

Chapter 3

DISTRICT ADMINISTRATION

District governors are extremely busy. They receive much mail, complete monthly travel and office expense claims and attend club meetings. These tasks and others will take many hours each month. Delegating some responsibilities to the first and second vice district governor and to the members of the cabinet improves district administration and prepares others to be more confident and effective leaders.

The district constitution and by-laws must be consistent with the constitution and by-laws of the multiple district and of Lions Clubs International. The district constitution must also be consistent with policies of the International Board of Directors.

A district directory is helpful to all of the clubs in the district. Publishing accurate names, addresses, phone and fax numbers, e-mail addresses, dates and times is essential.

District Governor's Cabinet

The district governor's cabinet assists the district governor in the formulation and implementation of administrative plans and policies affecting the welfare of the Association in the district.

Cabinet members include:

- District governor
- Immediate past district governor
- First and second vice district governors
- Cabinet secretary-treasurer (or cabinet secretary and cabinet treasurer)
- Region chairpersons (optional)
- Zone chairpersons
- Other Lions as the district constitution and by-laws specifies or allows such as district committee chairpersons or coordinators

Members of the cabinet, with the exception of the district governor, have no voting rights unless the district constitution and by-laws extends the vote to them.

Cabinet members, with the exception of district governors, and vice district governors, are elected or appointed according to the single, sub- or multiple district constitution and by-laws. Commitment from the Lions in these positions is essential to accomplishing the goals of the district.

A lapel pin is provided without charge to the governor, first and second vice district governors, cabinet secretary, cabinet treasurer (or secretary-treasurer), as well as region and zone chairpersons. A district chairperson tab is provided for each district

committee chairperson recognized by the association. Past district governor pins are purchased through the Club Supplies Division.

Duties of the district governor's cabinet are as follows:

- Assist in the implementation of the administrative policies and goals of the district;
- Receive reports and recommendations concerning the clubs and zones
- Supervise the collection of all dues and fees by the cabinet treasurer (or secretary-treasurer);
- Designate a depository for all funds;
- Authorize the payment of all legitimate expenses incurred pertaining to the administration of the district's affairs;
- Determine the amount of corporate surety bond for the cabinet secretary-treasurer and approve the surety company by which he or she shall be bonded;
- Receive from the cabinet-treasurer financial reports semi-annually or more frequently if necessary;
- Provide for an audit of the books and accounts of the cabinet treasurer at the end of the fiscal year;
- Establish dates, times and locations of cabinet meetings in consultation with the governor.

First and Second Vice District Governors

The first vice district governor and second vice district governor are key members not only of the District Governor Team, but also of the district governor's cabinet. An overview of key responsibilities for each of these important positions is provided in Chapter 1 of this manual.

Cabinet Secretary-Treasurer

The cabinet secretary-treasurer is under the supervision of the district governor.

The duties of the cabinet secretary are to:

- Further the purposes of the association;
- Keep an accurate record of the proceedings of all meetings of the district governor's cabinet and district convention;
- Forward cabinet meeting minutes within five days after each meeting to all members of the cabinet and the English Language Department at Lions Clubs International. Provide copies of the convention minutes to the governor, every club secretary and the English Language Department at Lions Clubs International;
- Monitor the monthly membership reporting activity from the clubs in the district and make copies of the Monthly Membership Reporting History for distribution to other district officers, if requested by the governor;

The duties of the treasurer are to:

- Deposit funds in bank(s) as are designated by the cabinet;
- Disburse those funds only on authorization of the cabinet;
- Obtain bond for the faithful discharge of the duties of this officer in an amount set by the cabinet;
- Submit a semi-annual financial report to the cabinet and other special reports as requested by the cabinet;
- Submit the district's books and accounts for audit whenever required by the cabinet;
- Give the successor all monies and records, financial and otherwise, that pertain to the office of cabinet secretary-treasurer, immediately following the end of the fiscal year;
- Perform such other duties pertaining to the office of secretary-treasurer, and as delegated to him or her by the district governor and the cabinet.

