

# **MIDDLETOWN LIONS CLUB**



## **Member's Handbook**



**Middletown Lions Club  
Member's Handbook  
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# **MEMBER'S HANDBOOK**

## **SECTION ONE**

### **Lions International Overview and History**

#### **General Information:**

Lions Clubs International is the world's largest service club organization – We have over 1.3 million members in more than 45,000 clubs worldwide.

Lions are everywhere - We're active men and women in more than 206 countries and geographic areas.

Why should you be a Lion?

As a Lion you will -

- Help your community and gain valuable skills
- Make an impact on people's lives - locally and internationally
- Learn to be a leader – and lead a respected organization (if you choose to take a leadership role)
- Network with business people in your community and around the world
- Energize your life and have fun

You'll grow personally and professionally. And you'll know that what you do is worthwhile and appreciated.

#### **Association History:**

**Founding** – Lions Clubs International began as the dream of Chicago insurance man Melvin Jones (see appendix 1A for more information). He believed that local business clubs should expand their horizons from purely professional concerns to the

betterment of their communities and the world at large. Jones' own group, the Business Circle of Chicago, agreed. After contacting similar groups around the country, an organizational meeting was held on June 7, 1917, at the LaSalle Hotel in Chicago. The new group took the name of one of the groups invited, the "Association of Lions Clubs," and a national convention was held in Dallas, Texas, USA in October of that year.

Thirty-six delegates representing 22 clubs from nine states were in attendance. The convention began to define what the association was to become. A constitution, by-laws, objects and code of ethics were approved. Among the official objects adopted in these early years was one which read, "No club shall hold out the financial betterment of its members as its object." The object has remained one of the association's main tenets ever since.

Dr. W.P. Woods, of Evansville, Indiana, USA was elected as the first president. Guiding force and our founder, Melvin Jones, was named acting secretary, thus beginning his relationship with Lions that ended only with his death in 1961.

**International Expansion** – In 1920, just three years after our founding, Lions became international when we established the first club in Canada. Mexico followed in 1927. By 1927, membership stood at 60,000 in 1,183 clubs. In the 1950s and 1960s international growth accelerated, with new clubs in Europe, Asia and Africa.

**Knights of the Blind** – In 1925 Helen Keller addressed the Lions Clubs International Convention in Cedar Point, Ohio, USA, and challenged Lions to become her "Knights of the Blind in the crusade against darkness." (See appendix 1-B for text of address) Since then, we have worked tirelessly to aid the blind and visually impaired.

**Uniting Nations** - The ideal of an international organization is exemplified by our enduring relationship with the United Nations. We were one of the first non-governmental organizations invited to assist in the drafting of the United Nations Charter and have supported the work of the UN ever since.

## **Lion's Values:**

**Vision Statement** - To be the global leader in community and humanitarian service

**Mission Statement** - To empower volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions clubs

**Lions Motto** - We Serve

**Lions Slogan** - Liberty, Intelligenc, Our Nation's Safety (**LIONS**)

## Lions Symbolism:

**The Lions Name** - On June 17, 1917 at the invitation of Melvin Jones, delegates met in Chicago. The only point of contention was the selection of a name for the new organization. Melvin Jones researched the idea of calling the new organization Lions. He was convinced that the lion stood for strength, courage, fidelity and vital action. On a secret ballot the name Lions was chosen over several others.

**The Lions Emblem** - At the 1919 convention, there was a move to change the symbol, but a young attorney from Denver, Colorado rose to speak. His name was Halsted Ritter. "The name Lions stands not only for fraternity, good fellowship, strength of character and purpose, but above all, its combination of L-I-O-N-S heralds to the country the true meaning of citizenship: LIBERTY, INTELLIGENCE, OUR NATION'S SAFETY." (Origination of Lion's slogan)

The January 1931 issue of THE LION Magazine featured this interpretation of the association's name:

*Our name was not selected at random, neither was it a coined name. From time immemorial, the lion has been the symbol of all that was good and because of the symbolism that name was chosen. Four outstanding qualities – **Courage, Strength, Activity and Fidelity** – had largely to do with the adoption of the name. The last mentioned of these qualities, Fidelity, has a deep and peculiar significance for all Lions. The lion symbol has been a symbol of Fidelity through the ages and among all nations, ancient and modern. It stands for loyalty to a friend, loyalty to a principle, loyalty to a duty, loyalty to a trust.*

The emblem consists of a gold letter "L" on a circular area. Bordering this is a circular area with two Lion profiles facing away from the center. The word "Lions" appears at the top and "International" at the bottom. The Lions face both past and future – showing both pride of heritage and confidence in the future.

## Section 1 – Appendix A

### **Melvin Jones – Founder of Lions Clubs International**

Melvin Jones was born on January 13, 1879 in Fort Thomas, Arizona, the son of a United States Army captain who commanded a troop of scouts. Later, his father was transferred and the family moved east. As a young man, Melvin Jones made his home in Chicago, Illinois, became associated with an insurance firm and in 1913 formed his own agency.

He soon joined the *Business Circle*, a businessmen's luncheon group, and was shortly elected secretary. This group was one of many at that time devoted solely to promoting the financial interests of their membership. Melvin Jones, however, had other plans. "What if these men," he asked, "who are successful because of their drive, intelligence and ambition, were to put their talents to work improving their communities?" Thus, at his invitation, delegates from men's clubs met in Chicago to lay the groundwork for such an organization and on June 7 , 1917, Lions Clubs International was born.

Melvin Jones eventually abandoned his insurance agency to devote himself full time to Lions at International Headquarters in Chicago. It was under his dynamic leadership that Lions clubs earned the prestige necessary to attract civic-minded members

The association's founder was also recognized as a leader by those outside the association. One of his greatest honors was in 1945 when he represented Lions Clubs International as a consultant in San Francisco, California, at the organization of the United Nations.

Melvin Jones, the man whose personal code – "You can't get very far until you start doing something for somebody else" – became a guiding principle for public-spirited people the world over, died June 1, 1961 at 82 years of age.

## Section 1 – Appendix B

### **Helen Keller's 1925 International Convention Address Cedar Point, Ohio, USA June 30, 1925**

Dear Lions and Ladies:

I suppose you have heard the legend that represents opportunity as a capricious lady, who knocks at every door but once, and if the door isn't opened quickly, she passes on, never to return. And that is as it should be. Lovely, desirable ladies won't wait. You have to go out and grab 'em.

I am your opportunity. I am knocking at your door. I want to be adopted. The legend doesn't say what you are to do when several beautiful opportunities present themselves at the same door. I guess you have to choose the one you love best. I hope you will adopt me. I am the youngest here, and what I offer you is full of splendid opportunities for service.

The American Foundation for the Blind is only four years old. It grew out of the imperative needs of the blind, and was called into existence by the sightless themselves. It is national and international in scope and in importance. It represents the best and most enlightened thought on our subject that has been reached so far. Its object is to make the lives of the blind more worthwhile everywhere by increasing their economic value and giving them the joy of normal activity.

Try to imagine how you would feel if you were suddenly stricken blind today. Picture yourself stumbling and groping at noonday as in the night; your work, your independence, gone. In that dark world wouldn't you be glad if a friend took you by the hand and said, "Come with me and I will teach you how to do some of the things you used to do when you could see?" That is just the kind of friend the American Foundation is going to be to all the blind in this country if seeing people will give it the support it must have.

You have heard how through a little word dropped from the fingers of another, a ray of light from another soul touched the darkness of my mind and I found myself, found the world, found God. It is because my teacher learned about me and broke through the dark, silent imprisonment which held me that I am able to work for myself and for others. It is the caring we want more than money. The gift without the sympathy and interest of the giver is empty. If you care, if we can make the people of this great country care, the blind will indeed triumph over blindness.



The opportunity I bring to you, Lions, is this: To foster and sponsor the work of the American Foundation for the Blind. Will you not help me hasten the day when there shall be no preventable blindness; no little deaf, blind child untaught; no blind man or woman unaided? I appeal to you Lions, you who have your sight, your hearing, you who are strong and brave and kind. Will you not constitute yourselves Knights of the Blind in this crusade against darkness?

I thank you.

