

## ORGANIZING A LEO CLUB

The success of the Leo club depends on positive involvement of Lions and the Leo club advisor. Once the Lions club agrees to sponsor a Leo club, it should:

**01** Appoint a Leo club advisor and a Leo club advisory committee with at least three members, including the Leo club advisor. The Leo club advisory committee attends Leo club and Leo board of directors' meetings. Lions clubs can contact the district or multiple district Leo club chairperson for support.

**02** Decide if the new Leo club will be community or school-based. Contact the school or other organizations to ensure interest and support for a club. Agree on the policies and regulations of Leo club activities with school or community officials.

**03** Obtain the names of potential Leos from schools, universities, colleges, houses of worship, youth groups, and friends and relatives of Lions club members.

**04** Organize a Leo club formation meeting to explain the Leo Club Program to potential members:

**a.** Invite young people to this meeting through promotional posters and notices sent to schools, religious youth groups, community programs and the local media. See the *Publications* section of this handbook for news release samples.

**b.** Answer potential members' questions concerning membership, the relationship with the sponsoring Lions club and activities undertaken by Leos.

**c.** Provide promotional materials to each meeting participant. Leo club materials are available in the *Leo Club Organization Kit*

and from the Youth Programs Department at International Headquarters.

**d.** In this meeting or a follow up meeting(s), prospective Leos can choose Leo club leaders — by electing the president, vice president, secretary and treasurer — and discuss the projects they would like to adopt.

**e.** Distribute the *Application for Membership*. Ask prospective members to share information about the club and bring a friend to the next meeting.

### ORGANIZATION FEES

A sponsoring Lions club pays a one-time Leo club organization fee of US\$100. This fee covers:

- The cost of Lions club sponsor and Leo officer materials.
- The Leo club *Certificate of Organization*.
- Entrance fees for 20 Leo new members, which includes 20 complementary *Leo New Member Kits* containing a:
  - Leo lapel pin
  - Leo club membership card
  - Leo club membership certificate
  - Leo new member guide.

If there are more than 20 originating Leo club members, a US\$5 entrance fee is charged to the sponsoring Lions club account for each additional member. This includes a *Leo New Member Kit* for each as well. As new members join the club throughout the year, a US\$5 entrance fee should be remitted to LCI for each new member.

Fees are processed through the Youth Programs Department at International Headquarters. Postage fees and taxes are the responsibility of the sponsoring Lions club.

The Leo club organization fee can be either:

- Billed directly to the sponsoring Lions club account; or
- Paid at the time of applying for certification of a new Leo club (checks received will be applied to the Lions club account balance).

**Processing time**

The entire certification process can take four to six weeks. Generally, *Leo New Member Kits* are shipped within two weeks after receipt of the *Leo Club Organization Report* form. Each Leo club *Certificate of Organization* is hand-lettered and sent by separate mail. **Unless otherwise requested, all Leo club materials are forwarded to the Leo club advisor.**

**Annual Leo club sponsor levy**

In August, each Lions club that sponsors a Leo club is assessed an annual levy of US\$90 (or currency equivalent). The number of Leo club members does not affect the levy.

**Pro-rated levies for new clubs**

Leo clubs organized during the fiscal year (July 1 to June 30) are not charged the full US\$90 Leo levy. Instead, a pro-rated Leo levy is charged based on the month during which the club is organized. See the graphic below for details about the pro-rated amount charged during each month of the fiscal year.

**Fiscal Year of July 1 to June 30**

		JUL	AUG
SEP			

US\$67.50\*

	OCT	NOV	DEC

US\$45\*

JAN	FEB	MAR	

US\$22.50\*

			APR
MAY	JUN		

US\$0

*\*or currency equivalent*

The sponsoring Lions club can pay the levy from its administrative or activity account. Or, the Leo club may decide to reimburse the sponsoring Lions club for the amount of the levy.

A single Lions club usually sponsors a Leo club. The district governor should give written approval for two or more Lions clubs to jointly sponsor a single Leo club. The Lions club sponsors will have equal representation on matters related to the Leo club. However, only one Lions club can be designated to serve as the liaison with International Headquarters concerning Leo club billings and administration. There is no limit to the number of Leo clubs that a single Lions club can sponsor.

**LIABILITY INSURANCE**

Leo club members and their volunteers are covered under LCI’s comprehensive general liability insurance program. The policy pays sums that the insured becomes legally obligated to pay as damages to third parties because of bodily injury or property damage arising out of or in the course of Leo functions and activities. The policy provides a \$1 million liability coverage for bodily injury and/or property damage per occurrence and a \$2 million aggregate liability coverage. Coverage afforded by the program is automatic. If evidence of coverage is required for an event, a certificate of insurance may be obtained immediately online 24 hours a day at [www.lionsclubs.org](http://www.lionsclubs.org) in the Member Center » Resources section, by calling +1 800 316 6705, or e-mailing the request to [lionsclubs@willis.com](mailto:lionsclubs@willis.com). For more information, contact the Legal Department at International Headquarters.



## LAUNCHING THE LEO CLUB

### CERTIFICATION

The Youth Programs Department at International Headquarters certifies new Leo clubs upon receipt of the *Leo Club Organization Report* form. Certification entitles a Leo club and its sponsoring Lions club use of the Leo name and emblem. Clubs and members are also eligible for LCI awards and recognition upon certification. Once a club is certified, the sponsoring Lions club receives the *Certificate of Organization*, a *Leo Club Sponsor Banner Patch* and *Leo Club Extension Certificates*. The official organization date of a Leo club is the date that the club is certified by the Youth Programs Department at International Headquarters. See the *Forms* section of this handbook for a copy of the *Leo Club Organization Report*.

