

Multiple District 2  
State of Texas  
Lions Clubs International



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***We Serve***

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Club Officers Workshop

Multiple District 2 Convention

San Antonio, Texas

May 24-26, 2001



# Club Officer Seminar

Presented by  
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Council Chairman Elect 2002-2003

Manual prepared by  
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## Club Officer Seminar

### THE ESSENTIAL INGREDIENTS OF A SUCCESSFUL LIONS CLUB

Some time ago, Lion Clubs International identified and publicized the **SIX STEPS TO A STRONG LIONS CLUB**. The points made are quite good and valid. However, it seems that some other vital points were omitted so these six points have been expanded to the **ESSENTIAL INGREDIENTS TO A SUCCESSFUL LIONS CLUB** which makes use of the **Lions International SIX STEPS** but adds the other vital points. The following are those expanded points;

1. **A GROUP OF MEMBERS WHO ARE SOLD ON LIONS**, its purpose and goals, and are ready to do whatever is necessary to become a good Lions Club.
2. **STRONG LEADERSHIP** - A President who knows what the Club needs to do, has a program mapped out for doing it, and communicates it to his members in a way which will enlist their support and cooperation.
3. **GOOD MEETINGS** at a regular set time. Club meeting must be stimulating, informative and enjoyable. A Club must provide its membership with programs which justify the expenditure in time and money to belong to the Lions Club. A Club which meets, eats and adjourns will not long survive. Each meeting should be planned carefully. The President should operate from a written agenda prepared in **ADVANCE** of the program, adhere to it but be flexible enough to take care of unexpected events. Meetings should be adjourned **ON TIME**.
4. **A MAJOR SERVICE ACTIVITY**. Lions want to feel that the Club has a purpose and that they are individually wanted and needed. They want to be involved. If they are not, they are likely to lose interest and drop from the Club.
5. **A MAJOR FUND RAISING PROJECT**. Without such a project, the lions Club will not have any money to perform its service activities.
6. A good Lions Club will have an **ON-GOING MEMBERSHIP DEVELOPMENT PROGRAM** if it is to grow. Inevitably, some members will move or be transferred or drop out for one reason or another. These Lions must be replaced if the Club is to do well. In membership development, take men and women of all age brackets if they really have the desire to be Lions but look especially for the younger men and women because the average age in most Lions Clubs is rather high. Recruit as many young men and women as it is possible to ensure the future of the Club.

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### THE ESSENTIAL INGREDIENTS OF A SUCCESSFUL LIONS CLUB

In recruiting new members, the prospect should be told what a Lions Club activities are, how it accomplishes those activities, and what will be expected of them in terms of participation and money. The new member should be inducted in an impressive manner and then indoctrinated and immediately involved in the work of the Club. Involvement of both new and old members in the work of the Lions Club is the key to **RETENTION**.

7. **CLUB AND ASSOCIATION SPIRIT**. Each individual member of a Lions Club should be made aware that he/she is an important part of an organization that is truly dedicated to humanitarian service, not only within their own community but world wide for Lions is indeed an INTERNATIONAL ORGANIZATION with a membership which encompasses nearly all of the free world.

Each Lion should be encouraged to take part in programs conducted at the Zone, Region, District, Multiple District and International levels. Every Lion should be proud to be a LION. They should wear their Lions pin on every proper occasion, have a lions decal on their car and be eager to tell their friends about Lions.

8. **STRONG PUBLIC RELATIONS** designed to project a high profile of Lions in the Community. Good public relations includes a bright "newsy" club bulletin that reports on the activities of the Club and its members. Insofar as possible, a good working relationship should be established with local news media so that the community served by the Club is made aware of its activities and projects. This will help secure public support for fund raising projects and assist in recruiting new members. If practical, place a sign which says;  
"The \_\_\_\_\_ Lions Club Meets Here \_\_\_\_\_."  
and put up a highway sign advising the public that;  
"The \_\_\_\_\_ Lions Club Meets \_\_\_\_\_."