# **MEMBER'S HANDBOOK**

## **SECTION TWO**

### **MIDDLETOWN LIONS CLUB**

As you have learned, Lions is an international organization with multiple levels of organization but it is the individual local clubs, like ours, that constitute the heart and soul of Lions Clubs International (LCI). To the general public the local club is the face of Lionism and this is where the majority of Lions community services take place. Therefore, above everything else, Lions need to be knowledgeable of the club they belong to.

#### **Middletown Lions Club History:**

The Middletown Lions Club was chartered on March, 1931, sponsored by the Frederick Lions Club. The Middletown Lions Club strives to meet the needs of the Middletown community and offers an opportunity for membership to service-minded men and women.

Lions Club International Association presented the official charter to the Club at a gala event on April 21, 1931. The banquet and presentation were followed by an evening of dancing, group singing, games and card playing. Over 165 Lions Club members and their guests attended the Charter Night event.

By 1932, America was in the midst of a severe depression. The Middletown Lions Club sponsored many fund raising events to assist the unemployed in Middletown Valley. Over 500 children and adults attended the Club's Christmas Party in 1934. The local paper reported that "It is through their efforts that quite a few of the little tots are remembered at Christmas time who might not have a gift."

In 1989, the Middletown Lions Club accepted its first women members. The women Lions are a great addition to the Club. Today, the Middletown Lions Club carries on the traditions of the Lions that came before us in serving the community

## **Membership:**

**Benefits of membership** -- Personal satisfaction of helping others, fellowship, service opportunities, leadership opportunities.

### **Membership Categories**

**Active** - Can hold club, district, multiple district and international office; has voting privileges; and can be a delegate at district and international conventions

**Affiliate** - Cannot hold any office; can vote on club matters; cannot be a delegate at district and international conventions

**Honorary** - Bestowed on a non-lion; cannot hold any office, vote or be a delegate

**Member at Large** - Cannot hold office; can vote on club matters; cannot be a delegate at district and international conventions

**Privileged** - Cannot hold office; can vote on club matters and can be a delegate at district and international conventions

**Recruiting New Members** - It is the responsibility of every member to actively recruit new members. The MLC Membership Committee develops an annual plan and provides assistance to individual club members to further recruiting.

**Member Retention** – In addition to recruiting new members the MLC must retain existing members if it is to continue to prosper. One of the primary goals of the Membership Committee is to accomplish this objective. In fact, the member mentoring program is a part of that program.

**Membership Recognition** – The MLC has numerous means of recognizing club members for their accomplishments. The ultimate recognition which the club can bestow is to recognize an individual as a “Melvin Jones Fellow”. You will learn more about this recognition during the discussion of Lions International programs and activities.

## **Club Organization:**

While the Middletown Lions Club is referred to as a single organization, it is in fact, two separate entities. The Middletown Lions Club (MLC) is the administrative side of the club and is responsible for conducting club meetings and other member

programs. The MLC Foundation Inc. (MLCF) is the non-profit arm of the club and funds all charitable and public service programs.

In its infancy, LCI undertook the challenge of eliminating blindness throughout the world, and vision related causes are important to MLCF. In fact, vision-related causes are well represented in the annual MLCF disbursements budget. The remaining disbursements represent the main thrust of the MLCF's purpose – the betterment of our local community.

**MLC Officers and Board of Directors** – The MLC has fifteen Officer Positions which it fills on an annual basis with the Lions year running from July 1 through June 30<sup>th</sup>. These fifteen individuals comprise the MLC Board of Directors. According to its charter, the Board of Directors for MLCF mirrors that of MLC. When members agree to serve, they are agreeing to serve on both Boards. For the convenience of the Board Members both board meetings are held on the first Monday of each month. The board includes of the following positions which are filled each year:

- President
- Immediate Past President
- 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Vice Presidents
- Secretary
- Treasurer
- Lion Tamer
- Tail Twister
- Membership Chair
- Five Elected Directors

**President** is the Chief Executive Officer of the Club and presides at all meetings of the Board of Directors and of the Club. She/He appoints the Standing and Special Committees of the Club and cooperates with the Committee Chairmen to ensure regular functioning and reporting of the Committees. She/He is an active member of the District Governor's Advisory Committee for the Zone in which the Club is located.

**Immediate Past President** is self-explanatory, in that the prior year's President is automatically a member of the Board of Directors in order to provide guidance and mentoring for the President. The *President* is filled as a result of the progression up the chain of Vice Presidents – an individual would usually start as a 3<sup>rd</sup> VP and move upward until she/he has served as President and Immediate Past President.

**Vice Presidents** are used to provide oversight for the many committees of the organizations. They are a resource for Committee Chairs and a conduit for information to and from the Board.

**Secretary** – The Secretary keeps the minutes for the regular club meetings, the MLC Board Meetings and the MLCF Board Meetings. She/He develops the

agendas for those meetings, with the approval of the President, and maintains the correspondence of the club. She/He will also handle the reporting of club activities to the District and to Lions Clubs International

**Treasurer** – Treasurer keeps the books for both the MLC and the MLCF, as well as submitting IRS reporting documents for the two entities. The Treasurer prepares the monthly financial statements for the Board's review and reconciles the check books monthly. The Treasurer issues dues statements, collects and records payments and reports dues status to the Board.

The **Lion Tamer** is responsible for the equipment of the organizations and is also the Master at Arms.

The **Tail Twister** is responsible for keeping the meetings fun and lively.

The **Membership Chair** is responsible for developing a program to bring in and retain new members to the Club.

**Directors** provide guidance and input into Board matters.

**Nominations and Elections of Officers** – A nomination meeting shall be held in March of each year. The Nominating Committee shall be composed of all active Past Presidents and up to four members appointed by the current president. They shall submit the names of candidates for the offices to the Club at the nomination meeting. At this meeting, nominations may also be made from the floor. An election meeting shall be held no later than April 15<sup>th</sup> of each year. Written notice of the names of all nominees and the date of the election meeting shall be sent to all members two weeks prior to the meeting.

**Committees** – The MLC has numerous committees that accept responsibility for various club activities. The number and types of committees in existence may vary from year to year. All members are asked to serve on one or more committees.

**Dues** - Dues are paid to MLC, to the district, multiple district (through the district, not as a separate dues listing) and to Lions Club International, The district, multiple district and international dues are a pass through to the individual member. To the greatest extent possible, local dues are kept at a minimum. Meal charges are a pass through to the member.

**Dues for Active, Affiliate and Privileged members** -- set by club, district and international are recurrently:

**Individual Member:**

\$16.00 per quarter / \$64.00 per year:  
MLC - \$13.75  
District 22 W (MD 22) - \$7.25  
International - \$43.00

**Family:**

\$24.00 per quarter/ \$96.00 per year  
MLC - \$17.00  
District 22 W (MD 22) - \$14.50  
International - \$64.50

Dues may be paid each quarter or semi-annually or annually.

**Honorary member** - Dues are paid by the club to International, Multiple District and District

**Initiation Fee:** New Members pay a one time fee of \$35.00. \$25.00 goes to International to cover the administrative costs to set up the new member's account and \$10.00 remains with MLC to cover the cost of the name badge and Lions Club pin.

**Meals** – Meals are served at all regular Lions meetings. Cost at this time is \$9.00 per meal. Active members must notify the Club, no later than the Friday prior to the Monday meeting, if they are unable to attend a meeting or they will be charged for the meal.

**Financial Accounts** – As previously noted, MLC is the Administrative arm and MLCF is the Activities arm of our organization. Separate financial accounts are maintained for each organization and under MLC by-laws the two funds must be kept separate.

**Administrative Account** – This is the MLC account. Its income is primarily derived from the membership and most expenses are membership focused. No funds raised from the public can be re-directed into the Administrative account, unless it is clearly advertised as an administrative fundraiser. Surplus administrative funds can be transferred to the Activities account.

**Activities Account** – This account is for the collection and disbursement of public funds. Activities funds cannot be transferred to the administrative account. Some years ago, MLC established MLCF – a 501(c)(3) non-profit

corporation recognized by the IRS. This allows donations to MLCF to be tax deductible to the extent allowed by the IRS.

