



Prepare for an Engaging Club Visit

August 26, 2020



Ed Farrington,
Past International Director
2014-2016



Jennifer Ware
Past International Director
2016-2018

By the end of this session, we hope you will;



- Understand the various sections of the Club Health Assessment Report and Club Achievement Report and its benefit to you in your preparations to visit each club.
- Gain basic knowledge of several club support tools to assist with successful club operations: the club assessment questionnaire, Club Quality Initiative.
- Know how to customize your focus for each club as you go visit to inspire, motivate, provide a positive tone to encourage leadership, recognize members' and the club's achievements, community service and support of LCIF.
- Prepare for follow-up after each club visit.
- Know where to find resources to complete the DG travel expense claim.



Club Health Assessment for District 2 X3 through June 2020

Club Number	Club Name	Charter Date	Status	Membership						Reports				Finance		LCIF	
				Current Member Count	YTD Members Added	YTD Members Dropped	YTD Net Growth	YTD Net Growth%	Member Count 12 Months Ago	Avg. length of service for members	Months Since Last MMR ***	Yrs. Since Last Officer Report	President Rotation	Vice President Reported ****	Months Since Last Activity Report ***		Account Balance
			Number of times on status quo within last two years	If below 15 members appears			If net loss is greater than 20% appears			If no report in 3 months appears in	When more than one year appears in	Number of repeat terms	Notes the officers that do not have appears in an active	If no report 12 months appears in red			
1118	KENNARD	06/18/1973	Active	12	0	2	-2	-14.29%	14	4	0		2	P,S,T,M,VP MC,SC	24+		\$28.00
1120	KILLEEN EVENING	11/11/1964	Active	29	4	4	0	0.00%	29	8	0			P,S,T,M,VP MC,SC	1		\$8,718.50
Exc Award (06/30/2016, 06/30/2018, 06/30/2020)				Club Status													
121362	Killeen Ladies	02/11/2014	Active(1)	10	1	0	1	11.11%	9		2			P,S,T,M,VP MC,SC	7		
1119	KILLEEN NOON	05/24/1950	Active	57	6	11	-5	-8.06%	52	7	0		None	P,S,T,M,VP MC,SC	6		\$2,542.00
49757	KOSSE	07/05/1989	Active	18	4	0	4	28.57%	14					P,S,T,M,VP MC,SC	7		\$28.00
77837	LAMPAGAS	11/28/2003	Active	10	1	0	1	11.11%	9		0		2	P,S,T,M,VP MC,SC	4		
1122	LOMETA	03/16/1945	Active	23	7	2	5	27.78%	18	1	1			P,S,T,M,VP MC,SC	6		\$36.00
1126	MARLIN	05/10/1935	Active	25	2	7	-5	-16.67%	30	6	0			P,S,T,M,VP MC,SC	19	90+ Days	\$260.00
132978	Mart	11/13/2017	Active(1)	21	1	2	-1	-4.55%	22	2	0		3	P,S,T,M,VP MC,SC	4	90+ Days	\$2,074.00
1128	MC GREGOR	05/22/1952	Active	34	2	5	-3	-8.11%	37	5	4			P,S,T,M,VP MC,SC	24+		\$24.00
1129	MERIDIAN	06/04/1956	Active	11	1	2	-1	-8.33%	12	3	1			P,S,T,M,VP MC,SC	24+		\$447.00
1130	MEXIA	11/05/1921	Active	23	1	1	0	0.00%	23	5	1			P,S,T,M,VP MC,SC	15		
134337	Nolanville Lions Clubs	04/30/2018	Active	19	0	0	0	0.00%	19		4			P,S,T,M,VP MC,SC	22		
1132	OGLESBY	11/10/1949	Active	27	7	6	1	3.85%	26	8	1			P,S,T,M,VP MC,SC	6		\$58.00
1133	PALESTINE	07/06/1923	Active	29	2	2	0	0.00%	29	6	0			P,S,T,M,VP MC,SC	24+		\$18.00
1134	PALESTINE EVENING	10/24/1968	Active	7	0	2	-2	-22.22%	9	11	0			P,S,T,M,VP MC,SC	6		
134105	Piney Woods	03/19/2018	Active	39	11	16	-5	-11.36%	44	3	0			P,S,T,M,VP MC,SC	5		\$10.00
1135	RIESEL	03/11/1947	Active	20	2	4	-2	-9.09%	22	2	0			P,S,T,M,VP MC,SC	14		\$130.00
1136	ROBINSON	06/16/1964	Active	5	0	0	0	0.00%	5		0			P,S,T,M,VP MC,SC	N/R		
122293	Robinson Area	05/27/2014	Active	13	1	3	-2	-13.33%	15	4	0		4	P,S,T,M,VP MC,SC	1	90+ Days	
Exc Award (06/30/2016)																	
123172	Rosebud-Lott Area	09/22/2014	Active	12	1	1	0	0.00%	12	4	0		4	P,S,T,M,VP MC,SC	2		\$122.00
30547	SALADO	04/11/1975	Active	63	6	4	2	3.28%	61	6	1			P,S,T,M,VP MC,SC	9		\$144.00
53343	TEMPLE BREAKFAST	06/23/1992	Active	23	2	1	1	4.55%	22	8	1		2	P,S,T,M,VP MC,SC	1		

