

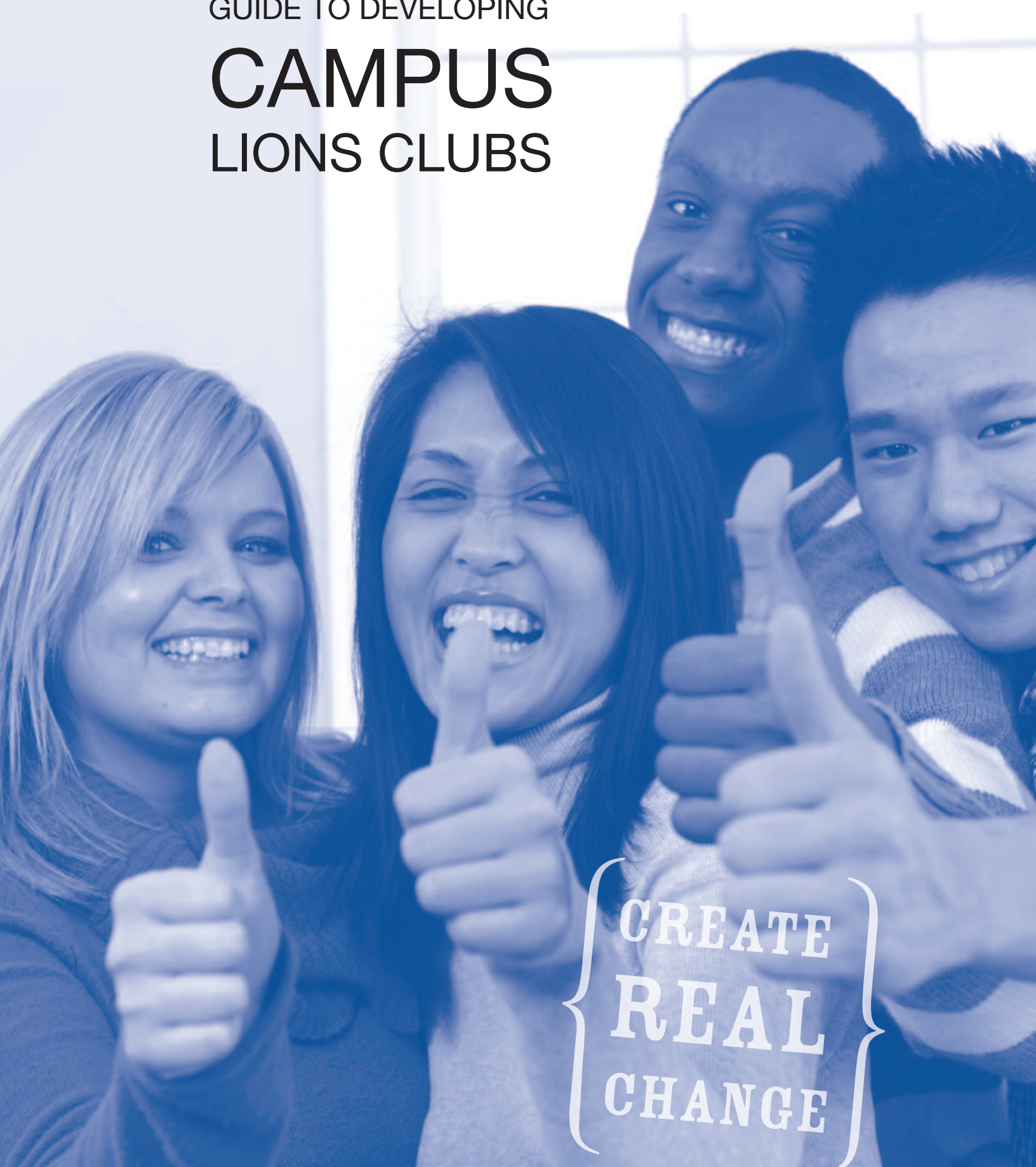


Lions Clubs International

GUIDE TO DEVELOPING

CAMPUS

LIONS CLUBS



CREATE
REAL
CHANGE

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Campus Club Formation

Guide to Developing Campus Lions Clubs

About Lions

Lions are an international network of 1.35 million men and women in over 45,000 clubs from over 200 countries and geographic areas who work together to answer the needs that challenge communities around the world.