**Club Directory** - Each year a Club Directory is published. Pictures are included in the directory to help everyone know and recognize their fellow Lions. The Club Directory includes name, mailing address, phone number and email address. It also includes the day / month of a member's birthday and the year they joined the Lions Club. Also included is a listing of the current officers and the District Cabinet officers.

## **Club Participation:**

Members of the MLC are expected to participate in club activities to the best of their ability. These activities include regular meetings, committee meetings, community service projects, and fund raisers. By participating in these activities you will gain a greater sense of membership and achievement. At the same time you will be helping the club meet its objectives of service to the community. It is recognized that there will be times when members cannot participate due to work and personal commitments, health issues and other valid reasons.

**Regular Meetings** – Club meetings are held the second and fourth Mondays of every month starting at 6:30 pm at the Amvets on Green Street. Active members are expected to attend as many meetings as they can.

**Visitations** – Members of the MLC visit other clubs to meet fellow Lions and to learn new ideas for fund-raising projects. See the District 22-W Roster book for additional information on visitations.

**Committee** – Every member of the MLC is asked to serve on one or more committees. Some committees address the internal operations of the club (administrative) while others direct various club projects and fund raising activities. Committee meetings are normally called by the committee chair and all committee members should make every effort to attend these meetings. The list of MLC Committees follows. The President may appoint additional ad hoc committees on an as needed basis.

## **MLC Committees:**

### **Education and Youth:**

**Boy Scouts/Girl Scouts:** MLCF supports Venture Crew Scout Troop 476, Boy Scouts Troop 476, Cub Scouts Troop 476 and Girl Scouts Council of the National Capital. Each year an Annual Scout Night is held to recognize the Scouts and their leaders. The Scout Coordinator for the Club follows their activities and arranges for the scouts to participate in various Club activities.

**Scholarships:** Three scholarships are awarded each year to students who are completing their senior year of high school or are non-traditional students (home schooled) and reside in the Middletown school district. Two \$2,000 scholarships are awarded to two students pursuing a four year college academic program and one \$1,000 scholarship to a student pursuing a two year program of study or a VoTech program. The Committee distributes applications to the High School, judges the applications, notifies the winners and arranges for awarding of the scholarships at a Club meeting.

**American Heritage Essay Contest:** Each year an American Heritage Essay Contest is sponsored in conjunction with history students at Middletown Middle School. The first place winner receives a \$100 prize and the second place winner a \$50 prize. The winning essay goes on to be judged at the District, and National level. The Committee judges the essays and arranges for the presentation to the winners at a Club meeting.

**Peace Poster Contest:** Conducted in conjunction with the art classes at Middletown Middle School as part of the Lions Clubs International Peace Poster Contest. The first place winner receives a \$100 prize and the four Honorable Mentions receive a \$25 prize each. The winning poster goes on to be judged at the District, National and International Levels. The Committee judges the posters and arranges for the presentation to the winner at a Club meeting.

## **Health Services:**

**Pre-School Eye Exams:** MLC provides free screening for 3, 4 and 5 year old children to identify eyesight problems. Screenings take place at pre-schools throughout the community. The Committee sets up training, contacts the schools, monitors testing and advises parents of the results either through the mail or through the school.

**Diabetes Awareness:** Club members participate in the Diabetes Walk each year and the club donates funds to provide scholarships for children with diabetes to attend Camp Merrick in the Summer for fun, friendship and education on coping with diabetes. The Committee works to make people aware of Diabetes prevention, detection and treatment

## **Community Events:**

**Halloween Parade:** The Club sponsors the Middletown Halloween Parade each year. Several bands, fire department trucks and many costumed children and adults march through the center of town. The Committee judges costumes for children and young teens preceding the parade. Prizes are awarded for first, second and third



place in several categories. Bags of candy and drinks prepared by the Committee are given to each child at the end of the parade.

**Heritage Day Parade:** The Committee decorates a float for the parade and members either ride on the float or walk beside it giving candy to children along the parade route. One of the boy scouts often dresses up in a Lion costume to delight the children.

**Make A Difference Day:** A service project is selected that will make a difference in the lives of others in the community. A recent Make a Difference Day project collected new and gently used books to distribute to the Middletown Primary, Elementary and Middle Schools. The Committee selects the project and coordinates the Club's efforts in completing this service to the community.

**Teacher Appreciation Activity:** The Committee plans an activity to honor teachers. In the past, gift bags or baskets have been given to teachers in the Middletown School System to recognize the continuing contribution that teachers make to the community.

**White Cane:** Members of the Committee collect donations from the public to benefit visually impaired persons. Collections sites are set up at various locations in the community.

## **Fundraisers:**

**Country Pancake Breakfasts:** Five Pancake Breakfasts are held during the year at the Middletown Valley Fire Hall. The December breakfast with Santa and the Spring breakfast with the Easter Bunny are very popular. The Committee coordinates arrangements with the Fire Hall, directs publicity for the events, schedules workers and coordinates all set-up and clean-up.

**Ice Cream Sales:** MLC members sell Hershey's ice cream at the Spring and Summer events in Middletown. This includes the 4<sup>th</sup> of July celebration, the Fireman's Carnival, and the Car and Tractor Show. The Club also sells ice cream at the annual Boonsboro Carnival. The Committee plans which events to participate in, sets up schedule of workers, orders supplies and moves the trailer to and from the event.

**Golf Tournament:** The Middletown Lions Club and the Myersville Lions Club sponsor a joint golf tournament each year. The day of golf concludes with a dinner at the Club House for all participants with recognition of the winning teams and many door prizes awarded. The Committee plans the tournament with the Myersville Lions Club and secures donors, players and workers for the event.

**Country Music and Blue Grass Show:** The Club sponsors a popular annual concert featuring local bands held at the Amvets Center in the Spring. Committee members plan the event, arrange for publicity and door prizes, promote ticket sales and sell baked goods at the concert.

**Memory Tree:** In December of each year, the Club lights a beautiful blue spruce in the town park on Cone Branch Road. Each of the lights is dedicated to the memory of a person who has passed away. Lights are sold to the public at a nominal charge and a booklet containing the names of all those remembered is sent to each participant. Committee members decorate the tree and prepare and distribute the booklets.

**Pecans:** New crop pecans are sold each year in the Fall for Thanksgiving and Holiday baking. Purchasers of the pecans return each year attesting to the quality of the pecans. Committee members arrange for the purchasing and sale of the pecans.

**Brooms:** The Club sells several different types of brooms at each of its fund raising events. The brooms are made by the Industries for the Blind. The Committee orders the brooms and makes arrangements for their sale.

**Recycle:** Club members collect used print cartridges and cell phones to turn in for monies for the Club.

**Future Fund Raising:** The Committee researches new ways for the Club to raise money for its community projects. Several of the Committee's ideas have become on-going fund raisers for the Club.

## **Club Operations:**

**Constitution and By-Laws:** The Committee reviews the Constitution and By-Laws and makes recommendations for needed changes to the Board of Directors. All changes to the Constitution and By-Laws must be approved by the Board of Directors and by the Club membership.

**Attendance:** Maintains a record of all members attendance. Calls members for dinner reservations and sends copies of list of attendees to President, Secretary, Treasurer and caterer. Send cards for birthdays, anniversaries and illness.

**Convention:** One delegate and one alternate for each 10 members of the Club will represent the Club at the Convention. The Club President, Secretary or other Club official will sign a certificate authorizing delegates.

**Finance:** The Committee plans the yearly budget and presents it to the Board of Directors and then to the Club membership for approval. Any out-of-budget expenditures must be brought to the Finance Committee for approval.

**Leadership and Development:** provides information to the members on leadership opportunities available through the Club and the District.

**Membership:** The Committee encourages Club members to bring new members into the Club. The Committee plans a Friendship Night, insures orientation of new members and strives to increase membership in the Club each year. The Membership Chair serves as a member of the zone level membership committee.

**Nominations:** The Nominations Committee is made up of all past presidents and four members of the Club appointed by the current president. The Committee submits the names of candidates for offices to the Club at a nomination meeting.

**Club Web Site:** The Committee establishes and maintains the Club website and works with the Committees to make sure the website is current.

