



Leo Club

Program Handbook

Everything you need to know about Leo clubs

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About Lions Clubs International

Lions Clubs International is the world's largest service club organization, with over 1.4 million members around the world. Today, there are approximately 48,000 Lions clubs in over 200 countries and geographic areas. Regardless of the language Lions speak, religion they

practice or politics they support, all members have one common bond — helping people in need.

Lions International aims to empower volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions clubs.



This is how we Leo



Get to know the Leo Club Program

Leos are an integral part of the Lions family, with their own global network of over 7,300 Leo clubs in more than 150 nations. This international scope fosters a unique global identity among both Leos and Lions. Leo clubs provide young people with an opportunity for

development and contribution, individually and collectively, as responsible members of the local, national and international community.

An inspiring history

In 1957, the Glenside Lions Club from the state of Pennsylvania in the U.S. sponsored the world's first Leo club —

Get to know the Leo Club Program

the Abington High School Leo Club — with 35 students. A decade later, the Lions International Board of Directors adopted the Leo Club Program as an official program of the association.

Through the Leo Club Program, young people develop and practice leadership, organization and social skills through participation in Leo club activities and service projects. Involvement in these activities often fosters a lifetime commitment to helping others, while enhancing the community.

The Leo motto

“Leadership, Experience, Opportunity.” Our motto is simple, yet powerful. These are what Leo members will find and develop as they move forward in their membership journey.

Leadership

Develop your skills as a project organizer, time manager and team leader.

Experience

Discover how teamwork and cooperation can bring positive changes to your community.

Opportunity

Create lifelong connections and seeing your impact through community service.



Starting a Leo club — what you need to know

Whether based in the community or a school, Leo clubs provide members with the camaraderie and growth that comes from participation in community service projects, social functions and leadership development activities.

Types of Leo clubs

Community-based Leo clubs offer membership to any eligible young person within the local area of the Lions club, with a member of the sponsoring Lions club serving as the Leo club advisor. These clubs meet at a suitable location in the community, though they can meet virtually or have a hybrid meeting schedule.

School-based Leo clubs draw on members from a local school, and some schools may charge the Lions club to have a club. These types of clubs often require a faculty advisor — usually a teacher, counselor or school administrator — to act as a liaison between the school and the Leo club. The faculty advisor also assists the Leo club advisor, who is a member of the sponsoring Lions club. The school must agree to fulfill Leo Club Program responsibilities and the Leo club must agree to follow the policies, insurance requirements and regulations of the school. The Leo club is subject to the same rules established by the school authorities for all student organizations and extracurricular activities. Before the Leo club is organized, the Lions club and school should agree on procedures for organizing club activities on and off school property, which adhere to school policies and Lions International board policy. These clubs typically meet at the school, though can also meet virtually or have a hybrid meeting schedule.

Leo club tracks

Leo clubs are also divided into two tracks: **Alpha and Omega**.

Alpha Leo clubs

This track is designated for youth between 12 and 18 years old, and focuses on the individual and social development of teens and preteens.

Omega Leo clubs

This track is for young adults between 18 and 30 years old. Omega Leo clubs are designed to help young adults grow personally and professionally.

FUN FACT

Omega Leos may continue in the program until their 31st birthday.



Sponsor a Leo club

Make a difference

When you sponsor a Leo club, you can bring new energy to your Lions club while providing leadership and service opportunities for young people in your community. A Leo club can increase your club's visibility within the community with exposure to new audiences, including young professionals, students, parents and families. Leo club sponsorship gives Lions an opportunity to mentor potential community leaders and recruit future Lions club members.

The sponsoring Lions club should guide and motivate Leos involved in the program. By working closely with Leos, Lions ensure that their sponsored Leo club operates within and benefits from the policies of Lions International.

Before starting a Leo club, it is important for the Lions club to have all of the following:

- Support from all members of the Lions club.
- Willingness and time to commit to the program long term.
- A current member to serve as the Leo club advisor. Learn more about choosing the right advisor on page 15.
- Good financial standing to support the annual Leo club levy.
- An understanding of and willingness to follow relevant child safety regulations.
- Openness to new ideas and different approaches to service.

The sponsoring Lions club should guide the Leo club in the following ways, as agreed upon by both clubs:

- The Leo club advisor or a member of the sponsoring Lions club should attend each Leo club or Leo board of directors meeting.
- Leos should submit a copy of their club or board meeting minutes to the Lions club for review.

Lions International highly recommends that the sponsoring Lions club verify and follow local laws and customs dictating the provision of background checks for adults working with young people.



Organize a Leo Club

A Leo club's success depends on the active involvement of Lions and the Leo club advisor. Once a Lions club chooses to sponsor a Leo club, it should follow six steps to officially organize the new club.