Club Status

Net membership

Officer Rotation

Reporting History

Service Reporting

LCIF Donations

Club Health Assessment Strategies



Search | Lions Clubs Internat X +

Search-results?keys=Club+Health+Assessment+Strategies

BI launch pad x Convention cancellati... SilkRoad Onboarding ... Login - Service Desk Dictionary.com | Mea... Home - Dropbox Dropbox - NAMI Share...

club health assessment strategies

Search



Club Health Assessment Action Strategies

Situation	Potential Problem	Possible Actions/Resources
Membership		
<p>Losing Members</p> <p>Note length of membership service to see if the club is losing new or established members and adjust strategy accordingly.</p>	<ul style="list-style-type: none"> • Poor club meetings • Club not able to support the activities that are meaningful to club members • Not providing relevant service • Poor new member orientation • Lack of new member recruiting • Other reasons 	<p><u>Improve Retention</u></p> <p>Participate in the Club Quality Initiative and conduct the “How are your Ratings?” survey with existing members.</p> <p>Distribute the “Former Member Satisfaction Survey” (located in the member Satisfaction Guide) to uncover why former members left the club.</p> <p>Based on the research, help the club retain members using the following tools:</p> <ul style="list-style-type: none"> • Help club’s find a meeting format that meet’s member needs by utilizing Your Club, Your Way! • Make sure activities are relevant and meaningful by utilizing “Making it Happen” • Study the “Effective Teams” course in the Lions Learning Center to examine ways to work as a team within your club. • Utilize the “Club Officer Training” course in the Lions Learning Center to strengthen club leadership. • Educate clubs members on how the club operates and the value of membership by hosting a member orientation using the “Orientation Guide” • Strive to achieve the Club Excellence Award. • Utilize the Mentoring Program to build stronger relationships with members and encourage members to strive to achieve higher leadership levels within LCI. • Recognize clubs that retain members with the Membership Satisfaction Awards. <p><u>Rebuild the Club</u></p> <ul style="list-style-type: none"> • Consider utilizing the Priority Club Program to allow the DG Team two additional visits and additional support! • Guiding Lion – Assign a Guiding Lion to rebuild the club, conduct training and assign a team of club officer mentors. • Develop a membership campaign – Club Membership Chairperson e-Book Club Membership Chairperson Guide, utilize targeted membership initiatives to reach women, family members, students, young adults and others. • Encourage the club to participate in Lions Worldwide Induction Day • Publicize club activities – Club Marketing Communications Chairperson