Region Chairperson

The region chairperson is an optional position. If the governor chooses not to utilize the position, it is vacant during the governor's term.

The region chairperson is chosen for outstanding leadership ability. The region chairperson is not an honorary officer, but a Lion officer of first importance. Though many region chairpersons do not become governors, each should be qualified by personality and ability for the governor's job. Regions usually have 9-16 clubs.

The region chairperson must:

- Be an active member in good standing of a club in good standing in the region;
- Have served or will have served, at the time of taking office as region chairperson, as president of a Lions club for a full term or major portion thereof, and a member of the board of directors of a Lions club for no less than two additional years.

The duties of the region chairperson are to:

- Further the purposes of this association;
- Supervise the activities of the zone chairpersons in his/her region and such district committee chairpersons as may be assigned to him/her by the district governor;
- In coordination with the district GMT coordinator, play an active role in organizing new clubs and in strengthening weak clubs;
- Visit a regular meeting of each club in his/her region at least once during his/her term of office, reporting his/her findings to the district governor, district GMT coordinator and district GLT coordinator;

- Visit a regular board of directors meeting of each club in his/her region at least once during his/her term of office, reporting his/her findings to the district governor, district GMT coordinator and district GLT coordinator;
- Endeavor to have every club in his/her region operating under a duly adopted club constitution and bylaws;
- Promote the Club Excellence Process to the clubs within the region and work in concert with the district GMT coordinator, the district GLT coordinator and the district Governor Team to implement the program within the region;
- In coordination with the district GLT coordinator, play an active role in supporting leadership initiatives by informing Lions within the region about leadership development opportunities at the region, district, or multiple district;
- Promote representation at international and district (sub- and multiple) conventions by at least the full quota of delegates to which clubs in his/her region are entitled;
- Carry out such official visitations to club meetings and charter nights as shall be assigned to him/her by the district governor;
- Perform such additional assignments as shall be given to him/her from time to time by the district governor.

If this office is vacated for any reason, the district governor appoints a successor to serve for the unexpired term.

Zone Chairperson

The zone chairperson is the link between the clubs in the zone and the district leadership team. This officer motivates, counsels and communicates with clubs. The zone chairperson is a Lion who has leadership ability and is respected in the area. If this office is vacated for any reason, the district governor appoints a successor to serve the unexpired term. Zones generally have between 4 to 8 clubs.

The zone chairperson must:

- Be an active member in good standing of a club in good standing in the zone;
- Have served or will have served, at the time of taking office as zone chairperson, as president of a Lions club for a full term or major portion thereof, and a member of the board of directors of a Lions club for no less than two additional years.

The duties of the zone chairperson are to:

- Further the purposes of this association;
- Serve as chairperson of the District Governor's Advisory Committee in his/her zone and as such chairperson to call regular meetings of said committee;
- Endeavor to include the district GMT coordinator and the GLT coordinator and the District Governor Team as special guests to a District Governor's

- Advisory Committee meeting to discuss needs related to membership and leadership development and how these teams and the District Governor Team may assist with membership and leadership development within the zone;
- Make a report of each District Governor's Advisory Committee meeting and send copies within five (5) days thereafter to Lions Clubs International and to the district governor, district GMT coordinator and district GLT coordinator and region chairperson;
 - Promote the Club Excellence Process to the clubs within the zone and work in concert with the district GMT coordinator, the district GLT coordinator and the District Governor Team to implement the program within the zone;
 - In coordination with the district GMT coordinator, play an active role in organizing new clubs and keep informed on the activities and well-being of all clubs in his/her zone;
 - In coordination with the district GLT coordinator, play an active role in supporting leadership initiatives by informing Lions within the zone about leadership development opportunities at the zone, district, or multiple district;
 - Represent each club in his/her zone in any problems with district, multiple district council chairperson or Lions Clubs International;
 - Supervise the progress of district, multiple district, and Lions Clubs International projects in his/her zone;
 - Endeavor to have every club within his/her zone operating under a duly adopted club constitution and by-laws;
 - Promote representation at international and district (sub- and multiple) conventions by at least the full quota of delegates to which clubs in his/her zone are entitled;
 - Visit a regular meeting of each club in his/her zone once or more during his/her term of office, reporting his/her findings to the region chairperson – particularly with respect to weaknesses he/she may have discovered (copy to district governor, district GMT coordinator and district GLT coordinator);
 - Perform such other functions and acts as may be required of him/her by directives of the International Board of Directors.