9. A successful Lions Club **MUST BE SOUNDLY FINANCED** so that it can meet its obligations. To do this requires that a Club have a dues structure sufficient to enable it to have enough money to pay the dues to the District, Multiple District, Lions Clubs International, and to meet the administrative expenses of the Club.

10. If the Club is newly-organized, it **NEEDS SOME HELP FROM THE DISTRICT** if it is to succeed. This assistance should be provided by the Guiding Lion, Zone Chair, Region Chair, with the District Governor seeing that these three perform their duties.

## Club Officer Seminar

### WHAT DO GOOD LEADERS DO?

ACTIONS = LEADERSHIP = AUTHORITY

1. Your Club will be the mirror of you. **ITS LEADER.**
2. **A SHARED INTEREST**, not a self interest; remember that if you direct (lead) your Club to follow the goals and objectives, you will gain respect, obedience and loyal cooperation.
3. Do not demand. **ASK**, get a commitment and then follow-up for results; authority is bestowed; authority is earned.
4. **Lead with ENTHUSIASM.**
5. **Lead BY EXAMPLE.** Your attitude and behavior should be emulated by your Lions you lead.
6. **Provide CHALLENGING**, meaningful work for your Lions; Delegate, spread the blessing of involvement.
7. **COMMUNICATE** your expectations - provide authority to accomplish goals.
8. **INDIVIDUALIZE** your supervision - show confidence.
9. Provide **SUPPORT.**
10. **FOLLOW UP.**
11. Obtain **FEEDBACK**, accountable results.
12. **BE OPEN**, establish trust.
13. **"Pat on the back"** - a simple thank you.
14. Individualize your **RECOGNITION** to a Lion, when it is earned.
15. **Remember a leader can be picked out of a crowd.**

( LOOK AROUND YOU )

## **Club Officer Seminar**

NOTES:

# **Club Officer Seminar**

## **Club Officer Positions**

**President:** shall be the chief executive officer of the club; preside at the meetings of the board of directors and the club; issue the call for regular and special meetings of the board of directors and the club; appoint the standing and special committees of this club and cooperate with chairman thereof to effect regular functioning and reporting of such committees; see that regular elections are duly called, noticed and held; and cooperate with. And be an active member of the district governor's advisory committee of the zone in which the club is located.

**Immediate Past President:** and other past presidents shall officially greet members and their guests at club meetings and shall represent this club in welcoming all new service-minded people in the community served by the club.

**Vice Presidents, 1st, 2nd, and 3rd:** shall if the president is unable to perform the duties of the president's office for any reason, the vice president next in rank shall occupy this position and perform the duties with the same authority as the president. Each vice president shall, under the direction of the president, oversee the functions of such committee of the club as the president shall designate.

**Secretary:** shall be under the supervision and direction of the president and the board of directors and shall act as the liaison officer between the club and the district, state, in which the club is located, and the Lions International Association.

**Treasurer:** shall receive all monies, deposit same in the club bank accounts, disburse monies only authorized by the board of directors. Have custody, keep, maintain all financial records of the club. Prepare and submit monthly and semi-annual reports to the international office and the board of directors.

**Lion Tamer:** shall have charge of and be responsible for the property and paraphernalia of the club. The Lion Tamer shall put each put each in its proper place before each meeting and return the same to the proper storage area. The Lion Tamer shall give special attention to assure that each new member sits with a different group at each meeting so they can be become better acquainted.

**Tail Twister:** shall promote harmony, good fellowship, life and enthusiasm in the meetings through appropriate stunts and games and the judicious imposition of fines on club members.

**Membership Director:** shall be chairman of the membership committee and member of the club's board of directors. The committee consists of a vice chairman and one(1) to two(2) members. The committee shall develop a growth program specially for the club and approval of the board of directors. Encourage members to bring in new members, ensure proper recruitment procedures, ensure proper orientation sessions. The membership chairman serves on the zone level membership committee.

## **Club Officer Seminar**

### **Club Officer Positions**

**Directors:** constitutes the executive board of the club and be responsible for the execution, through the club officers, of the policies approved by the club. All new business and policy of the club shall be considered and shaped, first, by the board of directors for presentation to approval by the club members at a regular of special club meeting.

