



MONTHLY MEMBERSHIP REPORT

Reporting
Month/Year:

mm/yy

Name of club:	Club Number:	District Number:
Secretary's Name:	Secretary's Member ID:	

List membership changes below. Select transaction code and complete required fields.

Transaction Codes: A - Add New Member
 B - Add Returning member
 C - Add Transfer Member
 D - Drop Member
 E - Member Information Change

Transaction Code:	First Name:	Last Name:	
Member Number:	Male Female Other	Birth date: mm/dd/yy	Postal Address:
City:		State or Province:	Postal code:
Country:			
(A) Add New Member	(A) Sponsor Name: _____		(C) Former Club Name: _____
(C) Add Transfer Member	Sponsor Member ID: _____ Sponsor Club No: _____		_____
(D) Drop Member	(D) +Drop Reason Key Code:		Former Club No: _____
(A) Add New Member or (E) Member Information Change	Email:		Fax:
	Phone Work:	Home:	Mobile:
Fee/Dues discounts (select 1 - see notes on page 2)	*Student - Student Key Code: _____		**Birth date verification required for Student, Young Adult, Leo Lion and Former Leo. Birth Date Verification Code: _____
	Young Adult		
	Leo Lion	Leo Club Number: _____ Leo Start Date: _____ End Date: _____ mm/yy mm/yy	
	Former Leo		
++Family Membership		Key Codes: 1 _____ 2 _____ 3 _____ 4 _____	
Member First Name: _____		Last: _____	

Transaction Code:	First Name:	Last Name:	
Member Number:	Male Female Other	Birth date: mm/dd/yy	Postal Address:
City:		State or Province:	Postal code:
Country:			
(A) Add New Member	(A) Sponsor Name: _____		(C) Former Club Name: _____
(C) Add Transfer Member	Sponsor Member ID: _____ Sponsor Club No: _____		_____
(D) Drop Member	(D) +Drop Reason Key Code:		Former Club No: _____
(A) Add New Member or (E) Member Information Change	Email:		Fax:
	Phone Work:	Home:	Mobile:
Fee/Dues discounts (select 1 - see notes on page 2)	*Student - Student Key Code: _____		**Birth date verification required for Student, Young Adult, Leo Lion and Former Leo. Birth Date Verification Code: _____
	Young Adult		
	Leo Lion	Leo Club Number: _____ Leo Start Date: _____ End Date: _____ mm/yy mm/yy	
	Former Leo		
++Family Membership		Key Codes: 1 _____ 2 _____ 3 _____ 4 _____	
Member First Name: _____		Last: _____	

CONTINUE ADDITIONAL MEMBERSHIP ON SEPARATE SHEETS

Club President's Signature _____

Mail To:

Lions Clubs International – Attn: Member Service Center, 300 W. 22nd St. , Oak Brook IL 60523-8842 USA
Email: MemberServiceCenter@lionsclubs.org Fax: 630-706-9295



Discount Programs and Key Codes

Leo Lions/Former Leos

All former Leos who served for at least one year and one day receive an initiation fee waiver. Former Leos between the age of legal majority through age 30, are considered Leo Lions, and pay only half international dues (age verification is required, use birth date verification code).

Young Adults

Young Adults (through age 30) joining a Leo Lions club with at least 10 former Leos are eligible to receive a charter fee waiver and pay half international dues (age verification is required, use birth date verification code).

*Student Members

Enrolled students from the age of legal majority through age 30 joining any type of Lions club qualify for the Student Member Discount and pay no initiation fee and half international dues. Use the key codes below to confirm proof of enrollment (age verification is required, use birth date verification code).

Student Key Codes:

Document used to verify enrollment:

TR – Transcript CS - Class Schedule OT - Other BL - Bill

**Birth Date Verification

DR – Driver's License PP – Passport BC– Birth Certificate SC – State Identification Card

Transfer Members

Members in good standing who transfer within 12 months from one club to another are considered transfer members and pay no initiation fee. The officers of the former club will be notified of the desire to transfer. The transfer will be completed when the member is dropped or in 30 days whichever is sooner.

*Drop Reason Key Codes:

DD - Drop Deceased DM - Drop Moved DN - Drop Non-Payment of Dues DO - Drop Other
DR - Drop Resigned in good standing DT - Drop Transferred in good standing

**Family Membership

The Family Membership Discount Program provides a special dues discount when family members join a Lions club together. The first family member pays full international dues (called the "Full Dues Family Member"), and up to four additional family members pay only half the international dues. All family members pay the one-time initiation fee. The Family Membership Discount Program is available to family members who are:

- eligible for Lions membership,
- currently in or joining the same club, and
- living in the same household and related by birth, marriage or other legal relationship. Common household family members include parents, children, spouses, aunts and uncles, cousins, grandparents, in-laws and legal dependents. Same-household residency is not required for family members under age 26 who are pursuing higher education or serving in the military.

Use the key codes below to report (1) Full Dues/Discounted Dues (2) Relationship to the Full Dues Member, (3) Document used for relationship verification, and (4) Document used for address verification.

Family Membership Key Codes

1) Full Dues/Discounted Dues

F - Full Dues Family Member D - Discounted Dues Member

2) Relationship to Full Dues Member

SP – Spouse/Partner SB – Sibling CD – Child GP – Grandparent
UC – Uncle AT – Aunt PT – Parent CN – Cousin
IN – In-Law MS – In Military or School OL – Other Legal

3) Verification of Relationship

ML – Marriage License BC – Birth Certificate NT – Notary OT – Other
RS – Certificate of Religious Sacrament (Baptism, First Communion, Confirmation, Bar Mitzvah, Bat Mitzvah, Bris, Etc.)

4) Verification of Address (showing common last name/address)

ST – Government Issued/State/Province Identification Card BS – Bank Statement
NT – Notary BL – Bill DL – Driver's License PP - Passport
OT - Other