Reports		
Months since the club filed an MMR	Club not filing the MMR	Contact the Club Secretary to make sure they have a password and to see if they need instruction on how to submit the report. Utilize the MyLCI training for additional information or provide contact information from an experienced club secretary.
Years since last Officer Report (PU 101)	Club has not reported club officers for over a year	Contact the club to ask them to report club officers. They can be reported via MyLCI or using the club officer reporting form . If the secretary needs assistance, guide them through the reporting process. If elections have not been held, work with the club to ensure proper elections. Provide the e-Books to new officers and encourage them to attend zone meetings.
President Rotation	Current President has served more than 2 years consecutively	This may indicate a lack of new leaders. Encourage the club to elect new officers each year to build the club's leadership base, bring new ideas into the club and strengthen the club.
No Active Email	Notes the officers that do not have an active email	Since most officer communication is sent via email, having an email address is critical to the club. Contact the club to obtain uncollected email addresses. Updates should be made by the club's secretary via MyLCI.
Months Since Activity Report	Provides the number of months since the last on-line activity report	Contact the club to see if they are having problems filing their Service Activity Report. Paper reports are no longer accepted by LCI, all service reporting must be done via the Service Reporting system or your regional reporting system. If the club does not have an activity to report, encourage them to visit the Service Journey webpage which provides project planners and the service toolkit.
Finance		
Account Balance	Notes if a club has a balance over 90 days	Contact the club to see if there is a problem with a payment and ensure that the club is collecting dues. Provide the club information concerning financial suspension to help them regain good standing. Contact the A/R and Club Account Services Department for more information. Clubs can now pay on-line by registering online and accessing the on-line club statement .
LCIF		
Donations for current fiscal year	Indicates donations from the club or a member of the club.	If a club has reported that a donation was made and it does not appear on the report, contact the donorassistance@lcif.org to see if the payment was received and perhaps posted as dues or is unidentified.

Club Achievement Report in MyLCI



Click on My Lions Clubs

Click on Reports

A screenshot of the MyLCI website interface. The top navigation bar includes links for Home, My Leo Clubs, My Lions Clubs, My Districts, My Multiple Districts, My Areas, My Constitutional Areas, and LCI Admin. A red arrow points to the 'My Lions Clubs' link. Below this, a dropdown menu is open, showing options: Members, Club Info, Officers, Statements/ Dues, New Club Applications, Service Activities, Signature Service Activities, and Reports. A second red arrow points to the 'Reports' option. The main content area is divided into several sections: 'My Tasks' (View Members, View Officers, View Statements, View Service Activities, View Leo Clubs), 'My Clubs' (Status table), 'My Info' (2018-2022 LCI/LCIF Office Staff, Member Correspondence Address, Officer Correspondence Address, E-mail), 'My Members' (Statistics table), 'My Service Activities' (Reminder text), and 'My Officers' (Directory Staff Listing).

My Clubs

Status	Clubs
Newly Chartered	612
Status Quo	36
Cancelled	159
Applications Started	29
Applications Authorized	114
Applications Completed	25
Active	48700

My Members Statistics Updated 8/19/2020 11:00 AM

	This Month	This Year
Opening Balance	1,366,502	1,354,426
Added Members	9,289	37,168
Dropped Members	4,074	19,878
Closing Balance	1,371,717	1,371,716
Net Gain/Loss	5,215	17,290
Worldwide	1,371,716	

My Service Activities

Reminder: Service Activity support in MyLCI ends with Fiscal Year 2018-2019. For 2019-2020 Service Activities, use MyLion.

My Officers

Directory Staff Listing

Club Achievement Report in MyLCI



The screenshot shows the MyLCI web interface. At the top left is the MyLCI logo. A navigation bar contains links: Home, My Leo Clubs, My Lions Clubs (highlighted), My Districts, My Multiple Districts, My Areas, My Constitutional Areas, and LCI Admin. Below this, a breadcrumb trail shows 'SCHAUMBURG-HOFFMAN (396) - District 1 F - IL UNITED STATES'. To the right of the breadcrumb is a dropdown menu labeled 'Select a different club'. Below the breadcrumb is a 'Reports' section. On the left, under 'Available Reports', is a list of report types, with 'Club Achievements' at the bottom. On the right, under 'Report Information', is a large empty box with the text 'Select a report from the list on the left.' At the bottom right of this box are two buttons: 'Download Excel' and 'View/Print'. Red arrows point to the 'Club Achievements' link, the 'Select a different club' dropdown, and the 'View/Print' button.

Available Reports

- Club Attendance Sheet
- Club Monthly Reporting History
- Monthly Membership Report - Detail
- Club Roster
- Club Roster of Membership Data
- Family Unit Report
- Lions Club Officer Report for Current Year
- Lions Club Contact List
- Lions District Officer Contact List
- Lions Club Officer Report for Next Year
- Member Information Update Report
- Club Achievements

Report Information

Select a report from the list on the left.