**Board of Directors:** includes the president, immediate past president, the vice presidents, secretary, treasurer, Lion tamer, tail twister, membership director, and all elected directors.

Other Club and Board of Directors have been created by Clubs. Each Club should have their own Constitution and By-Laws to add these offices.

## Club Officer Seminar

### PRESIDENT'S CHECKLIST (Not in the order of occurrence nor importance)

1. **Establish Goals** - difficult, but achievable.
2. **Be Positive and Enthusiastic** in all you say and do.
3. **Work on Club Calendar** - Special events, Spouse's night, Projects.
4. **Ask Secretary and Vice-Presidents** to help establish your committees.
5. **Be an Informed Lion** and inform your members - Keep the Objects of Lions in their minds.
6. **READ ALL MAIL** - All mail is not junk mail.
7. **Use an Agenda** - include pledge, song, invocation.
8. **Make visitors welcome** - they are in your home.
9. **Have interesting programs** at every meeting - with periodic Lions Information.
10. **Use your monthly Board Meeting for business.** - Only bring major items to the Club members. Invite your members to the board meetings.
11. **Put your Tailwister behind the podium** - Don't just let him collect money.
12. **Pay attention to protocol** - your image depends on it.
13. **Use a Club Bulletin/Newsletter** to keep members and spouses aware of the Club's activities.
14. **Encourage Club members visits to other Clubs** and visit the different Charity Foundation's Board meetings.
15. **Award for good work** and sponsorship of new members.
16. **Use sponsors** to pep up lagging members.
17. **Make the public aware** of the Club's efforts and results.
18. **Give every member a task**, no matter how small.
19. **Keep your Club's efforts in tune** with community needs.

## **Club Officer Seminar**

### **PRESIDENT'S CHECKLIST**

**(Not in the order of occurrence nor importance)**

20. **The Region Chair and Zone Chair are required to visit each Club** at least twice during the year. Invite them to your functions.
21. **Attend your Region/Zone meetings.** they are required.
22. **Support your District, Multiple District, and Lions International.** - Lions would be meaningless without them. See that the Secretary sends the monthly M & A's (Membership and Activity Reports) by the first of the month. Make sure your dues are paid to District and Lions International in July and January of your year.
23. **Remember that new members bring new life.** - Encourage new members.
24. **Indoctrinate and orientate new members.** -Consider a special night. Everyone benefits from a question and answer period.
25. **The New Club Officer form(PU 101) must be submitted by April 15** to the District and Lions International. Have the nominating committee begin work in January. Have your elections at the first April meeting.
26. **Support District, Multiple District, and Lions International projects.** You are part of the world's community.
27. **Attend** your District Mid-Winter Conference, District Convention, Executive Council, and District workshops. Encourage all your members to attend.

## Club Officer Seminar

# SECRETARY/TREASURER'S CHECKLIST

(Not in the order of occurrence nor importance)

1. Have a rubber stamp made for each checking account.  
(Delete account number from previous stamp and pass along).
2. Open Checking accounts. Order Checks.  
(ie. Operating, Project/activity, Scholarship accounts.)  
**NOTE: ALL CLUB ACCOUNTS ARE REQUIRED TO HAVE TWO SIGNATURES TO MEET INSURANCE BONDING REQUIREMENTS FOR THE LIONS OF TEXAS POLICY.**  
  
**NOTE: DO NOT HAVE THE PRESIDENT, SECRETARY, AND/OR TREASURER SIGN CHECKS AHEAD OF TIME.**
3. Transfer names on savings accounts, certificates of deposits.
4. Have stick-on mailing lists printed or be prepared to type addresses on many envelopes.  
(A computer mailing list of all Club members would be beneficial. You will have meetings, monthly, quarterly, or semi-annual billings, reminders, and numerous other mailings).
5. Set up books on spread sheet, computer, or whatever you wish to use but have an audit trail of your deposits and disbursements.
6. Semi-annual billing in July and Jan. -- Based on June and December's MMR's.  
Billed by Lions International and the District Secretary/Treasurer.
7. Receive monies and disburse to appropriate places.
8. Report monthly to President and Board of Directors of financial condition of the Club, delinquent Club Dues, and etc..
9. Keep Bulletin editor informed monthly.
10. Be prepared to answer any and all questions from Club President and Board.
11. If your Club provides for you to be reimbursed for expenses, keep track of them.  
Have President approve and pay yourself.

