

Modules DES

Module 1 // Leo Club Program Overview

Module 2 // The Role of the Leo Club Advisor

Module 3 // Leo Club Administration

Module 4 // Leo Club Program Resources

Module 5 // Continuing the Service Journey



Module 1 Leo Club Program Overview



A brief history of Leo clubs

-1957-

First Leo club founded in Abington, Pennsylvania, USA

-1964-

Leo clubs became an official district project in Pennsylvania

-1967-

The Leo club program became an official program of Lions Clubs International



Recent history of Leo clubs

-2008-

Two distinct Leo tracks created, Alpha and Omega

-2009-

Leo club advisory panel created

Age limits created for Alpha and Omega clubs

-2018-

Leo-Lion board liaisons appointed as the first youth representations on the Lions International Board

-2019-

Leo Club Program reaches 150 countries





The Leo club purpose



Leadership Experience Opportunity





Leo Club Program objectives

- A. To make available to Lions clubs an activity allowing them to serve the needs of youth in their respective areas.
- B. To provide the youth of the world with an opportunity for development and contribution, individually and collectively, as responsible members of the local, national, and international communities.
- C. To promote service activities among young people and offer them an opportunity to develop the individual qualities of Leadership, Experience and Opportunity.

As stated in Board Policy Manual, Chapter XXII

Role of the sponsoring Lions club

- Cover the Leo club charter and annual organization fees.
- Ensure coverage to Leos under the General Liability Insurance Program provided by LCI and any additional local insurance needed.
- Counsel Leo clubs in administrative and service issues.
- Set up bank accounts, accounting, community partnerships for the Leo club.
- Assign an energetic Leo club advisor, attend Leo club planned events.





Why are Leo clubs important?



Benefits for a Lions clubs sponsoring a Leo club

- Inspire and energize Lion's members.
- Inform Lions about new trends and community needs.
- Increase Lions club exposure in the community.
- Gain potential new members in the Lions club, with both graduating Leos and their parents/family members.



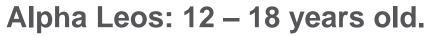
Leo club organization structure

Sponsoring
Lions club

Leo club board of directors

President
Vice president
Vice president
Secretary
Treasurer
Treasurer
To club members



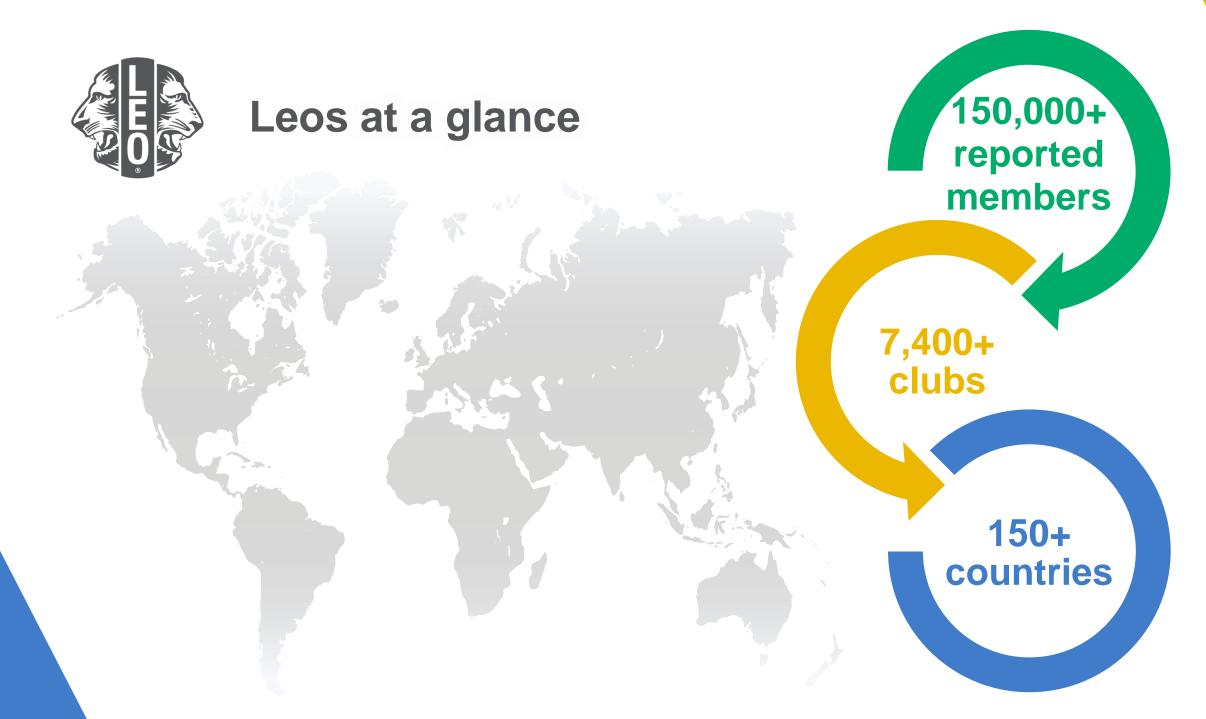


Focused on service to the community and creating a strong foundation in leadership and responsibility.