Download Excel View/Print

Click on "Select a different club"

Once the club is visible

Click on Club Achievements

Then click on View/Print

The Club Achievement Report Sections



CLUB: SCHAUMBURG-HOFFMAN Report

Club Name:	SCHAUMBURG-HOFFMAN
Charter Date:	4/12/1961 12:00:00AM
Drop Members in Fiscal year:	1
Members Added in Fiscal year:	1
Status:	Active (4)
Clubs sponsored by SCHAUMBURG-HOFFMAN	CHICAGO PUNJABI (102401), GRANT TOWNSHIP (99900)
Current Membership:	35

High-Ranking Lions (Club Officers)



High Ranking Lions

Club Officers

Michael	Club President
Michael	Immediate Past Club President
Patrick	Club First Vice President
Vivian	Club Secretary
Carol	Club Treasurer
Mary Jo	Club Membership Chairperson
Jazmin	Club Marketing Communications Chairperson

Lions Who have Sponsored Members

Lions who have sponsored Members

<i>Sponsor</i>	<i>Number of Members Sponsored</i>
MINDY Youth Program Club Branch	13
Vivian	10
CYNTHIA	9
Lawrence	6
CHRIS M	3

Carol	2
PAUL	2
Suzanne	2
Jan L	1
Jazmine C	1
Jo Anne R	1
Michael	1

Lions Who are Highly Recognized



Lions who are highly recognized

LCI

Name

Awards

Card

Membership Key, Life Membership Award, 15-Year Monarch Chevron, 20-Year Monarch Chevron

CHRIS

Membership Key, Club President Excellence Award, 10-Year Monarch Chevron

CYNTHIA

5-Member Key, Builder Key, 25-Year Monarch Chevron, 30-Year Monarch Chevron, Silver Centennial Lion, Gold Centennial Lion, Diamond Centennial Lion

GARY

50-Year Monarch Chevron, 45-Year Monarch Chevron

GERARDA

Membership Key, Life Membership Award, 25-Year Monarch Chevron, 30-Year Monarch Chevron

GORDON

Life Membership Award, 40-Year Monarch Chevron, 45-Year Monarch Chevron

JACK

Life Membership Award, 15-Year Monarch Chevron, 20-Year Monarch Chevron

Jan

Leadership, Membership Key, 10-Year Monarch Chevron

Lawrence

Presidential Award, 5-Member Key, 100% District Governor Award, 25-Year Monarch Chevron, 30-Year Monarch Chevron, Silver Centennial Lion, Gold Centennial Lion, Diamond Centennial Lion

MINDY
Program Club Branch

Presidential Award, Membership Key, Membership Advancement Key, Builder Key, 15-Year Monarch Chevron, 20-Year Monarch Chevron, Silver Centennial Lion, Gold Centennial Lion, Diamond Centennial Lion

PAUL

Extension Award 1, Presidential Award, Membership Key, Membership Advancement Key, 50-Year Monarch Chevron, 55-Year Monarch Chevron, 10-Year Monarch Chevron



LCI

Suzanne	Membership Key,Silver Centennial Lion,Gold Centennial Lion
Valerie	10-Year Monarch Chevron
Vivian	Leadership,Membership Key,Membership Advancement Key ,Builder Key,10-Year Monarch Chevron,Silver Centennial Lion,Gold Centennial Lion,Diamond Centennial Lion

LCIF

Ann	Contributing Membership Gold Level,Donor Pin - Immediate Recognition
Carol	MJF
CHRIS	MJF
CYNTHIA	MJF,Contributing Membership Bronze
GERARDA	MJF
GORDON	MJF
JACK	MJF,Donor Pin - Immediate Recognition
Lawrence	MJF,Contributing Membership Bronze
MINDY Program Club Branch	MJF,Contributing Membership Bronze
PAUL	MJF,PMJF - 1 Diamond YG
Scott	Contributing Membership Bronze,Bronze Contributing Member Pin,Lions Share - Level 1,Donor Pin - Immediate Recognition
Vivian	Contributing Membership Bronze,Bronze Contributing Member Pin,Donor Pin - Immediate Recognition

Club Recognition



Club Recognition

LCI

Club Excellence Award (2019),Premier Centennial Club (2018)

