



LEO CLUBS  
LEADING FOR LIFE

# OMEGA LEO CLUB PROGRAM HANDBOOK





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PROGRAM HANDBOOK





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## ABOUT LIONS CLUBS INTERNATIONAL

Lions Clubs International (LCI) is the world's largest service club organization with 1.4 million members. Today, there are approximately 46,000 Lions clubs in over 200 countries and geographic areas. Regardless of the language Lions speak, religion they practice or politics they support, all share a common dedication to helping people in need.

LCI aims to empower volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions clubs.

## ABOUT THE LEO CLUB PROGRAM

An integral part of the Lions family, Leos also have their own global network of over 6,500 Leo clubs in more than 140 nations. This international scope fosters a unique global identity among Leos and Lions. Leo clubs provide young people with an opportunity for development and contribution, individually and collectively, as responsible members of the local, national and international community.

### HISTORY & OBJECTIVE

In 1957, the Glenside Lions Club from the U.S. state of Pennsylvania sponsored the world's first Leo club — the Abington High School Leo Club — with 35 students. A decade later, the LCI Board of Directors adopted the Leo Club Program as an official program of the association.

Through the Leo Club Program, young people develop and practice leadership, organization and social skills through participation in Leo club activities and service projects. Involvement in these activities often fosters a lifetime commitment to helping others, while enhancing the community.

### MOTTO

The Leo club motto — **Leadership, Experience, Opportunity** — says it all:

**LEADERSHIP:** Leo members acquire skills as project organizers and motivators of their peers.

**EXPERIENCE:** They discover how teamwork and cooperation can bring about change in their community and the world.

**OPPORTUNITY:** Leos develop positive character traits and receive recognition for their contributions.

## TYPES OF LEO CLUBS

Whether based in the community or a school, Leo clubs provide members with the camaraderie and growth that come from participation in community service projects, social functions and leadership development activities.

**Community-based Leo clubs** offer membership to any eligible young person within the local area of the Lions club. These clubs meet at a suitable location in the community, and a member of the sponsoring Lions club serves as the Leo club advisor.

**School-based Leo clubs** draw on members from a school. These clubs often require the appointment of a faculty advisor — usually a teacher, counselor or school administrator — to act as a liaison between the school and the Leo club. The faculty advisor also assists the Leo club advisor, who is a member of the sponsoring Lions club. The school must agree to fulfill Leo Club Program responsibilities and the Leo club must agree to follow the policies, insurance requirements and regulations of the school. The Leo club is subject to the same rules established by the

school authorities for all student organizations and extracurricular activities. Before the Leo club is organized, the Lions club and school should agree on procedures for organizing club activities on and off school property, which adhere to school policies and LCI board policy.

Leo clubs are also 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 teens and preteens.

**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.

### Did You Know?

Omega Leos may continue in the program until their 31st birthday.



## SPONSOR A LEO CLUB



### Did You Know?

Two or more Lions clubs may jointly sponsor a Leo club. Sponsoring Lions clubs will have equal representation on the Leo advisory committee. However, sponsors must designate one Lions club to serve as the permanent liaison with LCI concerning Leo club billings and administration. There is no limit to the number of Leo clubs that a single Lions club can sponsor.

## NEW ENERGY

Connections to young people can bring new energy to a Lions club and increase Lions visibility in the community with exposure to new audiences – such as young professionals, students, parents and families. Leo club sponsorship also serves as an opportunity for Lions to mentor potential community leaders and recruit future Lions club members.

Sponsoring Lions clubs should guide and motivate Leos involved in the program. By working closely with Leos, Lions ensure that their sponsored Leo club operates within and benefits from the policies of LCI.

To provide effective guidance, sponsoring Lions clubs appoint a Lion to serve as the Leo club advisor. This Lion should be someone who enjoys working with youth and engaging others in service. The sponsoring Lions club is also encouraged to appoint the Leo club advisor as a member of the Lions club's board of directors.

Sponsoring Lions clubs may guide the Leo club in one or more of the following ways, as agreed upon by the Lions and Leo clubs:

- The Leo club advisor or a member of the sponsoring Lions club should attend each Leo club or Leo board of directors meeting.
- Three representatives from the Lions and Leo clubs should meet monthly to review actions of the Leo club and/or its board of directors.
- If attending meetings is difficult, Leos should submit a copy of their club or board meeting minutes to the Lions club for review.

LCI highly recommends that the sponsoring Lions club verify and follow local laws and customs dictating the provision of background checks for adults working with young people.

## ORGANIZE A LEO CLUB

The success of the Leo club depends on the active involvement of Lions and the Leo club advisor. Once a Lions club chooses to sponsor a Leo club, it should follow six steps to officially organize the new club.

### Step 1 Research

Appoint a Leo club advisory committee with at least three members, including a Leo club advisor. The Leo club advisory committee will review the needs of your community and determine if the Leo club will be community or school-based, Alpha or Omega.

