



2011-2012 MULTIPLE DISTRICT LEADERSHIP DEVELOPMENT FUNDING PROGRAM FACT SHEET

WHAT IS THE MULTIPLE DISTRICT LEADERSHIP DEVELOPMENT FUNDING PROGRAM?

This program offers limited funding to support training of first and second vice district governors. Eligible expenses for first vice district governors training will be reimbursed in the amount up to US\$100 per confirmed participant plus Global Leadership Team Multiple District Coordinator (GLT MD Coordinator) and not to exceed actual expenses incurred. Eligible expenses for second vice district governors will be reimbursed in the amount up to US\$75 per confirmed participant plus GLT MD Coordinator not to exceed actual expenses incurred.

Reimbursement is for first and second vice district governors only. Confirmed participants may include ONLY first and second vice district governors. Eligible program expenses qualifying for reimbursement include meeting room rental, materials, audiovisual equipment rental, and meals and lodging expenses of the qualified participants and instructors.

WHAT DO I DO FIRST?

Apply for funding.

As soon as your multiple district plans the first vice district governors and/or second vice district governors training program, submit the following information:

1. Completed Multiple District Leadership Development Funding Program Request Form (attached)

NOTE: Signatures of the current Council Chairperson and GLT Area Leader are required

2. List of instructors' names, qualifications and topics to be presented
3. Program outline

Please send the above items to the Leadership Administration Department (address below). Upon receipt, this information will be reviewed, and if approved, an acceptance letter will be sent to the GLT MD Coordinator. **No funds will be dispersed without this pre-training approval.**

WHAT DO I DO AFTER EACH LEADERSHIP DEVELOPMENT PROGRAM IS COMPLETED?

The multiple district must complete and return the following forms (attached):

1. A completed Expense Claim with all original receipts (Rules for Expense Reimbursements are provided)
2. The Qualified Participant Verification Form, including the individual participant signatures as certification of attendance

ADDITIONAL INFORMATION

Reimbursement will be made payable to the multiple district.

It is imperative that the completed Expense Claims are submitted promptly and in accordance with Lions Clubs International policy, which states that claims must be received within 120 days of completion of the training seminar. **Claims received after 120 days will not be eligible for reimbursement.**

WHERE SHOULD COMPLETED FORMS BE MAILED?

Leadership Administration Department
Leadership Division
Lions Clubs International
300 West 22nd Street
Oak Brook, Illinois 60523-8842, USA

QUESTIONS?

Contact us by e-mail at leadership@lionsclubs.org, by telephone at 1-630-468-6797, or by fax at 1-630-571-1682.

**PLEASE VISIT THE LEADERSHIP RESOURCE CENTER
LOCATED ON THE LIONS CLUBS WEBSITE**



2011-2012 MULTIPLE DISTRICT LEADERSHIP DEVELOPMENT PROGRAM FUNDING REQUEST APPLICATION

Complete and submit this funding request to qualify for funds for a multiple district first vice district governors and/or second vice district governors training seminar. This funding request is no guarantee funds will be provided. Funds are provided on a reimbursement basis to the multiple district, according to the Rules for Expense Reimbursement for the 2011-2012 Multiple District Leadership Development Funding Program. **Submit this form before each multiple district leadership program.**

MULTIPLE DISTRICT INFORMATION

1. Multiple District Number: _____

2. GLT MD Coordinator Contact Information:

Name: (*please print*) _____ Member ID #: _____

Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Telephone: _____ / _____ Fax: _____ / _____

E-mail: _____

PROGRAM INFORMATION

1. Type of program: ___ first vice district governor ___ second vice district governor
___ both

2. Program date(s): _____

3. Program Location: _____

4. Number of participants: _____

5. Attach copy of the program agenda/outline.

6. Attach a list of program instructors and qualifications.

Approval of Council Chairperson and GLT Area Leader (required for funding)

Council Chairperson [*please print*]

Council Chairperson [*signature*]

GLT Area Leader [*please print*]

GLT Area Leader [*signature*]

MAIL to: Leadership Administration Department, Leadership Division, Lions Clubs International, 300 W. 22nd St., Oak Brook, IL 60523-8842 USA -or- **FAX to:** 1- 630-571-1682.