### INSTALLATION CEREMONY

Once the *Leo Club Organization Report* form has been submitted to the Youth Programs Department at International Headquarters, the Leo club will function under the guidance of the Leo club advisor. Leo club officers should be invited to attend a Lions club meeting before the installation ceremony of a new Leo club to plan the ceremony together.

For a successful ceremony invite:

- Lions club members
- Leo club members' parents
- School and/or community representatives
- Lions and Leo district officers
- Local media representatives.

The installation ceremony can also serve as a way to promote the club and recruit potential members. A sample news release to publicize the new Leo club is available in the *Publications* section of this handbook.

## LEO CLUB LEADERSHIP

The success of each Leo club depends on the dedication of its leaders. Leo officers' commitment to promoting the ideals of the Leo Club Program results in pride and satisfaction for them, the Leo club, the sponsoring Lions club and the community. Leo leaders make many decisions that will affect the success and future of the club.

## BEING A GOOD LEADER

Trustworthiness, the ability to communicate and inspire, knowledge of individual needs and interests of club members, acceptance of responsibility — all of these are important leadership traits. Good leaders are also:

- Fair
- Self confident
- Energetic
- Knowledgeable
- Responsible.

Strong Leo leaders form the foundation of successful Leo clubs.

## LEO CLUB OFFICER ROLES

**LEO CLUB PRESIDENT:** A Leo who is elected by fellow club members. The president manages club and board meetings. The president mentors other club officers concerning their responsibilities and includes all members in decision-making processes. With the club secretary, the president submits timely reports to the sponsoring Lions club and the Youth Programs Department at International Headquarters.

With their wide-ranging background and experience, active Lions members are a primary resource for Leo club presidents. Leo club advisors — experienced Lions appointed by the sponsoring Lions club — can be another important resource when needed, helping club members develop into a successful team and network in the community.

**LEO CLUB VICE PRESIDENT:** A Leo who assists the president throughout the year. The vice president assumes the duties of president if the elected president cannot complete the term.

**LEO CLUB SECRETARY:** A Leo who maintains club records and meeting minutes and submits these documents to the sponsoring Lions club on a regular basis. The secretary maintains lists of officers, committee appointments, attendance records and membership rosters. The secretary is responsible for submitting the *Leo Club Officers and Membership Report* form and the *Successful Leo Club Project/Activity Report* form to the Youth Programs Department at International Headquarters. See the *Forms* section of this handbook for a copy of these forms. The secretary should use the LeoMMR (“monthly membership report”), an online database system, as a

resource. There is additional information about the LeoMMR in the *Running a Leo Club* and *Resources* sections of this handbook.

**LEO CLUB TREASURER:** A Leo who receives and deposits all money into one of two accounts, which must be kept separate:

- **Administrative account**, which contains dues and other monies raised from fellow club members. These funds support the administration of the club and other operating expenses.
- **Activity account**, which contains money raised from public fundraising projects. These public funds must be used for charitable purposes as directed by club members.

The treasurer disburses club funds when authorized by the Leo club board of directors. Each month, the treasurer submits a financial statement to the Leo club board of directors.

**LEO CLUB BOARD OF DIRECTORS:** The Leo club president, vice president, secretary, treasurer and three elected Leo club members form the Leo club board of directors and execute the business of the club, including authorization of all club expenses.

The success of each Leo club depends on the dedication of its leaders.



## LEO CLUB ADVISOR

Leo club advisors around the world contribute to the success of the Leo Club Program. When working with youth, advisors fill the role of mentor, motivator, counselor and role model. Advisors foster professional development for Leo club members, helping them develop community links to drive service projects and social networking. Leo advisors will likely find themselves in more of a mentoring capacity and can inspire Leos to become better citizens and leaders.

### ROLES OF THE ADVISOR

**(Mentor, Motivator, Counselor, Liaison, Humanitarian)**

Leo advisors accept many roles. Among them are:

**Mentor:** Advisors guide Leo club officers and members to attain their potential as leaders and teach Leos the importance of planning community projects prior to implementation.

**Motivator:** Advisors understand that there are many influences that motivate youth, including peer acceptance, recognition for deeds accomplished and a sense of personal achievement. Although advisors should motivate Leos to perform service activities, they should not impose their personal views on Leos.

**Counselor:** Advisors must be familiar with the *Standard Leo Club Constitution and Bylaws* (the publication is available on the Lions Web site in the official Board Policy Manual). Advisors listen to the Leos and are sensitive to their needs. Advisors must know when to counsel the group and when to allow Leos to arrive at their own decisions.

**Liaison:** Advisors are the link between the sponsoring Lions club and the Leo club. Advisors inform the Lions club of Leo activities and foster a healthy relationship between the two clubs.

**Humanitarian:** Advisors help Leo club members understand the compassionate aspect of community service.

The Leo Zone section on the LCI Web site features a section just for advisors. Visit [www.lionsclubs.org](http://www.lionsclubs.org) and go to Member Center for more information about how to be an effective mentor to a Leo club as well as a successful liaison between a Leo and Lions club.