Omega Leos: 18 – 30 years old

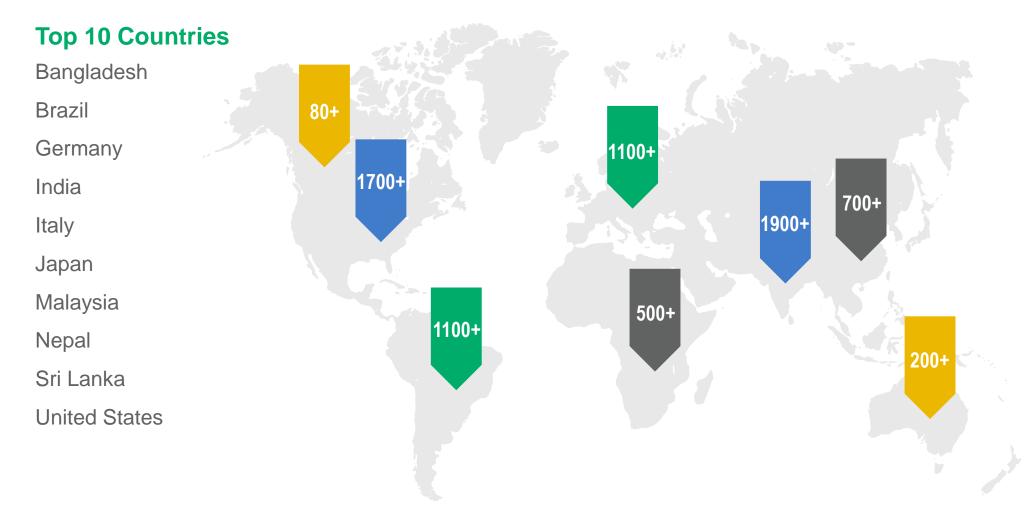
Focused on furthering personal and professional skills and creating a direct, positive impact on the community.





Leos are around the world

Number of clubs by constitutional area



Summary >>>>

Important points from the module

- Leo stands for "Leadership, Experience and Opportunity."
- Starting a Leo Club Program can be beneficial to a Lions club as Leos offer new ideas, new energy and new potential members.
- Leo clubs exist all around the world, and feature members 12 18 years old and 18 30 years old.

End of module activity

 Brainstorm what activities a Lions club can do with a Leo club to welcome them to the Lions family. If the Leo club already exists, what are some ways to re-introduce Leos to Lions members?



Module 2 Role of Leo Club Advisor





- Mentor
- Motivator
- Counselor
- Liaison
- Service Role Model



Mentor

Advisors teach and support the Leo club officers and help members reach their potential as leaders. They also teach Leos the importance of planning and organizing.

Motivator

Advisors should motivate youth, promoting peer acceptance, recognition of accomplishments and a sense of personal achievement.





Counselor

Advisors must understand when to counsel the club and when to let Leos take charge and make their own decisions. Also be familiar with Lions Board Policy, Chapter XXII.

Liaison

Advisors act as the bridge between the sponsoring Lions clubs and Leo clubs in the district, multiple district, country and internationally.



Service role model

Advisors lead by example and demonstrate compassion for their communities and others.





Specific Leo advisor responsibilities

- Oversee initiation and ongoing development of the Leo club.
- Report Leo club officers and members in MyLCI and the Leo club's service activities in MyLion.
- Train Leo club officers to use MyLCI and MyLion for reporting.
- Promote collaboration between Leos and sponsoring Lions club by regularly updating Lions on Leo club activities.
- Attend Leo club and board of directors' meetings.
- Ensure new Leos receive new member materials and orientation.
- Recognize Leos for their achievements.
- Encourage eligible Leos to become Lions.





Difference between Alpha and Omega clubs

Alpha Leo club advisors

- Takes an active role in guiding Leos through projects and meetings.
- Corresponds between parents, schools and Lions club.

Omega Leo club advisors

- Acts as a liaison between the Leo club and sponsoring Lions club.
- Less directly involved in day-to-day administration as Leos take on more responsibilities.
- Supports the personal and professional development of Leos.





Difference between school and community based clubs

Community-based Leo club advisors

- Open to any eligible young person in a local area.
- Meets at a central location in the community like a community center, religious space or school.

School-based Leo club advisors

- Draws members from students of a local school.
- Works with a faculty advisor, who may or may not be a member of the sponsoring Lions club.
- Meets at school or determined space near the school



Summary >>>>>

Important points from the module

- Leo club advisors act as a mentor, motivator, counselor, liaison and service role model.
- The way the Leo club advisor works with the club will depend on the type of club, the location and the Leos themselves.

End of module activity

 Create a blueprint for success as a Leo club advisor by developing a strategy based on your type of club, location and each of the five characteristics into action.