1. **Establish a framework**
Start by appointing a committee of Lions club members who are interested in forming a Leo club. The committee should review and understand the needs of the community to determine if the new Leo club will be community or school-based, Alpha or Omega. Contact the district or multiple district Leo chairperson to learn more about Leo clubs and receive guidance.
2. **Advertise the club and identify potential Leos**
Market the new club opportunity to your community through the Lions network and on social media. Take note of the names of potential Leos from schools, universities, colleges, houses of worship, youth groups, friends and relatives.
3. **Invite prospective Leos to an informational meeting**
Using social media, local news and notices to invite young people to an informal meeting is a great way to spread the word about and garner interest for your club. Explain the philosophy of the Leo Club Program and answer questions about requirements for Leo club membership. You can invite Leos from other clubs to share their experiences and what they've learned being a Leo. During the meeting, distribute the Alpha Application for Leo Club Membership (Leo50-A) or Omega Application for Leo Club Membership (Leo50-O) and invite interested youth to join the Leo club. Collect these applications by the formation meeting.
4. **Host a formation meeting**
Organize a Leo club formation meeting to formally accept The Leo Club Constitution and Bylaws, elect Leo club officers, determine club meeting times and locations and discuss potential projects. Officers include president, vice president, secretary, treasurer and three board directors. Officers should be given an overview of their role prior to the meeting.

Sponsor a Leo Club

5. Complete required paperwork

Collect the proper signatures needed to complete the Leo Club Organization Report (Leo-51). Provide a list with the names of the club's charter members and return it to the Lions International office. Once received by Lions International, the entire certification process can take four to six weeks to finalize.

Once the club is created, the Leo club advisor or sponsoring Lions club must report all Leo club members in MyLCI. All reported Leo club members will have access to a Lion account to be able to view their service. The Leo club president and secretary will receive access to MyLCI and MyLion® to report members and service activities.

6. Plan an installation ceremony

Once the Leo Club Organization Report form has been approved, the sponsoring Lions club should organize a meeting to present the Certificate of Organization and install Leo club officers. Launch the Leo club with an installation ceremony, and be sure to invite:

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



Financial obligation

Leo club organization fee

The Leo club organization fee is US\$100 or the national currency equivalent. This one-time fee includes:

- The costs involved in processing the Leo Club Organization Report
- A certificate of organization
- A Leo club officers' kit
- A Leo club sponsor kit
- Leo lapel pins for each original Leo club member

The association issues an annual Leo levy/fee to all Lions clubs that sponsor an active Leo club. Each Lions club sponsoring a Leo club shall receive a flat annual billing of US\$100. If a Leo club is canceled, the Leo Club Termination Form (Leo-86) must be received by the Leo Club Program Department by October 31 to receive levy credit for the current year only.



Lead your Leo club to success

Leo club officers

Leo club officers lead club membership development efforts and plan service activities. By accepting an officer position, members have an opportunity to grow their leadership skills and make greater strides in their future professional development.

A Leo club's success depends on its leaders' dedication. When Leo officers show a greater level of commitment to promoting the ideals of the Leo Club Program, the Leo club, the sponsoring Lions club and the community will experience a higher level of pride and satisfaction. Leo leaders make many decisions that will affect the success and future of the club.

Leo club members look to their leaders for guidance. As such, it is important that Leo club officers demonstrate integrity, possess the ability to communicate and inspire, and recognize the individual needs and interests of club members.

Leo club board of directors

The Leo club president, vice president, secretary, treasurer and three elected Leo club members form the board of directors and execute the business of the club, including authorization of all club expenses. The Leo club must elect three directors from members in good standing. Clubs should consider appointing directors that have responsibilities in the following:

- Membership recruitment
- Service
- Fundraising/foundation

The Leo club can also decide to appoint chairpersons to handle specific responsibilities related to the club.

Leo club president

The president is a Leo elected by fellow club members to manage club and board meetings. Club presidents set goals for their clubs and motivate their members to participate in projects. The president should set yearly membership and Leo to Lion transition goals. Visit the Leo club officer webpage for guides and resources. They also advise other club officers on their responsibilities and facilitate decision-making processes. Working with the club secretary, the president submits timely membership and service reports to Lions International through MyLion® and MyLCI, which can be accessed by creating a Lion Account.



A Leo club president's first resource is their Leo club advisor. If the club is school-based, a teacher, counselor or school administrator may act as a faculty advisor as well. Leo club presidents can also reach out to other active Lions or past Leo club leaders for guidance. By using these resources, presidents can enhance their own leadership skills while also helping develop their club members into a successful team.