### **Social Events:**

**Charter Night:** The Committee sets the date (around March 16) each year to celebrate the anniversary of the Club's founding. The Committee arranges for the program, decorations and menu for the evening. Larger celebrations are planned for five year anniversaries,

**Scrap Book:** Each year the Committee completes a scrap book for the President of the Club. All news articles, pictures, programs and any other records of the year's events are included in the scrap book.

**Social Committee:** Plans menus for the Club meetings and arranges and coordinates other social events throughout the year.

### **Coordinators:**

**Eyeglass Collection:** The Coordinator collects used and unwanted eyeglasses and glass cases. Collection containers are placed at various locations (churches, libraries, etc.) in the community. The collected glasses are recycled through the District to people in need. Hearing aids are also collected.

**Eye Glass/Eye Exam:** The Coordinator, in conjunction with a local eye care professional, arranges for free or reduced eye exam and eyeglasses for a low income vision impaired individual in the community.

**Fellowship and Visitation:** The First Vice President provides a list and schedule of club meetings in the District that Club members are asked to visit during the year. Members of other clubs regularly visit our Club during the year.

**Speakers:** The Second Vice President arranges for speakers of interest to the Club for the second meeting of the month.

**Greeters:** The Past President and other members of the Club stand at the door and welcome visitors to each meeting.

**Publicity and Public Relations:** The Coordinator seeks to attain publicity for the Club in local media, including newspapers, radio and TV, through photos and articles regarding the Club activities.

**Newsletter Editor:** The editor compiles and publishes the monthly Club Newsletter and emails or distributes to all Club members. The Newsletter is also sent to designated District officers.

## **Fundraising Programs:**

Without adequate funds it would be impossible for the MLC to support the numerous community service projects that we undertake or to support district, multiple district and Lions International programs. The majority of our funds are collected from the public through numerous fund raising activities. As previously noted, 100% of these funds go into the Activities Account.

We do conduct fundraising for the Administrative Account – but that fundraising is within our membership. Traditional Administrative fundraising includes a 50/50 at each MLC Meeting and the Tail Twister fines. The Tail Twister will tell jokes and generally fine members for “serious” infractions such as not wearing their name badge and/or forgetting their membership pin.

Fund Raisers for the Activities Account Include the Club’s Pancake Breakfasts, Ice Cream Sales, Country Music Show, Golf Tournament, Memory Tree, and the sale of pecans and brooms at these events.

## **Annual Donations:**

The MLC supports the following community programs with annual donations:

- Middletown Food Bank
- Middletown People Helping People
- Middletown Volunteer Fire Department
- Middletown Amvets
- Scouting Programs
- Frederick County Knucklers

On a national level, the MLC also supports the following programs with annual donations:

Leader Dog for the Blind  
Lions Vision Research Foundation (sponsoring research at the  
Johns Hopkins Wilmer Eye Clinic)  
Lions Club International Foundation (for public health initiatives and  
disaster relief)

## **Club Communications:**

A Middletown Lions Club newsletter is published each month by the newsletter editor for the purpose of keeping club members informed of projects, just completed or upcoming events, committee reports, and a calendar of events. This newsletter is distributed electronically, as well as in a hard copy for those members who do not have access to the internet. We also have a website which contains general information about the club which can be found at

[www.middletownlions.org](http://www.middletownlions.org)

## **Training:**

Middletown Lions Club - In addition to the Member Handbook, the MLC conducts several other training programs for the benefit of our membership. These include, but may not be limited to, the following:

Board Orientation – Training program conducted by the incoming MLC President to orient the newly elected Board to the new president's goals and objectives for the year.

Pre-School Vision Testing – Provides the specialized training needed to participate in the Preschool Vision Screening program.

Other Training – Member training is also provided by Lions District 22-W; Multiple District 22; and by Lions International.

## **Other Activities:**

- Multiple District 22 annual convention
- Lions International annual convention
- USA / Canada Forum
- District Change of Banner

- District Social
- Lions Day Rally at the Wilmer Institute
- Lions Vision Research Foundation Banquet
- Leader Dog Banquet
- White Cane /Medical Eye Bank of Maryland Banquet

You will learn more about these activities later in the mentoring program and as you progress in Lionism.

### **Additional Information:**

For additional detailed information concerning the Middletown Lions Club please refer to the Middletown Lions Club Constitution and ByLaws.

# Section Two - Appendix A

Abbreviations - Following is a listing of common “Lions” abbreviations and acronyms:

22-W	District 22-W
AHAP	Affordable Hearing Aid Program
BSA	Boy Scouts of America
CC	Council Chair
CEP	Club Excellence Program
COG	Council of Governors
CS	Cabinet Secretary
CT	Cabinet Treasurer
DG	District Governor
GLT	Global Leadership Team
GMT	Global Membership Team
ID	International Director
IP	International President
IPCC	Immediate Past Council Chair
IPDG	Immediate Past District Governor
IPIP	Immediate Past International President
LCI	Lions Clubs International
LCIF	Lions Clubs International Foundation
LEHP	Lions Eye Health Program
LSKS	Lions Saving Kids Sight, Inc.
LVRF	Lions Vision Research Foundation
MaDD	Make a Difference Day
MD-22	Multiple District 22
MES	Middletown Elementary School
MHS	Middletown High School
MJF	Melvin Jones Fellow
MLC	Middletown Lions Club
MLCF	Middletown Lions Club Foundation
MMS	Middletown Middle School
MPS	Middletown Primary School
MVPHP	Middletown Valley People Helping People
MVFD	Middletown Volunteer Fire Department
PCC	Past Council Chair
PDG	Past District Governor
PID	Past International Director
PIP	Past International President
PSVS	Preschool Vision Screening
RC	Region Chair
VDG	Vice District Governor
ZC	Zone Chair

## Section Two - Appendix B

**Lions Protocol** - In general, you will find that the Lions organization is rather informal compared to some other service and social organizations. However, there are a few points of protocol that you should be aware of.

First, any time you are at a meeting and our district governor is introduced, you should stand. This also holds true for other district governors, international directors and the international president if they are being introduced as a speaker at a program you are attending. You should also stand at the end of their presentation.

Your first exposure to the district governor will probably come during the official visit to the Middletown Lions Club. Lions International requires the district governors to visit every club in the district during their term in office. There are specific guidelines for how this visit is to be conducted. You can find this information in the District 22 W Roster Book.

As you progress in Lionism you may find yourself in a position where you are responsible for arranging or emceeing a meeting. Again, there are specific guidelines listed in the District 22 W Roster Book for the seating of guests at the head table and the introduction of guests, both at the head table and in the audience.





# **MEMBER'S HANDBOOK**

## **SECTION THREE**

### **LIONS DISTRICT 22-W**

Individual Lions Clubs, such as Middletown, work independently within their communities. In order to insure continuity of purpose between clubs, provide general oversight, and to facilitate multiple clubs working together to address regional needs, groups of clubs are organized into districts. Middletown is a part of Lions District 22-W which encompasses all Lions Clubs in the Western Maryland counties of Carroll, Frederick, Washington, Allegany, and Garrett. The purpose of the district, as stated in the constitution and by-laws is:

“...to provide an administrative structure with which to advance the purposes and objectives of the International Association of Lions Clubs in District 22-W.”

#### **District Roster Book:**

Each Lions year (July 1 – June 30) the District issues a document that is referred to as the “Roster Book”. This pocket sized booklet provides a wealth of information about the organizational structure of the district; lists all of the clubs in the district; information concerning scheduled district activities for the year; and much more.

