

EXTENSION PROGRAM

Program Summary:

The organization of new Lions clubs, termed extension, gives more people the chance to make a difference, assist those in need and introduce new projects to local communities. Our world is changing, and today's volunteers are looking for new ways to become involved in issues that are relevant and serve in a way that fits their ever-changing lifestyle. While community-based clubs are our tradition, one size does not fit all. That's why Lions Clubs International offers several club formats to choose from:

- **Traditional Lions clubs** are ideal for bringing together a group of community-minded people to serve the needs of their community in any way. It offers flexibility to reach new groups of people and serve a variety of communities.
- **Campus Lions clubs** are designed for college and university students, administrators, faculty, alumni and other community-minded individuals. Members serve the campus community while developing valuable leadership and business skills. Additionally, students are eligible to receive a special dues discount to make membership more affordable.
- **Leo Lions clubs** provide an easy transition from a Leo club to a Lions club by offering a special dues discount to graduating Leos and their peers. To charter a Leo Lions club, a minimum of 10 graduating Leos under the age of 30 is required.
- **Club branches** enable a small group of people to form a Lions club and start making a difference in their community sooner. Members become a part of an existing "parent" Lions club, but select their own projects and activities.

Special interest Lions clubs are those clubs that are chartered based on a special interest or circumstance; members may share a hobby, profession, culture or ethnicity:

- Consider starting a family-friendly club and include family members and children in club activities. Family members can receive a special dues discount and children can get involved through the Cub Program.
- Perhaps a group of people share a hobby they enjoy, a community project they'd like to work on or want to volunteer with business colleagues. If so, form a special interest club that focuses on an element that many potential members have in common. Think about starting a Champions Lions club in support of Special Olympics or Lions Quest focused Lions club.

Frequently Asked Questions:

What is needed to charter a new club?

- 20 or more charter members
- A sponsoring club, region, zone, district cabinet or district committee
- Completed charter application and report of charter members
- Your district governor's approval
- Appropriate charter fees and certification forms

What are the appropriate charter fees?

- New Charter Member: US\$30
- Transfer Charter Member: US\$20
- Family Member: All family members pay the one-time charter fee.
- Student Member: Charter fee is waived; prepayment of one year of international dues is required for campus clubs and clubs with a majority of students
- Current/Former Leos and Qualifying Young Adults: Charter fee is waived
- Branch Member: When a branch converts into a club, branch members in good standing when the club is chartered receive a charter fee waiver

A new club will be billed prorated international dues when it becomes newly chartered.

When is Charter Night held?

Charter Night is an optional activity, but is usually held within 90 days of the charter application's approval. Lions that join the new club within 90 days of the charter approval date, or before Charter Night, whichever comes first, are considered charter members.

Materials Available:

- New Club Extension Kit (KITEXT)
- Campus Club Kit (KITCC)
- Club Branch Builder Kit (KITBR)

Important Dates:

- June 20: The Lions Club Charter Application, along with any corresponding Extension Awards, must be received at LCI headquarters before the close of business on June 20 to be credited to the current fiscal year's annual records.

LCI Contact:

Membership Operations

Phone: 630-203-3831

Email: newclubs@lionsclubs.org

CLUB BRANCH PROGRAM

Program Summary:

A club branch enables a small group of people to form a Lions club and start making a difference in their community sooner. Forming a branch creates an opportunity for Lions clubs to expand when there are less than 20 members and chartering a new club is not possible, or for members who might not fit into the parent club because of meeting times, dues, demographics, etc.

Branch members are part of an existing parent club, but hold independent meetings and select their own projects and activities. With the ability to make decisions about projects, attendance requirements, use of funds and more, club branches have nearly the same autonomy as Lions clubs.

A club branch is a great way to grow your membership. For example, your club can create a club branch made up of spouses or use it as an opportunity to invite a younger generation to join Lions in the form of a campus club branch. Club branches may also be a way to convert Lioness clubs into active Lions members. It provides a way for Lionesses to become part of the parent club, while at the same time operating separately.

Frequently Asked Questions:

How many members does it take to form a branch?

A minimum of five members are required to form a new club branch including a president, secretary and treasurer.

How does the parent club maintain communication with the club branch?

The parent club appoints a branch liaison to serve as the go-between for the parent club and the club branch. The branch liaison attends branch meetings and is a helpful advisor to ensure branch growth and success.

What are the appropriate fees?

