



Leo Club Officer's Handbook



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Welcome new Leo club officers

You have received this handbook because you are a Leo club officer. Congratulations. Your fellow club members have elected you to a leadership position because they are confident in your ability to lead.

The success of your Leo club – and every Leo club – depends on the dedication of its leaders. Your commitment to fostering the ideals of the Leo Club Program will result in pride and satisfaction for you, your Leo club, your sponsoring Lions club, and your community.

As a Leo leader, you will make many decisions. These decisions will affect you, your fellow Leos, and the future of your club.

The purpose of this handbook is to provide you with useful information about Lions Clubs International, the Leo Club Program, and your responsibilities as a Leo leader.

About Lions Clubs International

Melvin Jones was an insurance agent in Chicago, Illinois, USA. He belonged to a men's business club.

In 1917, Jones asked his fellow club members if they would consider expanding their interests and start helping people in need. Jones' fellow club members said, "yes."

Soon, additional Lions clubs formed in Chicago, the USA, and the world. The clubs all followed the "We Serve" Lions motto.

Today, thousands of men and women Lions provide service to those who are less fortunate. There are seven major service areas for Lions club projects.

- Community Services
- Diabetes Awareness
- Environmental Services
- Hearing and Speech Action and Work with the Deaf
- International Relations
- Lions Opportunities for Youth
- Sight Conservation and Work with the Blind

As of April 2003, there were more than 1.3 million Lions in more than 45,502 clubs in 191 countries. The headquarters of The International Association of Lions Clubs is located in Oak Brook, Illinois, USA, a suburb of Chicago.

Leo Club Program history

In 1957, Glenside Lions Jim Graver and William Ernst of Pennsylvania, USA, persuaded 26 members of the Abington High School baseball team and nine other Abington High School students to form a service club. The 35 Abington Leos formed the world's first Leo club – the Abington Leo Club. The students chose their school colors (maroon and gold) as the Leo club colors.

Soon, other young people decided to form their own Leo clubs. In October 1967, the Leo Club Program was officially adopted by Lions Clubs International. The Leo club objective is:

To provide the youth of the world an opportunity for development and contribution, individually and collectively, as responsible members of the local, national, and international community.

In 1996, the Fomeque Monarca Leo Club, Colombia, became the world's 5,000th active Leo club.

In 2002, Leo clubs were classified as either Alpha (club members are between the ages of 12 and the legal age of majority in their country) or Omega (members are between the legal age of majority in their country and age 28) Leo clubs. Every Leo club is required to report its status as either an Alpha or an Omega Leo club. This information assists the Youth Programs Department in sending age-appropriate club materials to clubs. All other Leo club policies are identical.

Leo club officers

Strong Leo leaders form the foundation of successful Leo clubs. Traits such as energy, intelligence, and persistence are evident among Leo leaders. Obviously, your fellow Leos have recognized these qualities in you.

Leo leaders live the Leo motto (Leadership, Experience, Opportunity). Your year(s) as a Leo leader will help increase your self-confidence as well as your organization skills. You will learn to rely on your fellow club members. You will develop strong friendships.

More than likely, you are reading this handbook because you have been elected as a Leo club president, vice-president, secretary, treasurer, or member of a Leo club board of directors. Brief descriptions of your new responsibilities are featured below. Definitions of district and multiple district leadership roles appear in the Resources section of this handbook.

▲ **The Leo club president** is elected by fellow club members. As president, you will demonstrate your leadership ability by managing club and board meetings. You will instruct other club officers concerning their responsibilities and will include all members in decision-making processes.

In cooperation with your advisor, you will set goals and objectives for your club. With the club secretary, you will submit timely reports to international headquarters.

▲ **The Leo club vice president** assists the president throughout the year. As vice president, you will assume the duties of president if the elected president cannot complete his or her term.

▲ **The Leo club secretary** maintains club records and meeting notes known as minutes. As secretary, you will maintain lists of officers, committee appointments, attendance records, and membership rosters. You are responsible for submitting the *Leo Club Annual Officers Report (Leo-72)* the *Report of a Successful Leo Club Project or Activity (Leo-SPA)*.

▲ **The Leo club treasurer** receives and deposits all money into either the fundraising account or the administrative account (see the Fundraising Activities section for a thorough definition of these two accounts). As treasurer, you will disburse club funds when authorized by the board of directors. Once each month, you will submit a financial statement to the board of directors.