Module 3 Leo Club Administration





Application forms for Leo club membership

Leos interested in joining a club should submit a Leo club membership form (<u>Leo 50A</u> or <u>Leo 50O</u>) to the sponsoring Lions club.







Parental consent for Alpha Leos

The Alpha Leo
Membership form
(Leo 50A) includes
a parental consent
section that must be
completed

Section IV: Parental/Guardian review and consent

I hereby give permission for my child to become a member of the above-named Leo club. I understand that a Leo club is sponsored by a local Lions club and provides young people with an opportunity to develop their leadership skills while serving the community. I have been provided with materials relevant to this Leo club's operations including the name and contact information of the Leo club advisor, meeting locations and times, types of service projects conducted, etc.

I understand that by participating in this Leo club, my child will be required to attend club meetings and club service projects, and may also be asked to participate in club social events. Such meetings, projects and events may sometimes require transportation to various locations which may at times be provided by the sponsoring Lions club; in other cases, I may be asked to provide or arrange transportation for my child to attend these meetings, projects and events. Furthermore, I understand that by participating in this Leo club, my child may be filmed or photographed at various club meetings, projects and events. In addition, I understand that my child's personal data will be provided to the sponsoring Lions club and to Lions Clubs International (LCI) headquarters to facilitate communications with and between our members. This information is to be used solely to further LCI's Purposes including "to unite the clubs in bonds of friendship, good fellowship and mutual understanding" and to conduct its necessary operational activities in accordance with the LCI privacy policy. To understand how LCI uses the personal data of its members, you may visit www.lionsclubs.org and search the phrase "Your Privacy".

Please check the appropriate boxes below to indicate the items to which you consent:

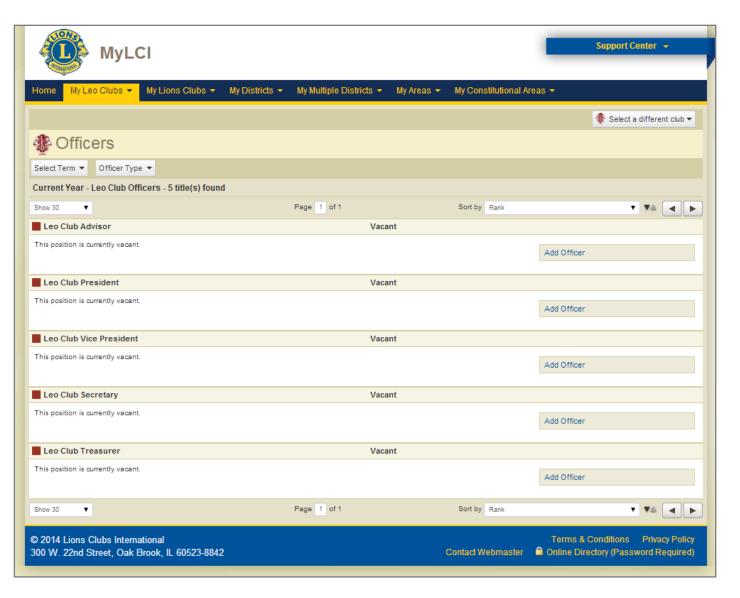
- I grant permission for my child to be transported to Leo club meetings, projects or events by the Leo club advisor or a member of the sponsoring Lions club.
- If grant permission for my child to be filmed and/or photographed at Leo/Lions events and meetings, and for these videos and/or images to be posted on the Lions Clubs International public website at www.lionsclubs.org, the Lions Clubs International members-only site (MyLCI), other LCI member databases, and other Leo/Lion websites at the club, district and multiple district levels.
- III I grant permission for my child's personal data to be entered into Lions Clubs International member databases and to be used to facilitate communications with and between LCI members.

By signing below, you indicate that you have read the information outlined in this form, that you agree to your child's participation in the Leo club, and that you consent to the items you have checked above. This signed form should be submitted to the Leo club advisor and a copy retained for your own records.

Child's Name	Parent or Guardian's Name	
-mail	Phone	
Signature of Parent or Guardian		Date



Importance of membership and officer reporting





MyLCI membership reporting access

Officer Title	Reported By	Access
Leo club president	Leo club advisor/ sponsoring Lions club president	Report members for their own Leo club
Leo club secretary	Leo club advisor/ sponsoring Lions club president	Report members for their own Leo club
Leo club advisor	Leo club advisor/ sponsoring Lions club president	Report members for their own Leo club
Sponsoring Lions club president	Lions International	Report members for Leo club that the Lions club sponsor
Sponsoring Lions club secretary	Lions International Report members for Lecture that the Lions club sport	
District Leo chairperson	District governor	Report Leo district officers
Multiple district Leo chairperson	Council chairperson	Report multiple district officers



Importance of service reporting

- In MyLion, Leos and Lions can schedule upcoming service projects and report past service projects, providing the number of volunteers and the number of people served.
- Reasons to report
 - Showcase impact of the Leo club.
 - Measure the global growth and impact of Leos around the world.
 - Service activity awards and recognitions.