### Step 2 Identify Potential Leos

Obtain the names of potential Leos from schools, universities, colleges, houses of worship, youth groups, friends and relatives.

### Step 3 Invite Prospective Leos to an Informational Meeting

Invite young people to an informational meeting through promotional posters, notices and the local media. Answer potential members' questions and provide informative materials to each meeting participant. Distribute the Alpha Application for Membership (Leo 50-A) or Omega Application for Membership (Leo 50-O) and invite interested youth to join the Leo club.

### Step 4 Hold an Organizational Meeting

Organize a Leo club formation meeting to elect Leo club leaders – president, vice president, secretary and treasurer – and discuss potential club projects.

### Step 5 Complete Required Paperwork

Complete the Leo Club Organization Report (Leo-51) with proper signatures. Attach a list with the names of the club's charter members and return it to the Leo Club Program Department. The entire certification process can take four to six weeks.

**Organization Fees:** Sponsoring Lions clubs pay a one-time Leo club organization fee of US\$100. This fee is automatically billed to the sponsoring Lions club account. This fee covers:

- Costs involved in processing the Leo Club Organization Report
- Leo Club Certificate of Organization
- Leo lapel pins for each Leo club charter member
- Leo club officers kit
- Leo club sponsor kit

### Step 6 Plan an Installation Ceremony

Once the Leo Club Organization Report form has been approved, the sponsoring Lions club should organize a meeting to present the Certificate of Organization and install Leo club officers.

For a successful ceremony, invite:

- Lions club members
- Leo club members' parents
- School and/or community representatives
- Lions and Leo district officers
- Local media representatives

### Leo Club Organization Report

The Leo Club Organization Report (Leo-51) is available on the LCI website. Visit [www.lionsclubs.org](http://www.lionsclubs.org) and search "Leo-51" to download the form.

# LEAD YOUR LEO CLUB

## LEO CLUB OFFICERS

Leo club officers lead club membership development efforts and plan service activities. By accepting an officer position, youth have an opportunity to develop leadership qualities and skills.

The success of each Leo club depends on the dedication of its leaders. Leo officers' commitment to promoting the ideals of the Leo Club Program results in pride and satisfaction for the Leo club, the sponsoring Lions club and the community. Leo leaders make many decisions that will affect the success and future of the club.

Leo leaders should demonstrate integrity, possess the ability to communicate and inspire, and recognize the individual needs and interests of club members.

**LEO CLUB PRESIDENT:** The president is a Leo elected by fellow club members to manage club and board meetings. He or she also advises other club officers concerning their responsibilities and facilitates decision-making processes. With the club secretary, the president submits timely reports to the sponsoring Lions club and the Leo Club Program Department.

A Leo club president's first resource is his or her Leo club advisor. If the club is school-based, a teacher, counselor or school administrator may act as a faculty advisor as well. Leo club presidents may also call upon other active Lions or past Leo club leaders for guidance. By using these resources, presidents enhance their own leadership skills and help develop club members into a successful team.

**LEO CLUB VICE PRESIDENT:** The vice president is a Leo who assists the president throughout the year. The vice president assumes the duties of president if the elected president cannot complete the term.

**LEO CLUB SECRETARY:** The secretary is a Leo who maintains club records and meeting minutes. The secretary maintains records of officers, committee appointments, members, attendance and service activities. The secretary is also responsible for reporting Leo club officers, members and service activities to the Leo Club Program Department and the sponsoring Lions club.

**LEO CLUB TREASURER:** The treasurer is a Leo who receives and deposits all money into one of two accounts, which must be kept separate:

- Administrative account, which contains new member fees and dues collected from club members. These funds support the administration of the club and other operating expenses.
- Activity account, which contains money collected from public fundraising projects. These public funds must be used for charitable purposes as directed by club members.

The treasurer disburses club funds when authorized by the Leo club board of directors. Each month, the treasurer submits a financial statement to the Leo club board of directors.

**LEO CLUB BOARD OF DIRECTORS:** The Leo club president, vice president, secretary, treasurer and three elected Leo club members form the Leo club board of directors and execute the business of the club, including authorization of all club expenses.

## LEO CLUB ADVISOR

Leo club advisors around the world contribute to the success of the Leo Club Program. When working with youth, advisors fill the role of mentor, motivator, counselor, liaison and humanitarian. Advisors guide Leo club members in managing their club and developing effective community service projects. Advisors also foster the social and professional development of Leo club members by creating an environment for exchange and connecting Leos with community leaders.

### ROLES OF THE ADVISOR

**Mentor:** Advisors help Leo club officers and members reach their potential as leaders and teach Leos the importance of planning and organization.

**Motivator:** Advisors understand that many factors motivate youth, including peer acceptance, recognition of accomplishments and a sense of personal achievement. Although advisors should motivate Leos to perform service activities, they should not impose their personal views on Leos.

**Counselor:** Advisors listen to Leos and are sensitive to their needs. Advisors must know when to counsel the group and when to allow Leos to arrive at their own decisions. Advisors must be familiar with the Standard Leo Club Constitution and Bylaws, which is available on the LCI website in the official Board Policy Manual.

