

# Multiple District Centennial Coordinator Guide

Congratulations on your appointment as a Multiple District Centennial Coordinator! Your leadership is key to the success of our Centennial Celebration.

## Centennial Celebration Overview

The **Centennial Celebration Program** celebrates 100 years of Lions humanitarian service. The program began in July 2014 and runs through June 2018. Lions around the world join in the celebration by providing service and inspiring others to join us in service.

## Lead through Service

The Lions motto is “We Serve.” The **Centennial Service Challenge** is a call to action for Lions to provide service to 100 million+ people during the celebration. Lions clubs participate by hosting at least one project for youth, hunger, vision and the environment during each year of the celebration.



## Invite for Impact

Lions invite others to join us, so we can serve more people. Clubs are encouraged to set a goal of adding at least 3 new members and districts to charter one new club during each year of the Centennial. The **Centennial Membership Awards Program** provides recognition to Lions and clubs for inducting new members, starting new clubs, and keeping those members and clubs active. We estimate 50 people are served by the average Lion annually. If we can meet or exceed our largest year-end membership total by the end of the Centennial Program, we could serve 2.4 million more people.



## Connect to Community

Lions clubs engage their communities through service projects and Centennial celebrations.

**Centennial Community Legacy Projects** provide lasting gifts to local communities and increase the visibility of Lions clubs. Every club is encouraged to complete one Legacy Project that will benefit their community, from a park bench or a bike rack, to a refurbished park, clean water system, medical clinic or school.



## Centennial Volunteer Structure



The **Centennial Action Committee** (CAC) advises and assists the **Board of Directors** in the formulation and implementation of Centennial plans. The CAC includes two representatives from each Constitutional Area, plus Africa, along with representatives from the Convention, Finance & HQ Operation, Membership, Public Relations and Service Activities committees. A list of the current CAC members can be found on the [Lions100.org](http://Lions100.org) website in the *About* section.

As a **Centennial Coordinator**, you are part of a volunteer team of over 700 Lions around the world supporting the Centennial at the multiple district and district levels. At the club level, each club is encouraged to identify a **Club Centennial Chairperson** to coordinate Centennial activities.

## Multiple District Coordinator Responsibilities, Activities and Resources

There are four categories of Centennial Coordinator responsibilities: educate, implement, communicate and report. Activities and resources for each are included below. All resources can be found on the Lions100.org website.

### *Educate*

As a resource for Centennial information, Multiple District Coordinators continually learn about the Centennial and share their knowledge.

#### Activities

- Stay current on the latest Centennial information and resources through the Centennial Coordinator Newsletter and Lions100.org
- Attend coordinator education sessions, Constitutional Area forums and multiple district events
- Provide Centennial education sessions for District Coordinators

Also, consider volunteering to provide Centennial seminars or staff a Centennial booth at multiple district and constitutional area meetings.

#### Resources

- [Lions100.org](http://Lions100.org) – The website repository for Centennial information and tools, including presentations, training materials, and handouts.
- [Centennial newsletters](#) – The Centennial Celebration Newsletter is distributed quarterly to all Lions and specific information for Centennial Coordinators is distributed bi-monthly in the Centennial Coordinator Newsletter.

### *Implement*

Multiple District Coordinators are leaders in the planning and implementation of MD celebrations and activities. They also support District Coordinators and MD/District leaders in their Centennial efforts.

#### Activities

- Working collaboratively with the Council of Governors, lead the planning and implementation of MD-level Centennial celebrations and activities
- Motivate and assist District Centennial Coordinators and other MD/District leaders to develop and participate in Centennial activities and celebrations

Also, consider volunteering to assist with applying for a Centennial Grant, if there is an appropriate service project for your multiple district.

#### Resources

- [Centennial Grants](#) – Grants are available for multiple district and single district projects that raise public awareness of Lions and Lions programs. A multiple district / single district can only receive one grant during the Centennial Celebration.
- [Centennial Videos](#) – These short films of Lions Clubs International founding, expansion, and legacy of service can be used as part of Centennial celebrations and as inspiration for service and Legacy Projects.

### *Communicate*

Multiple District Coordinators serve as a vital communication link, providing Centennial information to District Coordinators and to MD/CA leaders.

#### Activities

- Ensure District Coordinators are active in each district within the multiple district

- Communicate Centennial goals and objectives to District Coordinators
- Inform District Coordinators of Centennial news and upcoming deadlines
- Encourage and support District Coordinators in organizing Centennial activities
- Support the Global Membership Team in fostering membership and club development
- Join the [Lions100 Centennial Coordinators](#) Facebook group and share Centennial inspiration and insights (optional)

Also, consider collaborating with newsletter editors and PR chairpersons in your multiple district to help promote the Centennial Celebration to Lions and the local press.

### Resources

- [Lions Touchstone stories](#) – These short articles on our history and hallmark programs can be used to engage Lions and promote the Centennial in newsletters and at meetings. They can also be shared with local newspapers for publication.
- [Social media page on Lions100](#) – Learn more about using social media and the #Lions100 hashtag by seeing current examples from Lions around the world.