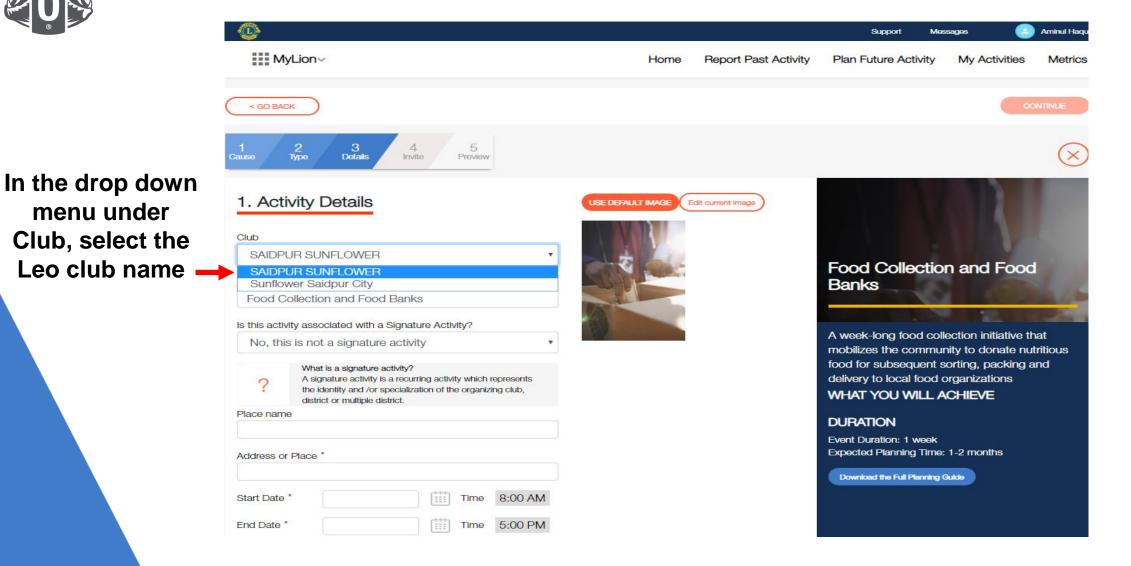


MyLion service reporting access

Officer Title	Access	
Leo club president	For their own Leo club	
Leo club secretary	For their own Leo club	
Leo club advisor	For the Leo club to which they are assigned as an officer	
District Leo chairperson	On behalf of the Leo district	
Leo district president	On behalf of the Leo district	
Leo district secretary	On behalf of the Leo district	
Multiple district Leo chairperson	On behalf of the Leo multiple district	
Leo multiple district president	On behalf of the Leo multiple district	
Leo multiple district secretary	On behalf of the Leo multiple district	



MyLion service reporting access





Leo club officer roles



Board of Directors

- Leo Club President
- Leo Club Vice President
- Leo Club Secretary
- Leo Club Treasurer
- Leo Club Advisor
- Three Leo club directors

Meetings

- Regular meetings at time and place agreed on by club members.
- Consider if in person, virtual and hybrid meetings work best for you.



Leo club officer elections

Elections take place during the fourth quarter of each fiscal year and elected individuals take office on July 1.

Voting protocol:

- Nominations of candidates should be made in writing prior to election or announced from the floor.
- Voting is conducted by secret ballot.
- Elected candidates must receive majority of votes by members present and in good standing.





Officer installation and new member induction

Installing new members and officers is a pivotal part of starting Leos on their journey in a Leo club. Review the <u>Leo Induction</u>

<u>Ceremony</u> guide for more details.



Leo Club Officer

Installation and New Member Initiation

After organizing a new Leo club, the sponsoring Lions club acquires certain responsibilities. The most obvious of these is to arrange a well-organized meeting for the presentation of the Certificate of Organization. This meeting should be a memorable meeting for all concerned and can be held in person or virtually.

Consider inviting the local civic or school officials. You can also make a joint meeting with members of the Lions club. The evening will vary according to local customs and conditions.

The following list is a guideline only. Clubs can delete or add items as necessary.

- · Meeting called to order
- · Suitable opening (may include a song)
- · Salute to the flag
- Invocation
- · Introduction of people
- . Brief description of Leo club (given by Leo club advisor or Lions club president)
- · Induction of new members, installation of Leo club officers
- · Presentation of Certificate of Organization
- Presentation of gift (the Lions club may present a gift to the Leo club. The Lions Store includes items such as a gong, gavel, banner, flag, etc.).
- · Program or entertainment
- Adjournment

In a meeting such as this, the small, often overlooked details can add much to the final success of the function. Consider the following for in-person events:

- A printed program Include the agenda as well as the names of each officer and member of the Leo club. This provides a fine souvenir.
- . Greeting committee To greet members and guests as they arrive. Greeters also assure that each guest is properly seated.
- Dinner
- Decorations Welcome signs and/or flowers on the speaker's table.
- . Public address system If the meeting is in a large room, make sure that all guests will be able to hear the speakers.