Leo club vice president

The vice president is a Leo who assists the president throughout the year and is responsible for identifying leadership development opportunities. Should the club president be unable to complete the term, the vice president assumes the president's duties as well. It is key for the vice president to ensure that training for members is identified and encouraged, finding opportunities for their club members to participate in leadership trainings offered by Lions International as well as other programs.



Leo club secretary

The club secretary is a Leo who keeps track of club records and meeting minutes. The secretary maintains records of officers, committee appointments, members, attendance and service activities. They are also responsible for reporting Leo club officers, members and service activities online to Lions International through MyLion® (found in their Lion Account) and the sponsoring Lions club.

Leo club treasurer

The treasurer is a Leo who manages and keeps accurate records of the club's income and expenses. Club money should be in one of two accounts — the administrative account and the activity account — which must be kept separate. You can learn more about these accounts on page 17.

Committees

Participation on Leo committees offers club members the opportunity to get involved and build teamwork and leadership skills. Committees also help Leo leaders organize Leo activities throughout the year. The president can appoint club directors or club chairpersons for each committee, and the committees can include the project, finance and any other standing committees deemed necessary for the club's operations.

Leo club advisor

The Leo club advisor is critical to the club's success, as they are there to provide guidance for the club's leaders. These individuals are Lions appointed by the sponsoring Lions club, and are responsible for mentoring the Leo club officers, ensuring the administrative management of the club including reporting members, service activities, bank accounts, and overseeing club activities.

Choosing the right Leo club advisor

The right Leo club advisor can ensure success for your Leo club. When choosing your Leo club advisor, consider appointing someone who:

- Enjoys and/or is interested in working with young people
- Is flexible and open to new ideas
- Has the time and ability to attend all Leo club meetings and trainings when needed
- Is able to establish a positive, cooperative relationship with young people

Know your role as an advisor

Leo club advisors wear many hats in the club and may need to shift responsibilities at any given time. These roles can include the following.

Mentor

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

Motivator

Advisors understand the nuances of motivating youth and the factors that can empower them, such as peer acceptance, recognition of accomplishments and a sense of personal achievement. Although advisors should inspire Leos to participate in service activities, they should not impose their personal views on Leos.

Counselor

Advisors listen to Leos and understand their needs. They must know when to counsel the group and when to let Leos take charge and make their own decisions. Advisors must be familiar with the Standard Leo Club Constitution and Bylaws, which is available on the Lions International website in the official Board Policy Manual.

Liaison

Advisors act as the bridge between the sponsoring Lions club and the Leo club. They inform the Lions club of Leo activities and foster a healthy relationship between the two clubs. It is crucial that advisors also create a roadmap to help transition Leos into Lions club members.

Service role model

Advisors lead by example and demonstrate compassion for their communities and others, helping Leo club members understand the altruistic and compassionate aspects of community service.

The Leos section on the Lions International website is a great resource for finding tips and tools for advisors, with information on how to be an effective mentor to a Leo club as well as a successful liaison between a Leo and Lions club.



Responsibilities as an Alpha and Omega Leo club advisor

The experience a Lions club has with the Leo club will be unique based on the types of Leo club the Lions club decides to charter. Alpha Leo clubs are home to young people age 12 to 18. These Leos are often students who are looking to learn about service while feeling a sense of camaraderie and togetherness. This combination of fun and responsibility helps set this group up for success as they learn what it means to be a leader. An Alpha Leo club advisor will need to provide more guidance, hands-on supervision and ensure that all service is compliant with child safety laws. Parents and schools play a large part in the Leos service.

Omega Leo club members are university students and young professionals age 18 to 30 who take this foundational knowledge and build on it by further developing their leadership skills. Leos can feel a deeper sense of community within an Omega Leo club, building relationships and connections that can help them achieve further success throughout their lives. An Omega Leo club advisor's role is more of a guide, motivator and liaison. The Leo advisor should empower them and give them the space to run their own Leo clubs for their professional and personal development.

Club administration

Club bank accounts

Each Leo club has two distinct bank accounts: administrative accounts and service accounts.

- **The administrative account** contains new member fees and club member dues. These funds support the administration of the club and cover other operating expenses.
- **The activity account** contains money collected from public fundraising projects. These public funds are used to support the club's community service activities and 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.

These two accounts must be maintained separately. Leo clubs may use the existing bank account of their sponsoring Lions club or open their own bank account under the supervision of the sponsoring Lions club. If a Leo club opts for opening a new bank account, two signors are required — the Leo club secretary or treasurer and a designee of the sponsoring Lions club. The Leo authorized to oversee this bank account should be able to open and/or co-sign a bank account and execute checks in accordance with local laws.

Leo clubs that have bank accounts should specifically state how the account will be handled and maintained in the club's constitution and by-laws.