▲ **The board of directors** includes the club president, vice president, secretary, treasurer, and three elected Leo club members. Together, you will consider, shape, and execute the business of the club including authorizing all club expenses.

Just for Leo club presidents

As a Leo club president, you are crucial to the success of your Leo club. To help you and your Leo club during your presidential year, many resources are available. (See the Resources section of this handbook).

Your first resource is your Leo club advisor. Appointed by your sponsoring Lions club, Leo club advisors are experienced Lions. If your club is a school-based Leo club, you may have a teacher or counselor as a co-advisor.

By definition, Leo club advisors are educators, motivators, counselors, liaisons, humanitarians, and role models. They are there to help you facilitate club meetings and service projects.

Advisors serve as liaisons between your Leo club and your sponsoring Lions club. It is through your advisor that the sharing of information about Leo and Lions projects and fundraisers occurs. Likewise, your advisor helps to arrange joint Leo/Lions service projects.

Club meetings

Leo club presidents are responsible for conducting club meetings. Good meetings are organized meetings. A written outline or agenda helps facilitate meetings. Agendas may include the following:

- a call to order by the club president
- an opening ceremony, e.g., the national anthem, salute to the flag, or other local custom
- a roll call of members
- the introduction of guests
- the introduction of speakers
- reading of the secretary's report and minutes from the previous meeting
- the treasurer's report – a copy of this report should be filed for an audit
- reading of the minutes from the board of director's meeting
- reading of correspondence received since the last meeting
- reading of committee reports and approval of committee actions
- the discussion of old business
- the presentation of new business
- adjournment.

Leo club meetings should follow basic meeting protocol known as Parliamentary procedure. This protocol is explained in publications such as *Robert's Rules of Order* (available in English only from the Online Lions Club Supply Catalog). As club president, you should:

- call the meeting to order
- lead a discussion
- control the meeting by declaring a member "out of order," requesting a vote on a discussion topic, "tabling" a topic for further discussion, or deferring a topic to an appropriate committee for discussion.
- state differences of opinion in the form of motions.

As a club president, you will have to handle many situations. Conflicts that occasionally occur during club meetings may be handled in the following manner.

- Recognize speakers from the floor.
- Decide when to bring a motion to a vote.
- Use the gavel to maintain order during meetings.
- Adjust the written meeting agenda to shorten or lengthen the meeting.

To reinforce a point, ask your club secretary to read a motion in the club minutes. Summarize both sides of the topic. Ask your fellow Leos to vote on, amend, or postpone the disputed issue. Enter an official statement about the disputed issue into the club minutes. This may prevent members from splitting into factions.

Build your Leo team

Leo leaders realize that successful clubs need strong team members. By encouraging your fellow Leos to accept leadership roles, your club will become stronger. Building your Leo team begins with:

- the establishment of long-term (more than a year) and short-term (one year and less) club goals. Include service projects, fundraisers, membership campaigns, and social events.
- an explanation of the overall task(s) to everyone involved
- a request for additional ideas and suggestions
- the creation of committees and the assigning of specific tasks.

Keep your Leos interested by making sure that your club:

- is organized
- has adequate resources
- has a direction
- is dedicated to important projects
- is composed of members who trust each another
- has club projects that involve all members
- requests members' input in club decisions
- provides recognition for members' efforts.

Encourage your club members by:

- welcoming and introducing new Leos to current members
- including Leos in projects which utilize their talents and interests. For

instance, an artistic Leo may appreciate the opportunity to draw a poster for a Leo service project. A member who likes animals may gladly organize a service project at the local animal shelter. These opportunities provide members with a sense of belonging and achievement.

- praising club members for their accomplishments
- nominating Leos for awards whenever they qualify.

Encourage closeness among club members by:

- rewarding Leos in the form of public recognition or a Leo award
- increasing the prestige of the club through local publicity
- celebrating successful Leo projects.

As a Leo leader, you will want to understand why young people join Leo clubs.

- To serve their community.
- To belong to an active group.
- To make new friends.
- To develop leadership skills.
- To network with public and private organizations.
- To establish international contacts.

Involve your committees

The following Leo committees may help you and your fellow Leo leaders organize Leo activities throughout the year.