Regular entrance fees and international dues apply when joining a club branch. When the branch converts and charters a new club, branch members in good standing receive a charter fee waiver. The parent club secretary signs and submits the [Club Branch Conversion Form](#) (CB-21) to certify transfer of membership.

Could the Club Branch Program be used with other groups?

Yes. In places where spouses typically belong to separate clubs, or want to join separate clubs, they too can be part of club branch just for spouses – and benefit from the family dues structure. Clubs may also use the Club Branch Program as an opportunity to invite a younger generation to join Lions or start a campus club branch.

Materials Available:

- Club Branch Builder Kit (KITBR)
- [Notification of Club Branch](#) (CB-1)
- [Report of Branch Membership](#) (CB-2)
- [Club Branch Guide](#) (CB-4)
- [Club Branch Brochure](#) (CB-17)
- [Club Branch Conversion Form](#) (CB-21)

Awards Available:

- **Club Sponsor Banner Patch** – Clubs that sponsor a new club receive a commemorative banner patch.

LCI Contact:

Membership Operations

Phone: 630-203-3831

Email: newclubs@lionsclubs.org

CAMPUS LIONS CLUB PROGRAM

Program Summary:

Lions clubs on college and university campuses provide the opportunity for students and the campus community to come together to address their own unique challenges, develop valuable leadership and project management skills and pursue service learning. Through club participation, students learn how to identify the needs of their community and apply problem-solving techniques to address real world issues.

Frequently Asked Questions:

Campus Lions clubs can include students, administrators, staff, alumni, community members and faculty members. This structure builds a strong bond between students and faculty.

What are the 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

What are the benefits to the university?

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

How does the Student Member Program benefit the Campus Lions Club Program?

The Student Member Program encourages student participation by extending a special dues concession to students. Students enrolled in an educational institution and through age 30 receive an entrance/charter fee waiver and pay only half international dues. Campus Lions clubs also receive an extended billing adjustment period to accommodate the typical school schedule. 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.

Do students over the age of 30 joining a Campus Lions club receive any discounts?

Yes. Students over the age of 30 benefit from a reduced charter entrance fee of US\$10 upon submission of the [Student Member Certification Form](#) (STU-5). Full international dues apply but do not require prepayment.

Materials Available:

- Campus Lions Club Kit (KITCC)
- [Guide to Developing Campus Lions Clubs](#) (EX-517)
- [Campus Brochure](#) (EX-537)
- [Campus Poster](#) (EX-538)
- [Campus Flyer](#) (EX-514)
- [Student Member Certification Form](#) (STU-5)

Awards Available:

- Campus Award Patch – The Campus Banner Patch is awarded to the Lions club who sponsors a new Campus Lions club.
- Campus Award Pin – The Campus Award Pin is presented to the extension Lion who helped form the Campus Lions club, as determined by the district governor.

Important Dates:

- Campus Lions clubs have through June 30 and December 31.
- Campus Lions clubs are billed normally for the semi-annual dues in July and January. Payment is required within 90 days after the billing date or before the club has balances beyond 120 days.

LCI Contact:

Questions regarding Campus Lions clubs contact:

Membership Operations

Phone: 630-203-3831

Email: membershipoperations@lionsclubs.org

MyLCI Support Center

Email: MyLCI@lionsclubs.org

Member Service Center

Phone: 630-203-3830

Email: Memberservicecenter@lionsclubs.org

LEO LIONS CLUB PROGRAM

Program Summary:

Leo Lions clubs are designed to provide a transition for graduating Leos to build upon the skills they learned as a Leo and apply these skills as a Lion. To make this transition easy, Lions Clubs International is extending a special dues discount and an exciting new club opportunity to former Leos and other like-minded young adults.

Frequently Asked Questions:

Are there any special requirements for chartering a Leo Lions Club?

Yes. A minimum of 10 former Leos, who have been a Leo for at least a year and a day, are needed to charter a Leo Lions Club with at least 20 total members. Former Leos and the young adults they recruit receive a charter/entrance fee waiver, and those through age 30 also qualify for the Leo to Lion Program and pay only half international dues. Certification is required.

How do Leo Lions and young adults get certified?

New clubs must submit the [Leo to Lion Certification and Years of Service Transfer Form](#) (LL-2) for each Leo and young adult with the charter application. Existing clubs submit the certification form with the MMR, or file online using the MyLCI by selecting "Leo Lion" or "young adult" from the membership type drop box, when reporting a new Leo Lion or young adult.

Who can join a Leo Lions Club?