District Governor's Advisory Committee

This committee serves in an advisory and administrative capacity to the district governor and the cabinet. It is composed of:

- A zone chairperson who serves as the committee chairperson;
- Presidents and secretaries of clubs within the zone.

The duties of the District Governor's Advisory Committee are to:

- Assist the zone chairperson in making sure every club in the zone is operating efficiently and abides by the constitution and by-laws;

- Promote attendance from the clubs in the zone at the annual district, multiple district and international conventions;
- Assist the zone chairperson in promoting attendance during charter nights in the zone;
- Discuss ways of assisting clubs experiencing problems with club administration, membership development or finances, as well as status quo clubs;
- Cooperate with the zone chairperson in promoting various functions for the clubs in the zone, such as inter-club meetings, special functions observing district governor month, installation of club officers, induction of new members, and ceremonies honoring Key members and participating in sport tournaments, banquets and celebrations.

Advisory Committee meetings present an opportunity for the zone chairperson to promote and encourage unity among clubs. Clubs can also exchange ideas about club operations during Advisory Committee meetings. Consider inviting the district GMT or GLT coordinator to present new membership development strategies and new leadership development opportunities.

At least three meetings of the District Governor's Advisory Committee should be held during the year.

- The first is held within ninety days after the international convention.
- The second meeting is held in November.
- The third meeting is held in February or March.
- The fourth meeting, which is optional, is held approximately thirty days prior to the district or multiple district convention. It can be an occasion to honor present or past district officers.

Cabinet Meetings

At least four quarterly meetings of the district governor's cabinet are held during the year. Your district constitution and by-laws provides guidance regarding the dates of these meetings. If the district constitution and by-laws does not provide guidelines, the district follows the provisions of the *Standard District Constitution and By-Laws*. A copy of the cabinet meeting minutes is sent to the English Language Department.

Agenda for Cabinet Meetings

Standard items, as well as specific business items the district cabinet needs to discuss, are on the agenda for each cabinet meeting.

Standard agenda items include:

1. Call to order
2. Roll call and reading of communications from absent members
3. Approval of minutes of last cabinet meeting
4. Financial report
5. Unfinished business, if any, held over from last cabinet meeting
6. Approval of bills payable from district budget and ask cabinet secretary-treasurer to issue checks for same
7. Communications and action taken on them
8. Committee, region and zone reports
9. Reminder of date and place of next cabinet meeting
10. Adjournment

Past District Governors

Past district governors can be among the most valuable assets in the district. Their experience, if used wisely, can add to the success of the district. Many of the challenges, problems and decisions facing the district may have been previously faced by the past district governor.

Some of the positions past district governors may serve are:

- Guiding Lion of a new club
- Workshop or seminar presenter
- Workshop or seminar organizer
- Organizer of new clubs
- Spokesperson at installation ceremonies
- Chairperson of a district committee
- Member of the Long Range Planning Committee

Region/Zone Chairperson Orientation

Conducting an orientation for region and zone chairpersons ensures these district officers are effective. Region and zone chairpersons work together to ensure the growth and success of clubs. The orientation of the chairpersons can focus on:

1. The duties of chairpersons;
2. The value of regular meetings between the region and zone chairpersons;
3. The importance of club visits by the region and zone chairpersons:
 - a. Ask the chairpersons to evaluate the administrative and financial practices of the club, its internal and external communication practices, attendance,

membership growth and orientation efforts and service projects. The results often indicate that the club needs assistance.