### PROMOTION OF LEO CLUBS

To promote a Leo club, submit news releases to local newspapers and/or radio and TV stations. Encourage the Leo members to create flyers for their events and post them in the community. Use the *PR Tools* section of the Lions Web site for templates, support and ideas. Also, see the *Publications* section of this handbook for sample news releases.

During April, celebrate **Leo Club Awareness Month**. Organize a joint activity between the sponsoring Lions club and Leo club.

### GRADUATING LEOS

Omega Leos who have turned 31 years of age may be invited to join a Lions club or start their own Lions club. LCI offers many programs and incentives to encourage this. Advisors should visit the Member Center at [www.lionsclubs.org](http://www.lionsclubs.org) for more details.

# RUNNING A LEO CLUB

## CLUB ADMINISTRATION

Once a new Leo club is certified and the installation ceremony has taken place, it is time to begin the work of a healthy and successful club. The Leo club advisor and Leo officers are critical to the club's success and will want to show strong leadership and organization skills to inspire committed membership.

### IMPORTANT DATES TO REMEMBER

Lions Clubs International calendar is July 1 to June 30.

<b>JUN</b>	<b>JUL</b>	Lions Clubs International Convention	<b>NOV 30</b>	<i>Leo October Membership Growth Award</i> nominations due*
<b>JUL 1</b>		<i>Annual Report for Leo Districts and Multiple Districts</i> due*	<b>DEC 5</b>	International Leo Day
<b>AUG 15</b>		<i>Leo Club Program Advisory Panel</i> nominations due*	<b>MAR</b>	Lions Day with the United Nations
<b>AUG 15</b>		<i>Leo Club Excellence Award</i> applications due*	<b>APR</b>	Leo Club Awareness Month
<b>SEP</b>		<i>Leo Club Extension Awards and Top Ten Leo Club Extension Awards</i> sent to recipients from the Youth Programs Department	<b>APR 15</b>	Suggested election date for the next year's Leo club officers
<b>OCT</b>		Leo Club Membership Growth Month	<b>MAY 15</b>	<i>Leo Club Officers and Membership Report</i> form due*
			<b>JUN 1</b>	<i>Leo of the Year Award</i> applications due*

\*Submit form to the Youth Programs Department at International Headquarters.

## CLUB BANK ACCOUNTS

Each Leo club has two distinct treasury funds. One is the *administrative account*, which contains dues and other monies collected from club members to cover the club's operating expenses. The second is the *activity account*, which contains all money raised from public fundraising projects. It is important to remember that these activity funds must be used for charitable purposes as directed by club members. These two accounts must be maintained separately.

In order to maintain these two accounts, the Leo club should open joint banking accounts with its sponsoring Lions club. The sponsoring Lions club can use its tax-exempt ID for the Leo bank accounts.

## LEOMMR

The LeoMMR ("monthly membership report") was created in line with features similar to those used with the LionsWMMR. This newly-developed online database system helps LCI staff better communicate with Leos from across the world, providing real-time information about what's new and exciting within the Leo Club Program.

For club officers, the LeoMMR provides an online database system to track your club membership. This includes adding members, updating existing members' information, and generating club rosters, attendance sheets and other reports. Club presidents and secretaries will be able to add and update membership and officer information, while all club officers will have access to specific club reports.

District/multiple district Leo presidents can add officer information, and all district/multiple district officers will be able to view and run membership reports specific to their district or multiple district.

This is a free service. There is no charge to the club, district or multiple district for using the LeoMMR.

LeoMMR questions should be directed to [leommr@lionsclubs.org](mailto:leommr@lionsclubs.org) or +1 630 571 5466.

## ORDERING CLUB SUPPLIES

Leo club supplies are featured in the *Lions Club Supply Catalog* and online at [www.lionsclubs.org](http://www.lionsclubs.org).

Leo clubs can purchase catalog items by:

- Ordering through their Leo club advisor or an officer of the sponsoring Lions club.
- Mailing a check or money order with order form to Club Supplies at International Headquarters.
- Ordering online or by telephone with a personal credit card.

## CLUB MEETINGS

Leo club meetings should follow basic meeting protocol known as parliamentary procedure. This protocol is explained in publications such as *Robert's Rules of Order* (available in English only from the *Lions Online Club Supply Catalog*).

Through hands-on experience, Leo officers learn how to run meetings. This includes leading discussions, requesting votes on motions, tabling a topic for future discussion, or deferring a topic to a committee for discussion.

Leo club presidents are responsible for conducting well-organized club meetings. A written outline or agenda helps facilitate meetings.

Meeting agendas can include:

- Call to order by the president.
- An opening ceremony, such as the national anthem, salute to the flag or other local custom.
- A roll call of members and the introduction of guests.
- The introduction of speakers.
- The reading of the secretary's report and minutes from the previous meeting.
- The treasurer's report (a copy of this report should be filed for an audit).
- The reading of minutes from the Leo board of directors' meeting.
- The reading of new correspondence received since the last meeting.
- The reading of committee reports and the approval of committee actions.
- The discussion of old business.
- The presentation of new business.
- Adjournment.

Club presidents handle many situations. Conflicts, which occasionally occur during club meetings, may be minimized by:

- Recognizing speakers from the floor.
- Deciding when to bring a motion to a vote.
- Using the gavel to maintain order during meetings.
- Adjusting the written meeting agenda to shorten or lengthen the meeting.

## CLUB ELECTIONS

Hard-working committee chairpersons are excellent prospects for future club officers. In March, the club president appoints a committee to develop a roster of officer candidates.