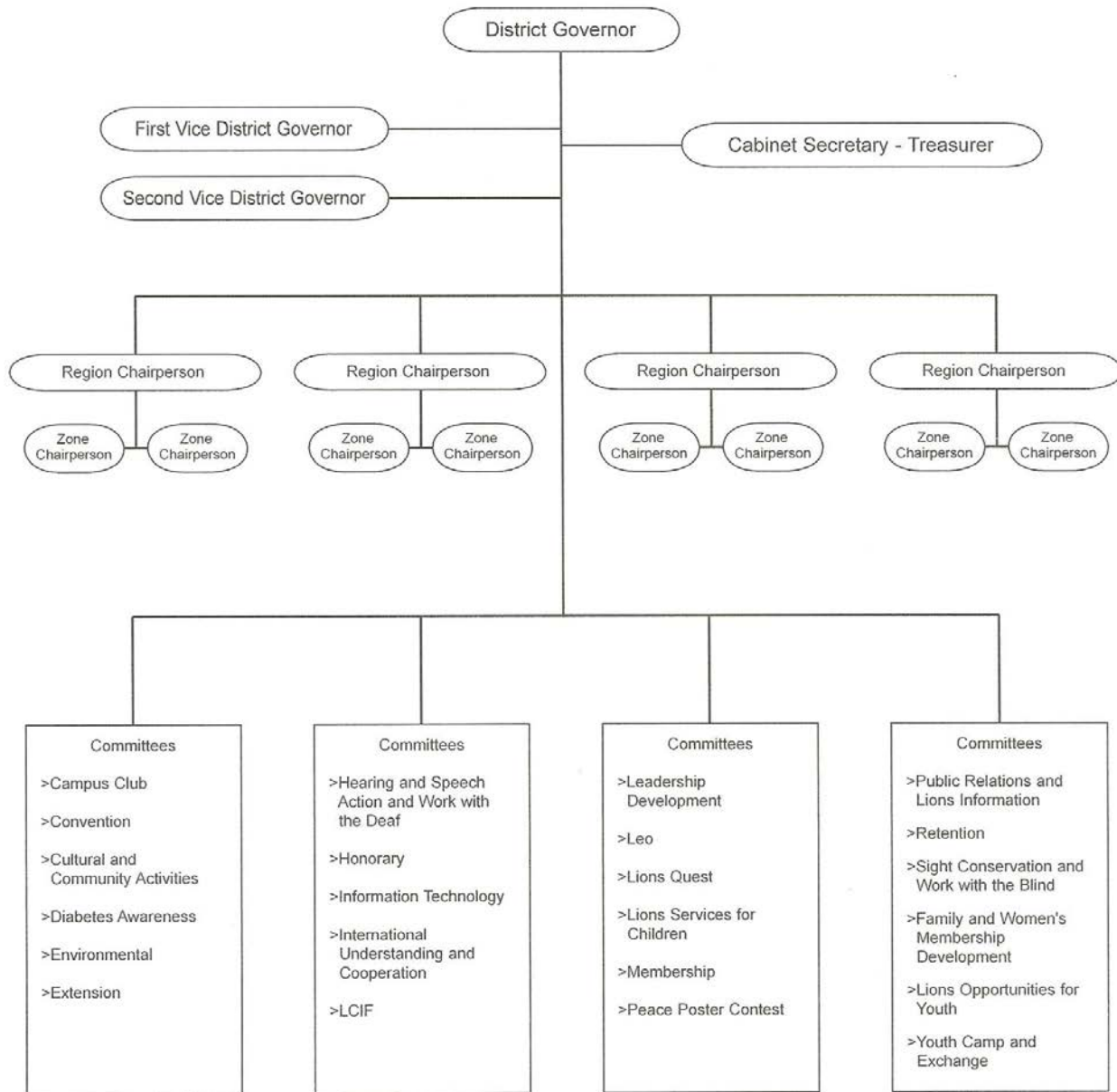
Whenever you have a question concerning District 22-W you should first look in the current roster book. It is also a good idea to save your books from previous years for reference.

#### **Organizational Structure:**

In general, the organization of District 22-W follows the recommend structure as established by the International Association of Lions Clubs. The following organization chart shows a typical district.

You will find individual differences from district to district as to the committees established. For a listing of committees for District 22-W see your current roster book.

# District Organizational Chart



## **Zones:**

The first level of organization above the local club is a zone. In District 22-W a zone typically consists of 4 to 8 clubs.

**Zone Chair** – A chairperson is appointed by the incoming District Governor annually for each zone. It is their responsibility to facilitate communications between the region (see below) and the individual clubs and to assist the individual clubs in meeting their obligations to the district. Per the district constitution, the Zone Chairperson shall be a member in good standing in a club from the Zone for which they are appointed. They also shall have served one year as President of a Lions Club prior to their appointment.

**Zone Meetings** – Each zone chair is responsible for conducting four quarterly meetings with the officers of the clubs in their zone. These meetings serve to build relationships between clubs, foster the exchange of ideas, and facilitate communications. Zone (or combined Region / Zone) meetings are held after the corresponding quarterly district cabinet and region meeting (see below).

## **Regions:**

Zones are grouped together by geographic area to form regions. At this time (2012 / 2013) District 22-W has four (4) regions referred to as Region I; Region II; Region III; and Region IV. Each region in District 22-W consists of three zones. The Middletown Lions Club is a part of Region III, Zone I. For a complete listing of zones and regions see your roster book.

**Region Chair** – As with the zones, a chairperson is appointed by the incoming District Governor annually for each region. Region chairs report directly to the district governor. Their responsibilities are similar to the zone chairs but at a higher level. It is their responsibility to insure that their zone chairs are informed as to district goals and programs and to report back to the governor on regional and district issues and activities. A Region Chairperson shall be a member in good standing in a club from the Region for which they are appointed. They also shall have served one year as President of a Lions Club prior to their appointment.

**Region Meetings** - Each region chair is responsible for conducting four quarterly meetings with their zone chairs. Region meetings are normally held as soon as possible following the quarterly district cabinet meetings (see below) to insure timely transmittal of information between the district and the zones.

## **District Cabinet:**

The top level of administration within District 22-W is the District Cabinet. Per the district constitution the cabinet consists of the following positions:

- District Governor
- Immediate Past District Governor
- First Vice District Governor
- Second Vice District Governor
- Cabinet Secretary
- Cabinet Treasurer (or a Cabinet Secretary-Treasurer)
- Region Chairs
- Zone Chairs

**Qualifications** - The members of the District Cabinet, Club Presidents, Club Secretaries, and District Committee Chairmen shall be officers of the District. Each officer shall be a member in good standing of a Lions Club, which is in good standing in the District.

**Voting** - The voting members of the Cabinet shall be the District Governor, Immediate Past District Governor, First and Second Vice District Governor, Cabinet Secretary, Cabinet Treasurer or Cabinet Secretary-Treasurer, Region Chairs and Zone Chairs.

### **Selection of Officers –**

- District Governor - elected at the Annual Multiple District 22 Convention.
- First Vice District Governors – elected at the Annual Multiple District 22 Convention.
- Second Vice District Governor - elected at the Annual Multiple District 22 Convention.

Other cabinet members – appointed by the incoming District Governor.

**Term of Service** – All cabinet members serve a one year term effective July 1<sup>st</sup> and running through June 30<sup>th</sup> of the following year.

**Progression** - Under current district policies each region, in turn, can nominate an individual for the position of Second Vice District governor. If no candidate is offered by a region the nomination moves to the next region in the progression. Once elected Second Vice District Governor the individual normally progresses to First Vice District Governor and then to District Governor. However, this progression is not guaranteed and individuals may elect to drop out of the progression or not be elected to the succeeding position for cause.

**Current Officers** - For a listing of current cabinet officers see the District 22-W Roster Book.

## **Committee Chairs and Coordinators:**

In addition to the cabinet, district governors appoint a number of committee chairs and program coordinators. Some of these appointments are for one year (chairs may be reappointed) while others are for a three year period. Some chair positions are designated by Lions International while other positions are created at the discretion of the District Cabinet. At this time District 22-W has around 45 committee chairs and / or coordinators. For a complete listing of committees and committee chairs see the current District 22-W Roster Book.

**MERL Team** – Historically, one of the most important committees was the MERL team (**M**embership, **E**xtension, **R**etention and **L**eadership). In District 22-W, the MERL Team was chaired by the 1<sup>st</sup> Vice District Governor and had 5 sub-committee chairs.

**Global Membership Team** - Lions International has instituted a new program known as the Global Membership Team (GMT) to address membership development and to develop and implement three-year membership growth plans. In addition to the GMT chair, the team includes a number of “specialists” who are responsible for addressing specific issues such as; Women’s and Family Membership; and Membership Retention.