## Club Officer Seminar

# SECRETARY/TREASURER`S CHECKLIST

(Not in the order of occurrence nor importance)

### 12. REGULAR and BOARD MEETINGS:

A. Record Board meetings. Tape Recordings will improve the quality of your minutes and diminishes the chances for error.

1. Take several empty tape cassettes with you depending on the length of your Board meetings.

2. Take an extension cord for the tape recorder. You never know where the electrical outlet is located.

B. Be prepared to receive cash at Club Regular and meetings.

1. Take a bank bag or two with you.

2. Have a cash receipts book with you. Memories do not last long.

C. Help your President prepare the agenda for the meeting.

D. Financial reports:

1. Monthly and Quarterly Financial Reports of Receipts and Disbursements compared to the Club Budget.

2. List of Members delinquent in their Club Dues.

E. Attendance roster. Blank sheets for Lions to sign.

F. Make sure you have extra District directories for those who need them.

G. If you are the one responsible for the Gavel, Club Gong, United States Flag, or Banner, and other Club paraphernalia, make sure you take them to meeting.

H. Take paper clips, pens, pencils, stapler, staples, and anything else that will make your job easier.

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13. Get with President after Mid-Winter and decide on your Club awards and order as early as possible to avoid any possible delays.

14. Most of all help the President in any possible way you can.

## Club Officer Seminar

### PRESIDENT - SECRETARY - TREASURER CHECKLIST

#### EACH MONTH:

1. Minutes of the Club and board meetings - Mail copies of Board minutes to Board members within 10 days(if By-Laws require).
2. Prepare and mail M & A Reports to Lions International(original), District Governor(green copy), District Vice Governor(purple copy instead of the Region Chairman), and Zone Chairman(brown copy) by the **FIRST OF THE MONTH**.
3. Record attendance and absenteeism - submit to Board those members who have missed 4 straight meetings or more or based on Club Policy.
4. Post records of monies received.
5. Keep at least two separate sets of Club accounts - Activity and Administration. Note: For insurance bonding, **ALL ACCOUNTS REQUIRE TWO (2) SIGNATURES**.
6. Post and Maintain member charges and payments.
7. Answer all correspondence for the Club.
8. Submit all bills, purchase orders, and vouchers directed to you to the Treasurer. If acting as both, submit to the Board, if outside the budget. (treasurer should submit any requests for payment that are greater than the budget to the Board for approval).
9. Check for special upcoming events and activities; put them on the President's agenda and remind him/her.
10. Notify Club Officers and involved members of upcoming Zone, District, State, and International meetings.
11. Treasurer should prepare monthly budget analysis, and income and expense statement for the Board meeting.
12. Prepare and mail member's statements for dues and unpaid charges. (separate treasurers should prepare and provide to the Secretary).
13. Notify Board members of Board meeting - time and place.
14. Attend Executive Council.
15. Remind President to have Club's charity representatives to attend Foundation's Board meetings.

#### QUARTERLY

1. (If on a quarterly billing cycle). Prepare and mail member's statements for dues and unpaid charges.

## **Club Officer Seminar**

### **PRESIDENT - SECRETARY - TREASURER CHECKLIST**

#### **SPECIAL MONTHLY ITEMS**

##### **JUNE**

1. Review work to be done with the outgoing President, Secretary and Treasurer; Review records.
2. Establish BUDGET for Club's Administration and Activity accounts.
3. Prepare Club's annual calendar of events. Discuss Spouse's nights, elections, District and zone meetings, etc. (you may find it easy to modify the District calendar).
4. Prepare a written check list by months of important deadlines for reports, awards requests, contests, etc.
5. President and Secretary should discuss selection of committees and their chairman.
6. Secretary and Treasurer should discuss division of responsibilities.
7. President/Secretary/Treasurer read the International manual and duties sheets.

