



**2007-2008**  
**SINGLE and SINGLE PROVISIONAL DISTRICT**  
**CLUB OFFICERS ORIENTATION FUNDING SUPPORT**  
**PROGRAM**

**FACT SHEET**

**WHAT IS THE CLUB OFFICERS ORIENTATION FUNDING SUPPORT PROGRAM?**

This program offers Single and Single Provisional Districts limited funding to support the training of Club Officers.

Eligible expenses will be reimbursed in the amount up to US\$50 per participating Club Officer plus US\$50 for the District Leadership Development Chairperson. Funds are provided on a reimbursement basis to single and single provisional districts, according to the Rules of Expense Reimbursement for the 2007-2008 Single and Single Provisional District Club Officers Orientation Funding Support Program. Eligible program expenses qualifying for reimbursement include meeting room and audio/visual equipment rental, materials, and meals and lodging expenses of the qualified participants and instructors.

**WHAT DO I DO FIRST?**

Apply for funding.

As soon as your single or single provisional district plans your club officers training, please submit the following to the Leadership Administration Department at least forty-five (45) days in advance of the training date:

1. Completed Single and Single Provisional District Club Officers Orientation Funding Support Program Request Form (enclosed) **NOTE: Signature of the current District Governor is required**
2. List of instructors' names, qualifications and topics to be presented
3. Program outline and schedule
4. Program budget

## **HOW DOES THE APPROVAL PROCESS WORK?**

Upon receipt, this information will be reviewed. If approved, an acceptance letter will be sent to the District Leadership Development Chairperson.

Funding is limited; submitting the required funding request information does not guarantee your district will receive funding.

## **WHAT DO I DO AFTER THE CLUB OFFICERS TRAINING PROGRAM IS COMPLETE?**

The single/single provisional district must complete and submit the following forms (enclosed):

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 single or single provisional 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/TO WHOM SHOULD COMPLETED FORMS BE MAILED?**

Shmir Corzine, Manager, Leadership Administration Department  
Leadership Division  
Lions Clubs International  
300 West 22<sup>nd</sup> Street  
Oak Brook, Illinois 60523-8842, USA

## **QUESTIONS? Contact us:**

**E-mail: [Shmir.Corzine@lionsclubs.org](mailto:Shmir.Corzine@lionsclubs.org)**  
**Phone: 1.630.468.6923**  
**Fax: 1.630.706.9280**



2007-2008

**SINGLE and SINGLE PROVISIONAL DISTRICT  
CLUB OFFICERS ORIENTATION FUNDING SUPPORT PROGRAM**

**REQUEST FORM**

Complete and submit this funding request form to qualify for funds to support a Club Officers Orientation program.

**To qualify for funding consideration, please submit this completed form at least forty-five (45) days in advance of the training seminar date.**

**PROGRAM INFORMATION:**

1. Name of program \_\_\_\_\_
2. Program dates \_\_\_\_\_
3. Location of program \_\_\_\_\_
4. Anticipated number of attendees \_\_\_\_\_
5. Attach a copy of the program agenda/outline
6. Attach a list of program instructors and qualifications

**SINGLE/SINGLE PROVISIONAL DISTRICT INFORMATION:**

1. District Number \_\_\_\_\_
2. Leadership Development Chairperson Contact Information:
  - A. Name (*please print*) \_\_\_\_\_ Member ID #: \_\_\_\_\_
  - B. Address \_\_\_\_\_
  - C. City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_
  - D. Telephone \_\_\_\_\_ / \_\_\_\_\_ Fax \_\_\_\_\_ / \_\_\_\_\_
  - E. E-mail \_\_\_\_\_
3. Approval of District Governor (required for funding)

\_\_\_\_\_  
District Governor [*please print*]

\_\_\_\_\_  
District Governor [*signature*]

**MAIL to:** Leadership Administration Department, Leadership Division, Lions Clubs International, 300 W. 22nd St., Oak Brook, IL 60523-8842 USA **-or- FAX to:**  
1.630.706.9280



**2007-2008**  
**SINGLE and SINGLE PROVISIONAL DISTRICT**  
**CLUB OFFICERS ORIENTATION FUNDING SUPPORT PROGRAM**  
**QUALIFIED PARTICIPANT VERIFICATION FORM**

The persons below certify their attendance at the District \_\_\_\_\_ [*state district number*] Club Officers  
Orientation Program on \_\_\_\_\_.

	<i>[Month]</i>	<i>[Day(s)]</i>	<i>[Year]</i>
1.	_____	_____	_____
	[Club]	[Print name/membership #]	[Title] [Signature]
2.	_____	_____	_____
	[Club]	[Print name/membership #]	[Title] [Signature]
3.	_____	_____	_____
	[Club]	[Print name/membership #]	[Title] [Signature]
4.	_____	_____	_____
	[Club]	[Print name/membership #]	[Title] [Signature]
5.	_____	_____	_____
	[Club]	[Print name/membership #]	[Title] [Signature]
6.	_____	_____	_____
	[Club]	[Print name/membership #]	[Title] [Signature]
7.	_____	_____	_____
	[Club]	[Print name/membership #]	[Title] [Signature]
8.	_____	_____	_____
	[Club]	[Print name/membership #]	[Title] [Signature]
9.	_____	_____	_____
	[Club]	[Print name/membership #]	[Title] [Signature]
10.	_____	_____	_____
	[Club]	[Print name/membership #]	[Title] [Signature]

\_\_\_\_\_  
*(Print Name)*  
District Leadership Development Chairperson

\_\_\_\_\_  
*(Signature)*  
District Leadership Development Chairperson

**Reproduction of this form is permitted.**

**MAIL to: Leadership Administration Department, Leadership Division, Lions Clubs International, 300 W. 22nd St., Oak Brook, IL 60523-8842 USA - or- FAX to: 630/706-9280.**



**2007-2008 SINGLE and SINGLE PROVISIONAL DISTRICT CLUB OFFICERS ORIENTATION FUNDING SUPPORT PROGRAM RULES:**

Lions Clubs International will reimburse pre-approved single and single provisional districts for the following expenses associated with a club officers training seminar, up to a maximum of US \$50.00 per qualified participant and district leadership development chairperson. Qualified participants include club officers only.

- 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 audio/visual equipment rental. Original receipts are required.

- 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 club officers training program.
- 3. Reimbursements will be made in the currency of the domicile of the district, except when the best interest of the association requires otherwise (per Board Policy). Reimbursement will be made at the Lions official exchange rate 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.

Wire transfers for reimbursement cannot be made to personal accounts.

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 LCIPOLICY, REIMBURSEMENT CLAIMS RECEIVED 120 DAYS AFTER THE TRAINING SEMINAR OR LATER, ARE NOT ELIGIBLE FOR REIMBURSEMENTS.**