- b. Share tools the chairpersons can use to help clubs overcome problems.
4. Public speaking skills;
5. Inducting new members;
6. The District Governor's Advisory Committee;
7. The duties and responsibilities of each cabinet officer and committee chairperson;
8. The reorganization of declining and financial and non-financial status quo clubs and supporting new clubs;
9. The importance of region and zone chairpersons to the operation of the association in the region and zone, in the district.

Club Visitations

The district governor ensures that a district officer is in contact with or visits each Lions club in the district once a year to facilitate successful administration of the club. A visiting district officer may plan zone visits in place of individual club visits. These visits will count as the district governor's official annual visit for his/her year to the club(s) that are present at the zone visit. Also, region and zone chairpersons visit clubs in their region or zone at least once a year.

The purposes of a club visit are to:

- Ensure the club is: 1) functioning within the constitution and by-laws and policies of the association, 2) conducting meaningful community service projects, 3) demonstrating excellent financial practices, 4) maintaining effective internal communications and a continuous community public relations program, 5) implementing membership recruitment, orientation and retention programs, 6) participating in district, multiple district and international events;
- Convey the messages from the international president, the board of directors, and the district;
- Discuss difficulties, if any, and possible solutions.

Planning Your Club Visits

1. Give priority to clubs that need help immediately:
 - a. Clubs with reduced membership growth or leadership challenges
 - b. Financial and non-financial status quo clubs
 - c. Clubs with fewer than 20 members
 - d. Clubs identified by the immediate past district governor as ones needing help
2. Schedule your visits.
3. Notify clubs in advance of your visit. Publicize visitation dates in the district newsletter.
4. Prepare for your visit:
 - a. Review the club's membership reporting activity.

- b. Determine if the club has paid its district, multiple district and international dues, know the balances due, and be prepared to offer solutions for reducing any debts.
 - c. Talk to the zone and region chairpersons about the club's performance.
 - d. Become familiar with the club's community service projects.
 - e. Determine how you will converse with the club and offer guidance and inspiration.
 - f. Select the printed materials you wish to take along on your visit.
 - g. Prepare questions to ask the club, either at the club meeting or at the board of directors meeting (the Meeting/Club Visitation Report offers questions that could be included).
5. During your visit, attend the club's membership meeting and meet with the board of directors. Recognize the club's achievements, and address concerns of the members and officers. Encourage membership growth, orientation and retention.

Leo Club Visits

Leo club visits: In general, the district governor is reimbursed for the expenses related to one official annual visit to each Leo club in the district. Visits are optional and cannot exceed one day's duration. It is suggested that more than one Leo club is visited in one day or Leo club visits be made in conjunction with Lions club visits. Expenses will also be reimbursed in the following circumstances:

- a. Certificate of Organization presentations to new Leo clubs.
- b. Fifth Leo club certification anniversaries and certification anniversaries in five-year increments thereafter.
- c. Installation of Leo club officers.

District Governor's Meeting and Club Visitation Report

Reporting each meeting/club visitation to Lions Clubs International is important. The report should be:

- Completed for each meeting and club visited.
- Sent with the monthly travel expense claim (C-30).

Redistricting

All redistricting proposals require the International Board of Directors' approval. Redistricting includes:

- Creating a multiple district from a single district.
- Adding sub-districts to an existing multiple district.
- Dividing or combining any one or more sub-districts.
- Any changes to the boundary of existing sub-districts.
- Merging of adjacent sub-districts.