Known for working to end preventable blindness, Lions also participate in a vast variety of projects important to their communities. These projects range from assisting the underprivileged to providing supplies to victims of natural disasters.

Beginning in 1917, Lions Clubs International has provided millions of people with the opportunity to give something back to their communities. Lions continue to make a difference everyday and everywhere.

Campus Lions clubs are a way for students, faculty, administrators, alumni and people from the surrounding area serve the campus community together. Campus club members have the same rights and responsibilities as traditional club members.



Why organize a Campus Lions Club?

Students will gain valuable leadership and business skills that will benefit them for a lifetime. In addition to numerous programs aimed to serve the visually impaired, Lions Clubs International offers programs and guides for hands-on service projects, going green, disaster relief, services for children and so much more. Members choose their own projects, activities and fundraisers to fit their interests and make a difference in people's lives both locally and throughout the world. Join nearly 500 Campus Lions clubs around the world making a difference on their campus.

Benefits to Student Members:

- Opportunity to volunteer in campus, local and world communities
- Membership in the world's largest service club organization
- Leadership training
- Strengthen business and management skills
- Networking
- Resume building
- Transferability of membership

Benefits to College or University:

- Provides leadership opportunities for students
- Offers membership in a well-recognized service club
- Increases humanitarian service for the campus community
- Builds positive community public relations
- Supported by Lions Clubs International and an extensive volunteer network

Liability Insurance

Once the new club is officially chartered, the club is covered by Lions Clubs International's liability insurance program. Information outlining coverage is available online or through the Legal Department.

Steps to Campus Club Formation

Step 1: Approaching a Prospective School

Once a prospective school is identified, contact the student activities director from the Office of Student Affairs to schedule an appointment to discuss the formation of the club. You will need the following materials:

- Campus Lions Club Kit
- Completed Campus Club Development Form – pages 11-12
- Standard Club Constitution and By-Laws (LA-2) – download online

Outline for Discussing a Campus Lions Club

Below is an outline to help you cover important points during your meeting with school personnel. Use the attached campus club development form to gather key information.

1. **Is the contact familiar with Lions Clubs International?** Gauge the individual's knowledge and relate the concept of a traditional Lions club to the university campus. Below are a few points that you may mention in addition to specific local programs. Provide the individual with a copy of Information for Faculty Advisors (EX-514) flyer.

Points to mention:

- Lions clubs are volunteer service clubs that address the needs of the community and provide an opportunity for students to meet others with similar interests and learn new skills.
- The proposed club would be a regular Lions club with all the same rights and privileges common to all Lions, not a junior or affiliate club. Students and faculty members would be encouraged to join.
- Alumni and members of the local community can also become involved.
- Lions clubs provide an excellent opportunity for students to develop leadership skills. The district and sponsoring club provide leadership training to help the new club officers manage their club. Mention local leadership training programs.

- Since the club will be based on campus, the club can address campus issues, such as helping disabled students, providing assistance to people in crisis, organizing youth programs and spearheading environmental projects.
 - Due to the size and scope of the Lions organization, the club can be organized and maintained with very little assistance from the school.
2. **Does the college or university encourage volunteering or service learning?** If yes, ask about the programs that the college offers and if the Lions club can become a part of the program or expand the effort. If the college doesn't offer service learning opportunities, explain that a Lions club is an easy way to provide this opportunity.
 3. **Are there any needs on the campus a service club could address?** If yes, take note of these needs. If there are no specific needs, mention a few program ideas, such as drug awareness, youth programs, environmental projects, adopt-a-highway and other projects that the club could introduce. Write down ideas that surface during your discussion.
 4. **Are there any specific requirements for campus organizations, such as an assigned faculty advisor or official reporting procedures?** If there are requirements, ask for a written copy. If a faculty advisor is required or recommended, ask the student activities director for recommendations. Get as many recommendations as possible, along with their contact information.
 5. **Are there any limitations that would restrict membership to students and exclude faculty members, community leaders, alumni or others?** With the student activities director's advice, determine if the club should be limited to students or open to faculty, alumni and the local community. If non-students can participate, ask for the names and phone numbers of individuals who would be interested in participating.
 6. **How can the club be promoted?** Can it be showcased at a special event or publicized in a campus newspaper? Take a moment to discuss promotional ideas. Mention ideas such as fac-

ulty announcements, manned display tables during fall registration or rush week and placing posters on campus. Present the material in the Campus Club Kit.