**Liaison:** Advisors connect the sponsoring Lions club with the Leo club. Advisors inform the Lions club of Leo activities and foster a healthy relationship between the two clubs.

**Humanitarian:** Advisors help Leo club members understand the altruistic and compassionate aspects of community service.

The Leos section on the LCI website offers more resources and tools for advisors. Visit [www.lionsclubs.org/leoclubs](http://www.lionsclubs.org/leoclubs) for more information about how to be an effective mentor to a Leo club as well as a successful liaison between a Leo and Lions club.

### Update your Club Information

Each year, sponsoring Lions clubs must report a Leo club advisor and Leo club president to ensure effective communication with International Headquarters. Sponsoring Lions club presidents, secretaries and Leo club advisors can submit this information using MyLCI or the Leo Club Membership and Officers Report (Leo-72), which is available on the LCI website.

## CLUB ADMINISTRATION

The Leo club advisor and Leo officers are critical to a club's success. These individuals are responsible for the administrative management of the club including maintaining bank accounts, leading meetings and holding elections.



## CLUB BANK ACCOUNTS

Each Leo club has two distinct bank accounts. One is the administrative account, which contains new member fees and annual dues collected from club members to cover the club's operating expenses. The second is the activity account, which contains all money collected from public fundraising projects. It is important to remember that activity funds must be used to support the club's community service activities. These two accounts must be maintained separately.

Leo clubs may use the existing bank account of their sponsoring Lions club or open their own bank account under the supervision of the sponsoring Lions club. If a Leo club chooses to open a new bank account, two signors are required – the Leo club secretary or treasurer and a designee of the sponsoring Lions club. The Leo who is granted the authority to oversee this bank account should be able to open and/or co-sign a bank account and execute checks in accordance with local laws.

Leo clubs that have bank accounts should specifically state how the account will be handled and maintained in the club's constitution and by-laws.

## CLUB MEETINGS

Leos may choose when and where to meet with the approval of the sponsoring Lions club. Club officers should use meetings to update members on upcoming club activities and service projects. Leo club officers should also involve other members when planning to ensure that meetings are engaging for everyone.

Leos can also invite experts and leaders from the local community to speak at meetings or organize trips to local businesses and community organizations.

An outline or agenda may help facilitate meetings.

Meeting agendas can include:

- Call to order by the president.
- Introduction of guests
- Announcements and reminders
- Board member and committee reports
- Discussion of old business
- Presentation of new business
- Adjournment

Club presidents are responsible for facilitating meetings. Conflicts, which occasionally occur during club meetings, may be minimized by:

- Recognizing speakers from the floor
- Deciding when to bring a motion to a vote
- Using the gavel to maintain order
- Adjusting the written meeting agenda to shorten or lengthen the meeting

## CLUB ELECTIONS

Leo club elections are held annually to ensure club stability and continued leadership. Prior to an election, the president appoints a committee to develop a roster of officer candidates.

Candidates must agree to accept the position if elected. Committee members may not nominate themselves as officer candidates. On election day, the club president requests the roster and calls for additional nominations from Leos in attendance. When multiple candidates are interested in a single office, the club should use written ballots to vote for the office. Winning candidates are those who receive a simple majority of the votes cast.

After the election, the club secretary should update officer records using MyLCI or complete the Leo Club Officers and Membership Report form (Leo-72). The sponsoring Lions club and district Leo club chairperson should also be informed of the election results.

## CLUB CANCELLATIONS & TRANSFERS

A Leo club may be terminated:

- Upon determination of its membership
- By withdrawal of sponsorship by its sponsoring Lions club
- By withdrawal of recognition by LCI, with or without the consent, approval or concurrence of the sponsoring Lions club, for failure to function in accordance with its constitution or for other cause

To officially cancel a Leo club, a sponsoring Lions club should follow the procedures outlined below.

**01** Inform the district governor of the sponsoring Lions club's intent to cancel the Leo club

**02** Bring the matter before the Lions club's membership at a regular meeting for a vote (must be 30 days after notification to district governor)

**03** Submit the Leo Club Termination Form (Leo-86) to the Leo Club Program Department, if a simple majority votes in favor of termination

Upon receipt of the termination form, LCI will process the cancellation of the Leo club.

In rare cases when a Lions club believes it is necessary to cancel its Leo club without the agreement of the Leo club members, the Lions club should give the Leo club 90 days' notice with a written report listing the reasons for cancellation. The sponsoring Lions club should also inform the following officers:

- Leo club advisor
- District Leo club chairperson
- Multiple district Leo club chairperson (if one has been appointed)

- Leo district president (if one has been appointed)
- Leo multiple district president (if one has been appointed)
- District governor

The sponsoring Lions club's board of directors should give these officers an opportunity to become acquainted with the situation and consult with them. When reviewing the issues, the Lions district cabinet should give the Leo district president or Leo multiple district president the opportunity to be heard or present written submissions.