**Global Leadership Team** - A second new Lions International program is the Global Leadership Team (GLT). This team is charged with the responsibility for leadership development within the district. As with the GMT, it includes several “specialists” to target specific issues.

Effective July 1, 2011, the functions of the MERL Team were replaced (at both the district and multiple district level) by the GMT and the GLT. These teams have been charged by Lions International to “...work together to identify, develop and encourage opportunities for present and future Lions leaders, and to develop membership through service and engagement - the key to the continued success of Lions Clubs International.”

## **District Newsletter & Website:**

**Newsletter** - District 22-W publishes a monthly newsletter (electronic distribution) which provides information on both district and club activities. The newsletter is normally distributed to club officers and is then forwarded to all club members by the secretary. You can also view the monthly newsletters using the links found on the District 22-W web site at:

**<http://www.e-district.org/sites/22w/page-9.php>**

**Web Site** – The district website contains information such as the district constitution & by-laws; district policy & procedures manual; a directory of clubs; links to 22W club web sites; upcoming events; and other information of interest to Lions. The link to the district web site is:

<http://www.e-district.org/sites/22w/>

## **District Programs and Activities:**

District level programs and activities include social, training, community involvement programs; and charitable activities. The following is a listing of some of the annual events you will be hearing about as you progress in Lionism. For a complete list of events see the District 22-W Roster Book or the District web site.

### **Social Events –**

**Change of Banner** – At this event the President of the outgoing District Governor's club presents the President of the incoming District Governor's club the District Banner which is displayed at the District Governors club during the year. In addition, the outgoing governor presents performance and achievement awards to clubs and individual Lions.

**District Social** – Formal dinner event which honors the current governor

### **Member Training –**

**New member orientation** – General orientation program for new lions

**Guiding Lion** – Training for Lions who are assigned to work with new clubs or clubs which are having difficulties for various reasons

**New officers training** – Annual training program for incoming regions chairs, zone chairs, club presidents, club secretaries and club treasurers

**Membership development** – Training program provided by the district GMT team for club membership committee members.

### **Community Involvement and Charitable Programs --**

Note: Many of these are multiple district or Lions International programs which are supported by District 22-W

Lions Saving Kids' Sight  
Pre-school Eye Screening

Used eye glass and hearing aid recycling

Lions Vision Research Foundation (LVRF)  
White Cane Days (Medical Eye Bank of Maryland)

Leader Dog (supported by, but not an official MD-22 program)

Lions Clubs International Foundation (LCIF)

Diabetes Awareness  
Kiss a Pig  
America's Walk for Diabetes

Peace Poster Program

Everyday Heroes

See the District 22-W Roster Book for a complete listing of activities.

## **Governor's Awards:**

Each incoming governor establishes a series of performance criteria for the clubs and club officers in the district. Clubs, club officers, and selected other club members who meet all of the established criteria are given awards at the end of the year (normally presented at the Change of Banner program). Some of the awards typically presented include:

Club Excellence Award  
Club President Award  
Secretary Award  
Club Visitation Award  
News Letter Award  
Membership Chair Award  
Treasurer Award

For a complete list of awards and the associated criteria see the District 22-W Roster Book.





# **MEMBER'S HANDBOOK**

## **SECTION FOUR**

### **LIONS MULTIPLE DISTRICT 22**

#### **Multiple District 22:**

As the Lions organization grew administrative districts were established to coordinate activities within specific geographic areas. The area that is now Multiple District -22 (MD-22) was originally part of Lions District 16 and included the states of New Jersey and New York. In 1922 District 22 was established to cover the states of Maryland and Delaware as well as the District of Columbia. With continued growth, District 22 was divided into two sub-districts (A & B) in 1940. District 22-C was created in 1944 and Districts 22-D and 22-W were established in 1947 establishing the present structure of five sub-districts. In conjunction with these divisions a multiple district organizational structure was created with the stated purpose "to provide an administrative structure with which to advance the purposes and objects of the International Association of Lions Clubs in the Multiple District."

The Multiple District coordinates projects and activities whose scope extends beyond the individual sub-districts or which require assets that exceed the capabilities of a single sub-district.

#### **Organization:**

##### **Geographic areas –**

**District 22-A** – Harford County, Baltimore County, Baltimore City, Howard County, Anne Arundel County in Maryland

**District 22-B** – Worcester County, Somerset County, Wicomico County, Dorchester County, Talbot County, Caroline County, Queen Anne's County, Kent County and Cecil County in Maryland

**District 22-C** – Montgomery County, Prince George’s County, Calvert County, Charles County and St. Mary’s County in Maryland; and the District of Columbia

1

**District 22-D** – The State of Delaware

**District 22-W** – Garrett County, Allegany County, Washington County, Frederick County and Carroll County in Maryland

**Council of Governors** – The Multiple District is governed by a Council of Governors which is composed of all the District Governors in the multiple district. In addition, a past district governor serves as the Council Chairperson. This position is selected on a rotational basis in accordance with the Multiple District Policy and Procedure Manual with the provision that no sub-district shall succeed itself in holding the position.

## **Multiple District Convention:**

The Multiple District is charged by its constitution to conduct an annual convention at a place selected by the Council of Governors. Historically the Multiple District 22 convention is held during the month of May. This convention serves as both a business meeting and a social event. A convention of each Sub-District in the Multiple District is held in conjunction with the Multiple District Convention. The sub-district governors and vice-governors are elected at these meetings.

Each chartered club in good standing in Lions Clubs International and its District (Sub-and Multiple) can send one voting delegate (plus one alternate) to the convention for each ten members (who have been enrolled for at least one year and one day), or major fraction thereof, of said 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.

## **Multiple District Training Programs:**

The Multiple District conducts a number of training programs for the benefit of its members. The majority of these programs are intended to develop Lions as leaders of the organization. These programs include:

### **MD 22 Basic Leadership Training**

### **MD 22 Advanced Leadership Training**

Both are three day sessions held each year at the National Emergency Training Center in Emmitsburg, Maryland. Typically the sessions begin on Friday afternoon around 4 pm and end on Sunday around noon. These are structured programs

which stress Interaction and role playing among participants. Topics covered include:

- Public Speaking
- Diversity
- Motivating Club Members
- Communication
- Meeting Management and conflict resolution
- Membership Recruitment and Retention

Participants receive a Certificate of Training at the end of program.

For more information see the MD-22 web site at: [www.lionsmd22.org](http://www.lionsmd22.org)

## **Multiple District Foundations:**

Multiple District 22 operates several foundations which provide services to the community. These foundations are supported by donations from all of the districts within MD22.

**Lions Vision Research Foundation** - The Lions Vision Research Foundation (LVRF) is a private, nonprofit foundation that was chartered in 1988 and works in close partnership with the Wilmer Eye Institute at Johns Hopkins Medical Institutions, Baltimore, Maryland. It operates as a stand-alone organization within MD-22 which secures and manages its own funds.

LVRF is governed by a 23 member Board of Trustees elected from the Multiple District 22 Lions membership, plus three Wilmer faculty. The Board oversees the Foundation's activities and finances, and informs Lions throughout the Multiple District of advances in research and patient care at Wilmer.

The primary purpose of the Lions Vision Research Foundation (LVRF) is to support low vision research and rehabilitation to minimize the disabilities caused by low vision and blindness. The objectives of the LVRF are being met through its partnership with the Lions Vision Research and Rehabilitation Center (LVC), at the Wilmer Eye Institute.

Dr. Arnall Patz was a Wilmer visionary who desired a partnership with Lions International. Helen Keller had previously suggested to him that he work with the Lions, who were active in helping the blind. He concluded that a joint service project between the world's largest service organization and the world's leading eye institute would result in great discoveries which would help people worldwide. During the period 1978 to 1985 Dr. Patz made several overtures to Lions International, including a trip to Lions headquarters in 1979, to encourage the Lions to collaborate with the Wilmer Eye Institute. With time, support for the

partnership grew among the Lions of MD22 representing Delaware, the District of Columbia, and Maryland.