Club meetings

Working with the Leo club advisor, Leos may choose when and where to meet. Club meetings are important for keeping members up to date on upcoming club activities and service projects. Leo club officers should be mindful of including other members in the meeting planning process to ensure excitement and engagement for all members. Leo members can also invite experts and leaders from the local community to speak at meetings or organize trips to local businesses and community organizations.



An outline or agenda can be a great resource in facilitating meetings and keeping priorities on track. Meeting agendas can include:

- Call to order by the president
- Introduction of guests
- Announcements and reminders
- Treasurer's reports
- Service requests from the community or members
- Discussion of old business
- Presentation of new business
- Adjournment

Club presidents are responsible for facilitating meetings. Conflicts can occasionally occur during club meetings, and may be minimized by:

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

Club elections

Leo club elections are held annually to maintain club stability and ensure continued leadership. Prior to an election, the president can appoint a committee or chair to oversee the election proceedings.

Candidates must agree to accept the position if elected. On election day, the club president requests the roster and calls for additional nominations from Leos in attendance. When multiple candidates are interested in a single office, the club should use ballots to vote for the office. Winning candidates are those who receive a simple majority of the votes cast. Refer to chapter 22 of the board policy and standard constitution and by-laws for more guidance.

After the election, the Leo club advisor or club secretary should update officer records using MyLCI — which can be accessed through their Lion Account — or complete the Leo Club Officers and Membership Report form (Leo-72). The sponsoring Lions club and district Leo club chairperson should also be informed of the election results.

Club cancellations and transfers

A Leo club may be terminated:

- Upon determination of its membership
- By withdrawal of sponsorship by its sponsoring Lions club
- By withdrawal of recognition by Lions International, with or without the consent, approval or concurrence of the sponsoring Lions club, for failure to function in accordance with its constitution or for other cause

To officially cancel a Leo club, a sponsoring Lions club should follow the procedures outlined below.

1. Inform the district governor of the sponsoring Lions club's intent to cancel the Leo club.
2. Bring the matter before the Lions club's membership at a regular meeting for a vote (must be 30 days after notification to district governor).
3. Submit the Leo Club Termination Form (Leo-86) to the Leo Club Program Department, if a simple majority votes in favor of termination.

Upon receipt of the termination form, Lions International will process the cancellation of the Leo club.

In rare instances, a Lions club may deem it necessary to cancel its Leo club without the agreement of the Leo club members. In those cases, the Lions club should give the Leo club 90 days' notice with a written report listing the reasons for cancellation. The sponsoring Lions club should also inform the following officers:

- Leo club advisor
- District Leo club chairperson
- Multiple district Leo club chairperson (if one has been appointed)
- Leo district president (if one has been appointed)
- Leo multiple district president (if one has been appointed)
- District governor

The sponsoring Lions club's board of directors should give these officers an opportunity to understand the situation and consult with them accordingly. When reviewing the issues, the Lions district cabinet should give the Leo district president or Leo multiple district president the opportunity to be heard or present written submissions.

If the intervention of district officers within the 90-day period cannot resolve the issues at hand, the matter will be brought before the Lions club's membership at a regular meeting.

In cases where two-thirds of the Lions members in good standing vote to terminate Leo club sponsorship, an officer of the sponsoring Lions club should submit the Leo Club Termination Form (Leo-86) to the Leo Club Program Department with copies for the six officers previously listed, as applicable. Upon receipt of the Leo-86, Lions International will process the Leo club's cancellation.

The Leo club has 180 days to find a new sponsor to avoid termination if the sponsoring Lions club has been canceled. To transfer sponsorship, a letter stating that the new sponsoring Lions club accepts sponsorship should be submitted to the Leo Club Program Department. In addition, a letter stating that the current sponsoring Lions club relinquishes sponsorship should be submitted to the Leo Club Program Department. The sponsorship will be transferred upon receipt and review of both letters, and the annual Leo levy will become the responsibility of the new sponsoring Lions club.

Strengthen your team

Engaged members who work as a team are crucial for the success of a Leo club. Leo officers should encourage fellow Leos to seek out leadership roles to strengthen the club.

Build a strong Leo team by:

- Establishing long-term (more than one year) and short-term (one year or less) club goals, including service projects, fundraisers, membership campaigns and social events
- Sharing important information with all club members
- Creating committees and assigning specific tasks

Engage club members by:

- Requesting ideas, feedback and suggestions from club members
- Including members in projects that utilize their talents and interests
- Praising Leos' accomplishments
- Nominating Leos and the club for Lions International awards

Promote fellowship among club members by:

- Welcoming and introducing new Leos to current members
- Rewarding Leos through public recognition

- Increasing the prestige of the club through local publicity
- Celebrating successful Leo club projects

Social and networking events

When planning a Leo club calendar, be sure to include social events to help build relationships among Leos and to celebrate club successes. Some possible Leo social activities can include:

- A Leo club certification signing ceremony or a Leo club anniversary celebration
- An induction ceremony of new Leo members or the installation of new club officers
- Outings, weekend retreats or holiday parties
- A Leo sporting event or league, such as bowling, soccer, cricket or baseball

Marketing and social media

Starting a club Facebook page is a great way to invite your members to interact and share up to date communications.