##### **July**

1. Prepare and mail member's statements for dues and unpaid charges.
2. Contact the incoming Governor to confirm date of Governor's Official visit.
3. Compare International's membership list with the Club's list and report any discrepancies to Lions International.
4. Pay International and District/State dues.
5. Have Board approve and mail new Corporate/Non-profit Resolution to bank with new officers on signature card.

##### **August**

1. Order new member kits for the October Membership Drive.
2. Notify officers of September Zone meeting. Announce to the Club that all Lions are welcome.
3. Notify 1st Vice President of USA/Canada Lions Forum, and make reservations.
4. Recommend payment of 100% of District and State Charities. (Early payment assists them in meeting needs that come early.)

## **Club Officer Seminar**

### **PRESIDENT - SECRETARY - TREASURER CHECKLIST**

#### **September**

1. **Attend Region/Zone meeting.**
2. 1st Vice President goes to the USA/Canada Lions Forum.
3. Remind members of upcoming White Cane weekend.
4. Promote Membership for October Membership Drive.

#### **October**

1. Promote Membership.
2. Order special awards for sponsors of October new members.
3. Publicize Mid Winter Conference. Make reservations.
4. Work White Cane weekend.
5. Notify officers of November Zone meeting. Announce to the Club that all Lions are welcome.

#### **November**

1. **Attend Region/Zone meeting.**
2. Prepare and file IRS Form 990 for prior year. **MUST BE FILED BY NOVEMBER 15.**
3. **Publicize Mid Winter Conference. Make reservations.**

#### **December**

1. Prepare semi-annual financial report and mail to Lions International.

#### **January**

1. Compare Semi-annual Membership List. (See July item).
2. Pay International and District/State dues.
3. Charge the Nominating Committee to meet in February for presentation of new officer slate in early March.
4. Encourage members to find applicants for the Texas Lions Camp.  
Applications will be available at the end of January.  
The Camp is for physical and visual impaired, and diabetic children.
5. **Attend the Mid Winter Conference.**

## Club Officer Seminar

### PRESIDENT - SECRETARY - TREASURER CHECKLIST

#### February

1. Past District Governor's Appreciation month; invite all PDG's to a special Club meeting honoring them.
2. Notify officers of March Zone meeting. Announce to the Club that all Lions are welcome.
3. Notify members of Club's nominating meeting in March.
4. Encourage members to find applicants for the Texas Lions Camp.  
Applications will be available at the end of January.  
The Camp is for physical and visual impaired, and diabetic children.
5. **Publicize District Convention. Make Reservations**

#### March

1. **Attend Region/Zone meeting.**
2. Notify members of Club's official election meeting in April.
3. **Publicize District Convention. Make Reservations.**
4. Encourage members to find applicants for the Texas Lions Camp.  
The Camp is for physical and visual impaired, and diabetic children.

#### April

1. Hold Club election of officers.
2. **Prepare and mail PU 101 Form** to Lions International and District Governor by April 15.  
Please TYPE for clarify; directories are prepared from this form.
3. Order awards for the year.
4. Publicize District Convention. Make Reservations
5. Notify new officers of District Training Seminar.
6. **ATTEND THE DISTRICT CONVENTION.**
7. Publicize State and International Conventions. Make Reservations.
8. Encourage members to find applicants for the Texas Lions Camp.  
The Camp is for physical and visual impaired, and diabetic children.

## Club Officer Seminar

### PRESIDENT - SECRETARY - TREASURER CHECKLIST

#### May

1. Arrange the Club Installation night. Invite the installing officer if not already done.
2. Remind new officers of District Training Seminar.
3. Give President-Elect and Secretary/Treasurer-Elect packets from Lions International.
4. Publicize State and International Conventions. Make Reservations.