Candidates must agree to accept the position if elected. Committee members cannot nominate themselves as officer candidates. On election day (on or around April 15), the club president will request the roster. Additional nominations may be accepted from Leos in attendance. Written ballots should be used when there are multiple candidates for a single office. Winning candidates are those who receive a simple majority of the votes cast.

After the election, the club secretary should update officer records using the LeoMMR or submit the *Leo Club Officers and Membership Report* form to the Youth Programs Department at International Headquarters by mail, fax or e-mail by May 15. Copies of the report should be sent to the sponsoring Lions club and the district Leo club chairperson.

Suggestions for an appropriate installation ceremony are available in *Leo Club Officer Installation and New Member Initiation*. The publication is available on the Lions Web site and in the *Publications* section of this handbook.

## TEAM BUILDING

Successful Leo clubs need strong team members. Leo officers should encourage fellow Leos to accept leadership roles to help make the club stronger. Building a Leo team begins with:

- Establishing long-term (more than one year) and short-term (one year or less) club goals, which include service projects, fundraisers, membership campaigns and social events.
- Sharing with all club members the tasks needing to be completed.
- Requesting additional ideas and suggestions.
- Creating committees and assigning specific tasks.



Encourage club members by:

- Welcoming and introducing new Leos to current members.
- Including Leos in projects that utilize their talents and interests. For example, an artistic Leo may appreciate the opportunity to create promotional materials for a Leo service project. A member who likes animals may gladly organize a service project at the local animal shelter. These opportunities provide members with a sense of belonging and achievement.
- Praising club members for their accomplishments.
- Nominating Leos and the club for Lions Clubs International awards when eligible.

Encourage fellowship among club members by:

- Rewarding Leos through public recognition or a Leo award.
- Increasing the prestige of the club through local publicity.
- Celebrating successful Leo club projects.

## COMMITTEES

Participation on Leo committees provides a good way for club members to get involved and build teamwork and leadership skills. Committees can also help Leo leaders organize Leo activities throughout the year. Consider establishing some or all of the following committees:

- Athletic
- Election
- Fundraising
- Membership
- Publicity
- Attendance
- Finance
- International relations
- Projects
- Social.

## SOCIAL AND NETWORKING EVENTS

Social and networking events are essential to the Leo club experience.

When planning a Leo club calendar, include social events to build camaraderie among club members and to celebrate club successes.

Possible Leo social activities include attendance at or participation in:

- A Leo club certification signing ceremony or a Leo club anniversary celebration.
- Induction ceremony of new Leo members, or the installation of new club officers (see the *Leo Club Officer Installation and New Member Initiation* in the *Publications* section of this handbook).
- Outings, weekend retreats or holiday parties.
- A Leo bowling league or a Leo soccer, cricket or baseball team.

Consider publicizing some of these events, particularly ceremonies, in the local media. See the *Publications* section of this handbook for sample news releases.

Networking activities provide a source of personal and professional development. There are Leo clubs in more than 140 countries providing young people with opportunities to establish a variety of social and professional contacts from all over the world. Leo district and multiple district meetings, area forums and the annual Lions International Convention provide Leos with opportunities to meet and share ideas with Leos from near and far.



## PLANNING SERVICE PROJECTS

The Lions publication, *Community Needs Assessment* (MK-9), can help Leos organize a community service project and is available on the Lions Web site in the Member Center section. When organizing a project, Leo clubs should:

**Identify a community need.** A good place to start may be a food or clothing drive. Or, consider if the community needs a new playground, nature trail or recycling center.

**Contact other community organizations.** Verify that other organizations or government agencies are not currently undertaking this project or planning to do so in the near future.

**Calculate costs.** Assess the current financial and membership resources within the club. If needed, consider creating a joint project with another Leo club or with the sponsoring Lions club.

**Complete the details.** Establish a timeline. Obtain permission from the school and legal clearance/permits from local authorities, if necessary. Obtain all necessary supplies.

**Publicize the project.** Inform the media about the project. Place large signs throughout the area, if appropriate. See page 21 of this handbook for an explanation of Leo emblem use.

### PROJECT IDEAS

#### Social service

- Volunteer at a Special Olympics event.
- Collect and distribute food and clothing for those in need.
- Adopt a nursing home.

#### Environment

- Volunteer at a recycling facility.
- Organize a roadside or beach clean-up campaign.
- Build a water well to provide clean drinking water.
- Teach the community about the benefits of “going green.”

#### Literacy and culture

- Collect school supplies for students in need.
- Donate books to a local library.
- Organize an art fair.

#### Health services

- Distribute information about HIV/AIDS.
- Organize a blood drive.
- Assist health care professionals during vision, hearing or diabetes screenings.
- Organize a medical professional to speak on a healthcare issue of interest to local residents, the elderly or children.

#### International service projects

- Participate in the International Club Twinning Program.
- Host a party for Lions International youth exchangees.
- Organize a shoe recycling project and donate the shoes to countries in need.

Volunteer  
at a  
recycling  
facility.



## FUNDRAISING ACTIVITIES

When raising funds for the administrative or activity account, allow time for planning, publicizing and implementing the activity.

Possible fundraisers for the administrative account include membership dues and raffles among club members.

Popular public fundraising projects include car washes, dances for young people, or the sale of food, beverages or homemade items at school or community events. Remember that all money raised from public fundraising projects must be used for charitable purposes as directed by club members.