You can also opt to create other social media accounts to stay connected to your club and your community. It's important to publicize your events in the local media to raise awareness about the Leo Club Program in the community.

Recruiting and retaining members

The keys to club success

Healthy, ongoing membership is critical to the success of Leo clubs.

Recruitment and retention strategies will ensure that clubs remain active and engaging.

Attract and recruit new members

It is important for Leo clubs recruit new members to replace Leos who transition out of the club. Throughout the year, the club should organize new member recruitment campaigns. These potential new Leos may include:

- Friends
- Family members
- Neighbors
- Fellow students
- Sports teammates
- Members of other organizations and clubs

Leos can also reach out to people who interact with potential new members, such as:

- Teachers
- Coaches
- Religious leaders
- Community leaders
- Family members
- Lions

Club officers should lead their club in determining:

- Determine Recruiting Needs
- Establish Goals
- Execute an Action Plan
- Report and Reflect

Recruiting enthusiasm starts at the top. Club officers should prioritize recruiting and resources to help can be found on the Leo club officer webpage.

During fundraisers or service projects, introduce prospective members to current Leos and explain the benefits of membership.

In addition, the club can:

- Recruit new members via schools or local newspapers
- Post Leo recruitment posters throughout the community
- Arrange a Leo information display at schools, libraries, coffee shops or community events
- Contact young community leaders
- Post video testimonials from club members about the benefits of being a Leo
- Set up an event on social media to invite friends to a club function
- Share pictures and videos of club activities to raise the club profile through social media pages

Keep new members engaged

A fun way to help your new members feel at home in their new club is to host an induction ceremony to help formally welcome them.

During the induction ceremony, encourage your new Leos to participate in the club's activities — this can help them feel at home in your club more easily. You may also suggest new Leos join an existing committee within the club.

Ensure that new Leos receive a proper orientation to the Leo Club Program and be prepared to answer any questions they may have. You may want to present them with a Leo New Member Kit to provide recognition of their participation while giving them the tools to succeed in the organization. Additional Leo Club Program resources, such as Leo membership cards, Leo certificates and the Leo New Member Guide, are available to download for clubs using this online platform.

Retain current members

Keeping club members feeling satisfied and wanting to remain in your club is just as important as recruiting new members. When clubs are organized, fun, engaging and continue to provide valuable community service, Leo members will see the value and want to continue their involvement in the club. Observant Leo leaders can help prevent

the departure of Leo members through inclusion and involvement. Leo leaders should:

- Acknowledge, recognize and reward members
- Give members a role in the club to increase their engagement and responsibility
- Conduct club surveys to see what projects members are passionate about
- Keep members informed of projects and activities
- Plan social events to bring members closer together
- Promote leadership and training opportunities for professional and personal growth

Continue the journey from Leo to Lion

A club president should be aware of the different options Leos have and encourage their members to consider continuing their service in Lions.

However, it is primarily the Leo club advisor's job to encourage a relationship between the Leo and the Lions club as the liaison between clubs. Leos are a great source for potential members of a Lions club, and advisors are responsible for presenting Leos with Lion membership opportunities once they are ready for their next step.

Plan the road map

1. Sit down with the Leo and discuss their future plans. Encourage them to continue serving their community and develop their leadership skills through their involvement in Lions International.
2. Present them with the different pathways to be a Lions member.
 - a. **Leo-Lion:** A current or former Leo who has served for more than a year and a day and is under 35 years old. These members receive a membership discount and can serve in a traditional Lions club or a Leo-Lion club.
 - b. **Student Member:** Students attending university, technical or post-graduate school can serve in a traditional Lions club, a campus Lions club or Leo-Lion club and receive a membership discount.
 - c. **Club Branch:** The sponsoring Lions club or another club in the area can form a club branch with just five members, planning activities and service projects meaningful to you.

Omega Leos who are transitioning out of the Leo Club Program can be a great source for recruiting younger members to join a Lions club — simply ask them about their interest in joining!

Grow and serve

Gain leadership skills

Leos have access to a wide variety of leadership events and trainings led by Lions members. Leo advisors should reach out to their district coordinators to find out the calendar of leadership events for their Leo members to choose from. Leos can also apply for any of the many Lions Learning Institutes as well as access the online Lions Learning Center.

Plan service projects

Through community service projects, Leo clubs make a difference locally and globally. Below is a rough outline of things Leo clubs should consider when organizing a project.



