

# Specialty Clubs Program Coordinator



Application – 2 new specialty clubs / 40 new charter members

Detailed POSITION DESCRIPTION (SCPC.PD2020) available at [www.lionsclubs.org/specialtyclubs](http://www.lionsclubs.org/specialtyclubs)

Specialty Clubs Program (SCP) Coordinator Applications will be accepted by Lions Clubs International (LCI) as follows:

- July 1 – December 31 of the current fiscal year (1<sup>st</sup> and 2<sup>nd</sup> quarters)
- January 1 – May 30 subject to availability of program funds (3<sup>rd</sup> quarter)

Specialty Clubs Program Coordinators are to be: a respected Lion in good standing; a role model exemplifying Lions' standard of ethics; passionate not only in humanitarian service through Lions clubs, but in the pursuit of membership development through new specialty clubs with engaged, service focused specialty club members.

Eligibility:

- All Lions in good standing are eligible to apply for the role of specialty clubs program coordinator with the exception of acting district governors or Lions serving in another capacity which would cause conflict or the inability to be successful in achieving their approved Specialty Clubs Program development plan.
  - All SCP coordinators will obtain their role through an application process.
  - The completion of Lions' **New Club Development Orientation** course through the Lions Learning Center in MyLCI or demonstration of equivalent knowledge is highly recommended.
  - Signatures from the district governor and district GMT coordinator from the district(s) of the proposed new clubs are required.
  - The new club development plan included on the SCP Coordinator application must be completed.
  - This application must be submitted to LCI's Membership Development Division staff for review and approval prior to the organization of new clubs.

Term:

- The service term for the Specialty Clubs Program Coordinator role will commence at the date of approval of the Specialty Clubs Program Coordinator application. Completed and appropriately signed applications and plans will be reviewed by LCI's Membership Development Division staff with approval notifications sent by email.
- Specialty Clubs Program Coordinators may remain in their role until their proposed new club development plan is successfully achieved or until the end of the fiscal year in which their application was approved – whichever comes first. Lions serving as Specialty Clubs Program Coordinator can be removed from this role upon the decision of the International President and/or International Officers.

If this Specialty Clubs Coordinator application is approved, I understand that I am subject to the most current **Specialty Clubs Program Coordinator Position Description (SCPC.PD2020)** [www.lionsclubs.org/specialtyclubs](http://www.lionsclubs.org/specialtyclubs) and I will be eligible for program related expense reimbursement only if the actions, as outlined in the approved development plan result in:

**2 new specialty clubs with 40+ new charter members**

I understand that reimbursement of eligible Specialty Club Program expenses will not exceed US\$1,000

**Club names and club identification numbers must be included when submitting expense reimbursement requests to ensure accurate tracking of specialty club charters.**

- Copies of expense receipts must be included when submitting expense claim
  - Reimbursements may include travel, lodging and meals, meeting expenses, and special promotional efforts – Refer to reimbursement policy
- Expense claims should be submitted to LCI within 60 days of the final club charter date which fulfills the specialty club program plan and no later than July 15 of the immediate next fiscal year.

**Specialty Clubs Program Coordinator applications are valid through June 30 of the fiscal year in which they are approved.**

**NOTE: Lions actively serving as district governor are ineligible to serve simultaneously as specialty clubs coordinator.**

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Last Name		First		Member ID	
Mailing Address					
City		State/Province		Postal Code	
Country		Preferred Language			
Phone		Email			
Your District		How many years have you been a Lion?			
Yes, I have successfully completed LCI's New Club Development online training course.					
How many new clubs have you been involved in organizing or chartering?					
Please check one or all that apply to you:		<input type="checkbox"/> Guiding Lion <input type="checkbox"/> New Club Organizer <input type="checkbox"/> Extension Award Recipient			
<b>List the location and the specialty type</b> (i.e. culture, life stage, cause, profession or education, sport or hobby, other) <b>of the clubs you are planning to organize.</b>	Club #1 Location				
	Club #1 Specialty				
	Club #2 Location				
	Club #2 Specialty				
<b>DISTRICT SIGNATURES - REQUIRED</b>					
<b>District Governor</b>		<b>Date</b>		<b>District GMT Coordinator</b>	
District #					
<b>District Governor</b>		<b>Date</b>		<b>District GMT Coordinator</b>	
<i>For Club #2 if District is different from Club #1</i>					
District #					
<ul style="list-style-type: none"> <li>I understand that this application is subject to LCI review and approval, and the availability of Specialty Clubs Program funds within a fiscal year. Approved SCP Coordinators will be notified via email.</li> <li>Signatures are required from each district where new specialty clubs are planned.</li> <li><b>Charter Application Deadline</b> - Completed new club charter applications received by LCI International Headquarters at Oak Brook, Illinois, USA, on or before the close of business on June 20th will be processed for the current fiscal year. BPM Ch 10</li> </ul>					
<b>Applicant's Signature</b>				<b>Date</b>	

Send completed form to: [specialtyclubs@lionsclubs.org](mailto:specialtyclubs@lionsclubs.org)

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**For LCI administration:**

	Applicant data complete		
	Applicant is eligible/in good standing		
	New Club Development Orientation course or equivalent knowledge demonstrated		
	Guiding Lion		Extension Award Recipient
	District signatures Club #1		
	District signatures Club #2 (if Club #2 is located in a different district from Club #1)		
	Applicant signature and date included		

**LCI Comments:**