### ACHIEVING SUCCESS

#### Plan first

- Define the club's fundraising goals. How much money does the club hope to raise? Is this a realistic goal?
- Agree on a project. Does the club have enough members to complete the project? What supplies are needed? Does the club have the money to purchase needed supplies in advance?
- Agree on a date, time and place for the project. Be certain that the project does not conflict with other local events.

#### Publicize

- The club should submit details about the activity to club members, local newspapers, radio stations and television stations at least one month in advance.
- Members can place posters throughout the community. See page 21 of this handbook for an explanation of Leo emblem use.

- Inform family members and friends about the fundraiser. Inform the sponsoring Lions club as well as neighboring Leo clubs.

#### Implementation

- Start the project on time.
- Assign tasks to all involved.
- Designate one Leo to assist with unexpected situations such as replenishing supplies during the event.

Additional service project suggestions appear on the Leo Zone section of the Lions Web site and in THE LION Magazine.

## LEO AND LIONS EMBLEM USE

Any reproduction of the association trademarks, including but not limited to the Lions emblem and Leo emblem, may be downloaded by Lions and Leo members from the official format of the emblems provided on the association's Web site. These are the only trademarks that may be reproduced electronically or otherwise, including sites on the Internet.

Leo clubs, Lions clubs and districts are automatically authorized to use the association trademarks in the promotion and furtherance of the association's purposes and club or district operations, such as printed materials, web pages, sponsored programs, projects, community service and other events, so long as such use is done in accordance with the policies adopted from time to time by the International Board of Directors and the trademarks are not used on any item to be sold or otherwise available from the Club Supplies and Distribution Division and official licensees.

Leo and Lion members, clubs and districts are authorized to use, purchase and sell items bearing the association trademarks obtained through the Club Supplies and Distribution Division and official licensees. For all apparel items, excluding vests, Leo and Lion members and districts are automatically granted permission to use, purchase, sell, manufacture or distribute items bearing the association trademarks when the total number of each individual item does not exceed thirty (30) in one fiscal year, and clubs are automatically granted permission to use, purchase, sell, manufacture or distribute items bearing the association trademarks when the total number of each individual item does not exceed thirty (30) or a total of one (1) per club member, in one fiscal year. For all vests, apparel items exceeding thirty (30) in one fiscal year, and all other items not otherwise identified, Leo and Lion members, clubs and districts which desire to use, purchase, sell, manufacture or distribute items bearing the association trademarks, must obtain approval from and pay such license fees and/or royalty payments as determined by the Club Supplies and Distribution Division or the Legal Division.

For further information about the trademark policies or to secure a license, please contact the Club Supplies and Distribution Division at **+1 630 571 5466** or [clubsupplies@lionsclubs.org](mailto:clubsupplies@lionsclubs.org) or the association's General Counsel at **+1 630 571 5466** or [legal@lionsclubs.org](mailto:legal@lionsclubs.org).

The Fundraising Seal is available for use on fundraising items. Use of this seal requires written authorization from the Legal Division at International Headquarters before entering into a contract with a manufacturer.



Lions Emblem



Leo Emblem



Omega Leo Emblem




## CLUB TWINNING

Leo clubs can participate in the International Club Twinning Program. Club twinning provides Leo clubs with an opportunity to learn about another club and its culture. Twinning should not be initiated to persuade others to adopt one's ways, nor is it to be entered into for financial or material assistance. The selection of a club twin varies from club-to-club. Twinning often occur:

- As a result of friendships that develop when club members from different countries meet at international forums or conventions.
- As a result of searching the twinning list or the club locator on the LCI Web site.

Most club twins do not experience a serious problem with language barriers. If a translator is needed, members should request assistance from other club members, their families and acquaintances, or students/teachers of language. Another solution is to use a third language that is understood by members of both clubs.



*Learn about  
another club and  
its culture.*

## DEVELOPING THE RELATIONSHIP

Initial correspondence should include:

- Interest in becoming a twin
- Details about club members
- Club activities
- Information about the local community
- Local customs.

The two clubs continue their friendship through the exchange of:

- Club and district bulletins
- Pins and banners
- Magazines, periodicals, newspapers, books
- Photographs
- Music CDs or DVDs
- Other items that foster mutual friendship and understanding.

Another consideration is the organization of a joint service project, possibly on behalf of a third country. This is a voluntary and mutual endeavor. Each club should contribute.

Leo clubs interested in twinning must follow the Club Twinning Guidelines and submit their club details to be included in the Leo Club Twinning List. Visit the Member Center on the LCI Web site for more information.

After clubs have become friends, they can apply for an International Club Twinning Banner Patch Award. Clubs that enter into additional twinning relationships within the fiscal year receive a letter of congratulations. Clubs can only receive one twinning award per fiscal year.

The Club Twinning Award indicates participation in the International Club Twinning Program. Although the club does not receive annual recognition for twinning, it is expected that the twinning will continue.

A club is eligible to receive another International Club Twinning Recognition only if it enters into a new twinning relationship during a different fiscal year.

Visit the Leo Zone on the LCI Web site for more information.

## AWARDS AND RECOGNITION

Leos, Lions and their clubs may be eligible for one or more of the numerous awards LCI offers to recognize outstanding achievement. There is more detail available on the Leo Zone of the LCI Web site, but a list of awards appears below.