- Athletic
- Attendance
- Community Betterment
- Drug Awareness
- Environment
- Finance
- International Relations
- Membership
- Programs
- LCIF

Before planning a year of Leo projects and activities, review the Leo calendar.

July 1	<i>Annual Report for Leo Districts and Multiple Districts</i> (Leo-91) due to the Youth Programs Department at international headquarters
August 15	<i>Leo Club Excellence Award Application</i> (LEO-105) due to the Youth Programs Department at international headquarters
October	Leo Club Membership Growth Month
October 8	World Lions Service Day
December 1	World AIDS Day
December 5	International Leo Day
April	Leo Club Awareness Month
April 15	Suggested election date for next year's Leo club officers
May 15	<i>Leo Club Officers and Membership Report</i> due (Leo-72)
June 1	<i>Leo of the Year Award Applications</i> (Leo-LOY) due to the Youth Programs Department at international headquarters
June-July	Annual Lions International Convention

Planning service projects

The Lions publication, *Community Needs Assessment* – MK-9 (available in the Resources section of the Lions Web site), can help your Leo club organize a community service project. Your Leo club can develop any service project that fulfills the needs of your community.

▲ **Identify a community need.** Does your community need a new playground, a nature trail, or a recycling center?

▲ **Contact other community organizations.** Verify (with local authorities) that other organizations aren't currently undertaking this project or planning to do so in the near future.

▲ **Calculate costs.** Assess the current monetary and manpower resources within your club.

▲ **Complete the details.** Establish a timeline. Obtain legal clearance/permits from local authorities. Obtain all necessary supplies.

▲ **Publicize the project.** Inform the public about the Leo club project. Place large signs throughout the area.

Community Services

- Visit children in an orphanage or the pediatrics ward of a hospital.
- Volunteer at athletic games for mentally or physically disabled children.
- Provide food and clothing to the needy.

Environment

The International Leo Service Project is caring for the environment. The Leo publication, *Our Environment, Our Future* (Leo-302) is available on the Lions Web site or upon request from the Youth Programs Department at international headquarters. The publication includes suggestions for environment projects.

- Plant tree seedlings.
- Volunteer at a recycling facility.
- Organize a roadside or beach clean-up campaign.

After completion of an environment project, submit the *Leo Environmental Project Banner Patch Award* form (available in the Resources section of the Lions Web site or by contacting the Youth Programs Department at international headquarters) to receive the Leo Environment Project Banner Patch Award.

Literacy and culture

- Collect school supplies for needy students.
- Donate books to a local library.
- Organize a talent show.

Health services

- Distribute AIDS information.
- Organize a blood drive.
- Assist health care professionals during vision, hearing, or diabetes screenings.

International projects

- Participate in the Leo Club Twinning Program.
- Host a party for Lions international youth exchangees.
- Organize an international night.

April is Leo Club Awareness Month. This is an ideal time for your club to work with your sponsoring Lions club to promote the Leo Club Program.

A “high-visibility” Lion/Leo service project is one suggestion. Additional methods of creating awareness of your Leo club are: submitting news about Leo accomplishments to local media, posting news on the Leo club, district, or multiple district Web sites, and creating a visual display that illustrates Leo club service initiatives.

Throughout the year, Lions and Leos can publicize the achievements of outstanding Leos including the recipients of the Leo of the Year Award, the Leo Club Excellence Award, the Lions Young Leaders in Service Award, and the Lions Young Ambassadors of the 21st Century Award.

For additional service project ideas, review: *Lions Opportunities for Youth: An Activity Guide for Lions Clubs* (IAD-130) which is available in the Resources section of the Lions Web site, the Leo Zone section of the Lions Web site, the online version of THE LION Magazine, or by contacting the Youth Programs Department at international headquarters.

Fundraising activities

Leo club treasurers maintain two bank accounts. The first account contains funds raised from fellow club members. These funds benefit the administration of the club. This is known as the administrative account. Possible administrative account fundraisers include:

- weekly, monthly, or annual levies (dues) imposed on club members
- raffles among club members
- the sale of gently-used books or other merchandise among club members.

The second Leo club account contains funds raised from the public. All public funds must be donated back to the community. Popular public fundraising projects include:

- a car wash
- a dance for young people
- the sale of food, beverages, or homemade items at school or community events.