7. **Are there any student leaders that may be interested in participating?** If the student activities director is aware of possible prospects, obtain their names and contact information.

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CHANGE**



Step Two: Approaching Prospective Faculty Advisors and Potential Faculty Members

Some universities and colleges may require a faculty member to be an advisor. If so, contact potential faculty advisors to schedule an appointment. Below is a list of topics to discuss with the prospective faculty advisor.

1. **Introduce yourself** and explain that you obtained their name from the student activities director (or appropriate university contact).
2. **Is the potential advisor familiar with Lions clubs?** Present the benefits of having a Lions club on campus. Discuss possible project ideas and (based on your previous discussion with the student activities director) ask how club activities could be incorporated into academic programs such as service learning. Mention information provided by your previous contact.

3. **Explain that you are looking for someone to serve as the faculty advisor.** Review the Suggested Duties of the Faculty Advisor (listed on EX-514) outlining the support provided by Lions Clubs International so that the responsibilities do not seem overwhelming. Ask the individual to serve in this capacity. If the prospect is not interested, ask the individual to recommend someone else and, if possible, show support for the program by joining the club.
4. **Ask for names of key students** to start the club (even if the individual does not want to be the faculty advisor).
5. **Present the Campus Club Kit** and the preliminary promotional plan (based on your discussion with the student activities director about campus promotion).

Continue to contact prospective faculty advisors until one is obtained.

Step Three: The Informational Meeting

The objectives of the informational meeting are to promote the formation of a new club, sign up at least 20 interested individuals and schedule an organizational meeting. After the Office of Student Affairs has approved the club and the faculty advisor has been identified (if required), obtain a meeting space and schedule an informational meeting.

Steps to a Successful Informational Meeting

1. Identify and recruit a core group of students who will help organize the club. The core group will most likely serve as the club officers and help recruit other students. Begin recruiting by developing a list of potential members from your discussions with the student activities director, the faculty advisor, faculty members and other contacts, such as the local Lions club (who may have children or grandchildren who attend the school) and student organizations.
2. Promote the meeting through school newsletters, newspapers, e-mails and bulletin boards. Most colleges and universities have a campus information distribution list that is used to send daily or weekly messages about campus events.



Ask the faculty to announce the development of the club in their classrooms and give them copies of the Campus Brochure (EX-537). Place a table in a high traffic area, such as outside the dining hall, and ask a key student or faculty member to staff the table and promote the club.

3. Contact the potential members to explain that you are developing a Lions club and that they were identified as having interest in humanitarian projects. Invite them to the meeting and encourage them to bring other students. E-mail each prospect a note confirming the meeting date and location.
4. Develop a presentation about Lions clubs and the opportunity that exists on campus. You may want to present the following:
 - Brief history of Lions Clubs International
 - How Lions clubs operate
 - Benefits of joining a Lions club
 - Community service opportunities on campus
 - Leadership training available locally
 - Dues structure and Student Member Program
 - Question and answer session about Lions

Step Four: Chartering the Club

Once the club has acquired 20 members, submit the Lions Club Charter Application (TK-38A) with the current district governor's signature, the Report of Charter Members (TK-21A), the Student Member Certification Form (STU-5) and appropriate fees. The required forms are included in the Campus Club Kit.

Please allow up to 45 days after the application is received by Lions Clubs International to process the charter application and to receive the official charter and club supplies, sent to the district governor.