If the issues cannot be resolved through the intervention of district officers within the 90-day period, the matter will be brought before the Lions club's membership at a regular meeting.

If two-thirds of the Lions members in good standing vote to terminate sponsorship of the Leo club, an officer of the sponsoring Lions club should submit the Leo Club Termination Form (Leo-86) to the Leo Club Program Department with copies to the six officers previously listed, as applicable. Upon receipt of the Leo-86, LCI will process the cancellation of the Leo club.

If a sponsoring Lions club has been cancelled, the Leo club has 180 days to find a new sponsor to avoid termination. To transfer sponsorship, a letter from the new sponsoring Lions club, stating that it accepts sponsorship, should be submitted to the Leo Club Program Department. In addition, a letter from the current sponsoring Lions club, stating that it relinquishes sponsorship, should be submitted to the Leo Club Program Department. Upon receipt of both letters, the sponsorship will be transferred. The annual Leo levy will become the responsibility of the new sponsoring Lions club.

## TEAM BUILDING

Successful Leo clubs need engaged members who work as a team. Leo officers should encourage fellow Leos to accept leadership roles to strengthen the club.

Build a strong Leo team by:

- Establishing long-term (more than one year) and short-term (one year or less) club goals including service projects, fundraisers, membership campaigns and social events
- Sharing important information with all club members
- Creating committees and assigning specific tasks

Engage club members by:

- Requesting ideas, feedback and suggestions from club members
- Including members in projects that utilize their talents and interests
- Praising Leos for their accomplishments
- Nominating Leos and the club for LCI awards when eligible

Promote fellowship among club members by:

- Welcoming and introducing new Leos to current members
- Rewarding Leos through public recognition
- Increasing the prestige of the club through local publicity
- Celebrating successful Leo club projects

## COMMITTEES

Participation on Leo committees offers club members the opportunity to get involved and build teamwork and leadership skills. Committees also help Leo leaders organize Leo activities throughout the year. Consider establishing some or all of the following committees:

- Athletic
- Election

- Fundraising
- Membership
- Publicity
- Attendance
- Finance
- International Relations
- Projects
- Social

## SOCIAL & NETWORKING EVENTS

When planning a Leo club calendar, include social events to build friendships among Leos and to celebrate club successes. Possible Leo social activities include:

- A Leo club certification signing ceremony or a Leo club anniversary celebration
- An induction ceremony of new Leo members or the installation of new club officers
- Outings, weekend retreats or holiday parties
- A Leo sporting event or league such as bowling, soccer, cricket or baseball

Consider publicizing some of these events in the local media to raise awareness about the Leo Club Program in the community.

### Important Dates to Remember

**International Leo Day:** On December 5, Leos around the world celebrate International Leo Day. This annual celebration commemorates the organization of the first Leo club on December 5, 1957. It also provides an opportunity to applaud Leos for their dedicated service in the community and recognize their commitment to the Leo Club Program.

**Leo Club Awareness Month:** April marks the annual observance of Leo Club Awareness Month. Together, Lions and Leos raise awareness of Leo clubs and share information about this important youth development program.

# RECRUIT & RETAIN MEMBERS

Healthy membership is critical to the success of Leo clubs. Recruitment and retention strategies will ensure that clubs remain active and engaging.

## RECRUIT NEW MEMBERS

Leo club membership is open to young people of good character interested in serving their communities. Leo clubs should recruit new members to replace Leos who graduate from the club. Throughout the year, the club should organize Leo new member recruitment campaigns. Potential new Leos may include:

- Friends
- Family members
- Neighbors
- Fellow students
- Sports teammates
- Members of other organizations and clubs

Leos can also contact the following people who interact with potential new members:

- Teachers
- Coaches
- Clergy
- Community leaders
- Family members
- Lions

Leos can invite potential members to attend a fundraiser or service project. During the event, introduce prospective members to current Leos and explain the benefits of membership, such as networking opportunities, friendship, social events, community service, leadership development and teamwork opportunities.

In addition, the club can:

- Place a recruitment announcement in a school or local newspaper
- Post Leo recruitment posters throughout the community
- Arrange a Leo information display at schools, libraries, coffee shops or community events
- Contact young community leaders who have been previously identified by local media
- Create a Leo club website using e-LeoClubhouse and share information about activities, meetings and service projects

### Leo Membership Growth Month

October is Leo Membership Growth Month. Any Leo who invites three or more new members to his or her Leo club during October is eligible to receive the Leo October Membership Growth Award. For more information, visit the Leos section of the LCI website..

## ENGAGE NEW MEMBERS

When inviting new Leos into your club, you may want to host an induction ceremony to formally welcome new members.

During the induction ceremony, encourage the integration and participation of new Leos in the club. Ensure that new Leos receive a proper orientation to the Leo Club Program and answer any questions they may have. You may want to present them with a Leo New Member Kit to provide recognition of their participation.

Additional Leo Club Program resources, such as Leo membership cards, Leo certificates and the Leo New Member Guide, are available for download from MyLCI for clubs using this online platform.