When raising funds for either account, allow adequate time for planning, publicizing, and implementing your activity.

Plan first

- Define your fundraising goals. How much money does the club hope to raise? Is this a realistic goal?
- Agree on a project. Does the club have the manpower to complete the project? What supplies are needed? Does the club have the money to purchase supplies in advance?
- Agree on a date, time, and place for the project. Be certain that the project doesn't conflict with other local events.

Publicize your activity

- Your publicity chairperson should submit details about the activity to club members, local newspapers, radio stations, and television stations at least one month in advance.
- Members of the publicity committee can place posters throughout the community.
- If possible, arrange to post a large sign at the site of the event.
- Tell family members and friends about your fundraiser. Inform your sponsoring Lions club as well as neighboring Leo clubs.

On the day of the activity, remember to:

- 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.
- Maintain a positive attitude.

Social events

When planning your Leo calendar, be sure to include social events to build friendships among club members. Appropriate social activities will vary according to the age of club members. Possible Leo social activities include attendance at or participation in:

- a Leo club charter signing ceremony, a Leo anniversary celebration, the induction of new Leo members, or the installation of new club officers (the *Leo Club Officer Installation and New Member Initiation*, [Leo-8] is available on the Lions Web site)
- a party
- a bowling league or Leo baseball, soccer, or cricket team.

Committee chairpersons as new club officers

Your hard-working committee chairpersons are excellent prospects for future club officers. In March, your club president will appoint a committee to develop a roster of officer candidates.

Candidates must agree to accept the position if elected. Committee members cannot nominate themselves as officer candidates.

On election day (on or around April 15), your club president will request the roster. Additional nominations may be accepted from Leos in attendance. Written ballots should be used when there are multiple candidates for a single office. Current club presidents cannot succeed themselves as club president. Winning candidates are those who receive a simple majority of the votes cast.

After the election, your club secretary will submit the *Leo Club Officers and Membership Report* (Leo-72) to international headquarters by mail, fax, or e-mail. May 15 is the deadline for receipt of the report at international headquarters. Copies of the report should be sent to the sponsoring Lions club, the district Leo club chairperson, and the district governor.

Suggestions for an appropriate installation ceremony are available in *Leo Club Officer Installation and New Member Initiation* (Leo-8). The publication is available on the Lions Web site, in the Leo Club Organization Kit, and in the Leo Club Sponsor Kit.

Membership

Leo club membership ends at the legal age of majority or age 28. Your membership committee must find replacements for “graduating” Leos.

October is Leo Membership Growth Month. During this month, your club should consider organizing a Leo new member recruitment campaign. A list of potential new Leos may include:

- friends
- family members and relatives
- neighbors
- sports teammates
- co-workers
- business associates.

People who interact with young adults are another source of potential new Leos. Contact the following persons:

-
- teachers
 - coaches
 - clergy
 - community leaders
 - family members
 - Lions.

In addition, your club can:

- place recruitment announcements in a school or local newspaper
- place Leo recruitment posters throughout the community (available for purchase, four posters for US\$1, through the Youth Programs Department at international headquarters)
- arrange a Leo information display at school or community events
- contact young community leaders who have been previously identified by local media.

Explain to prospective new members that young people of good character all over the world serve as Leos. Inform them of the benefits of joining an international organization. Also mention that the Lions club, Leo district (where one exists), and Youth Programs Department at international headquarters provide support services to Leo clubs.

Next, invite the young person to attend a fundraiser or service project. During the event, introduce the prospect to current Leos. Allow him or her to decide whether he or she would like to join your Leo club.

Retaining new members

New Leos receive a Leo New Member Kit. Your sponsoring Lions club president, secretary, treasurer, or Leo club advisor can order the Leo New Member Kit from the Youth Programs Department at international headquarters. The US\$5 Leo new member entrance fee, which includes the cost of a Leo new member kit, appears on the Lions club account. Officially certified Leo clubs can order New Member Kits by submitting full payment (including shipping costs) in advance.

Each Leo New Member Kit includes:

- a Leo lapel pin
- a Leo membership card
- a membership certificate (suitable for framing)
- a Leo decal
- a letter of welcome from the president of Lions Clubs International.