Step Five: At the Meeting

Distribute recruiting materials to attendees during the meeting and encourage them to recruit others. Collect dues if possible. If 20 members are not recruited (the minimum needed to hold an organizational meeting), discuss an ideal meeting date and time with the attendees and schedule another meeting.

If reaching the 20-member requirement does not seem likely, you may consider forming a club branch. Members become part of an existing "parent" Lions club, but select their own projects and activities.

Step Six: The Organizational Meeting

The organizational meeting is the first meeting of the Lions club. Schedule the meeting once 20 qualified members have applied and dues have been collected.

The following people should be invited to the organizational meeting:

- Faculty advisor
- Student activities director
- District governor
- Sponsoring club representative and/or guiding Lion
- Potential charter members
- Extension volunteers

Topics covered during the meeting should include:

- Structure and history of Lions Clubs International
- Information about club operations and the constitution and by-laws
- Explanations of each office
- Election of officers
- Dues structure (this should include international, district, multiple district and club dues)
- Future meeting dates and location
- Charter night arrangements
- Recruitment of additional members

Member Criteria

Any person of legal majority and good moral character and good reputation in his/her community may be granted membership in any duly authorized Lions club. Membership shall be by invitation only.



Campus Club Sponsor

Each new Lions club is required to have a club sponsor to help guide new club formation and ensure the new club maintains a high level of commitment, activity and enthusiasm.

Sponsoring clubs are required to:

- Support the guiding Lion(s)
- Check that all charter member applicants meet the standards of being a Lion member
- Hold an in-depth organizational meeting
- Ensure that the chartered club has proper orientation into Lions
- Co-host Charter Night
- Encourage district participation
- Encourage interclub functions
- Help develop a membership retention and growth plan
- Assist in preparing the club's meeting agenda
- Support the club's activities
- Assist the club whenever called upon
- Provide guidance without interfering

Guiding Lions

District governors are encouraged to appoint two guiding Lions or certified guiding Lions to assist and advise the new club during its first two years. The guiding Lions are typically members from the sponsoring club and chosen before the organizational meeting to guide the new club through its first two years of operation.

Guiding Lion responsibilities:

- Attend the organizational meeting and orient the new club officers
- Attend as many new club meetings as possible during the first two years
- Encourage club officers to attend leadership training programs
- Assist in developing service projects and fundraising events
- Provide information and advice when requested
- Help retain members

Charter Fees and Dues

Student Member Program

The Student Member Program is available to students enrolled in an educational institution and between the age of legal majority and through age 30. Eligible students receive a charter/entrance fee waiver and pay only half international dues (US\$20.50 in the 2012-2013 fiscal year and US\$21.50 thereafter), billed semi-annually.

Students in Campus Lions clubs, and clubs with a majority of students, are required to prepay one year international dues at the student member rate at the time of charter.

Once the club is chartered, students joining the club, through age 30, do not have to prepay dues and will be billed for prorated international dues.

To receive the dues discount, the current district governor, guiding Lion or club secretary must complete and sign the Student Member Certification Form (STU-5) for each student to verify student status and age and submit with the charter application. Established clubs submit the certification form with the Monthly Membership Report (MMR) when adding the new student, or may complete certification online using MyLCI.

International dues are billed semi-annually in July and January. Charter students under age 30 who have prepaid international dues will owe nothing for the subsequent semi-annual billing following the club's charter. However, charter students will owe prorated dues for the second semi-annual billing following the club's charter unless the club has a charter date in either December or June.

For example: If a campus club is chartered in February 2010, charter students will owe nothing for the July 2010 semi-annual dues invoice. For the January 2011 invoice, charter student members will owe prorated dues to cover the remaining billing period from March 2011 through June 2011.

Besides international dues, student members may need to pay district, multiple district and club dues. Lions Clubs International encourages districts and multiple districts to either lower or exempt students



Future Dues

Consider a one-time collection of dues to cover two billing cycles at the beginning of the school year. This will ensure that bills are covered when school is not in session.

from paying local dues as deemed appropriate. The district governor can provide the current local dues required. Club dues, if any, should be established as soon as possible.