Leo club fees

International fees

- Organization fee of US\$100 covers processing and charter kits (one time).
- Annual Leo levy of US\$100 cover yearly processing, billed in July.

*paid by the sponsoring Lions club

Club/district fees

- Leo club membership dues: Determined by Leo club.
- Leo district/multiple district membership dues: May be requested by Leo districts/multiple districts.





Administrative funds versus activity funds

Administrative funds

- Admission fees and annual dues from club members.
- Used for administration and operating expenses.

Activity funds

- Money raised from public fundraising projects.
- Must be used for charitable purposes.

How funds are raised	Use for public projects?	Use for admin expenses?
Administrative – dues and admission fees	Yes	Yes
Public collection – any fundraising event open to the public, public contributions and bequests	Yes	No
Interest	Yes	No

Lions International privacy policy and liability insurance

Personal Information Usage

- Dues and other billings
- Distribution of information/updates
- Support of membership growth, extension and retention programs
- Convention and meeting planning
- Furtherance of public relations activities
- Support of Lions clubs, the International
- Foundation (LCIF) and other adopted service programs
- Special advertising and other purposes as determined by the International Board of Directors

Commercial general liability insurance

- All Lions clubs, Leo clubs and districts are named insured under the Lions Clubs International General Liability Insurance Policy.
- US\$2,000,000 general aggregate coverage is provided by Lions International.
- A Certificate of Insurance is available upon request through the Lions International website.
- Additional liability insurance is available.



Leo and Lions emblems



ALPHA



LIGHT BLUE

Pantone® 660 75C 47M 0Y 0K 64R 124G 202B HTML #407CCA

GRAY

Pantone® Cool Gray 11 65C 57M 52Y 29K 85R 86G 90B HTML #55565A

GREEN

Pantone® 3405 100C 0M 82Y 0K 0R 172G 105B HTML #00AB68

YELLOW

Pantone® 7406 0C 17M 100Y 0K 235R 183G 0B HTML #EBB700





Important dates

October: Leo Membership Growth Month

December 5: International Leo Day

April: Leo Club Awareness Month

Last week of June:

Lions Clubs International Convention





Important points from the module

- US\$100 annual fee to sponsor a Leo club.
- Reporting Leos shows the impact of the Leo club to Lions International; records must be updated yearly with each election.
- Leos are covered under Lions' insurance.
- Leo logos are allowed to be used on promotional materials, communications and websites, but can't be used on items sold for profit.

End of module activity

 Discuss topics related to Leo club administration that advisors should be most concerned about. Get advice from current Leo club advisors on best tips for staying on top of administrative tasks.



Module 4 Leo Club Program Resources



International Headquarters Oak Brook, Illinois USA

300 W 22nd Street Oak Brook, Illinois 60523 USA



Leo Club Program resources

- Leo page on the Lions website
- Leo Marketing and Recruitment Materials
- Leo Items from the Lions Shop
- Leo eNews
- Leo Facebook Page
- Lions Learning Center and Leadership Institutes
- Leo Leadership Grant Program
- LCIF Leo Service Grant
- <u>Leo Constitutional Area Events, Lions Clubs International Convention</u>
- Awards and Recognition





Discover Our Story Explore Our Impact Start Your Service Support Your Foundation Resources

*Coronavirus
Our Response

Join

Donate



Why choose Leos?

There are a lot of ways people can give back to their community — but being a Leo is much more than just service. Choosing Leo clubs will help you grow as an individual and as a leader as you join a global family of young people making the world a better place. Watch the winners of our annual Leo Video Contest, the Leos of El Kantoui Leo Club, share why they chose Leos. If you're interested in joining a Leo club, use our Club Locator to find a local Leo club near you.



www.lionsclubs.org/leos



Starting a Leo club

Sponsoring a Leo club gives Lions the opportunity to mentor and empower young leaders and foster a commitment of community service — while energizing your members to stay involved!

Visit the Start a Leo Club page for the steps to organize a new Leo club in your community.

- · Checklist for Lions Engaging Leos
- Leo club advisor training
- Leo club officer overviews (Advisory Panel)

Online resources

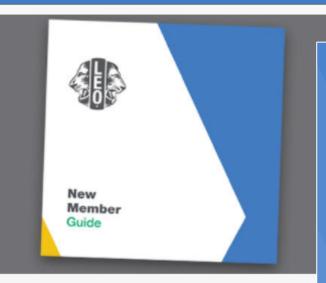
Helpful Leo resources

Our wide range of Leo resources can help you make the most of your Leo club experience. Visit the Leo section of the Resource Center to explore a wide variety of Leo materials — from the Leo Recruitment Brochure and the New Member Guide to the Leo Club Program Handbook and much more!

Use our Canva templates to create customized digital Leo branding.

- Social posts
- Instagram story
- Facebook cover







Happy International Leo Day!