**2011-2012 MULTIPLE DISTRICT LEADERSHIP DEVELOPMENT
FUNDING PROGRAM
QUALIFIED PARTICIPANT VERIFICATION FORM**

The persons below certify their attendance at the:

Type of program: ___ first vice district governor ___ second vice district governor ___ both
Multiple District #: _____ Leadership Development Program
Program Date(s): _____

(Please print information below)

	Club #	Name (Please Print)	Member#	Title	Signature
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

GLT MD Coordinator
(Print Name)

GLT MD Coordinator
(Signature)

Reproduction of this form is permitted.

MAIL: Leadership Administration Department, Leadership Division, Lions Clubs International, 300 W. 22nd St., Oak Brook, IL 60523-8842
USA -or- **FAX:** 1-630-571-1682.



**2011-2012 MULTIPLE DISTRICT LEADERSHIP DEVELOPMENT
FUNDING PROGRAM**

EXPENSE CLAIM FORM

(Please read the Rules for Expense Reimbursements. Use one form per currency. Photocopy if additional forms are needed.)

Date	Meals (Receipts must be attached)			Lodging (Receipts must be attached)	Program Expenses (Receipts must be attached)			Totals
	Breakfast	Lunch	Dinner		Printing/Photocopying/Supplies	Meeting Room	Equipment	
1. Itemize and attach <u>all original</u> receipts. 2. State expenses in currency actually paid. <u>Do not convert currency.</u> 3. This form must be used for reimbursement.							GRAND TOTAL:	

I represent to the best of my knowledge and belief that all expenses listed were actually incurred and are in conformity with the association's Rules for Expense Reimbursement for the 2011-2012 Multiple District Leadership Development Funding Support Program. I understand that by virtue of signing this expense claim, it becomes a part of the association's official records and may be subject to review by parties normally allowed to make such inspections.

Multiple District # _____

Signature _____

GLT MD Coordinator

Return this form to the Leadership Administration Department, Leadership Division, 300 W. 22nd Street, Oak Brook, IL 60523-8842 USA, as soon as the Multiple District Leadership Development program is complete.



**2011-2012 MULTIPLE DISTRICT LEADERSHIP
DEVELOPMENT FUNDING PROGRAM
RULES FOR EXPENSE REIMBURSEMENT**

Lions Clubs International will reimburse multiple districts for the following expenses associated with a first vice district governors and/or second vice district governors training seminar. Eligible expenses for first vice district governors training will be reimbursed in the amount up to US \$100 per confirmed participant plus the GLT MD coordinator, not to exceed actual expenses incurred. Eligible expenses for second vice district governors training will be reimbursed in the amount up to US \$75 per confirmed participant plus the GLT MD Coordinator not to exceed actual expenses incurred. Confirmed participants may include ONLY first and second vice district governors.

- A. Hotel/guest rooms. An original hotel receipt listing the name of the guests is required.
 - B. Reasonable costs of meals associated with the program. Original meal receipts that provide an itemization of the meals are necessary.
 - C. Program supplies. Original receipts are necessary.
 - D. Meeting room and audiovisual equipment rental. Original receipts are required.
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- 1. No reimbursements will be made for travel (i.e., airplane, bus, train, or automobile mileage) and incidental expenses such as liquor, telephone, laundry, car parking fees, tips, travel insurance, etc.)
 - 2. To be eligible for reimbursement, the qualified participants must participate in the entire multiple district leadership development program.
 - 3. Reimbursements will be made in the currency of the domicile of the multiple district, except when the best interests of the association requires otherwise (per Board Policy). Reimbursement will be made at the Lions official exchange rate that was in effect when the expenses were incurred. Reimbursement will be made in U.S. dollars if the Association does not have a bank account in the participant's country.
Note: Wire transfers for reimbursement cannot be made to personal accounts.
 - 4. *If currency from more than one country is used, separate claims must be completed for each currency.*
Lions Clubs International provides no medical insurance coverage to its members whether on Lions business or not. Therefore when traveling on personal or Lions business, it would be wise to make sure you have sufficient medical insurance coverage. Many individual and group insurance plans do not cover the insured outside his/her own country, and sometimes not even out of his/her city, state or province. This is especially true of USA Medicare insurance, which is effective in the USA only and is probably true in many other government sponsored and individual medical plans. This is a personal matter, which varies from individual to individual so please be sure to examine your own situation and that of family members and friends carefully.

IN ACCORDANCE WITH LCI POLICY, REIMBURSEMENT CLAIMS RECEIVED MORE THAN 120 DAYS AFTER THE TRAINING SEMINAR, ARE NOT ELIGIBLE FOR REIMBURSEMENT.