### AWARDS FOR INDIVIDUAL LEOS

- Leo Award of Honor
- Leo Club Extension Award
- Leo October Membership Growth Award
- Leo Spotlight on Children Award Certificate
- Leo of the Year Award
- Top Ten Leo Club Extension Award
- 100% Leo Multiple District President Award
- 100% Leo District President Award
- 100% Leo Club President Award

### AWARDS FOR LEO CLUBS

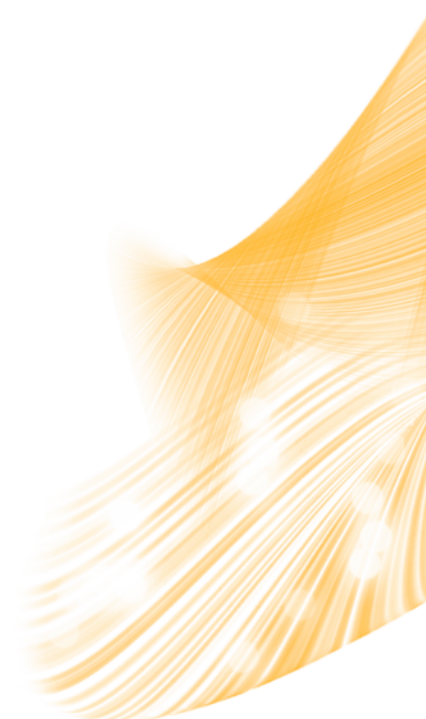
- International Club Twinning Award
- Leo Club Excellence Award
- Leo Club Sponsorship/Anniversary Award
- Leo Lion Serving Together Award
- Leo Spotlight on Children Banner Patch Award

### AWARDS FOR INDIVIDUAL LIONS AND ADVISORS

- Leo Club Advisor Five-Year Service Award
- Leo Club Advisor Outstanding Service Award
- Leo Club Chairperson Achievement Award
- Leo Club Extension Award
- Lions Opportunities for Youth Chairperson Recognition Award
- Top Ten Leo Club Extension Award

### AWARDS FOR LIONS CLUBS

- Leo Club Sponsor Banner Patch and Extension Award Certificate
- Leo Club Sponsorship/Anniversary Award
- Leo Lion Serving Together Award



# MEMBERSHIP

## KEEPING MEMBERS INVOLVED

Leo members will remain interested in the Leo club as long as it is organized, fun, keeps members involved and continues to provide valuable community service. Observant Leo leaders can help prevent the departure of Leo members.

COMMON REASONS FOR LEAVING	HOW TO PREVENT IT
<b>Disorganized Club Leadership</b>	Leo club officers should seek advice from the Leo club advisor, sponsoring Lions club, Leo district officers and district Leo club chairperson. The sponsoring Lions club or Leo district leaders can provide additional leadership training for club officers.
<b>Inadequate Orientation</b>	Leo club officers should provide a thorough orientation for new members and conduct an impressive induction ceremony.
<b>Social Cliques</b>	Leo club officers should combine new and old members to serve on committees.
<b>Lack of Recognition</b>	Leo club officers should praise members and present awards whenever appropriate.
<b>Lack of Club Membership</b>	Leo club officers can meet with the Leo club advisor and district Leo club chairperson to discuss suggestions for growth and development, including new ways to promote the Leo club and to attract new members.
<b>Lack of Important Activities</b>	Leo club officers can form a committee to study local needs.
<b>Lack of Interest in a Club Project</b>	Leo leaders can consider altering or adding projects using ideas from Leo members.

## CLUB RECRUITMENT AND PROMOTION

Leo club membership is open to young people of good character with an interest in serving their communities. New Leo club members should replace Leos who graduate from the club. October is **Leo Membership Growth Month**. During this month and throughout the year, the club should organize a Leo new member recruitment campaign. Potential new Leos may include:

- Friends
- Family members and relatives
- Neighbors
- Fellow students
- Sports teammates
- Members of other organizations and clubs
- Co-workers
- Business associates.

Leos can also contact the following people who interact with potential new members:

- Teachers
- Coaches
- Clergy
- Community leaders
- Family members
- Lions.

In addition, the club can:

- Place a recruitment announcement in a school or local newspaper.
- Place Leo recruitment posters throughout the community.
- Arrange a Leo information display at school or community events.
- Contact young community leaders who have been previously identified by local media.
- Create a Leo club Web site.

Leos should explain the benefits of membership to prospective new members, such as:

- Networking opportunities
- Project management development
- Leadership and teamwork opportunities
- Personal and professional development
- Community service
- Friendship
- Social events.

Leo clubs can publicize their club with local news coverage, newsletters, Web sites and flyers promoting service projects, social activities and fundraisers. See the *Publications* section of this handbook for sample news releases.

Leos can invite potential members to attend a fundraiser or service project. During the event, introduce prospective members to current Leos.

April is **Leo Club Awareness Month**. This is an ideal time for Leos to work with the sponsoring Lions club to promote the Leo Club Program.

Possible activities include:

- A high visibility, Leo-Lion service project, such as a highway or beach clean up.
- A news release submitted to the local media about recent Leo accomplishments or roster of new members. See the *Publications* section of this handbook for sample news releases.
- A Leo club exhibit placed in a library or other public building that illustrates Leo club service projects.

## MEMBER INDUCTION

An impressive ceremony should be created to induct new Leo club members. See the *Publications* section of this handbook for a copy of the New Member Initiation Ceremony.



## NEW MEMBER KITS

Each new Leo receives a *Leo New Member Kit* as part of the US\$5 entrance fee. The sponsoring Lions club president, secretary, treasurer or Leo club advisor can order *Leo New Member Kits*.