To ensure that new Leos feel welcome in the club, invite them to a social gathering with other club members and officers. Encourage new Leos to join an existing committee within the club.

## RETAIN CURRENT MEMBERS

Satisfying and keeping club members are just as important as recruiting new ones. Leo members will remain interested in the club as long as it is organized, fun, involves members and continues to provide valuable community service. Observant Leo leaders can help prevent the departure of Leo members through inclusion and involvement. Leo leaders should:

- Acknowledge, recognize and reward members
- Maintain age balance within the club
- Gather feedback from club members
- Keep members informed of projects and activities
- Plan social events to bring members closer together
- Promote leadership opportunities

In addition, here is a list of common reasons that Leos leave their club along with strategies to prevent these situations.

COMMON REASONS FOR LEAVING	HOW TO PREVENT IT
<b>Disorganized Club Leadership</b>	Leo club officers should seek advice from the Leo club advisor, sponsoring Lions club, Leo district officers and district Leo club chairperson. The sponsoring Lions club or Leo district leaders can provide additional leadership training for club officers.
<b>Inadequate Orientation</b>	Leo club officers should provide a thorough orientation for new members and conduct an impressive induction ceremony.
<b>Social Cliques</b>	Leo club officers should invite new and old members to serve on committees.
<b>Lack of Recognition</b>	Leo club officers should praise members and present awards whenever appropriate.
<b>Lack of Club Membership</b>	Leo club officers can meet with the Leo club advisor and district Leo club chairperson to discuss suggestions for growth and development, including new ways to promote the Leo club and to attract new members.
<b>Lack of Important Activities</b>	Leo club officers can form a committee to conduct a community needs assessment and determine meaningful service opportunities.
<b>Lack of Interest in a Club Project</b>	Leo leaders can consider altering or adding projects using ideas from Leo members.

# SERVE YOUR COMMUNITY

## PLAN SERVICE PROJECTS

Through community service projects, Leo clubs make a difference locally and globally.

When organizing a project, Leo clubs should:

**Identify a community need.** Lead a discussion with club members to identify a local issue and brainstorm service projects to address it. Also, consider the interests of your club members. Service is more fun and rewarding when individuals feel connected to the cause.

**Contact other community organizations.** Find out if other organizations or government agencies are currently undertaking this project or planning to do so in the near future. Build your club's capacity to complete service projects by partnering with other local organizations interested in the project.

**Calculate costs.** Assess the current financial and membership resources within the club. Consider creating a joint project with another Leo club or with the sponsoring Lions club.

**Complete the details.** Establish a timeline. Obtain permission from the school and/or permits from local authorities, if necessary. Obtain all necessary supplies and assign tasks to club members.

**Publicize the project.** Inform the media about the project. Place large signs throughout the area, if appropriate.

## PROJECT IDEAS

### Environment

- Plant tree seedlings
- Organize a roadside or beach clean-up campaign
- Adopt an endangered species
- Teach the community about the benefits of "going green"

### Literacy

- Collect school supplies for students in need
- Donate books to a local library
- Volunteer as an after-school tutor
- Promote Braille literacy

### Health services

- Distribute information about a health issue affecting your local community
- Assist health care professionals during vision, hearing or diabetes screenings
- Collect and distribute eyeglasses
- Host a local blood drive

### Hunger

- Deliver meals to those in need, such as the elderly or disabled
- Plant a community garden and donate food to a local shelter
- Volunteer at a local food bank

More project ideas are available  
at [www.lionsclubs.org](http://www.lionsclubs.org).



## SPOTLIGHT ON CHILDREN

Spotlight on Children is the international service project of the Leo Club Program. Every day, millions of children miss out on the joys of childhood. They face daunting challenges including poverty, hunger and conflict. Through Spotlight on Children projects, Leos can enrich the lives of children by:

- Addressing childhood hunger
- Responding to the needs of children in refugee camps
- Promoting literacy and education programs
- Offering comfort and support to hospitalized children

## LEOS & LIONS SERVING TOGETHER

Through service, Leos and Lions have an opportunity to learn from each other. Joint service projects not only have a positive impact on the community, but also benefit Lions and Leos. Lions gain fresh youthful ideas for activities and build capacity to accomplish even more in the community. Leos gain a lifelong commitment to service and move closer to becoming future Lions leaders, while learning from the experiences and expertise of Lions.

Clubs that collaborate together can apply for the Leo Lion Serving Together Banner Patch. Collaboration can include joint service projects or participation in each other's social activities and events.

## MONITOR SERVICE PROJECTS

Leos should continue to monitor the progress of service activities during implementation.

**Monitor.** Review progress towards project goals. Ask questions to determine what works and what does not work.

**Modify.** Adjust timelines based on progress. Reassess goals if necessary. Adjust the approach to fit the needs of the community.

**Motivate.** Engage club members in the service activity and inspire action.

## COMPLETE SERVICE PROJECTS

After completing a service activity, Leo clubs should ask questions to evaluate the impact and effectiveness of the service provided.