Minimum Requirements

Before a redistricting proposal can be submitted to the International Board of Directors for approval, the following requirements must be met:

- A redistricting proposal must be submitted by a multiple or single district.
- Each proposed new district must contain:
 - At least 35 Lions clubs in good standing
 - A minimum membership of 1,250 members in good standing, unless the proposal reduces the number of districts and it would be difficult to support the area due to geographic or other limitation.
- A redistricting proposal from a single district must be approved at the annual convention of the single district.
- A redistricting proposal from a multiple district must be approved by the convention of the multiple district and the convention of the redistricting sub-district(s), if the sub-district(s) meet the minimum membership requirements for a district.
- A redistricting fee of US\$500; this fee is waived if the redistricting proposal reduces the number of sub-districts.
- When a sub-district is divided, one of the resulting districts will preferably retain the designation of the original sub-district.

Proposal to Lions Clubs International

Multiple or single districts seeking approval must submit the following to the international office 60 days prior to the October meeting:

- A certified copy of the minutes of the convention of the redistricting single or sub-district(s), as well as the multiple district at which the proposal was approved.
- A list of the clubs, which will comprise each proposed sub-district with each club's membership.
- A map clearly defining proposed boundary lines for all proposed sub-district(s) or changes in boundary lines.
- Payment of US\$500 as a redistricting fee, which will be waived if the result of the redistricting reduces the number of districts.

Clubs in good standing are defined as clubs that are:

- (1) District (Single, Sub-and Multiple) dues and fees paid in full; and
- (2) No unpaid balance of International dues and fees greater than U.S.\$10; and
- (3) No unpaid Lions Club International account balance greater than U.S.\$50, outstanding ninety (90) days or more.

The board may also require additional qualifications to ensure the new districts are stable and growth is sustainable.

No redistricting proposal will be approved at the June/July board meeting.

Failure to meet any of the redistricting requirements may void the board's approval of the redistricting proposal.

Redistricting proposals should be sent to:

The International Association of Lions Clubs
English Language Department
300 W. 22nd Street
Oak Brook, Illinois 60523-8842, USA

Board Review

The International Board of Directors will review redistricting proposals. All redistricting proposals, if approved, will become effective at the close of the next annual international convention unless otherwise noted.

District Newsletter

A newsletter is an excellent way to communicate with the clubs in the district. The governor, the public relations chairperson, or any other Lion selected by the governor may write the newsletter.

The following suggestions may be helpful in producing a newsletter:

1. Find a simple and inexpensive way to deliver the newsletter.
2. Make your newsletter easy to read. Include the month and district number on the front page of each issue.
3. Acknowledge successful club projects and members' achievements, promote district, multiple district and international events, and offer general guidance to clubs in the newsletter.
4. Establish and meet mailing dates for the newsletter.

District Convention

District conventions are held to:

- Provide events important to the district;
- Conduct seminars of interest to general members and district leadership
- Develop friendship among Lions of the district.
- Conduct general district business;
- Take action on district matters in accordance with the constitution and by-laws of the association and the district;
- Adopt resolutions;
- Elect the district governor, first and second vice district governors and other district officers;
- Vote on convention sites;

Sometimes a district convention may be held in conjunction with the multiple district convention.

Voting at the District Convention

According to the section of the *Lions Clubs International Constitution and By-Laws* that governs voting at an annual district convention:

- Each chartered club must be in good standing in order to vote
- Each club is entitled to one delegate and one alternate for each 10 members who have been enrolled for at least one year and a day in the club or major fraction thereof, of said club as shown by the records of Lions Clubs International, of the first day of the month last preceding that month during which the district convention is held. The major fraction referred to in this section shall be five or more members.
- In any case, each new and existing club is entitled to at least one delegate and one alternate
- One vote is allowed for each certified delegate present in person on each election and question submitted.

Dates for the Convention

The district convention is held no less than 30 days prior to the convening date of the international convention. This will give the newly elected district governor time to make preparations to attend the district governors-elect seminar. The seminar is held in advance of the international convention. The district convention is also an opportunity for clubs to participate in the affairs of the district.