Next, create an impressive induction ceremony for your new Leo. He or she will remain interested in your club as long as it is organized and it continues to provide valuable community service.

At some time, you may notice a lack of interest in some club members. If this indifference involves a club project, consider altering the project. If you notice a general lack of interest, address the problem(s). Together, with your fellow Leo club leaders, you will find a solution.

There are various reasons why Leos leave a club:

- reaching the legal age of majority or age 28
- graduating from the school which sponsored the Leo club
- attending school in a town away from the club
- moving out of town; unaware that Leo memberships can be transferred
- accepting a new job which requires a greater time commitment.

Observant Leo leaders can prevent the loss of members.

<i>Reason for leaving</i>	<i>Preventable action</i>
Disorganized club leadership	In cooperation with the Leo club advisor and the district Leo chairperson, enroll club leaders in a club officer's school.
Inadequate orientation or induction ceremony	Provide a thorough orientation for new members and an impressive induction ceremony.
Social cliques, lack of friends or opportunities	Combine new and old members on committees
Lack of recognition	Praise members and present awards whenever appropriate.
Lack of club membership growth and development	Meet with the Leo club advisor and district Leo chairperson for suggestions.
Lack of important activities	Form a committee to study local needs.

Transition from a Leo to a Lion

Leos who reach the legal age of majority in their country can be invited to join a Lions club. The following programs provide Leos with an easy transition.

▲ **Leo Completion of Service Certificate** – Leos in good standing can receive a waiver of the US\$25 Lions club new member fee or the US\$30 Lions club charter fee. Sponsoring Lions club presidents, secretaries, or Leo club advisors can request the free Leo Completion of Service Certificate from the Youth Programs Department at international headquarters. The certificate is required to receive the fee waiver.

▲ **Leo Years of Service Transfer Program** – The Leo Years of Service Record (available on the Lions Web site; click “Resources,” then “Forms,” then “Leo/Youth”) records your years of Leo service for your Lions club membership history. Submit the form to your Lions club secretary. The secretary will forward the form to the Membership Operations Department at international headquarters.

▲ **New Century Lions Club** – Created for young adults up to the age of 35, New Century Lions Clubs feature: more flexibility in club operations; fewer membership forms; and increased reliance on Web-based communications. For more information, contact the New Clubs and Marketing Department at international headquarters.

▲ **Leo Lions Club** – provides Leos with an opportunity to maintain the word Leo in their Lions club name. A Leo Lions club can be chartered with 20 or more members and must meet all other Lions club requirements. For more information, contact the New Clubs and Marketing Department at international headquarters.

▲ **Special Leo Tab** – Former Leos can purchase a Leo tab to wear with their Lions pin. The tab is available in the Online Lions Club Supply Catalog.

Resources for Leos

Constitutions

Leo constitutions (club, district, and multiple district) explain the Leo Club Program. The Standard Leo Club Constitution is included in both the Leo Club Organization Kit, and the Leo Club President/ Secretary Kit, which is mailed to advisors in March or April.

The Leo club, district, and multiple district constitutions are available on the Lions Web site, click into “Resources,” then “Publications,” then “Leo/Youth”) and from the Youth Programs Department at international headquarters.

Leo Zone

The Leo Zone section of the Lions Web site www.lionsclubs.org features the most recent Leo Club Program information. Leo Zone subsections include:

▲ **About Leos** – Leo history • Leo club objective and motto • Alpha and Omega Leo clubs • Forming a Leo district or multiple district

▲ **Leo Membership** – Membership benefits • Recruiting new members • Membership retention ideas • Leo-to-Lion transition

▲ **Leo Club Activities** – The international Leo project • Leo projects • Club twinning

▲ **Leo Leadership** – Leadership positions • Awards for Leos • Developing Leo leaders

▲ **Just for Advisors** – Dates to remember • Lions/Leo relationship • Alpha/Omega clubs

▲ **Leo Club Chairperson** – Leo chairperson responsibilities • Organizing a Leo club • Promoting Leo clubs • Leadership workshops • Seminars for Leos • Forming a Leo district or multiple district

▲ **Updates for Leos** – Leo photo gallery • Leo online newsletter • Award-winning Leos

Leo leaders defined

Club-level Leo leaders work closely with the following Leo Club Program leaders.