In May of 1988, delegates to the 66th MD22 Lions Convention approved the establishment of the Lions Vision Research Foundation. In March of 1991, Robert Massof, Director of the Lions Vision Center, recommended that the Center's research be focused on the problem of low vision for which there is no cure. "Low vision" is vision loss that cannot be corrected by eyeglasses, medicines, or surgery. Major causes of low vision are macular degeneration, diabetic retinopathy, glaucoma, and inherited eye diseases. Five million people in the US suffer from low vision; twenty-five million people are impacted worldwide. Dr. Massof proposed further that the Lions create a \$4 million endowment fund to guarantee the Lions Vision Center would operate in perpetuity.

In November 1991, with then Lions International President Don Banker in attendance, the Lions and the Wilmer Eye Institute entered into a formal memo of understanding officially creating the Lions Vision Center and committing the Lions to the raising of the endowment fund. As of 2009 this endowment was fully funded but unfortunately inflation and the current economic climate has made it necessary for the LVRF to provide supplemental funding to the Vision center to insure continued full operation.

For more information see the LVRF web site at: <http://www.lionsvision.org>

**Lions Saving Kids' Sight Foundation (LSKS)** -- In May of 2003, at the Multiple District 22 (MD22) Convention, delegates adopted a MD 22 Preschool Vision Screening Program. That program included the formation of the Lions Saving Kids Sight Foundation that would provide funding after the initial LCIF grant and matching MD 22 club donations were used. Since then, more than 28,300 preschool age children have been screened for Amblyopia or Strabismus and over 2,300 of them were referred for a professional follow-up eye exam. These funds have now been exhausted. The Board of Trustees of the MD 22 LSKS Foundation has adopted a funding plan recognizing that 1) there is a short term funding need to sustain the MD 22 PSVS Program; 2) it is necessary that the Foundation develop the means of providing a continuing source of operating funds and 3) the support of the MD 22 Lions membership is needed to insure that the current Preschool Vision Screening Program continues as a viable community based program.

**Kusiak Lions Youth Foundation** – The Kusiak Lions Youth Foundation was established in 2004 under the leadership of Lions International President Clem Kusiak (2004 – 2005) who is from District 22-A. The foundation is chartered in the state of Maryland to empower young people to help themselves and others

through activities supported by the Lions Clubs of Maryland, Delaware and the District of Columbia and their communities.

The foundation provides funding and services for results oriented youth development initiatives in the form of grants, gifts and loans to groups whose programs conform to Lions Clubs International objectives and purposes in the field of youth services. It is currently working to establish an endowment Trust Fund which will underwrite the foundation's annual operating budget and service programs.



# **MEMBER'S HANDBOOK**

## **SECTION FIVE**

### **LIONS CLUB INTERNATIONAL**

Lions Clubs International (LCI) is headquartered in Oak Brook, Illinois. The administrative offices located there oversee the functioning of Lions Clubs worldwide. The day to day operations of the association are managed by an Executive Director (paid position) who administers the headquarters and staff, both inside and outside the International Office, in a manner which assists the International President to fulfill the purposes and objectives of Lions Clubs International.

#### **International Officers and Directors:**

Lions International is governed by a group of officers and a Board of Directors. Officers and directors are elected at the annual Lions International convention and like all Lions, they are volunteers.

#### **International officers include:**

International President  
Immediate Past International President  
First International Vice President  
Second International Vice President

These officers serve for a term of one year with a normal progression from 2<sup>nd</sup> VP through President.

#### **International Directors**

The Lions Clubs International Board of Directors is composed of 34 international directors. Together, they serve our association by:

- Supervising all officers and committees of the board and association.
- Managing association business, property and funds.
- Preparing and approving the association's fiscal year budget.



International directors serve for two years and are designated as either first year directors or second year directors.

In addition, there is an **Executive Committee** which can act for the board when they are not in session. The executive committee includes:

- Immediate Past International President
- Current International President
- 1<sup>st</sup> International Vice-President
- 2<sup>nd</sup> International Vice-President
- Four current International Directors
- Two Past International Directors
- LCIF Steering Committee Chair
- LCIF Vice Steering Committee Chair

## **Lions International Communications:**

Lions International has numerous means of communicating with the general membership. Most administrative information is passed down through the district organizations.

**Lions magazine** – Each active member of Lions International receives a monthly magazine titled simply “LION” which contains information concerning International activities. It also includes articles about various club activities and other information of interest to Lions. Note: Family memberships only receive one copy per household.

**Lions Clubs International website** – The association maintains an extensive website which includes general information concerning the Lions organization, extensive training and membership information (recruiting, retention, etc.); and information concerning Lions activities conducted through the Lions Clubs International Foundation (LCIF – see below). In addition, there is an extensive administrative section which is used by Lions officers at all levels for tracking / reporting membership, making reports, and accessing district / club management information. The URL for this site is:

<http://www.lionsclubs.org>

## **LCI Web Site Training Courses:**

There are over 400 different training program selections to choose from on the LCI web site. These programs are available at no cost to Lions and you can take them at your convenience. To access these training programs:

1. Log on to the LCI web site;
2. Type in TRAINING in the search field to get a listing of available material: or
3. Type in a specific type of training, i.e. LEADERSHIP, MENTORING, etc.

## Other Lions Training Programs:

Lions International also conducts several formal training programs. These include a series of **international forums** that have the stated purposes of:

- Promoting the principles and objectives of Lions Clubs International
- Training, educating and motivating district and club officers
- Providing for exchange of information and discussion of service activities, including opportunities for cooperative service projects
- Advancing the interests of the Lions Clubs International Foundation

All Lions in the constitutional area in which the forum is held are invited to participate. Currently scheduled forums include:

- ISAAME Forum
- USA/Canada Forum
- OSEAL Forum
- Europa Forum
- All African Conference
- FOLAC Forum

The **USA/Canada Lions Leadership Forum** – This is normally a three day event which is held on a Thursday, Friday and Saturday schedule in September of each year. The forum is in a different location each year. Activities include around 70 concurrent seminars on various topics. Attendees can attend any seven of their choice (subject to scheduling constraints). In addition there are exhibit booths; a display of Peace Poster winners; meal time speakers; and a Lions store for apparel and accessories.

**LCI Senior Lions Leadership Institute** – In order to attend this institute you must be recommended by the District Governor (each institute limited to one attendee per district). Approximately 8-12 hours of class preparation assignments are required before attending the Institute. At the institute attendees are assigned to teams and communication among team members is established (five on team) for the duration of the institute.

This is a four day event held in November of each year at a location determined by LCI. Sessions begin on Thursday at 11 am and conclude on Sunday about 3:30 pm. The cost of institute, meals and hotel are paid by LCI but travel expenses are paid by the individual, club or district.

## **International Convention:**

The annual International is held on/or around the first of July at a site chosen by the LCI Board of Directors to conduct business, seminars, and to elect International officers and board members. Incoming District Governors are also installed. Each club can send one delegate and one alternate for every 25 members on the clubs roster as April 1 of the preceding year. The location moves on a yearly basis and may literally be anywhere in the world. In addition to conducting association business the convention offers an ideal setting to reunite acquaintances and make new friends; learn about other club and district projects; and make personal connections with international leaders and representatives from headquarters.

**Convention Highlights** – During an international convention you'll have the chance:

- To join Lions from more than 100 countries and geographical areas with different languages and backgrounds marching side-by-side down the streets of the host city during the Parade of Nations.
- Attend seminars and as a delegate vote on the association's future.
- Enjoy event highlights, including three action-packed plenary sessions, an exciting exhibit hall and more.

## **Lions Clubs International Foundation:**

Lions Clubs International Foundation (LCIF), the official charitable Foundation of Lions Clubs International; which brings help, hope and healing to the world; was founded in 1968. Grant funding is awarded to Lions districts worldwide for large-scale humanitarian projects that address community needs. The Foundation's mission is to support the efforts of Lions clubs worldwide in serving their local communities and the world community as they carry out essential humanitarian service projects.

Through LCIF, Lions tackle global problems such as blindness and hearing loss and respond to major catastrophes such as earthquakes and floods. LCIF also helps Lions serve their local communities by partnering with them to build schools, health clinics and vocational training centers for the disabled. LCIF helps people to lead healthier and more productive lives, nurtures the potential of youth, promotes health, serves the elderly, empowers the disabled and helps victims of disasters.