- Did the project meet its goals?
- Did the project make a positive impact?
- What were the results of the project?
- Was the project well organized?
- Were the partnerships beneficial?
- How can this activity be replicated or improved?
- Will this project continue to positively impact the local community?

## SUBMIT SERVICE ACTIVITY REPORTS

Leo club presidents, secretaries and Leo club advisors can report Leo service activities and share photos of Leos involved in the project through MyLCL. Leo clubs may submit service activity reports at any time throughout the year.

## SECURE FUNDING FOR SERVICE PROJECTS

Fundraising is important for service projects. Popular public fundraising projects include car washes, dances, raffles, sporting events and benefit performances. Remember that all money raised from public fundraising projects must be used for charitable purposes as directed by club members.

### ACHIEVING SUCCESS

#### Plan

- Define the club's fundraising goals. How much money does the club hope to raise? Is this a realistic goal?
- Choose a project. Does the club have enough members to complete the project? What supplies are needed? Does the club have the money to purchase necessary supplies in advance?
- Select a date, time and place for the project. Be certain that the project does not conflict with other local events.

#### Publicize

- Submit details about the activity to club members, local newspapers, radio stations and television stations at least one month in advance.
- Inform family members and friends about the fundraiser. Inform the sponsoring Lions club as well as neighboring Leo clubs.

#### Implement

- Start the project on time.
- Assign tasks to all involved.
- Designate one Leo to assist with unexpected situations such as replenishing supplies during the event.



## RECOGNIZE & REWARD LEADERSHIP

Leos, Lions and clubs may be eligible for one or more of the numerous awards LCI offers to recognize outstanding achievement. Details are available in the Leos section of the LCI website. The awards include the following:

### AWARDS FOR INDIVIDUAL LEOS

- Leos of the Year Award
- 100% Leo Club President Award
- Leo October Membership Growth Award
- Leo Completion of Service Certificate
- Leo Spotlight on Children Certificate of Recognition

### AWARDS FOR LEO CLUBS

- International Club Twinning Award
- Leo Club Anniversary Award (available in five-year increments)
- Leo Lion Serving Together Banner Patch
- Leo Spotlight on Children Banner Patch
- Leo Club Excellence Award

### AWARDS FOR INDIVIDUAL LIONS & ADVISORS

- Leo Club Advisor Outstanding Service Award
- Leo Club Advisor Five-Year Service Award
- Leo Club Extension Award

### AWARDS FOR LIONS CLUBS

- Leo Club Sponsorship Banner Patch
- Leo Lion Serving Together Award
- Leo Club Sponsorship Award (available in five-year increments)

## DISTRICT & MULTIPLE DISTRICT LEVEL AWARDS

- 100% Leo Multiple District President Award
- 100% Leo District President Award
- District and Multiple District Leo Club Extension Award
- Top Ten Leo Club Extension Award
- Leo Club Chairperson Achievement Award
- Leo District/Multiple District Officer Pins

## CONNECT WITH THE LEO NETWORK

### LEO DISTRICTS & MULTIPLE DISTRICTS

Leo club activities at the district and multiple district level encourage Leos from clubs in the same territorial area to share ideas, strengthen community service and focus on membership growth, while offering further leadership development opportunities.

#### STRUCTURE

Six or more officially certified Leo clubs in a Lions district can form a Leo district. The district governor must approve the formation of a Leo district, and the territorial boundaries of the Leo district must match those of the sponsoring Lions district. Leo districts are subject to the guidelines in the Standard Leo District Constitution, which is available on the LCI website in the Board Policy Manual.

Ten or more Leo clubs in a Lions multiple district can form a Leo multiple district. Leo membership within the multiple district must exceed 100 members. The Lions council of governors must approve the formation of a Leo multiple district,

and the territorial boundaries of the Leo multiple district must match those of the sponsoring Lions multiple district. The Standard Leo Multiple District Constitution, available in the Board Policy Manual on the LCI website, governs all Leo multiple district councils.

**Report Your Leo District/Multiple District**

District and multiple district Leo chairpersons should report Leo district/multiple district officers using the Annual Report for Leo Districts/Multiple Districts (Leo-91), which is available on the LCI website.

## LEO DISTRICT & MULTIPLE DISTRICT OFFICERS

Leos interested in further developing leadership skills have opportunities to serve as district and multiple district officers. Leos in these roles will serve as a source of inspiration and guidance while strengthening Leo club membership within their districts and multiple districts.

### ROLES & TERMS

DISTRICT AND MULTIPLE DISTRICT OFFICERS	TERMS
Leo District/MD President	Elected annually
Leo District/MD Vice President	Elected annually
Leo District/MD Secretary	Appointed annually by Leo District/MD president
Leo District/MD Treasurer	Appointed annually by Leo District/MD president

### RESPONSIBILITIES

Duties of the Leo district/multiple district officers include the following:

- Provide a leadership training seminar for Leos
- Promote at least one major service activity or fundraising campaign with participation from the majority of the Leo clubs in the district/multiple district
- Promote the Leo Club Program and encourage active involvement in the program

The sponsoring Lions district/multiple district must approve the following:

- Dates of the annual Leo district/multiple district conference
- Leo district/multiple district conference activities

## LEO CLUB CHAIRPERSON

Lions interested in further developing the Leo Club Program within their districts or multiple districts have an opportunity to serve as a Leo club chairperson.