Leo club marketing and recruitment resources









For printed Leo recruitment materials:

Search "Leo Club Program Publication Order Form" on lionsclubs.org for printed Leo recruiting materials.

Submit completed form to leo@lionsclubs.org.



Leo Club Program **Publications Form**

All of the following publications can be downloaded free of charge from the Lions Clubs International website at <u>lionsclubs.org</u>. Simply click on the magnifying glass icon in the top right-hand corner to open up the search bar and type in the resource you are looking for.

Select Language Desired:	Chinese	English	Finnish	French	German	Italian
	Japanese	Korean	Portuguese	Spanish	Swedish	

Description	Maximum quantity sent	Quantity		
Alpha Leo Club Organizational Kit (KIT-830 A) — for Lions clubs interested in starting Alpha Leo clubs (ages 12-18). This kit contains the Leo Club Program handbook, Leo recruitment poster, recruitment brochure, Leo FAQ, Leo resource guide, Leo Membership application, Leo order form.	5			
Omega Leo Club Organizational Kit (KIT-830 0) – for Lions clubs interested in starting Omega Leo clubs (ages 18-30). This kit contains the Leo Club Program handbook, Leo recruitment poster, recruitment brochure, Leo FAQ, Leo resource guide, Leo Membership application, Leo order form.	5			
Leo Recruitment Poster (Leo-10)	5			
Leo Club Brochure (Leo-46) - general informational brochure about Leo clubs for Lions clubs.	25			
Leo Recruitment Brochure (Leo-57) - recruitment brochure for potential new Alpha Leos (ages 12-18).	25			

Leo club items from the Lions Shop

Available from the Lions Shop (https://lionsclubsinternational.myshopify.com/collections/leos):

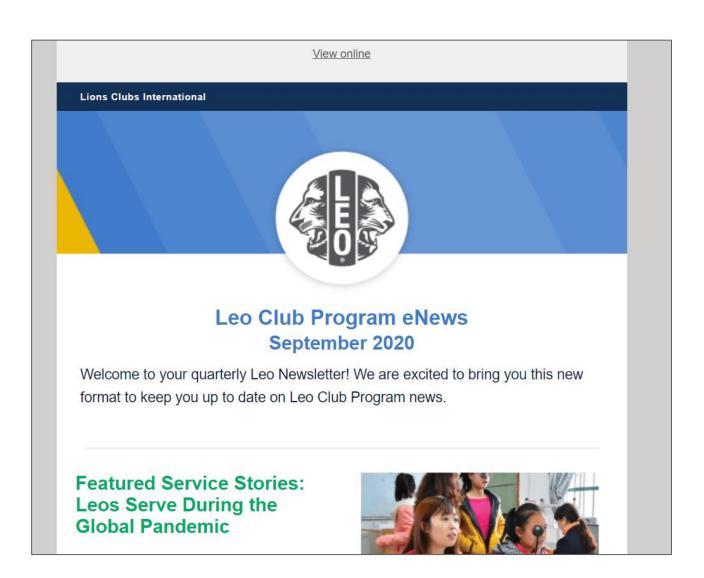
- Leo new member kits
- Leo apparel
- Leo club meeting accessories
- Leo certificates and plaque
- Leo club officer lapel pins
- Leo membership pins





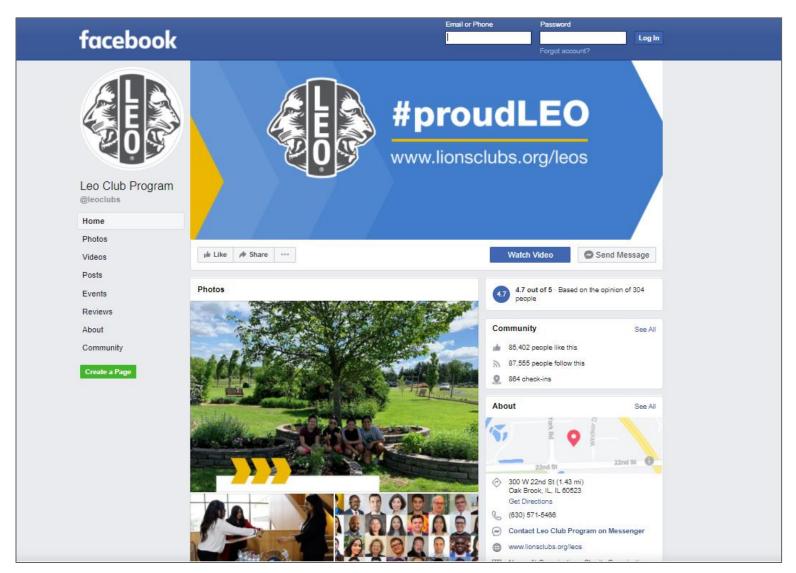
Quarterly eNews sent by **leo@lionsclubs.org** with up-to-date information and announcements about the Leo Club Program.

eNews is sent to every
Leo club and Leo club
advisor that has an email
address recorded in
MyLCI.