**LCIF Mission Statement:**

"To support the efforts of Lions clubs worldwide in serving their local communities and the world community as they carry out essential humanitarian service projects."

***We Give Sight*** - By equipping hospitals and clinics; training doctors, nurses and other healthcare workers; distributing medicine and raising awareness of eye disease, Lions work toward their mission of providing vision for all.

***We Support Youth*** - Lions help young people mature into solid citizens by constructing schools and youth centers, purchasing computers and health equipment, and supporting vocational training centers as well as Lions Quest.

***We Provide Disaster Relief*** - Together, LCIF and Lions are helping communities following natural disasters by providing for immediate needs such as food, water, clothing and medical supplies and aiding in long-term reconstruction.

***We Combat Disability*** - Through the Foundation, Lions are empowering the disabled to lead more independent, productive and fulfilling lives.

***We Serve*** - Lions continue to serve people in greatest need, both in their local and global communities.

**Funding** – The majority of the funding for LCIF comes from donations made by Lions Clubs and by individuals. Donors can rest assured that every cent of every dollar is committed to humanitarian projects. Administrative costs are paid by interest earned on long-term investments. One-hundred percent of every donation has a direct impact in the lives of people around the world.

## **Melvin Jones Fellowship Program:**

The Melvin Jones Fellowship Program was established in 1973 in honor of Melvin Jones, the founder of Lions Clubs International. Melvin Jones Fellowships are given to individuals in recognition of unrestricted donations of US \$1,000 to Lions Clubs International Foundation (LCIF). Such a contribution illustrates a significant commitment to humanitarian service and allows LCIF to perform such miracles as preserving sight, combating disability, promoting health and providing disaster relief. New Melvin Jones Fellows receive an MJF pin, a commemorative plaque and a letter from the LCIF Chairperson.

If a donor (individual or group) so chooses, they may use their donation credit to honor another individual with a Melvin Jones Fellowship. Districts, clubs and individuals can donate to LCIF through the Melvin Jones Fellowship Program, but

only an individual can receive the recognition. Many Lions Clubs utilize the program as a means of honoring individuals within their clubs for outstanding service and being named a Melvin Jones Fellow is considered to be one of the highest honors a Lion can receive.

**Funding Impact** - Since its inception, the Melvin Jones Fellowship program quickly became the backbone of LCIF's funding. Today, MJF donations account for 70% of the Foundation's annual revenues. It is largely through the support of this program that LCIF continues to be a leader in providing humanitarian service throughout the world.

# **MEMBER'S HANDBOOK**

## **SECTION SIX**

### **MENTOR'S OVERVIEW**

#### **What is a Mentor?**

The dictionary defines a "Mentor" as a teacher or trusted counselor. Your goals, as a mentor, will be to become a trusted counselor to the club members you are mentoring and to insure that they have the knowledge necessary to be truly effective members of the club. In many cases the individuals you are mentoring will be new to Lionism. In those cases you will also need to be sure that they:

- Are introduced to the members of the Middletown Lions Club;
- Feel comfortable at club meetings;
- Actively participate in club meetings and activities;
- Understand the underlying principles of Lionism; and
- Have a working knowledge of the Lions organization starting with the Middletown Lions Club and ending with Lions International.

#### **Middletown Lions Club – New Member's Handbook:**

This handbook has been developed to support members of the Middletown Lions Club who have been assigned to mentor other club members, be they new, or current members who want to refresh or expand their basic knowledge of Lionism.

The mentoring materials in this handbook are divided into six sections as follows:

Lions Overview  
The Middletown Lions Club  
District 22-W  
Multiple District 22  
Lions Clubs International  
Mentor's Overview

In addition you will find blank copies of two feed-back surveys (Mentor and Member). You should fill out the mentor's feed-back survey and return it to the MLC Secretary once you have covered all of the above topics with the member(s)

you are mentoring. The second (member) survey is to be completed by the member(s) you have mentored, in private, and returned in a sealed envelope at the end of the mentoring process to the MLC Secretary.

In addition to this handbook, you should have the following resources accessible during the mentoring process:

Current Middletown Lions Club Membership Directory  
Current District 22-W Roster Book  
Current Club Constitution & By-Laws

Note: New members should have received most of these items at the time they were inducted and other documents are distributed to members on a regular basis. If you need a copy of any of the above items, contact the Club Secretary.

### **The Importance of Member Mentoring:**

The importance of a proper, thorough mentoring program cannot be emphasized enough. Imagine belonging to an organization and having only a vague idea of its goals, the responsibilities of membership, its programs, history or traditions. Would you feel like you belonged? Would you be motivated and committed to help the organization reach its goals? Of course not! You'd likely be wondering why you joined the organization at all. Simply put, timely and effective mentoring makes our members better, more productive Lions and aids in long term membership retention.

**Being an Effective Mentor** – Effective mentors do more than simply impart information. They also inspire and motivate others to be the best Lions they can be. As a mentor to a new or current member of the Middletown Lions Club you should insure that they receive a complete orientation into Lionism and become familiar with the information in the ***Middletown Lions Club Handbook*** in a timely fashion. In addition, you should take it upon yourself to insure that they feel welcome in the club; that they participate in meetings (general and committee) and activities; and that they will feel comfortable in coming to you for guidance and assistance as needed. As a mentor, if you need additional information or assistance to address a member's questions please contact a member of the Middletown Lions Club Mentoring Committee.

### **Mentoring Tips:**

**Start your mentoring promptly** – Make your initial mentoring contact within one week of the time you are assigned to mentor a member. Then schedule mentoring sessions at a time and place convenient to both the member and yourself.

**Don't try to cover all of the information at one time** -- Highlight key information verbally during each session and refer the member to the proper person or resource to gather additional information and details as needed.

**Limit the length of each session** - Be respectful of your member's time and ability to absorb a great deal of information by limiting sessions to no longer than 2 hours.

**Keep the pace lively and interesting** - Break up session segments with question and answer periods.

**Allow plenty of time for questions and answers** - Be sure to build time into your orientation session(s) for questions and answers.

**Sources for additional information –**

Middletown Lions club web site - [www.middletownlionsclub.org](http://www.middletownlionsclub.org)

District 22W web site - <http://www.e-district.org/sites/22w/>

Multiple District 22 web site - [www.lionsmd22.org](http://www.lionsmd22.org)

Lions International web site - [www.lionsclubs.org](http://www.lionsclubs.org)

LVRFB web site - <http://www.lionsvision.org>

LCIF web site - <http://www.lionsclubs.org/EN/lci-foundation/index.php>







**Middletown Lions Club  
Member Mentoring Program**

## **Mentor's Report and Feedback**

Thank You for serving the MLC as a member mentor. Upon the completion of your mentoring of the member identified below, please complete this mentoring report and return it to the MLC Secretary.

Member's Name:

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Mentor's Name:

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Date member assigned to you for mentoring:

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Date of initial contact with member:

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Date Mentoring started: \_\_\_\_\_

Completed: \_\_\_\_\_

Number of mentoring sessions conducted:

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Do you think the member fully understood the material presented?

**Yes No**

If "NO" do you think they need additional follow-up mentoring?

**Yes** Comments concerning mentee:

How do you think the MLC "Member Mentoring Program" can be improved?

Do you see the need for any additions to, or deletions from, the MLC Member's Handbook?





**Middletown Lions Club  
Member Mentoring Program  
-- Member's Evaluation & Feedback -**

The Middletown Lions Club's "Member Mentoring Program" is designed to provide club members with the information they need to become actively involved in our club and to understand the functioning of the International Lions organization. We value your input and ask that upon the completion of your mentoring program you provide us with your feedback on the mentoring process.

Member's Name

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Mentor's Name:

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Provide date a mentor was assigned to work with you:

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Did your mentor contact you within one week to set up a mentoring schedule?

**Yes No**

If "NO" how long did it take them to contact you?

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Did your mentor work with you to establish a mentoring schedule that was convenient for you?

**Yes No**

Did you find the MLC Mentoring Program to be of value?

**Yes No**

In terms of the information provided was it?

**Too much Just right Not enough**

Do you feel your mentor fully understood the material presented?

**Yes No**

How do you think the MLC "Member Mentoring Program" can be improved?