#### June

1. Hold Club Installation.
2. Prepare yearly report to the Board and the District. Mail copy to Lions International.
3. Help incoming officers prepare for their year.
4. **ATTEND THE STATE CONVENTION.** (Could be held in May)
5. **ATTEND THE INTERNATIONAL CONVENTION.** (Could be held in early July).

## Club Officer Seminar

NOTES:

# Lions On Line

As we have seen over the past few years the Internet is having a revolutionary impact on almost all aspects of our business and personal lives. For better or worse this revolution will continue. We, as Lions, must embrace this technology for a number of reasons including the ability to attract new members, conduct business with Lions International and provide the public, and other Lions, with information on our activities and accomplishments.

## LET'S GET DOWN TO BASICS

1. Are you on the Internet? Do you want to get on the Internet?
2. What type of service is best for you.

## FREE STUFF ON THE NET

1. Email
2. Web pages
3. Email subscriber services

## WHAT'S GOING ON WITH LIONS CLUBS INTERNATIONAL

1. Internet aware
2. Access to LCI staff via the net
3. More and more online offerings

## LIONNET INTERNATIONAL

1. 5,000+ links to Lions Clubs, Districts, Programs & Services
2. Web page design assistance – <http://www.lionnet.com/lionwap.html>
3. Lions graphics
4. Email list subscriber services

## WHAT SHOULD BE ON MY CLUB'S WEB PAGE (AND SHOULD I EVEN HAVE ONE)

1. The 4 Ws – Who, Where, When, Why
2. Emphasize local but remember global

## WHAT SHOULD NOT BE ON MY CLUB WEB PAGE

1. Simple is not always bad
2. Consider your audience not your ego

## OTHER WEB PAGE CONSIDERATIONS

1. Pictures are great but moderation is important
2. Bells & Whistles impact performance and can limit your audience

## WHY DO I KEEP GETTING THESE SILLY EMAILS

1. Think before forwarding
2. Hoaxes

## GET INVOLVED

1. USA/Canada Forum
2. Lions On Line

## SITES WORTH VISITING

Lions Clubs International	<a href="http://www.lionsclubs.org">http://www.lionsclubs.org</a>
LionNet International	<a href="http://www.lionnet.com">http://www.lionnet.com</a>
Hotmail	<a href="http://www.hotmail.com">http://www.hotmail.com</a>
Yahoo	<a href="http://www.yahoo.com">http://www.yahoo.com</a>
Excite	<a href="http://www.excite.com">http://www.excite.com</a>
Forum Internet Presentations	<a href="http://www.lionnet.com/help_index.html">http://www.lionnet.com/help_index.html</a>
LionNet Chat Information	<a href="http://www.lionnet.com/online_events.html">http://www.lionnet.com/online_events.html</a>
Urban Legends & Email Hoaxes	<a href="http://www.urbanlegends.com">http://www.urbanlegends.com</a>

## CONTACT INFORMATION

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972.245.9174

## Membership and Officer Report/Directory Information Guidelines

Thank you for your interest in the Lions Clubs International Web site located at [www.lionsclubs.org](http://www.lionsclubs.org). Please read the instructions below to assist in navigation through the Member and Officer Reports/Directory Information section. Your password is printed below in the 'Passwords' section. If you have any questions after reading these instructions, please e-mail to: [it@lionsclubs.org](mailto:it@lionsclubs.org).

### System Requirements

Recommended browsers are Internet Explorer 4.0 and above or Netscape 3.0 and above. If you are using Internet Explorer 3.0 or earlier, or Netscape 2.0 or earlier, you may experience difficulty. Please note that if you are using Prodigy Classic, you will not be able to send reports electronically.

### Passwords

Although a password is not needed for viewing directory information, a password is needed for submitting reports online. When prompted to enter your user name and password, enter your six digit club number, including the leading zeros as your user name. Your password is \_\_\_\_\_.  
*This password is to be shared only with the current president and secretary of your club.*

### Directory Information

The fastest way to retrieve directory information is by choosing 'United States By State' or 'International By Country.' Click on the triangle next to the country or state to view club listings. Click on the club name to display the club's information. (You may need to scroll to see data.)

