marketing strategies, particularly where membership has been declining.

[Lions Family and Women Symposium Program](#) - This program guides a club into focusing on both the needs of a community and finding new members. Funding may be available to assist with costs.

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[Lions Regional Women's Workshop Program](#) - This workshop is designed for Women Lions leaders to gather to find ways to increase women membership in clubs in the region.

Global Service Team

Public Relations and Communications

- [E-District house](#) - If you're looking for a free and easy way to create a website for your District or Multiple District, the e-District House is for you!
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- [E-Clubhouse](#) - If you're looking for a free and easy way to create a website for your Lions Club, the e-Clubhouse is for you!
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- [E-Leoclubhouse](#) - If you're looking for a free and easy way to create a website for your Leo club, the e-LeoClubhouse is for you!
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- [Lions on the Web](#) - This is the place to quickly connect to Lions websites, social media, blogs, electronic photos and videos for club use.
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- [Social Media Review](#) - Popular social media channels, such as Facebook and Twitter, allow Lions to share and connect with their communities and fellow Lions around the world. More and more Lions are using social media to make a bigger impact
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- [Public Relations Guide](#) - Public relations (PR) involves all forms of communication – from writing press releases and distributing promotional flyers to talking to friends, family and coworkers.
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- [Logos](#) - Logos are available for download and reproduction. Please review the association's guidelines governing usage before downloading.
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- [Lions Quarterly](#) - LQ – Lions Quarterly video magazine shares inspiring stories of how Lions make a difference in communities around the world.
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- [Lions Newswire](#) - The Lions Newswire is published by Lions headquarters monthly and provides the latest news and events for Lions worldwide
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- [Lion Magazine](#) - This webpage contains the latest online version of Lions Magazine as well as important information about this monthly publication.
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- [Peace Poster Contest](#) - This art contest for kids encourages young people worldwide to express their visions of peace. For more than 25 years, millions of children from nearly 100 countries have participated in the contest.
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- [Essay Contest](#) - This essay contest was created to offer an opportunity to visually impaired young people to express their feelings of peace.
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District E-Book

- [Centennial Grant Program](#) - These grants are designed to assist multiple or single districts in raising public awareness of Lions and Lions programs during our Centennial period, beginning July 1st 2015, and ending June 30th, 2018.

International President's Theme and Centennial Celebration

- [International President's Theme](#) - Each year the International President chooses a theme that drives focused international service project challenges.

Lions Clubs International Centennial Programs

- [Lions 100](#) - The #LIONS100 hashtag allows Lions everywhere to show the world how they're celebrating the Centennial through service.
- [Centennial Membership Awards](#) - These awards provide all Lions and Lions clubs the opportunity to earn special *Limited Edition* awards for inviting new members and helping to organize new clubs.
- [Centennial Service Challenge](#) - To celebrate our 100th anniversary, we are asking Lions to help reach our Centennial Service Challenge goal of serving more than 100 million people by June 2018.
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- [Centennial Legacy Projects](#) - Legacy Projects are visible gifts to your community that commemorate our Centennial and create a lasting legacy of your service contributions.
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- [Centennial Grant Program](#) - Lions Clubs International is providing grants to multiple districts and single districts to enhance local centennial plans and celebrations.
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Resources and References

Governing Documents

- [International Constitution and By-Laws](#)
- [Standard Multiple District Constitution and By-Laws](#)
- [Standard District Constitution and By-Laws](#)
- [Standard Club Constitution and By-Laws](#)

Manuals

- [Council Chairperson Manual](#)
- [Cabinet Secretary & Treasury Manual](#)
- [Region Chairperson Manual](#)
- [Zone Chairperson Manual](#)
- [Club Officers Team Manual](#)

Legalities and Technicalities

- [Hosting International Visitors and Protocol](#) - this guide provides tips for making your guests' visit a pleasant stay and guidance regarding the association's official protocol for appropriately recognizing Lions dignitaries.
- [Use of Funds Guidelines](#) - This provides guidance on the appropriate use of public funds or administrative funds for clubs and districts.
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- [Insurance](#) - The International Association of Lions Clubs has a program of Commercial General Liability Insurance that covers Lions on a worldwide basis. All Clubs and Districts are automatically insured.
 - [Certificates of Insurance](#) - In order to expedite the certificate issuance process, you now have the ability to create certificates of insurance on your own.
 - [Supplemental Insurance](#) - In addition to the automatic coverage mentioned above, Lions Clubs International now offers Supplemental Insurance Coverage for Clubs and Districts in the United States including Directors & Officers Liability, Crime / Fidelity, Additional Liability Insurance and Accident Insurance.
- [Lions Trademark Overview](#) - This guideline is to help you understand the appropriate use of the Lions emblem and trademarks, and when approval is required.
- [Lions Clubs International Privacy Policy](#) - Lions Clubs International (LCI) recognizes the importance of protecting the private information of our members.

District E-Book

- - [Lions Clubs International Foundation Privacy Policy](#) - Lions Clubs International Foundation (LCIF) is committed to protecting the privacy of our website visitors, donors and Lions. Personal information is not sold, rented or shared with any individual or organization.
- - [Redistricting](#) - See this webpage for policy guidelines, required processes and supporting documents to complete a proposal for single, sub or multiple district redistricting proposals.
- - [Guide For Consolidating Districts](#) – this guide offers a step-by-step process to assist a multiple district reconfigure sub-districts for a more effective and efficient operation of the districts and the clubs.

Lions Clubs International Foundation

Lions Clubs International Foundation - [LCIF](#) provides grant funding to assist Lions districts in developing and implementing large-scale humanitarian projects.

LCIF Coordinators - [Coordinators](#) serve as LCIF ambassadors at all times within your district(s) by carrying out the following responsibilities during a three-year term:

- [Promoting Grant Projects](#) - Lions Clubs International Foundation (LCIF) provides grant funding to assist Lions districts in developing and implementing large-scale humanitarian projects. These humanitarian grants help Lions expand their outreach and increase their impact within local and global communities to serve even more people in need around the world.
- [Requesting Emergency Grants](#) - The objective of the Emergency Grant Program is to provide immediate emergency relief assistance to victims of natural disasters through the service work programs of Lions clubs worldwide.
- [Programs and Initiatives](#) - Lions Clubs International Foundation (LCIF) supports and develops international humanitarian programs that serve people in need. With the dedication and work of Lions, LCIF is able to improve millions of lives through our high-impact initiatives.

[Melvin Jones Fellowship](#) - The Melvin Jones Fellowship (MJF) recognizes donations of US\$1,000. Contributions can be made by individuals (including non-Lions), clubs or districts.

[Melvin Jones Fellowship Application](#) - This form should only be used if sufficient funds have been previously donated to Lions Clubs International Foundation and the confirmed credits are available before submitting this application.

INTERNATIONAL HEADQUARTERS

Contact Us - This webpage contains [contact information](#), e-mail addresses and phone numbers as well as descriptions of main support functions for each division.