Any individual who meets the requirements of Lions membership is eligible for membership in a Leo Lions Club. Members over the age of 30, however, do not qualify for the Leo to Lion Program dues discount.

Materials Available:

- [Leo to Lion Certification and Years of Service Transfer Form](#) (LL-2)
- [Special Opportunity for Graduating Leos Flyer](#) (LL-1)

LCI Contact:

Questions regarding Leo Lions clubs contact:

Membership Operations

Phone: 630-203-3831

Email: membershipoperations@lionsclubs.org

MyLCI Support Center

Email: MyLCI@lionsclubs.org

Member Service Center

Phone: 630-203-3830

Email: Memberservicecenter@lionsclubs.org

CERTIFIED GUIDING LION

Program Summary:

The Certified Guiding Lion course was developed to help the guiding Lion develop a practical and personalized training program for a club and acquaint the guiding Lion with the latest tools and training so this key Lion can effectively support the club.

The course may be taken individually or be facilitated by an instructor and covers five sections:

- **Section 1: The Skills of a Successful Guiding Lion:** This section allows the participant to analyze the leadership skills needed to serve effectively and assess the skills that the Lion feels might need to be further developed.
- **Section 2: Get off to a Good Start – Become an Expert** This section acquaints the participant with the tools and training available that could be utilized as part of a personalized training program developed specifically for the club officers.
- **Section 3: Develop a Club Officer Mentor Team:** This section outlines how to incorporate other knowledgeable Lions, who have specialized skills that match the needs of the club officers, into an effective mentor team for the-club.
- **Section 4: Design Club Officer Training:** This section provides the guiding Lion with a training template that begins with the basics and provides a strong foundation for training offered by the zone or district.
- **Section 5: Guiding Lion Resources:** Key resources for the guiding Lion and/or club officers including club meeting ideas, training checklists, and a “Guiding Lion Hotline” to support the unique needs of-Lions clubs.
- **Section 6: Club Rebuilding:** This new section was designed to apply the tools and techniques of the Certified Guiding Lion to rebuild struggling or cancelled clubs. It includes an assessment form to help identify the clubs strengths and challenges, an assignment form and an additional PowerPoint module for live workshops.

Following the course, participants are asked to complete an exam and submit the Completion Verification Form and exam to LCI headquarters. Successful participants will receive a certificate to recognize their accomplishment and will be entered into a database of certified guiding Lions for the district governor’s use. The district governor may utilize this list to appoint the most qualified Lion to serve the club.

Please note that as of October 4, 2010 certified guiding Lions are required to retake the course every three years to remain certified.

Frequently Asked Questions:

Where can I find the course?

The course materials are available on the LCI website and can be found by typing Certified Guiding Lion in the search engine.

When should I consider taking the course?

When possible, complete the course before you are assigned to assist a club. This will give you time to thoroughly understand the materials and create a development plan for the club.

I have been a Lion for many years, why would I need to take the course?

Even experienced Lions benefit from the course because it features the most current support materials and the latest programs available. It also gives you a structured and detailed approach for developing your support plan so nothing will be overlooked.

When I finish the Course, will I automatically be assigned to assist a club?

No, the Guiding Lion is assigned by the District Governor when a new club is chartered or a club is deemed struggling. However, the list of Certified Guiding Lions is available to the District Governor to aid him or her in assigning qualified Lions to the club.

Materials Available:

To access the course materials, go to www.lionsclubs.org and type Certified Guiding Lion into the search engine or you can request course packets, the instructors manual and the training PowerPoint Presentation by contacting District and Club Administration Division 630-468-6828 or districtadministration@lionsclubs.org

LCI Contact:

District and Club Administration Division
Phone: 630-468-6828
Email: districtadministration@lionsclubs.org

MEMBERSHIP DEVELOPMENT GRANT PROGRAM

Program Summary:

To help districts and multiple districts capture these new markets, or test new marketing strategies, the Membership Development Committee has allocated funding for Membership Development Grants.

Each approved grant provides reimbursement for 75% of the approved project expenses, up to US\$5,000 per district and up to US\$10,000 per multiple district, as outlined in the Rules of Audit for grants that qualify in specific categories.

Frequently Asked Questions:

How much funding is available for proposed membership and new club initiatives?

To ensure global representation, no more than US\$15,000 may be awarded to larger constitutional areas (I, III, IV, V and VI) and US\$5,000 grant to smaller constitutional areas (II and VII) per fiscal year. Additional funds may be awarded at the March/April board meeting if money is available from other areas.