The alternate way to retrieve information is by choosing 'United States By Club Name' or 'International By Club Name.' Click on the triangle next to the letter to get a list of all club names beginning with that letter. Click on the club name to display information.

*Note: Depending on your modem speed, it may take several minutes to display directory information.*

### Online Membership Reports

The Membership Report (C-23A), the Annual Activities Report (A-1) and the Officer Reporting Form (PU-101) are currently the only forms that can be submitted online. Please note that A-1 and PU-101 submissions can only be submitted online in English. However, other languages will be available July 1, 2001. C-23A can be submitted in English, Finnish, French, German, Italian, Portuguese, Spanish and Swedish. *This system is designed for the electronic submission of data only. Do not download forms to mail, fax or e-mail International Headquarters. They will not be accepted.*

### Membership Report (C-23A)

Depending on the size of your monitor, you may have to scroll down or to the right to enter all fields. Before entering new data, you will be required to enter the total number of members from last report, reporting month/year and an e-mail address. *Please note that your closing membership balance will be calculated after you click the "Done" button based on the figures you entered in sections A through D.* Once these required fields are complete, begin entering new data. (You may use uppercase letters to enter the data for better readability.) If you need to enter more than three dropped member entries or more than four member entries that are new, reinstated, transferred, or change in address or name, please click the 'More Changes' button at the bottom of the screen after entering data in the first page.

Please note that there is not a section to enter club activities in this report. Use the A-1 report form to submit a report on annual activities. It is suggested that clubs submit a monthly activity report to the district governor along with a copy of C-23A to keep him/her aware of club activities. Please contact your district governor for this form.

Completely review data before clicking any of the buttons. You will not be able to modify the report after you click the 'Done' button. Click 'Done.' If you receive the 'Thank You For Your Submission' message, your membership report has been successfully submitted. If you click the "Done" button and an error message appears, click the 'Back' button on your browser, fill in the fields specified in the error message requests.

Note: If your submission is successfully accepted, do not send, fax or e-mail a hard copy to International Headquarters. If an **error** is realized after you click the "Done" button, promptly complete and submit another form online. If you do not submit a new form on the same day as you submitted the original form, please e-mail modifications as soon as possible to [it@lionsclubs.org](mailto:it@lionsclubs.org). *If you transmit more than one membership report for a single month, it could delay processing time.*

#### Annual Activities Report (A-1)

Once you are logged into this section, check the activities in which your club participated during the past fiscal year and provide the total amount donated to charitable causes (please state amounts in local currency) and estimated number of volunteer service hours. Use spaces marked "Other" to report service activities not listed. When finished, click the "Submit" button.

#### Club Officer Report (PU-101)

Use this form to report the names and addresses of your newly elected club officers (president, secretary, treasurer and membership chairman) to International Headquarters, as well as meeting place and time. This form is extremely important—all communications your club's new officers receive during their year in office will be based on the information you provide here. Please enter the required information and submit it immediately following your club elections in April. Final deadline is May 31. If you fail to submit this form, your new officers will not be able to receive the information and materials needed during the coming year.

#### **To View, Print, E-mail or Save Reports**

To view and/or print copies of reports, return to Member and Officer Reports/Directory Information section by clicking the "Home Page" button, and click on "View/Print Membership Reports" box. (If you have submitted a report successfully, but are unable to view it on screen, click the "Refresh" button on your browser.) Click on the club name to open the report you would like to view or print.

#### *Print*

To print, choose "File" and then "Print" from your browser menu. Depending on the browser you are using, it may be necessary to use the landscape print mode to print the forms.

#### *Save*

You may also save the page as an html document. From the "File" menu, go to "Save As." A window titled "Save Web Page" will appear. In the "File Name" field, an automatic file name will appear. If desired, another name may be entered. Under the "Save As Type" field, make sure that "Web Page, complete (\*.htm, \*.html)" is selected. Then click on "Save."

#### *E-mail*

You also have the capability to e-mail membership reports. You may do so by creating an html document and attaching it to your e-mail message.

*Note: follow the same steps to view, print, save or e-mail the Annual Activities Report and the Club Officer Report*