Leo Facebook page





Leo Club Advisory Panelist



The Leo Club Advisory
Panel is a 32-member
board, made of two
Leos and two Lions
from each constitutional
area.

Applications are due August 15.



Leo or Leo-Lion Cabinet and Council Liaisons, Leo-Lion Board Liaisons

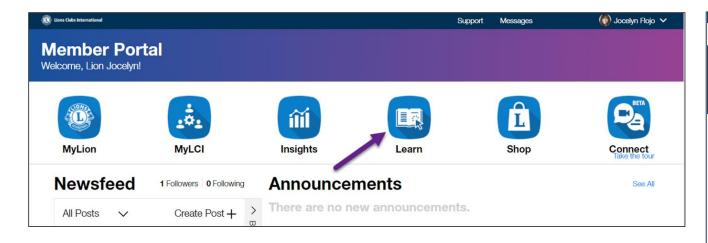
The district governor/ council chairperson can appoint a Leo or Leo-Lion to serve a one year term at the Lions District/ Multiple District as a **district liaison**. This position represents the interests and perspectives of Leos and Leo-Lions and facilitate communication and connections.

The **Leo-Lion Board Liaison** is an international opportunity for two Leo-Lion members to serve as part of the Lions International Board of Directors. The liaisons are selected by the Lions International President to serve a one-year term as a non-voting appointee.

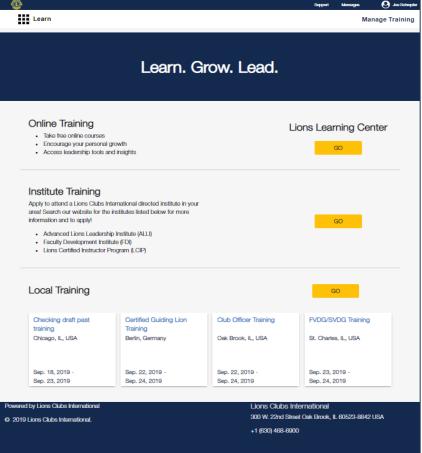
To learn more about each role, refer to Chapter III and VII of Lions Board Policy.



Lions Learning Center



- Lion Account needed
- Updated courses from Lions Learning Center



Leo Leadership Grants

Provides financial assistance to Lions multiple districts, sub-districts or single districts interested in organizing a Leo leadership event.

- US\$2,000 reimbursable grants
- Up to three grants per constitutional area
- Leos present or co-present sessions
- Leos serve on conference planning committee
- Standalone event
- Lions and Leos collaborate



Accepted between
July 1 and May 1.
First come first served.

LCIF Leo Service Grants

Provides financial assistance to Leo service projects implemented by Leo clubs in a Lions multiple district or district.

- US\$1,500 to US\$5,000 to a Lions district or multiple district
- 25% matching requirement collected locally
- Should include:
 - Hands-on service
 - Collaboration between Leos and Lions



Accepted between
July 1 and May 1.
First come first served.

Leo awards

Lions International offers various awards to recognize Leos and Lions active in the Leo Club Program. Below are just a few award types, but for criteria and more details, please visit the Lions website at https://www.lionsclubs.org/en/resources-for-members/resource-center/leo-awards-and-recognitions



Individual

Leo of the Year

Club

- Club Excellence Award
- Serving Together Award

District/ Multiple District

Leo District President Awards



Summary >>>>

Important points from the module

- Lions International has both free printable online guides for Leo clubs and items in the Lions Shop available for purchase.
- Lions International communicates to Leo clubs via the leo@lionsclubs.org email and Facebook Leo Club Program page.
- There are 20 award programs to recognize outstanding Leos.

End of module activity

 Reflect on the blueprint developed at the end of Module 2. What resources will you use to help achieve or augment your plans?



Module 5 Continuing the Service Journey





Objectives





Why your support matters





Report your Leos TODAY





Planning the road map





Important points

- Leos benefit from a positive relationship with Lions early in their Leo journey
- Reporting your Leos to Lions Clubs International ensures communication, credit for years of service and eligibility as a Leo-Lion
- Help your Leos plan their continued service with Lions Clubs International



Leo-Lion Program





A membership program for Leos who are ready to become Lions

Eligibility

- Former Leo
- Served as a Leo for over a year
- Legal age of majority through age 35





A program created to meet the interests of Leos

Benefits

- ▶ 50% discount on international dues
- Entrance or charter fee waiver
- Credit to your Lions record for Leo years of service
- Exclusive Leo-Lion Membership Pin
- Recognition with the "Leo-Lion" membership name
- LinkedIn Professional Networking Group
- Scholarship opportunities
- ▶ Eligible to serve as a Leo-Lion Board Liaison



Learn more

Leo-Lion Membership Pin

- Exclusive for Leo-Lion members
- To be worn only by current active Leo-Lions
- Not designed for trading



Scholarship opportunities

Leo-Lion Cultural Exchange Ambassador Scholarship

- One Leo-Lion scholarship recipient from each Constitutional Area
- Financial support to attend a Forum outside of recipient's Constitutional Area
- International service opportunity