### ROLE & TERM

Leo club chairpersons contribute to the success of their districts and multiple districts through the promotion, development and continual support of Leo clubs.

Appointed at the district and multiple district level, Leo club chairpersons serve a one or three-year term during which they encourage Leos and Leo club advisors to bring new energy, inspire fresh ideas for service and grow the Leo Club Program.



## RESPONSIBILITIES

- Oversee Leo club development over a one or three-year term
- Mentor existing Leo clubs and Leo club advisors
- Coach Lions in Leo club extension and development activities
- Encourage graduating Leos to transfer into a Lions club
- Team up with key district leaders to review goals and encourage involvement
- Publicize and promote the Leo Club Program
- Conduct leadership training for Leo advisors and officers
- Maintain contact with Leo club advisors and encourage them to report on the progress of their clubs
- Resolve local issues and conflicts

# SUPPORT THE LEO CLUB PROGRAM

## LEO CLUB PROGRAM ADVISORY PANEL

The Leo Club Program Advisory Panel provides Leos and Lions with an opportunity to represent the constituents of their constitutional area in matters that affect the Leo Club Program. The panel acts in an advisory capacity with Lions Clubs International as it evaluates issues related to the program. Panelists provide feedback on special projects and serve as ambassadors of the Leo Club Program.

### COMPOSITION

The panel is comprised of two Leos and two Lions from each constitutional area and the Continent of Africa. Each year, one Lion and one Leo from each area are selected. Panelists serve a two-year term.

## QUALIFICATIONS

Leo candidates should be a current or past Leo club, district or multiple district officer in good standing. Leo candidates must also meet the Leo Club Program age requirements.

Lions candidates should be a current district or multiple district Leo club chairperson in good standing, or a past district or multiple district Leo club chairperson who served within the two fiscal years prior to the year for which he or she is nominated.

## NOMINATION PROCESS

Nominations must be submitted via official nomination form, with required signatures, to the Leo Club Program Department.

## LEO NOMINEES

Current and past Leo club officers are nominated by their Leo club advisor and sponsoring Lions club president and then approved by the current district governor. Only one Leo club officer per single district or sub-district may be nominated.

Current and past Leo district officers are nominated by the district Leo club chairperson (if applicable) and approved by the district governor. Only one nomination is allowed per single district or sub-district.

Current and past Leo multiple district officers are nominated by the multiple district Leo club chairperson (if applicable) and approved by the council chairperson. Only one nomination is allowed per multiple district.

## LION NOMINEES

Current and past district Leo club chairpersons are nominated and approved by the district governor. Each single district or sub-district is limited to one nomination.

Current and past multiple district Leo club chairpersons are nominated and approved by the council chairperson. Only one nomination is allowed per multiple district.

## SELECTION CRITERIA

### LEOS

- 01 Must be a current or past Leo club, district or multiple district officer in good standing in an active Leo club
- 02 Must meet the Leo Club Program age requirements
- 03 Knowledgeable of the principles and procedures of Leo clubs and the Leo Club Program
- 04 Knowledgeable of Leo Club Program Department, LCI and local resources
- 05 Ability to commit time and energy to the responsibilities of the position
- 06 Ability to stay informed of the latest news about the Leo Club Program
- 07 Ability to serve as the official liaison between the advisory panel, districts/multiple districts and LCI
- 08 Ability to serve in an advisory capacity with the Leo Club Program Department as it evaluates and plans Leo initiatives

### LIONS

- 01 Must be a current Lions member in good standing in an active Lions club
- 02 Must be a current district or multiple district Leo club chairperson, or have served within the past two fiscal years
- 03 Knowledgeable of the principles and procedures of Leo clubs and the Leo Club Program

04 Knowledgeable of Leo Club Program Department, LCI and local resources

05 Ability to commit time and energy to the responsibilities of the position

06 Ability to stay informed of the latest news about the Leo Club Program

07 Ability to serve as the official liaison between the advisory panel, districts/multiple districts and LCI

08 Ability to serve in an advisory capacity with the Leo Club Program Department as it evaluates and plans Leo initiatives

## SELECTION PROCESS

The Leo Club Program Department will compile the nomination forms and present them to the Service Activities Committee each fiscal year for final panel member selection at the October/November board meeting.

Download official nomination forms  
at [www.lionsclubs.org/leoclubs](http://www.lionsclubs.org/leoclubs).



# RESOURCES

## LCI WEBSITE

The Leos section of the LCI website is the primary online resource about Leo clubs. Visit the Leos section for information on Leo projects and promotions, Leo leadership opportunities and Leo awards. Everything you need to know about the Leo Club Program can be found at [www.lionsclubs.org/leoclubs](http://www.lionsclubs.org/leoclubs).