Identify a community need. Lead a discussion with club members to identify any issues affecting their community and brainstorm service projects to address them. Also, consider the interests of your club members — service is much more enjoyable and rewarding when individuals feel connected to the cause.

Contact other community organizations. Find out if other organizations or government agencies are currently undertaking this project or planning to do so in the near future. Build your club's capacity to complete service projects by partnering with other local organizations interested in the project.

Calculate costs. Assess the current financial and membership resources within the club. 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/or permits from local authorities, if necessary. Obtain all necessary supplies and assign tasks to club members.

Publicize the project. Inform the media about the project. Place large signs throughout the area, if appropriate.

Serve within our global causes

Lions International has a service focus in five global causes: diabetes, vision, hunger, environment and childhood cancer. While service is focused on the community need, consider trying one of our service project planners, including type 2 diabetes screenings, vision screenings, food collection initiatives and more.

Leos and Lions serving together

Service gives Leos and Lions a unique, enjoyable opportunity to learn from each other. Participating in joint service projects not only has a positive impact on the community, but also benefits both Lions and Leos. Lions gain fresh, new perspectives and ideas for activities, helping build capacity to accomplish even more in the community. Leos gain a lifelong commitment to service and move closer to becoming future Lions leaders, while learning from the experiences and expertise of Lions.

Clubs that collaborate together can apply for the Serving Together Banner Patch and may also receive funding for projects through the Leo Service Grant. Collaboration can include joint service projects or participation in each other's social activities and events.

Monitor service projects

Leos should continue to monitor the progress of service activities during implementation.

Monitor progress

Review the ways your club is progressing towards its project goals. Ask questions to determine what does and doesn't work.

Modify if needed

Adjust timelines based on this progress. You may need to reassess goals and adjust the approach to fit the needs of the community.

Motivate your members

Engage club members participating in the given service activity and inspire action to keep going.

Complete service projects

After completing a service activity, Leo clubs should ask questions like the following to evaluate the impact and effectiveness of the service provided.

- Did the project meet its goals?
- Did the project make a positive impact?
- What were the results of the project?
- Was the project well organized?
- Were the partnerships beneficial?
- How can this activity be replicated or improved?
- Will this project continue to positively impact the local community?

Submit service activity reports

Leo club presidents, secretaries and Leo club advisors can use their MyLion® accounts, which can be accessed through a Lion Account, to report Leo service activities and share photos of Leos involved in the project. Leo clubs may submit service activity reports at any time throughout the year.

How to fund your service projects

Fundraising is important for service projects and offers a fun way for your club members to build relationships with each other while raising funds to keep projects on track. Popular public fundraising projects include car washes, dances, raffles, sporting events and benefit performances. Remember that all money raised from public fundraising projects must be used for charitable purposes as directed by club members.

Achieving success in raising funds

Plan

- Define the club's fundraising goals — how much money does the club hope to raise? Is this a realistic goal?
- Choose a project, and keep in mind whether your club has enough members to complete it. What supplies are needed? Does the club have the money to purchase necessary supplies in advance?
- Select a date, time and place for the project. Be certain that the project does not conflict with other local events.

Publicize

- Share information about the activity to club members, local newspapers, radio stations and television stations at least one month in advance.
- Inform family members and friends about the fundraiser. Inform the sponsoring Lions club as well as neighboring Leo clubs.

Implement

- 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.

Recognition for outstanding leadership

Leos, Lions and clubs may be eligible for one or more of the many different types of awards Lions International offers to recognize outstanding achievement. You can find more details in the Leos section of the Lions International website. The awards include the following:

Awards for individual Leos

- Leo of the Year Award
- Presidential Achievement Award
- Leo October Membership Growth Award
- Leo Completion of Service Certificate

Awards for Leo clubs

- Leo Club Anniversary Award (available in five-year increments)
- Serving Together Banner Patch
- Leo Club Excellence Award
- Leo Club Pride Award

Awards for individual Lions and Leo club advisors

- Leo Club Advisor Outstanding Service Award
- Leo Club Advisor Five-Year Service Award
- Leo Club Extension Award

Awards for Lions clubs

- Serving Together Award
- Leo Club Sponsorship Award (available in five-year increments)

District and multiple district awards

- District and Multiple District Leo Club Extension Award
- Leo Club Chairperson Achievement Award
- Leo District/Multiple District Officer Pins

Connect with the Leo network

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, strengthen their presence and service within the community and focus on membership growth — all while offering 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 in the Board Policy Manual on the Lions International website.

Ten or more Leo clubs in a Lions multiple district can form a Leo multiple district, though 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 Board Policy Manual on the Lions International website, governs all Leo multiple district councils.