The proposal will be considered for approval if money is remaining from other constitutional areas.

What is the application process?

The Marketing Team will review all applications to ensure the application is complete and viable marketing approaches are used. Marketing staff may contact the applicant to obtain additional information and to discuss the membership opportunity. Applications that meet the noted requirements will then be reviewed by the Membership Development Committee for final approval.

Priority will be given to districts that have set substantial goals for new club formation and membership. The plan should result in the chartering of a minimum of two new clubs and/or the recruitment of 100 new members. Grants will be reviewed for approval at each board meeting. All grants reviewed at the March/April board meeting require the signature of the vice district governor.

How long is the grant term?

Once the grant is awarded, each area must implement and complete their initiative within 18-months from the date of the grant. During this time, activities will be closely coordinated with LCI staff, who will provide professional support.

Grant recipients may not apply for another grant until the 18-month period is over, even if their funds have been fully used.

Materials Available:

- [Membership Development Grant Application](#) (MGA)

Important Dates:

- Grant proposals must be received by LCI at least 45 days prior to the next board meeting for discussion at the meeting.
- Areas that have reached their maximum allotment may submit a proposal 45 days prior to the March/April board meeting.

LCI Contact:

Marketing Team

Phone: 630-203-3846

Email: membershipgrants@lionsclubs.org

LEO CLUB PROGRAM

Program Summary:

Leo clubs are part of the Lions international network and are organized and sponsored by local Lions clubs throughout the world. There are approximately 6,700 Leo clubs in more than 140 countries and geographic areas. Leo club activities and projects enhance the community and help young people develop and practice leadership, organization and social skills. Leo club involvement can instill in young people a lifetime commitment to helping others.

Leo clubs are open to young people with good character who have an interest in serving their communities. Based in schools or in the community, Leo clubs are divided into two tracks: Alpha and Omega. Alpha Leo clubs are designed for youth between 12 and 18 years of age. This track focuses on the individual and social development of preteens and teens. Omega Leo clubs are tailored for young adults between 18 and 30 years of age. This track is designed for the personal and professional development of young adults.

Frequently Asked Questions:

How do you organize a Leo club?

Information about organizing a new Leo club can be obtained in a free Leo Club Organization Kit from the Leo Club Program Department at International Headquarters. Please contact leo@lionsclubs.org to request a kit.

What costs are involved in Leo club sponsorship?

Lions club sponsors must pay a one-time Leo club organization fee of US\$100.00. This fee covers:

- Certificate of Organization
- Leo club officers' kit
- Leo club sponsor kit
- Leo lapel pins for each of the charter members

To cover the administrative costs of the Leo Club Program, every Lions club sponsor is additionally assessed a US\$100.00 annual Leo club levy. This levy is billed on the account of the Lions club sponsor each July. The levy is waived for the fiscal year in which the Leo club is certified.

What is the relationship between the sponsor Lions club and a Leo club?

The sponsor Lions club is responsible for guiding and counseling its Leo club. By working closely with Leos, Lions ensure that their sponsored club operates within the policies of Lions Clubs International. Lions supervise Leos in an open, constructive manner.

Are there age limits for Leos?

Yes. Leo club members must be between the ages of 12 and 30. Alpha clubs are for members between the ages of 12 and 18 and Omega clubs are for members between the ages of 18 and 30.

Can more than one Lions club sponsor a Leo club?

Yes. With written approval of the district governor, two or more Lions clubs may jointly sponsor a single Leo club. The Lions club sponsors will have equal representation on the Leo advisory committee. One Lions club sponsor should be designated to serve as the permanent liaison with International Headquarters concerning Leo club billings and administration. There is no limit to the number of Leo clubs that a single Lions club can sponsor.

Can sponsorship be transferred from one Lions club to another?

Yes. A letter from an officer of the new sponsoring Lions club (stating that it accepts sponsorship) should be submitted to the Leo Club Program Department along with a letter from an officer of the previous sponsoring Lions club (stating that it relinquishes sponsorship).

Can branch or Lioness clubs sponsor a Leo club?

No. Only Lions clubs can sponsor Leo clubs. Branch and Lioness club members can serve as co-advisors for Leo clubs.

What happens to a Leo club when its Lions club sponsor is placed on status quo or is cancelled?

A Leo club is not immediately affected when its sponsor Lions club is placed in status quo. If the sponsor Lions club is subsequently cancelled, the Leo club is granted a 180-day "grace" period to find a new Lions club sponsor before the Leo club is cancelled as well.

