



Lions Clubs International

JOIN TOGETHER LIONS CLUB CHARTER APPLICATION WORKSHEET

Congratulations on starting a new charter club with Lions Club International. Use this charter application worksheet as a guide for obtaining all information to complete the Join Together charter application on [MyLCI](#). You will NOT need to mail this this worksheet to LCI headquarters.

INFORMATION NEEDED FOR APPLICATION SUBMISSION

1. Report of Charter Members worksheet (this will be submitted in [MyLCI](#))
2. Payment of charter fees.
3. The following individuals can submit a new club: District Governor, GMT Coordinator, Sponsoring Club President, Sponsoring Club, Secretary, Coordinating Lion.

PLEASE PRINT OR TYPE INFORMATION CLEARLY

Name of Proposed Club		City	Distinguishing designation, if any
Club Located in	City	State, Providence or Country	
If the name of the proposed club does not indicate a distinguishing location, please explain:			
(If the proposed club would like to use any existing name in their Lions Club title, please attach proof of ownership or rights to any trademarked names. Club names also have to follow the basic club naming policies of Lions Clubs International.) Any proposed names not falling within the LCI naming convention will have to be approved by the Membership Development Committee.			
District		Region	Zone
Club Sponsor		Identification Number	

NEW CLUB OFFICERS

President	First Name	Last Name	Phone
Street Address		City/State/Providence/Country	Zip/Postal Code
E-mail			* Please include area codes and country codes if outside of the USA
Communication preference via : <input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> E-mail			
Secretary	First Name	Last Name	Phone
Street Address		City/State/Providence/Country	Zip/Postal Code
E-mail			* Please include area codes and country codes if outside of the USA
Communication preference via : <input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> E-mail			
Treasurer	First Name	Last Name	Phone
Street Address		City/State/Providence/Country	Zip/Postal Code
E-mail			* Please include area codes and country codes if outside of the USA
Communication preference via : <input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> E-mail			
Membership Chairperson	First Name	Last Name	Phone
Street Address		City/State/Providence/Country	Zip/Postal Code
E-mail			* Please include area codes and country codes if outside of the USA
Communication preference via : <input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> E-mail			

RESPONSIBILITIES OF THE SPONSORING CLUB

A sponsoring club helps their new Lions club obtain and maintain a high level of commitment, activity and enthusiasm. Sponsorship of a new club demands certain responsibilities. Sponsors 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 organization 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

As the sponsoring club, we understand that assistance will be given to this new club as described by, but not limited to, the above list.

Sponsoring Club- Notify club president or club secretary about new club application submission through [MyLCI](#).

GUIDING LIONS The district governor may appoint up to two Guiding Lions to assist the new club. The district governor in office and new charter members are not eligible. The Guiding Lion is appointed for a two-year term beginning on the charter approval date and shall not serve as a guiding Lion for more than two clubs at any point in time.			
Guiding Lion 1	First Name	Last Name	Phone
Street Address		City/State/Province/Country	Zip/Postal Code
E-mail			<i>* Please include area codes and country codes if outside of the USA</i>
Is this Guiding Lion a member of the sponsoring club? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, please provide:	Name of Club		Club Number
Is this Guiding Lion a "certified" Guiding Lion? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Communication preference via : <input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> E-mail			
Guiding Lion 2	First Name	Last Name	Phone
Street Address		City/State/Province/Country	Zip/Postal Code
E-mail			<i>* Please include area codes and country codes if outside of the USA</i>
Is this Guiding Lion a member of the sponsoring club? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, please provide:	Name of Club		Club Number
Is this Guiding Lion a "certified" Guiding Lion? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Communication preference via : <input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> E-mail			

CHARTER NIGHT

The charter and all charter materials will be sent to the district governor or coordinating Lion unless otherwise specified. Please allow 45 days from the date the application is received by International Headquarters to process this application and provide time to personalize and ship the official charter and charter materials.

Charter Presentation Date: _____

EXTENSION AWARD RECIPIENTS

International Board Policy states that no more than two Extension Awards may be given for the organization of any club. The district governor in office and new charter members are not eligible. Awards must be requested by the district governor within six months of the charter approval date.

The district governor has recommended the following Lions to receive Extension Awards:

Extension Award Recipient 1	First Name	Last Name		Member Number
Street Address		City/State/Province/Country		Zip/Postal Code
Phone	E-mail			<i>* Please include area codes and country codes if outside of the USA</i>
Name of Club		Club Number	District	
Extension Award Recipient 2	First Name	Last Name		Member Number
Street Address		City/State/Province/Country		Zip/Postal Code
Phone	E-mail			<i>* Please include area codes and country codes if outside of the USA</i>
Name of Club		Club Number	District	

INTERNATIONAL DUES BILLING

It is understood that the semi-annual dues billing 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 his/her name is recorded by the International Office as a new member in an active club. Please refer to the [Charter Application Checklist](#) (TK-40) for current dues rates.

DISTRICT GOVERNOR APPROVAL

The District Governor will approve the application on [MyLCI](#).

Has an Extension Workshop been held in your district? ☐ Yes ☐ No

If yes, workshop Date: _____

If yes, please provide the name of the consultant or extension representative: _____

INFORMATION NEEDED FOR NEW CLUBS APPLYING UNDER THE JOIN TOGETHER PROGRAM:

1. Please submit a letter from the parent Lions club verifying the length of existence and service focus of the existing organization to newclubs@lionsclubs.org.
2. Lions Clubs International shall not be responsible for any past, present or future liabilities (other than liability insurance claims of the proposed club shall they be an approved claim). Please submit an email to newclubs@lionsclubs.org noting any financial obligation, rents, mortgages, and any current or pending liabilities of the proposed club.
3. Additional information may be requested by Lions Clubs International while this charter application is being reviewed.
4. Club Charter Applications under the Join Together program shall be reviewed for approval if they meet the criteria and other considerations by the Membership Development Committee of the International Board of Directors of Lions Clubs International.