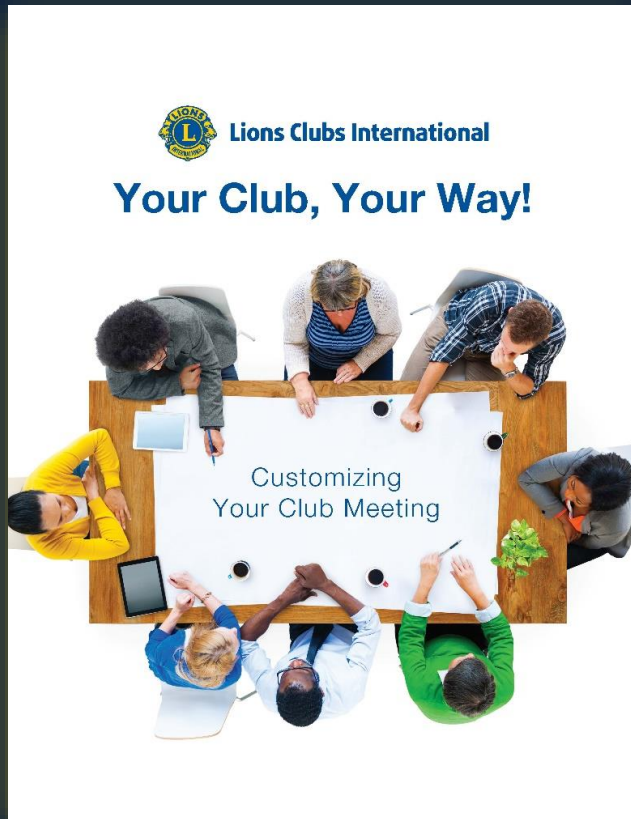
Recent Club Service Activities



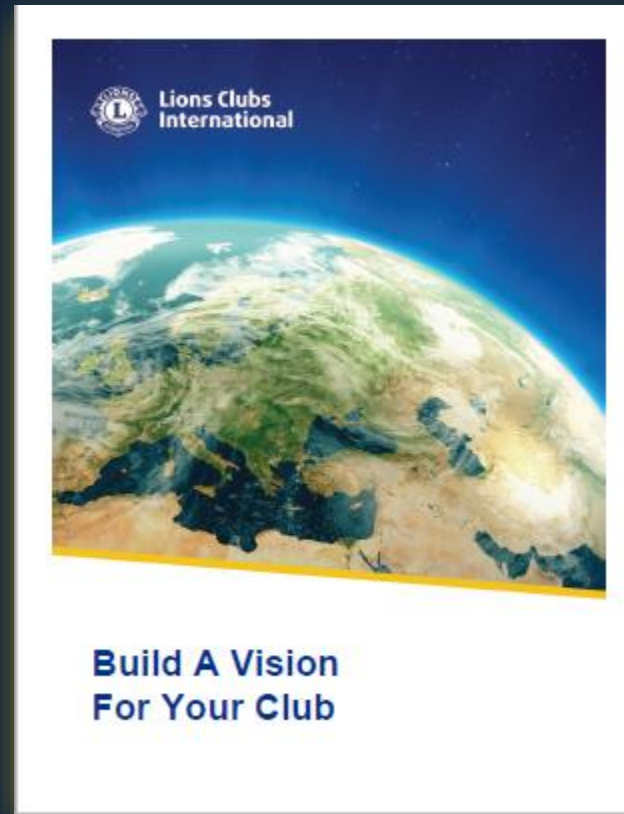
Recent Club activities

Activity Date	Activity Title	People Served	Volunteer Hours
Environment			
9/5/2019	Donation to LCIF for Disaster Relief	0	0
Totals:	Activities : 1	0	0
Hunger			
4/6/2020	Food Pantry Donation	0	0
5/8/2020	Food Pantry Donation	0	0
6/1/2020	Food Pantry Donation	0	0
7/2/2020	Food Pantry Donation	0	0
7/2/2020	Food Pantry Donation	0	0
3/29/2020	PADS Shelter Dinner	30	14
5/29/2020	PADS Shelter Dinner	30	14
7/29/2020	PADS Shelter Dinner	30	14
Totals:	Activities : 8	90	42
Other			
3/29/2020	Donation to Community Assistance Fund	0	0
4/8/2020	Easter Card Project for Seniors	77	16
7/2/2020	Provided Hearing Aid for Local Resident	0	0
9/3/2019	Septemberfest Bingo	250	100
2/28/2020	S-H Lions Help GiGi's Playhouse	200	10
11/17/2019	Sips & Nibbles	75	10
7/31/2020	Supplies Donation to PADS	16	27
9/22/2019	trivia for a cause	100	20
Totals:	Activities : 8	718	183
Vision			
2/21/2020	Eyeglass Collection	100	8
Totals:	Activities : 1	100	8