How does a Leo club report its monthly and annual officer and membership activity to International Headquarters?

Leo club membership and officer information should be submitted via MyLCI.

To safeguard the privacy of membership data, passwords are required to use MyLCI. Leo club officers and Leo club advisors use their LCI membership ID number to register their own user name and password. With the MyLCI registration process, the user's password remains the same from year to year but is disabled if they no longer continue their term of office. After registration, the user name and password provide access to all of the requisite MyLCI functions even if the officer holds several positions at the club, district or multiple district level. MyLCI functions that are available to each officer depend on their current roles within the association. For more information about MyLCI registration, contact mylci@lionsclubs.org.

How does a Leo district or multiple district report its annual officers to International Headquarters?

Because MyLCI is not yet available to Leo districts and multiple districts, each Leo district and multiple district should complete and submit the Leo-91 form to the Leo Club Program Department at leo@lionsclubs.org by July 1 of each year.

How do Leo clubs report their community service projects and activities to International Headquarters?

Leo clubs report their service projects and activities through MyLCI, using a process similar to the one already in place for Lions clubs. More information about reporting service activities within MyLCI can be found in the [Frequently Asked Questions](#).

How do Leo members or Lions involved in the Leo Club Program provide input about the program to International Headquarters?

The Leo Club Program Advisory Panel is a board-approved communication vehicle for Leos and Lions to share ideas about the Leo Club Program with Lions Clubs International. Panelists serve a two-year term in which they act in an advisory capacity with LCI as it evaluates issues related to the Leo Club Program. The panel provides Leos with more voice in matters which affect the program and additional opportunities for leadership development. It also provides them with a chance to network and share ideas with Leos throughout all seven constitutional areas, helping them better understand the similarities and differences of the Leo Club Program worldwide. More information can be found on the LCI website.

Are Leo club members and their volunteers covered under the association's comprehensive general liability insurance program?

Leo club members and their volunteers are covered under LCI's comprehensive general liability insurance program. The policy pays sums that the insured becomes legally obligated to pay as damages to third parties because of bodily injury or property damage arising out of or in the course of Leo functions and activities. The policy provides a \$1 Million liability coverage for bodily injury and/or property damage per occurrence and a \$2 Million aggregate liability coverage. Coverage afforded by the program is automatic. If evidence of coverage is required for an event, a certificate of insurance may be immediately printed online 24 hours a day at www.lionsclubs.org in the member center/resources section, by calling 1-800-316-6705 or by emailing the request to lionsclubs@dspins.com. For more information, contact the Legal Department at International Headquarters.

Materials Available:

- [Alpha New Member Kit](#) (KIT810-A)
- [Omega New Member Kit](#) (KIT810-O)
- [Leo Club Program General Informational Brochure for Lions](#) (LEO-46)
- [Alpha Leo Recruitment Poster](#) (LEO10-A)
- [Omega Leo Recruitment Poster](#) (LEO10-O)
- [Alpha Leo Recruitment Brochure](#) (LEO57-A)
- [Omega Leo Recruitment Brochure](#) (LEO57-O)
- [Alpha Leo Club Program Handbook](#) (guide for Leo club advisors, Leo officers and sponsoring Lions clubs) (LEO65-A)
- [Omega Leo Club Program Handbook](#) (guide for Leo club advisors, Leo officers and sponsoring Lions clubs) (LEO65-O)
- [Spotlight on Children Informational Brochure](#) (LEO-304)
- [Leo Club Organization Report Form](#) (LEO-51)
- [Leo Club Officers Annual Report Form](#) (LEO-72)
- [Leo District/Multiple District Annual Report Form](#) (LEO-91)

Awards Available:

Details about the many [Leo Club Program awards](#) can be found in the Leos section of the LCI website.

Important Dates:

- July 1: [Annual Report for Leo districts & multiple districts](#) (LEO-91) due
- August 15: Deadline for [Leo Club Excellence Award](#) (LEO-105) applications
- October: Leo Membership Growth Month
- November 15: Deadline for [Leo October Membership Growth Award](#) (LEO-101) applications
- December 5: International Leo Day
- April: Leo Club Awareness Month
- April 1: Deadline for [Leos of the Year Applications](#) (LEOLOY)
- May 1: Annual [Leo Club Officers Report](#) (LEO-72) due

LCI Contact:

Leo Club Program Department
Phone: 630-468-6759
Email: leo@lionsclubs.org