Students Over Age 30

Students over the age of 30 and in a Campus Lions club pay a reduced one-time charter fee of US\$10 and full international dues. International dues total US\$41.00 (2012-2013 fiscal year) and US\$43.00 thereafter. To receive the charter discount, complete the Student Member Certification Form (STU-5). Prepayment of international dues is not required for students over age 30.

Students over age 30 will be billed pro-rated international dues for the remaining months of the semi-annual period ending June 30 or December 31, as the case may be, following the charter of the club.

Non-Student Dues

Faculty, staff, community members and other non-student members pay a one-time charter fee of US\$30, or an entrance fee of US\$25 when joining an established club, and full international dues - plus district, multiple district and club dues. Prepayment of international dues is not required for non-students.

Non-students will be billed pro-rated international dues for the remaining months of the semi-annual period ending June 30 or December 31, as the case may be, following the charter of the club.

Extended Billing Adjustment Period for Campus Lion Clubs

To accommodate the typical school schedule, campus clubs receive an extended billing adjustment period for the semi-annual billing. Campus clubs have through April 15 for the January per capita billing

and through October 15 for the July per capita billing to amend the club roster. Lions Clubs International will give credits to campus clubs for roster adjustments submitted within this time period without penalty. Campus Lions clubs are billed normally for the semi-annual dues in July and January, and payment is due to the international office no later than July 21 and January 21 respectively.

International Per Capita Tax

It is understood that the semi-annual capita tax shall be pro-rated for the remaining months of the semi-annual period ending June 30 or December 31, as the case may be. The dues of each member shall begin on the first day of the month following the month that his/her name is recorded by the International Office as a new member. Please contact the district governor or Lions Clubs International for the current pro-rated dues amount

Campus Lions Club International Dues Structure

	Charter Fee (New Club)	Entrance Fee (Existing Club)	International Dues (2012-2013 fiscal year)	International Dues Beginning July1,2013	Certification Required
Students between the age of legal majority and through the age of 30	US\$0	US\$0	US\$20.50 (Prepaid for new clubs)	US\$21.50	Student Member Certification Form (STU-5)
Students over the age of 30.	US\$10	US\$10	US\$41	US\$43	Student Member Certification Form (STU-5)
Non-student faculty, staff, alumni, community members, etc.	US\$30	US\$25	US\$41	US\$43	None

Join our online communities.

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Visit our Member Center at www.lionsclubs.org for links to these pages and more.



Charter Night

Charter night is a festive occasion at which the charter, issued by Lions Clubs International, is presented. The Charter Night Planning Guide (TK-26) is available online or may be requested from the Membership and New Club Operations Department.

Officer Training

Club officer information is available on the LCI Web site. The sponsoring club should meet with the new officers to conduct training and offer assistance. The officers should also be invited to zone and other meetings in which leadership training takes place.

Lions Clubs International is here to help! If you have any questions, please contact the Membership and New Club Programs Department at 630-203-3846 or e-mail campusclubs@lionsclubs.org.

Notes:



Lions Clubs International

CAMPUS LIONS CLUBS

CAMPUS CLUB DEVELOPMENT FORM

Date: _____

Title: _____

Name: _____

Phone Number: _____

School: _____

E-mail: _____

How can the club benefit the school?

How can the club benefit the students and/or faculty?

What requirements must the club meet?

Is there a need for a faculty advisor? YES NO

If yes, who should be considered?

Name	Title	Phone/E-Mail

The membership should include (check all that apply):

- Students
 Faculty
 Staff
 Alumni
 Local Community Leaders

Other: _____

How can the new club be promoted on campus?

Dates for promotion

Manned display in student center or high traffic area

Rush week or spring and fall registrations

Special event

Campus newsletter

Campus newspaper

Campus Web site

Post on the University's Facebook page

E-mail

Posters on campus bulletin boards

Faculty announcements

Presentation to students

Announcements in classes

Other:

Comments: _____

Key students who can help form the club:

Name	Title	Phone/E-Mail

Date of Informational Meeting: _____

Notes: _____

Follow-Up: _____



Lions Clubs International

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