Additional Great Resources



Your Club, Your Way!



Build A Vision For Your Club



Club Quality Initiative

Be Prepared



Whether visit is in person or virtual

Keep to the time limit

Know and recognize what a club has achieved

Recognize club members that serve in district leadership roles, too!



Supporting the health of your clubs



Supporting club health is an ongoing process

Articulate carefully with those clubs in need of support

Reiterate that the district leadership team is there to help them



What do you do when a club is not meeting due to COVID-19?

It may be a challenge to get the message out

The more clubs learn technology, the more comfortable they become with it





Share the Reports

Share the reports with district leadership teams

Articulate carefully with those clubs in need of support

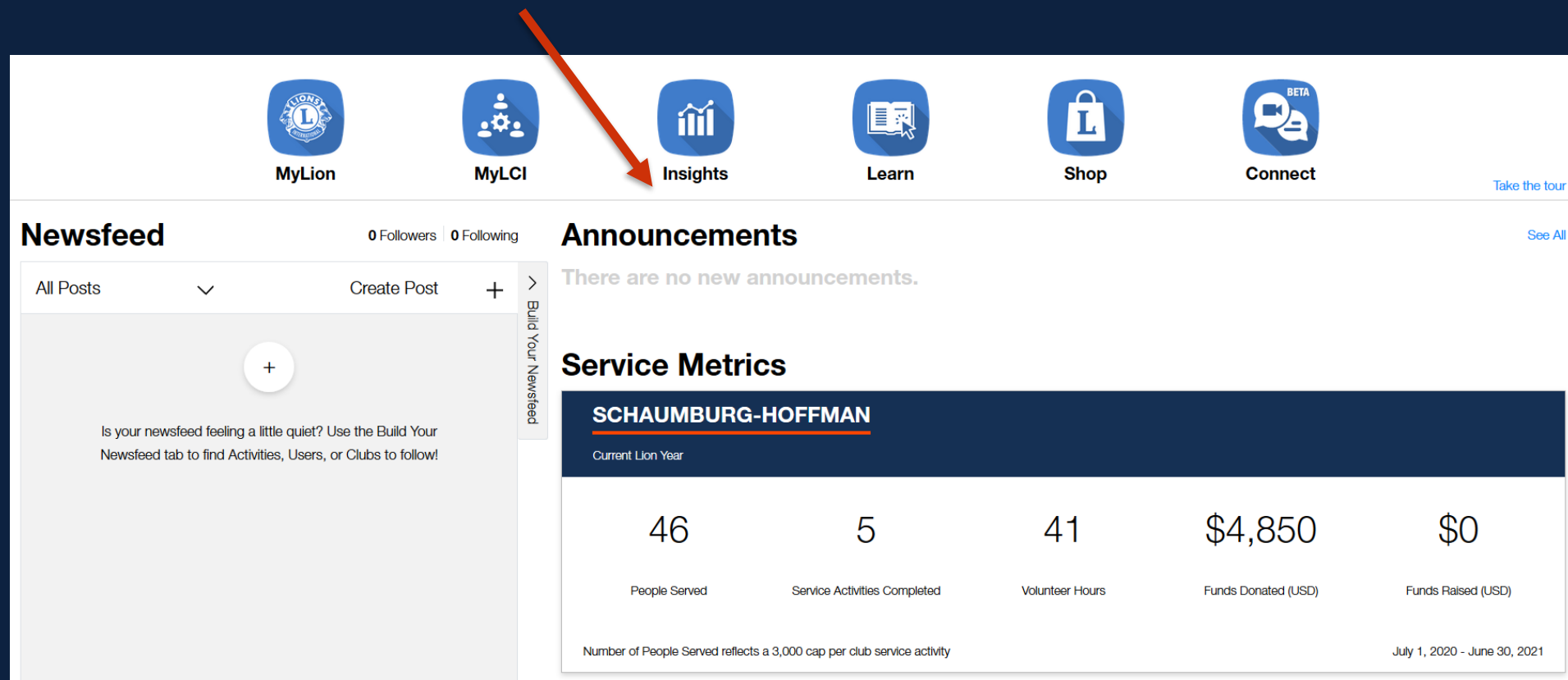
Reiterate that the district leadership team is there to help them





So what do we
do with all of
these
resources?