▲ **Multiple District Leo Club Chairperson** As an appointee of the council of governors, this Lion: supports the Leo Club Program throughout the multiple district; works closely with the district Leo club chairperson; and acts as liaison between these leaders and both the council of governors and international headquarters.

▲ **District Leo Club Chairperson** As an appointee of the district governor, this Lion is responsible for: coordinating the Leo Club Program throughout the district; acting as liaison among Leo clubs, Lions clubs, Leo districts, the district governor, and international headquarters; and conducting leadership training programs for Leo advisors and Leo club and district officers.

▲ **Multiple District Leo Club President** Elected by Leo club members at the Leo multiple district conference, this Leo appoints multiple district Leo officers and promotes the Leo Club Program. This multiple district officer coordinates Leo multiple district council meetings and the Leo multiple district conference.

▲ **District Leo Club President** Elected by Leo club members at the Leo district conference, this Leo appoints Leo district officers and promotes the Leo Club Program. The district president also coordinates Leo district council meetings and the Leo district conference.

▲ **Leo Club Advisor** Appointed by the sponsoring Lions club, the Leo club advisor serves as liaison between Lions and Leo clubs. Advisors educate Leo club officers about their responsibilities and provide leadership training. Advisors motivate Leos to recognize and respond to opportunities for service. The advisor provides Leos with recognition for their work and encourages Leos to recruit new members.

Shared Leo leadership responsibilities

As a Leo club officer, you can work with other Leo leaders to create a successful Leo club.

▲ **New club growth** Promote Leo club sponsorship. Ensure that the number of new Leo clubs exceeds the number of cancelled Leo clubs.

▲ **Club retention** October is Leo Club Membership Growth Month (see the Membership section of this handbook). To limit the number of cancelled Leo clubs, publicize the 90-day grace period (Leo clubs have 90 days to locate a new Lions club sponsor if their own Lions club sponsor has been cancelled) and contact the district governor and the Youth Programs Department, if necessary.

▲ **Registration of Alpha and Omega Leo clubs** Register your Leo club as either an Alpha or an Omega Leo club. Leo club officers must submit the *Leo Club Officers and Membership Report (Leo-72)* to international headquarters. Leo multiple district and district leaders also must submit the *Annual Report for Leo Districts and Multiple Districts (Leo-91)* to international headquarters.

▲ **Communications** Promote and strengthen the Leo Club Program through the following communications: the club, district and multiple district Web sites, the club, district and multiple district newsletters, e-mails, and telephone calls. Encourage fellow Leos to view the most recent Leo Club Program information posted on the Leo Zone section of the Lions Web site.

▲ **Public relations** Work with Lion leaders to increase public visibility of the Leo Club Program. April is Leo Club Awareness Month. This is an excellent time to publicize a Leo service project or the accomplishments of outstanding Leos.

▲ **Leadership development** Work with the district Leo chairperson to support leadership training programs for Leo advisors as well as for Leo club and district officers.

▲ **Leo-to-Lion Transition** Encourage Leos to consider becoming Lions. Explain the Leo-to-Lion incentives such as: waiving the Lions club new member fee, giving credit for Leo years of service, forming a Leo Lions Club, a New Century Lions Club, a Campus Lions Club, and wearing a special Leo tab. Maintain contact with former Leos and send reminders to Leos encouraging them to become Lions.

Awards

For outstanding Leos and young people

▲ **Leo of the Year Award (Leo-LOY)** – Leos who demonstrate leadership and service can be nominated and endorsed for this award by their Lions single or multiple district. Lions Clubs International directors review and select award winners during their July board meeting. Applications are available on the Lions Web site. Click into “Resources,” then “Forms,” then “Leo/Youth.”

▲ **100% Leo Club President Award** – Award criteria and blank award certificates are mailed to advisors in September. At the end of the fiscal year, sponsoring Lions club presidents and Leo club advisors present the award to Leo club presidents who have met the award criteria.

▲ **100% Leo District President Award** – Award criteria and blank award certificates are provided to district governors in July. At the end of the fiscal year, district governors and district Leo club chairpersons present the award to Leo district presidents who have met the award criteria.

▲ **Lions Young Leaders in Service Award** for young people, ages 12-18, who have recorded 50 hours (silver seal certificate) or 100 hours (gold seal certificate) of community service. Lions clubs can obtain the Lions Young Leaders in Service Award kit from the Lions Web site or by contacting the Youth Programs Department at international headquarters.