District Convention Report

After the date and location of the district convention is determined, report it to International Headquarters through the MyLCI site on the association's website, or by mailing the report form to the English Language Department. The report form (DA-20) is in Chapter 17 of this guide.

District Convention Minutes

The *International Constitution and By-Laws* provides that within sixty (60) days after the close of each single or sub-district convention, the cabinet secretary sends one copy of the complete convention proceedings to the international office, and one copy to the district governor. The convention proceedings are also sent to any club upon written request.

If your district holds its convention in conjunction with a multiple district convention, or that of your province or state, the convention proceedings are sent to the international office.

Multiple District Convention

The Standard Multiple District Constitution and By-Laws provides:

- An annual convention of a multiple district is held in each year prior to the international convention at a place selected by a previous annual convention of this multiple district and at a date and time fixed by the council of governors.
- The chairperson of the council of governors receives invitations in writing from places desiring to entertain the annual convention. All invitations include the information prescribed by the council of governors and are delivered to the chairperson no later than thirty (30) days prior to the convening date of the convention at which the bids are voted upon. The procedure followed in the investigation of the bids and in the presentation of the bids to the convention, as well as action to be taken by the convention in the event no bids are acceptable or received by the council of governors, is determined by the council of governors.
- The members of the council of governors are the officers of the annual multiple district convention.
- A convention sergeant-at-arms and an assistant sergeant-at-arms deemed necessary are appointed by the council of governors.
- Each chartered club in good standing in Lions Clubs International and its district, and the multiple district is entitled in each convention of the multiple district to one delegate and one alternate for each ten members, or major fraction thereof, who have been enrolled for at least one year and a day in the club as shown by the records of the International Office on the first day of the month last preceding that month during which the convention is held. The major fraction referred to in this section is five or more members. Each certified delegate present in person is entitled to cast one vote only for each office to be filled by, and one vote on each question submitted to, the respective convention. Unless otherwise specified the affirmative vote of a majority of the delegates voting on any question is the act of the convention. Delinquent dues may be paid and active status acquired at any time prior to the close of credential certification. The closing time is established by the rules of the respective convention.
- A majority of the delegates in attendance at any session of a sub- or multiple district constitutes a quorum.
- The council of governors retains, and has, absolute power to change, at any time, and for good reason, the convention site chosen by a multiple district convention, and neither the council of governors nor the multiple district, nor any sub-district or sub-districts incurs any liability to any club or sub-district.

Request for Guest Speakers

Each year many districts and multiple districts request officers, directors, past presidents and past directors to speak at their events. These requests are coordinated by the Travel Department.

District Wide Events

- Who can request an official guest speaker?
 - Each single, sub- or multiple district can request one guest speaker per fiscal year from within their constitutional area. This official speaking assignment must be for a district-wide function that represents the entire district and an event in which all clubs within the district are invited to participate.
 - When organizing an official speaking engagement it is highly recommended that projected attendance be at a minimum of 125 people prior to requesting an authorized speaker.

- How do you request an official speaker?
 - A district or multiple district may extend an invitation directly to a prospective speaker, or LCI can help secure an official speaker and extend the invitation.
 - Upon request, the Travel Department shall provide a list of eligible speakers who are available over the dates of the event.
 - Once the speaker selection is made, the Travel Department shall confirm the speaker's acceptance of the invitation within 60 days of the event. The acknowledgement will be sent to the individual initiating the invitation, the speaker and any current executive officer or past international presidents residing within the multiple district where the event is being held.
 - A list of confirmed speakers can also be found on LCI's web site in the Online Directory, which is located on the home page at the bottom of the screen. Access is password protected and is available to Multiple District, District, Region and Zone officers through the normal LCI web site registration process.
 - A Speaker Request/Notification Form must be completed and given to the Travel Department at least sixty (60) days prior to the meeting. The form is available upon request or can be submitted electronically via LCI's web site: <http://www.lionsclubs.org/EN/member-center/resources/speaker-request-form.php>

- Who is eligible to speak?
 - Eligible speakers include the international president, immediate past president, international vice presidents, international directors, and with limitations, past presidents and past directors. The visit must fall within their mileage budget.
 - LCI can provide a list of speakers eligible for upcoming events.