These kits can only be purchased by an officer or Leo advisor of the sponsoring Lions club and are only available from the Youth Programs Department at International Headquarters. Contact the Youth Programs Department at +1 630 571 5466 or [leo@lionsclubs.org](mailto:leo@lionsclubs.org) to order kits.

## LEO DISTRICTS AND MULTIPLE DISTRICTS

Leo club activities at the district and multiple district level encourage Leos from clubs in the same territorial area to share ideas, promote the Leo Club Program, strengthen community service, focus on membership growth and expansion, and offer further leadership development opportunities.

## STRUCTURE

Six or more officially certified Leo clubs in a Lions district can form a Leo district. The district governor must approve the formation of a Leo district, and the territorial boundaries of the Leo district must match those of the sponsoring Lions district. Leo districts are subject to the guidelines in the *Standard Leo District Constitution*, which is available on the Lions Web site in the Youth Programs chapter of the Board Policy Manual.

Ten or more Leo clubs in a Lions multiple district can form a Leo multiple district. Leo membership within the multiple district must exceed 100 members. The Lions council of governors must approve the formation of a Leo multiple district, and the territorial boundaries of the Leo multiple district must match those of the sponsoring Lions multiple district. The *Standard Leo Multiple District Constitution* (available in the Youth Programs chapter of the Board Policy Manual on the Lions Web site) governs all Leo multiple district councils.

In July, report your Leo district/multiple district officers using the LeoMMR (“monthly membership report”), an online database system. There is additional information about the LeoMMR in the *Running a Club* and *Resources* sections of this handbook. If the LeoMMR is not available, report your officers with the *Annual Report for Leo District/Multiple District* form included in the *Publications* section of this handbook.

## LEO DISTRICT/MULTIPLE DISTRICT OFFICERS

### ROLES AND TERMS

DISTRICT AND MULTIPLE DISTRICT (MD) OFFICERS	TERMS
District/MD Leo President	Elected annually
District/MD Leo Vice President	Elected annually
District/MD Leo Secretary	Appointed annually by Leo District/MD president
District/MD Leo Treasurer	Appointed annually by Leo District/MD president

## RESPONSIBILITIES

Duties of the Leo district/multiple district officers include the following:

- Provide a leadership-training seminar for district Leos.
- Promote at least one major service activity or fundraising activity with participation from the majority of the Leo clubs in the district.
- Publicize and promote the Leo Club Program, and encourage active involvement in the program.

The sponsoring Lions district/multiple district must approve the following:

- Dates of the annual Leo district/multiple district conference.
- Leo district/multiple district conference activities.

## LEO CLUB CHAIRPERSON

### ROLE AND TERM

Leo club chairpersons contribute to the success of their districts through the promotion, development and continual support of Leo clubs.

Appointed at the district and multiple district level, Leo club chairpersons serve a three-year term during which they encourage Leos and Leo advisors to bring new energy, inspire fresh ideas for service, and grow the Leo Club Program.

### RESPONSIBILITIES

- Oversee Leo club development for a three-year term.
- Mentor existing Leo clubs and Leo advisors.
- Coach Lions in Leo club extension activities.
- Encourage graduating Leos to transfer into a Lions club.

- Team up with key district leaders to review goals and encourage involvement.
- Publicize and promote the program.
- Conduct leadership training for Leo advisors and officers.

## ASSOCIATE DISTRICT LEO CLUB CHAIRPERSON

An associate district Leo club chairperson may be appointed by the Lions district governor where no Leo district has been established. The appointee to this position is an active member of a Leo club which is in good standing. An associate district Leo club chairperson assists the district Leo club chairperson in promoting the Leo program and helps form new clubs. The name and address of the appointed associate district chairperson should be reported annually to the Youth Programs Department at International Headquarters.

A special lapel tab will be provided for each reported associate district Leo club chairperson.

# LEO CLUB PROGRAM ADVISORY PANEL

The Leo Club Program Advisory Panel provides Leos and Lions with an opportunity to represent their respective constituents in matters that affect the Leo Club Program. The panel acts in an advisory capacity with Lions Clubs International as it evaluates issues related to the program. Items that impact the program will be presented to Lions Clubs International Board of Directors for consideration and final approval. The panel will be on-going until determined otherwise by the Board of Directors.

## COMPOSITION

The panel will be comprised of the following from each constitutional area: Two Lions, two Omega Leos and two Alpha Leos. Each year, one Lion, one Alpha Leo and one Omega Leo from each constitutional area will be selected. Panelists will serve a two-year term.

## QUALIFICATIONS

Leos shall be district/multiple district Leo presidents in good standing. District Leo presidents must be from a single district (not a sub-district of a multiple district).

Lions shall be current district/multiple district Leo club chairpersons in good standing. District Leo club chairpersons must be from a single district (not a sub-district of a multiple district).

## NOMINATION PROCESS

Nominations must be submitted via official nomination form, with required signatures, to the Youth Programs Department at International Headquarters.

### LEO NOMINEES

District Leo presidents (not part of a multiple district) shall be nominated by the district Leo club chairperson (if applicable) and approved by the district governor. Only one nomination is allowed per single district (not part of a multiple district).

Multiple District Leo presidents shall be nominated by the multiple district Leo club chairperson (if applicable) and approved by the council chairperson. Only one nomination is allowed per multiple district.