▲ **Lions Young Ambassadors of the 21st Century Award** is sponsored by Lions districts or multiple districts for outstanding young people, ages 15-19. District Leo chairpersons can obtain the Lions Young Ambassadors of the 21st Century Award guide from the Lions Web site or by contacting the Youth Programs Department at international headquarters.

▲ **Leo Club Membership Growth Award** is presented to Leos who recruit three or more new club members during the month of October. For more information, log onto the Lions Web site. Click into “Youth Programs,” “Leo Club Program,” then “Leo Leadership.”

▲ **New Horizons Award in Youth Outreach** is presented annually to three Leos per club who have introduced young people in their community to humanitarian service. Written nominations should be submitted to the Youth Programs Department at international headquarters.

For Leo clubs

▲ **Leo Club Excellence Award (Leo-105)** – Community service, successful fundraising, publicity and leadership skills are the criteria for this annual award. The Lions district governor nominates one qualified Leo club per district. Applications are available in the Lions Web site. Click into “Resources,” then “Forms,” then “Leo/Youth.”

▲ **Leo Club Anniversary Patch Award** is sent by international headquarters to Leo clubs on their fifth, 10th, 15th, 20th, 25th, 30th, and 35th anniversaries.

▲ **Leo Environment Project Banner Patch Award (Leo-303)** – Leo clubs that complete a Leo environment project can request this award from international headquarters. Applications are available in the Lions Web site. Click into “Resources,” then “Forms,” then “Leo/Youth.”

▲ **Leo Club Extension Awards** are mailed from international headquarters to the sponsoring Lions club president upon certification of a new Leo club. Additional awards can be requested.

▲ **International Club Twinning Award** (either a banner patch or a certificate) is mailed to both Leo clubs when they agree to establish a new Leo club twinning relationship. The award application appears on the Lions Web site. Click into “Youth Programs,” then “Leo Clubs,” then “Leo Club Activities.”

▲ **Lions Clubs International Foundation (LCIF) awards** include: certificates of appreciation, a chairperson’s certificate, a banner patch, and a club plaque. For more information, contact LCIF at international headquarters.

Available for purchase through Online Lions Club Supply Catalog

▲ **Leo Award of Honor (L-25)** – Leos or Lions can recognize an outstanding Leo with the Leo Award of Honor medal.

▲ **Leo Certificate of Appreciation (L-11)** – Leo advisors or other Lion leaders can purchase the suitable-for-framing certificate for presentation to Leos who have rendered special service.

▲ **Attendance Award (X-[year])** – Lions club secretaries or advisors can purchase and present 100% attendance tabs to qualified Leos. The award is worn with the Leo club lapel pin.

▲ **Leo plaque (L-214)** – The walnut Leo plaque features two gold finished plates for engraving.

For more information on Leo awards, log onto the Leo Zone section of the Lions Web site, or contact the Youth Programs Department at international headquarters.

Leo club supplies

Leo officer pins, club banners, gong and gavel, certificates, plaques, and apparel appear in the Online Lions Club Supply Catalog. Your Leo club can obtain supplies through the following methods.

- Your sponsoring Lions club secretary can charge your Leo club purchases on their club account.
- Your club can send a check or money order to pay in advance for your club supplies.
- You or your sponsoring Lions club can use a credit card to order merchandise online.

Leo publications and forms

You can download and duplicate Leo publications and forms from the Lions Web site or receive free copies (one each) of Leo publications by contacting the Youth Programs Department at international headquarters.

Publications are available in the 11 official languages of the association – Chinese, English, Finnish, French, German, Italian, Japanese, Korean, Portuguese, Spanish, and Swedish. Leo publications are available in quantities for a fee.

Report of a successful Leo club project or activity

Upon completion of a significant project or fundraiser, your club secretary can submit (by mail, fax, or e-mail) a *Report of a Successful Leo Club Project or Activity (LEO-SPA)* to international headquarters. The one-page SPA (with photographs whenever available) can explain:

- who benefited from the project or activity
- what events transpired
- when the project or activity was held
- where the project or activity occurred
- why the project or activity was organized
- how the club accomplished the community service.

Contact international headquarters

Lions Clubs International
Youth Programs Department
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