REPORT YOUR LEO DISTRICT / MULTIPLE DISTRICT

District and multiple district Leo chairpersons should report Leo district/multiple district officers using the Annual Report for Leo Districts/Multiple Districts (Leo-91), which is available on the Lions International website



Leo district and multiple district officers

If a Leo is interested in further developing leadership skills, they can opt to serve as district and multiple district officers. Leos in these roles provide inspiration and guidance while strengthening Leo club membership within their districts and multiple districts.

Roles and terms

District and multiple district officers	Terms
Leo district/multiple district president	Elected annually
Vice president	Elected annually
Leo district/multiple district secretary	Appointed annually by Leo district/multiple district president
Leo district/multiple district treasurer	Appointed annually by Leo district/multiple district president

Responsibilities of district and multiple district officers

Leo district/multiple district officer duties include the following:

- Provide a leadership training seminar for Leos
- Promote at least one major service activity or fundraising campaign with participation from the majority of the Leo clubs in the district/multiple district
- 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

District or multiple district Leo club chairperson

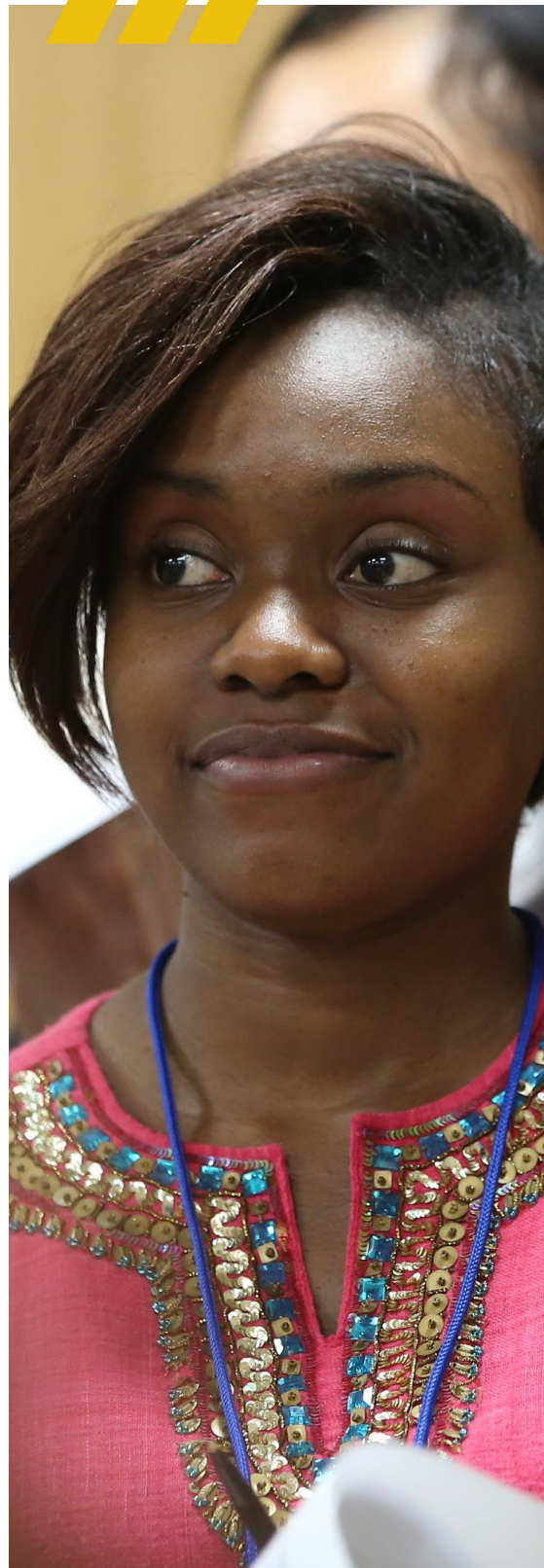
If a Lion is interested in further developing the Leo Club Program within their districts or multiple districts, they have an opportunity to serve as a Leo club chairperson.

Role and term

The district or multiple district Leo club chairperson contributes to the success of their districts and multiple districts through the promotion, development and continual support of Leo clubs. They are appointed at the district and multiple district level, and serve a one or three-year term during which they encourage Leos and Leo club advisors to bring new energy, inspire fresh ideas for service and grow the Leo Club Program.

Responsibilities

- Oversee Leo club development over a one or three-year term
- Mentor existing Leo clubs and Leo club advisors
- Coach Lions in Leo club extension and development 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 Leo Club Program
- Conduct leadership training for Leo advisors and officers; leadership training of Leo club advisors should take place at the beginning of the year
- Maintain contact with Leo club advisors and encourage them to report their club's progress
- Resolve local issues and conflicts



Support the Leo Club Program

Leo Club Program Advisory Panel

The Leo Club Program Advisory Panel provides Leos and Lions with an opportunity to represent the constituents of their constitutional area in matters that affect the Leo Club Program. The 32 panelists act in an advisory capacity with Lions International as it evaluates issues related to the program. Panelists provide feedback on special projects and serve as ambassadors of the Leo Club Program. You can find more information and connect with your Leo Advisory Panel by visiting the Leo Advisory Panel section of the Lions International website.