### LION NOMINEES

District Leo club chairpersons (not part of a multiple district) shall be nominated by the district governor. Each single district (not part of a multiple district) is limited to one nomination.

Multiple district Leo club chairpersons shall be nominated by the council chairperson. Only one nomination is allowed per multiple district.



## SELECTION CRITERIA

### Lions

- 01** Must be a current District/MD Leo club chairperson.
- 02** District Leo club chairpersons must be from a single district (not a sub-district of a multiple district).
- 03** Knowledgeable of the principles and procedures of Leo clubs and the Leo Club Program.
- 04** Knowledgeable of the Leo Club Program resources from the Youth Programs Department, LCI, and local resources.
- 05** Ability to commit to meeting with the panel several times a year via web conference and/or in person.
- 06** Ability to stay informed of the latest news about the Leo Club Program.
- 07** Ability to serve as the official liaison between the advisory panel and the district/multiple district and LCI.
- 08** Ability to serve in an advisory capacity with the Youth Programs Department as it evaluates and plans Leo initiatives.

### Leos

- 01** Must be a current District/MD Leo club president.
- 02** District Leo presidents must be from a single district (not a sub-district of a multiple district).
- 03** Knowledgeable of the principles and procedures of Leo clubs and the Leo Club Program.
- 04** Knowledgeable of the Leo Club Program resources from the Youth Programs Department, LCI, and local resources.
- 05** Ability to commit to meeting with the panel several times a year via web conference and/or in person.
- 06** Ability to stay informed of the latest news about the Leo Club Program.
- 07** Ability to serve as the official liaison between the advisory panel and the Leo district/multiple district and LCI.
- 08** Ability to serve in an advisory capacity with the Youth Programs Department as it evaluates and plans Leo initiatives.

## SELECTION PROCESS

The Youth Programs Department will compile the nomination forms and present them to the Service Activities Committee each fiscal year for final panel member selection at the June/July board meeting. In addition, the Service Activities Committee will select one Lion, one Alpha Leo, and one Omega Leo per constitutional area as alternates, in the event a member of the panel is unable to complete the two-year term.

## CLUB CANCELLATIONS AND TRANSFERS

To cancel a Leo club, an officer of the sponsoring Lions club must contact the Youth Programs Department at International Headquarters in writing via mail, e-mail or fax. A notice of cancellation received by the Youth Programs Department at International Headquarters before December 15 entitles the sponsoring Lions club to a credit for the current fiscal year's Leo levy only.

In rare cases when a Lions club believes it is necessary to cancel its Leo club without the agreement of the Leo club members, the Lions club should give the Leo club 90 days' notice with a written report listing the reasons for cancellation. A copy of this report should be sent to the following officers:

- 01 Leo club advisor
- 02 District Leo club chairperson
- 03 Multiple district Leo club chairperson (if one has been appointed)
- 04 Leo district president or associate district Leo club chairperson (if one has been appointed)
- 05 Leo multiple district president (if one has been appointed)
- 06 District governor.

The sponsoring Lions club's board of directors should give the above-named officers an opportunity to become acquainted with the situation and to consult with them. The Lions district cabinet, when reviewing the issues, should give the Leo district president, the associate district Leo club chairperson, or the Leo multiple district president, if any, the opportunity to be heard or to present written submissions.

If the issues cannot be resolved through the intervention of district officers within the 90-day period, the matter will be brought before the Lions club's membership at a regular meeting. If two-thirds of the Lions members in good standing vote to terminate sponsorship of the Leo club, an officer of the sponsoring Lions club should submit a written request to cancel the Leo club to the Youth Programs Department at International Headquarters, with copies to the six officers previously listed, as applicable. Upon receipt of the cancellation notice, the international office will process cancellation of the Leo club.

If sponsorship from a Lions club has been cancelled, the Leo club has 180 days to find a new sponsoring Lions club to avoid termination. To transfer sponsorship, a letter from the new sponsoring Lions club (stating that it accepts sponsorship) should be submitted to the Youth Programs Department at International Headquarters. In addition, a letter from the current sponsoring Lions club (stating that it relinquishes sponsorship) should be submitted to the Youth Programs Department. Upon receipt of both letters, a new *Certificate of Organization* will be produced and sent and the annual Leo levy will become the responsibility of the new sponsoring Lions club.

# RESOURCES

## LCI WEB SITE

The Leo Zone section of the LCI Web site, [www.lionsclubs.org](http://www.lionsclubs.org), is the primary online resource about Leo clubs. It features additional details about information that appears in this handbook and much more.

## LEOMMR

The LeoMMR, a membership reporting Web site, allows Leo club officers to enter and track data about club members. Go to [www.lionsclubs.org](http://www.lionsclubs.org) and click "Submit Reports" to access the site.

Direct questions about the LeoMMR to [leommr@lionsclubs.org](mailto:leommr@lionsclubs.org).

## NEWSLETTERS

International Headquarters will communicate important deadlines, resources and additional information on a regular basis to Leos, Leo club advisors and Leo club chairpersons via post and e-mail throughout the year.

## CONTACTING INTERNATIONAL HEADQUARTERS

Lions Clubs International  
 Youth Programs Department  
 300 W. 22nd Street  
 Oak Brook, IL 60523-8842 USA  
[www.lionsclubs.org](http://www.lionsclubs.org)  
 E-mail: [leo@lionsclubs.org](mailto:leo@lionsclubs.org)  
 Phone: +1 630 571 5466  
 Fax: +1 630 571 1692



# PUBLICATIONS