Advanced Lions Leadership (ALLI) Leo-Lion Scholarship

- One Leo-Lion scholarship recipient from each CA
- Financial support to attend an ALLI

Learn more

<u>Learn more</u>



Professional networking

Private LinkedIn Group

- Global network of Leo-Lions
- Build your professional contact list
- Share service ideas
- Discuss leadership resources and essential skills







Lions club types attractive to young Lions



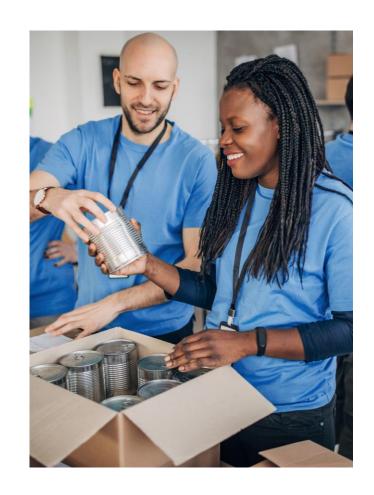


Leo-Lion clubs

- ► At least 10 former Leos must be part of the 20 minimum charter member requirement
- Serve with other former Leos and friends
- Build Leo-Lion and young Lion

communities

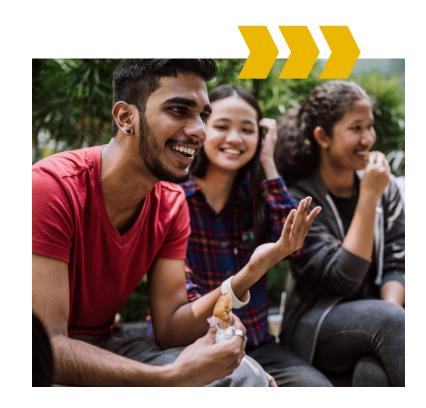






Campus Lions Clubs and Student Membership

- A great club option for Leo-Lions
- At least 5 Student Members must be part of the minimum 20 charter member requirement.
- Student Membership Discount Program



Club options

Club branches

- Form a club branch with five or more members
- Leo-Lions and other Young Lions meet and serve independently

Learn more

Specialty clubs

- Unite common interests, professions, culture, hobbies or life experiences
- Choose a specialty category to uniquely describe club members or service focus



Leo to Leo-Lion Easy transition steps





Easy steps to become a Leo-Lion

- 1. Verify Leo-Lion membership eligibility
- 2. Decide which club type works best for each member

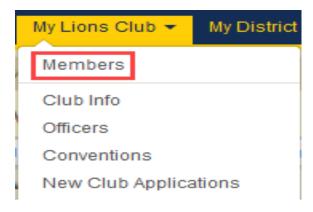
IMPORTANT: Make sure to remind your Lions club president or secretary to indicate membership type as a "Leo-Lion" in MyLCI or local reporting systems.



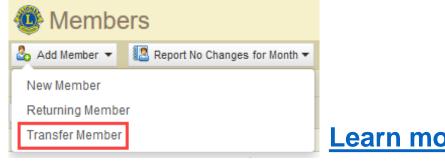


Transferring Leos to Lions Membership using MyLCI

From the My Lions Club menu, select the "Members" tab



While on the Members page, click the "Add Member" drop-down and select 2) "Transfer Member."



Leo-Lion Program Awards





Leo to Leo-Lion Awards

Award	Recipient	Criteria
Leo-Lion Membership Award Certificate (club)	Leo club advisor	5 new Leo-Lions from any of their sponsored Leo clubs
Leo-Lion Membership Award Certificate (district)	District Leo chairpersons	15 new Leo-Lions from any Leo clubs within their district
Leo-Lion Membership Award Certificate (multiple district)	Multiple district Leo chairperson	30 new Leo-Lions from any districts within their multiple district
Leo-Lion Club Charter Award Certificate	Sponsoring Lions club, district governor, district Leo chairperson, multiple district Leo chairperson	Sponsor at least one new Leo-Lion club in your district/ multiple district



Additional Resources





Young Lions

Young Lions are dynamic members of our organization, approximately ages 40 and younger, who bring fresh perspectives and leadership skills to our clubs and communities.

Resources

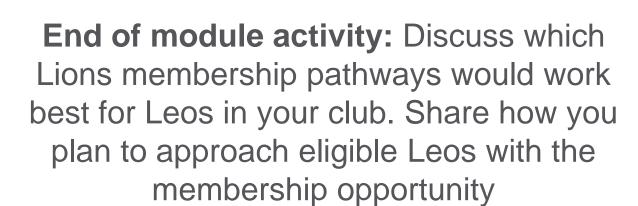
- Connecting to Young Lions
- Young Lions Membership Guide







Visit <u>lionsclub.org/leo-lion</u> to read more about the benefits and resources of the Leo-Lion Program and <u>frequently asked</u> <u>questions</u>









Leo Club Advisor Training and Orientation