Look for Resources through your Lion Account



The screenshot shows the MyLion app interface. At the top, there is a navigation bar with six icons: MyLion, MyLCI, Insights, Learn, Shop, and Connect. A red arrow points to the Insights icon. Below the navigation bar, the main content area is divided into three sections: Newsfeed, Announcements, and Service Metrics.

Newsfeed

0 Followers | 0 Following

All Posts ▾ Create Post + > Build Your Newsfeed

+
Is your newsfeed feeling a little quiet? Use the Build Your Newsfeed tab to find Activities, Users, or Clubs to follow!

Announcements

See All

There are no new announcements.

Service Metrics

SCHAUMBURG-HOFFMAN

Current Lion Year

46	5	41	\$4,850	\$0
People Served	Service Activities Completed	Volunteer Hours	Funds Donated (USD)	Funds Raised (USD)

Number of People Served reflects a 3,000 cap per club service activity

July 1, 2020 - June 30, 2021

Get details and trends on Membership, Service and Campaign 100



Insights

Home

Campaign 100 Dashboard

Worldwide

Brand Awareness 54%

Brand Familiarity 9%

Net Promoter Score 30.20

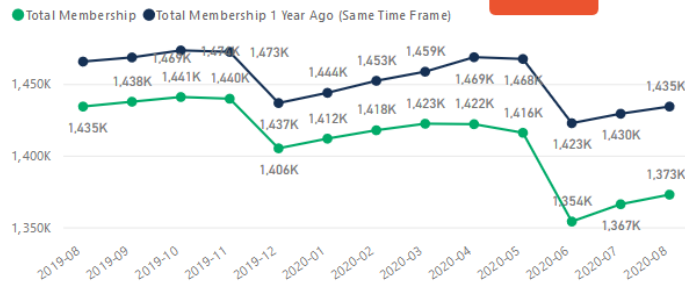
LCI People Served 25M

LCIF People Served 4M

Participants in Learning Events 273K

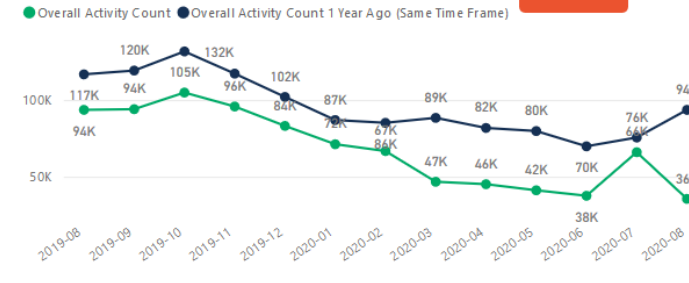
Membership

Detailed View



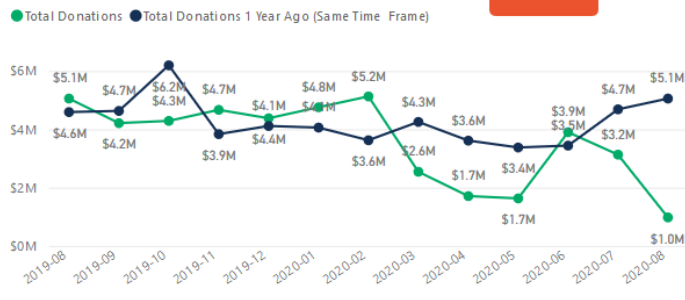
Service Activity

Detailed View



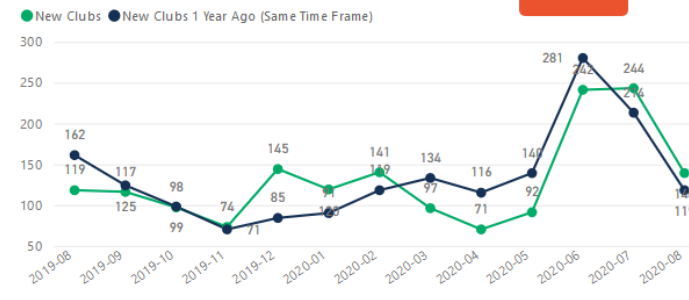
Donations

Detailed View



Clubs

Detailed View



Data as of: 08/24/20 6:37:24 PM

Understanding the District Governor Travel Expense Claim Process

dgexpenses@lionsclubs.org



Follow-up includes reporting Club Visits

New District Governor Expense Claim Training Modules



Available in the Lions Learning Center with login on the Lions Account page <https://lionsclubs.org/en>.

Recent changes to the district governor travel expense policy regarding club visitations:

Official club visits are no longer limited to one visit per year.

(A single club visit may not exceed more than one day's duration.)

For districts except those who work with the regional office in Mumbai,
Submit all district governor expense claims to:

dgexpenses@lionsclubs.org



Tips to ease “the pain of the claim!”

HOME / RESOURCE CENTER / FINANCE RESOURCES

Finance Resources

District Governor Expense Claim Forms

Please select the format you wish to use for the completion of Expense Claims. All Claims must be mailed to International Headquarters Office with proper documentation. Please see Claim Form Instructions for allowable expenses. Also look at the District Governor Reimbursement Policy and Frequently Asked Questions.

DG Expense Claim Forms

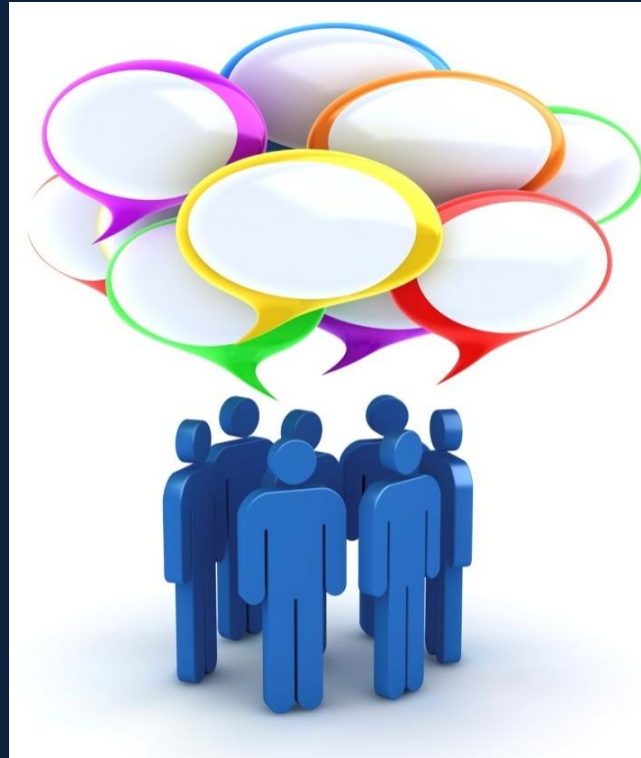
- District Governor Travel Expense Claim Excel (*Fill out online then print*)
- District Governor Travel Expense Claim PDF (*Print only*)
- District Governor's Meeting and Club Visitation Report
- District Governor Travel Expense Claim Form Instruction Tips
- District Governor Expenses Allowed / Disallowed
- District Governor Visitation Report and Expense Claim Tutorial

Additional Information:

- Claim Form Instructions
- Exchange Rates
- US Direct Deposit slip
- Canadian Direct Deposit Slip
- Euro Direct Deposit Slip
- Great Britain Direct Deposit Slip
- FAQ's – Accounting Department
- District Governor Budget Increase Worksheet



Questions?





THANK YOU



LCI Contact Information

- Phone: (630) 468-6890 or (630) 468-7084
- Email: clubofficers@lionsclubs.org
- Facebook Group: Improving Lions Club Quality
<https://www.facebook.com/groups/317754885360703/>

Topic of your choice



Points of importance here.



Engage with the clubs. LIONS – “you’ve gotta love ‘em!”