- With the exception of the executive officers, speakers must be elected from and reside in the constitutional area from which the invitation is made. They may, however, be from outside the single or multiple district.
- Speakers from USA, its affiliates, Bermuda, Bahamas or Canada, shall be permitted to travel in both constitutional areas.
- Speakers are approved according to the following order of precedence:
 - a) Any executive officer, international director or, if none available, then,
 - b) Any past international president or past international director or, if none available, then,
 - c) A past district governor residing in the single or multiple district in which the meeting is to be held.
- How do we invite an executive officer to speak at our event?
 - The international president, immediate past president, first and second vice presidents willingly accept invitations from anywhere in the world.
 - All requests should be submitted to the Travel Department at LCI.
 - A request may be submitted for any officer or a specific person or position.
 - The invitation will be extended by LCI to the executive officer.
 - You will be advised by LCI of their availability.
- What are the financial responsibilities of the district (single, sub- or multiple)?
 - LCI will cover the travel expenses for the official speaker and adult companion within the speaker's respective budget.
 - The host district (single, sub- or multiple) is responsible for all local expenses of the speaker and adult companion, including hotel, meals and local transportation.
- Can we invite a past international president to be an official speaker?
 - A past international president can be invited to be an official speaker if all the current directors are busy in the constitutional area.
 - Past international presidents are eligible to speak in an adjacent multiple district regardless of the availability of a current director.
 - The visit must fall within their mileage budget.
- Can we invite a past international director to be an official speaker?
 - A past international director can be invited to be an official speaker if all the current directors are busy in the constitutional area.
 - Past international directors are eligible to speak in an adjacent multiple district regardless of the availability of a current director.
 - The visit must fall within their mileage budget.

- What do we need to know about hosting a guest speaker?
 - The guest speaker is the VIP for your event and should be treated accordingly.
 - Feel free to communicate directly with the speaker. Advise them of the program of events for the function and dress code, as soon as it is finalized. Communicate any changes immediately. It is also recommended that you send a few of the district newsletters to familiarize them with the area prior to the official visit.
 - Suggest speaking topics which are relevant to the area. The speaker will also want to discuss recent developments at LCI. If you are planning for a 10 minute speech, please relay that information.
 - Provide the name and cell phone number of the person who will be meeting the speaker and adult companion at the airport. Ask the speaker to call if something happens en route or if a connection is not made upon arrival at the airport.
 - If it has been a long flight, please do not plan tours en route to the hotel. Let the speaker and adult companion go directly to the hotel and relax prior to the beginning of any programs or entertainment.
 - Assign someone to assist the speaker and adult companion for the duration of the event. Plan the entire event for the speaker, not just the one or two events at which you have requested the speaker's attendance.
 - When the event is over, be sure someone has been assigned to pick-up the speaker and adult companion, and return them to the airport.
 - Treat your guests with special consideration, like friends visiting your home and staying the night for the first time!

Club Level Events

- Can we have a speaker for a club level event?
 - Clubs may request a speaker for a club anniversary, charter night or similar Lions event. If the eligible speaker resides within his or her own single or multiple district, no advance approval by LCI is required.
 - If a speaker cannot be secured from the eligible speakers within the single or multiple district, a speaker from an adjacent single or multiple district may be requested.

LCI Travel Department can provide a list of available speakers upon request. LCI will cover the travel expenses for the speaker and adult companion.

If you have any questions, please contact:

Travel Department

Telephone: 630-468-6735

Fax: 630-706-9084

E-Mail: travel@lionsclubs.org