Important resources

Lions International website

The Leos section of the Lions International website is the primary online resource for Leo clubs. There, you'll find everything you need to know about the Leo Club Program, including information on Leo projects and promotions, Leo leadership opportunities and Leo awards.

MyLCI

MyLCI is an online reporting platform for both Lions and Leo clubs. Leo clubs may report Leo club members, Leo club

officers and Leo club service activities using MyLCI. Access to the system is based upon each district or multiple district's reporting relationship with Lions International, and can be found within the member's Lion Account

Leo eNews

All reported Leo club officers, Leo club members, Leo club advisors as well as district and multiple district Leo club chairpersons will automatically receive the Leo eNews from Lions International. This newsletter provides important information about upcoming deadlines, events and resources for Leos and Lions involved in the Leo Club Program.

IMPORTANT DATES

International Leo Day: This annual celebration on December 5 commemorates the organization of the first Leo club on December 5, 1957. It also provides an opportunity to applaud Leos for their dedicated service in the community and recognize their commitment to the Leo Club Program.

Leo Club Awareness Month: April marks the annual observance of Leo Club Awareness Month. Together, Lions and Leos raise awareness of Leo clubs and share information about this important youth development program.

Leo Leadership Grant Program

The Leo Leadership Grant Program provides funding for Leo events focused on developing leadership skills in the areas of project management, communication, creativity and innovation, teamwork and planning community service projects. Lions International awards reimbursable grants in the amount of US\$2,000 to Lions multiple districts, single districts and sub-districts. For more information on the application process and eligibility guidelines, visit the Leo Grants page on the Lions International website.

LCIF Leo Service Grant

The LCIF Leo Service Grant provides financial assistance for Leo service projects implemented by Leo clubs in a Lions multiple district or district. The goal of the grant is to support Leos to assess, plan and implement their own service projects. Using this grant, Leos can create a bigger impact in humanitarian initiatives within their communities while being exposed to valuable leadership and life skills. LCIF will award up to US\$5,000 of matching grant funding for a Lions district or multiple district. You can find the application on the Lions International website.

Lions Learning Center (LLC)

The Lions Learning Center (LLC) offers Lions and Leos the opportunity to develop leadership skills through online learning courses. These courses fall into four main categories: Leadership, Managing Others, Achieving Results and Communication.

The LLC is available on the Lions International website and requires a member ID number for both Lions' and Leos' access. For Leos, this number is automatically assigned when they are reported as members via MyLCI, which is found in the members' Lion Account. Leo club presidents will also be assigned a membership number if they are reported to International Headquarters via the Leo-72 annual report form.

Leo events at convention

Each year, the Lions Clubs International Convention offers Lions and Leos an exciting opportunity to meet and mingle with fellow members from around the world. There, they'll experience exciting events like the International Parade of Nations and participate in seminars designed to address the unique interests of each member. Leos can attend skill-building workshops and enjoy networking opportunities where Leos and Lions interact and engage in discussions about their clubs.

Leo club supplies

Recruitment posters, brochures and organizational materials are available free of charge online through the Lions International website. Visit the Resources section to download these items or complete the Leo Publication Order Form (Leo-4).

The Lions International Shop also offers Leo apparel, meeting accessories, certificates and plaques as well as Leo club officer lapel tacks and Leo New Member Kits. Visit shop.lionsclubs.org and check out the Leo section under “Lions Clubs Programs.”

Leo and Lions emblem usage

Any reproduction of the association trademarks, including but not limited to the Lions emblem and Leo emblem, may be downloaded by Lions and Leos in the official format from the Lions International website. These are the only trademarks that may be reproduced electronically or otherwise, including sites on the Internet. It is important that clubs follow the Leo brand guidelines to ensure the emblems’ proper usage.

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.

No member, club or district may use the association’s emblem on any item sold for fundraising purposes. No manufacturer, printer, producer, promoter, publisher, entrepreneur may use the association’s name, goodwill, trademarks, service marks or the Lions Clubs International emblem in any manner except upon license granted by the association.

Liability insurance

Leo club members and their volunteers are covered under Lions International’s comprehensive general liability insurance program. The policy pays sums that the insured becomes legally obligated to pay as damages to third parties due to 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 in the Resources section of the Lions International website. For more information, contact the Legal Department at legal@lionsclubs.org.



Lions Clubs International

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