## MYLCI

MyLCI is an online reporting platform for both Lions and Leo clubs. Leo clubs may report Leo club members, Leo club officers and Leo club service activities using MyLCI. Access to the system is based upon each district or multiple district's reporting relationship with LCI.

## LEO ENEWS

All reported Leo club officers, Leo club members, Leo club advisors as well as district and multiple district Leo club chairpersons will automatically receive the Leo eNews from LCI. This newsletter is sent every 1-2 months and provides important information about upcoming deadlines, events and resources for Leos and Lions involved in the Leo Club Program.

## E-LEOCLUBHOUSE

The e-LeoClubhouse helps Leo clubs around the world build a useful, professional-looking website. Alpha and Omega clubs can choose between two pre-designed templates that incorporate the Leo brand. Clubs can build and maintain a website using a simple set of tools to keep their community up-to-date on projects and activities. Visit [e-leoclubhouse.org](http://e-leoclubhouse.org) to start your application today.

## LEO LEADERSHIP GRANT PROGRAM

The Leo Leadership Grant Program provides funding for Leo leadership events focused on developing leadership skills in the areas of project management, communication, creativity and innovation, teamwork and planning community service projects. LCI awards reimbursable grants in the amount of US\$2,000 to Lions multiple districts, single districts and sub-districts. For more information on the application process and eligibility guidelines, visit the Leos section of the LCI website: [www.lionsclubs.org/leoclubs](http://www.lionsclubs.org/leoclubs).

## LIONS LEARNING CENTER (LLC)

The Lions Learning Center (LLC) offers Lions and Leos the opportunity to develop leadership skills through online learning courses. These courses fall into four main categories: Leadership, Managing Others, Achieving Results and Communication.

The Lions Learning Center is available on the LCI website. To access the LLC, both Lions and Leos will need a member ID number. For Leos, this is automatically assigned when they are reported as members via MyLCI. Leo club presidents will also be assigned a membership number if they are reported to International Headquarters via the Leo-72 annual report form.

## LEO EVENTS AT CONVENTION

Each year, the Lions Clubs International Convention offers Lions and Leos an opportunity to meet peers from around the world, experience exciting events like the International Parade of Nations and participate in seminars designed to address the unique interests of each member. Leos can attend skill-building workshops and enjoy networking opportunities where Leos and Lions interact and engage in discussions.

## LEO CLUB SUPPLIES

Recruitment posters, brochures and organizational materials are available free of charge online through the LCI website. Visit the Resources section to download these items or complete the Leo Publication Order Form (Leo-4).

The Club Supplies Online Store also offers Leo apparel, meeting accessories, certificates and plaques as well as Leo club officer lapel tacks and Leo New Member Kits. Visit [www2.lionsclubs.org](http://www2.lionsclubs.org) and check out the Leo Supplies section.

## CLUB TWINNING

Leo clubs can participate in the International Club Twinning Program. Club twinning provides Leo clubs with an opportunity to learn about another club and its culture. Twinning should not be initiated to persuade others to adopt one's ways, nor is it to be entered into for financial or material assistance.

Leo clubs interested in twinning must follow the Club Twinning Guidelines. Visit the Club Twinning section under the Member Center, [members.lionsclubs.org](http://members.lionsclubs.org), for more information.



## LEO & LIONS EMBLEM USAGE

Any reproduction of the association trademarks, including but not limited to the Lions emblem and Leo emblem, may be downloaded by Lions and Leos in the official format from the LCI website. These are the only trademarks that may be reproduced electronically or otherwise, including sites on the Internet. It is important that clubs use the Leo logo properly and follow the Leo brand guidelines.

Clubs and districts are automatically authorized to use the association trademarks in the promotion and furtherance of the association's purposes and club or district operations, such as printed materials, web pages, sponsored programs, projects, community service and other events, so long as such use is done in accordance with the policies adopted from time to time by the International Board of Directors.

No member, club or district may use the association's emblem on any item sold for fundraising purposes. No manufacturer, printer, producer, promoter, publisher, entrepreneur may use the association's name, goodwill, trademarks, service marks or the Lions Clubs International emblem in any manner except upon license granted by the association.

## LIABILITY INSURANCE

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 obtained immediately online 24 hours a day at [www.lionsclubs.org](http://www.lionsclubs.org) in the Resources section. For more information, contact the Legal Department at [legal@lionsclubs.org](mailto:legal@lionsclubs.org).

# LIONS CLUBS INTERNATIONAL

## LEO CLUB PROGRAM DEPARTMENT

300 W. 22nd Street  
Oak Brook, IL 60523-8842 USA  
[www.lionsclubs.org](http://www.lionsclubs.org)  
E-mail: [leo@lionsclubs.org](mailto:leo@lionsclubs.org)  
Phone: +1 630 571 5466  
Fax: +1 630 571 1692