### Report

Reporting focuses attention on key Centennial activities and drives conversations that develop collaborative relationships between Coordinators and other Lion leaders.

### Activities

- Review Centennial reports on [MyLCI](#) and maintain awareness of Centennial activities in the multiple district
- Collect reports from District Coordinators and report multiple-district progress during Centennial Report Days
- Review and approve District Coordinator Centennial budget plans
- Develop annual multiple district Centennial budget plans and send to Centennial Action Committee representative for approval

Also consider volunteering to assist anyone who needs help entering service or Legacy Project information into MyLCI. The more projects that are reported, the more powerful our global impact becomes.

### Resources

- [Centennial Report Days Overview](#) – Describes the Centennial Report Days purpose, process, and schedule. Also provides sample report forms.
- [District Budget Form](#) and [MD/Single District Budget Form](#) – Coordinators type their plans for spending their annual budget allocations directly into these forms and email them for approval.

## Activity Timeline

Date	Activity	Description
January - February 2016	Coordinator education	<ul style="list-style-type: none"> <li>• Participate in education session facilitated by your area GLT</li> <li>• Schedule and conduct education session for your District Coordinators</li> </ul>
April - May 2016	MD Centennial Report Days #1	<ul style="list-style-type: none"> <li>• Meet with your District Coordinators and collect activity data</li> <li>• Complete the Report Day form and meet with your CA Chair and/or Vice Chair to discuss progress and challenges</li> </ul>
July 2016	District and MD Budget Plans	<ul style="list-style-type: none"> <li>• Collect and approve 2016-17 budget plans from your District Coordinators</li> </ul>

Date	Activity	Description
		<ul style="list-style-type: none"> <li>Develop your budget plan for 2016-17 and send to your CA Chair or Vice Chair</li> </ul>
August - December 2016	Centennial 2017 planning	<ul style="list-style-type: none"> <li>Take a leadership role in the planning of a multiple district Centennial celebration, service and/or Legacy Project for 2017</li> </ul>
September - October 2016	MD Centennial Report Days #2	<ul style="list-style-type: none"> <li>Meet with your District Coordinators and collect activity data</li> <li>Complete the Report Day form and meet with your CA Chair and/or Vice Chair to discuss progress and challenges</li> </ul>
January - December 2017	Centennial 2017 implementation	<ul style="list-style-type: none"> <li>Take a leadership role in the implementation of a multiple district Centennial celebration, service and/or Legacy Project for 2017</li> </ul>
March - April 2017	MD Centennial Report Days #3	<ul style="list-style-type: none"> <li>Meet with your District Coordinators and collect activity data</li> <li>Complete the Report Day form and meet with your CA Chair and/or Vice Chair to discuss progress and challenges</li> </ul>
June 2017	Global Service Focus Announcement	<ul style="list-style-type: none"> <li>When the new global service focus is announced at the 2017 International Convention, share it with your District Coordinators and MD leaders</li> </ul>
July 2017	District and MD Budget Plans	<ul style="list-style-type: none"> <li>Collect and approve 2017-18 budget plans from your District Coordinators</li> <li>Develop your budget plan for 2017-18 and send to your CA Chair or Vice Chair</li> </ul>
August - December 2017	Centennial 2018 planning	<ul style="list-style-type: none"> <li>Take a leadership role in the planning of a multiple district Centennial service and/or Legacy Project for 2018</li> </ul>
September - October 2017	MD Centennial Report Days #4	<ul style="list-style-type: none"> <li>Meet with your District Coordinators and collect activity data</li> <li>Complete the Report Day form and meet with your CA Chair and/or Vice Chair to discuss progress and challenges</li> </ul>
January - June 2018	Centennial 2018 implementation	<ul style="list-style-type: none"> <li>Take a leadership role in the implementation of a multiple district Centennial service and/or Legacy Project for 2018</li> </ul>
March - April 2018	MD Centennial Report Days #5	<ul style="list-style-type: none"> <li>Meet with your District Coordinators and collect activity data</li> <li>Complete the Report Day form and meet with your CA Chair and/or Vice Chair to discuss progress and challenges</li> </ul>

## Contact List

LCI staff members are available to answer your questions regarding all aspects of our Centennial Celebration:

Centennial Service Activities	<a href="mailto:Programs@LionsClubs.org">Programs@LionsClubs.org</a>
Centennial Membership Activities	<a href="mailto:CentennialMembership@LionsClubs.org">CentennialMembership@LionsClubs.org</a>
Centennial Legacy Projects	<a href="mailto:LegacyProjects@LionsClubs.org">LegacyProjects@LionsClubs.org</a>
Centennial Communications	<a href="mailto:Communications@LionsClubs.org">Communications@LionsClubs.org</a>
Centennial Club Supplies	<a href="mailto:orderdetails@lionsclubs.org">orderdetails@lionsclubs.org</a>
MyLCI	<a href="mailto:mylci@lionsclubs.org">mylci@lionsclubs.org</a>
Other questions	<a href="mailto:LCICentennial@LionsClubs.org">LCICentennial@LionsClubs.org</a>