



LEO CLUB ORGANIZATION REPORT

*This form should be submitted to Lions Clubs International to charter a Leo club. Before completing and submitting this form, please read the important information below. Paperwork submitted that does not meet the criteria outlined below may be delayed, and in some cases, the Leo club may not be chartered. **Please make sure this form is fully completed with all required signatures prior to submitting to LCI. All questions must be answered before a Leo club will be chartered.***

- All Leo clubs must be chartered and sponsored by a Lions club within the same district.
- The Leo Club Program is intended only for youth ages 12 through 30. Youth who are younger than 12 years of age may want to consider the Lions Family Cub Program, while individuals older than 30 years of age may want to consider joining a Lions club.
- Each Leo club must declare itself a school-based Leo club or a community-based Leo club.
- Each Leo club must also declare itself an Alpha Leo club or an Omega Leo club. Alpha clubs are designed for youth ages 12-18 and Omega clubs for young people ages 18-30. A Leo club must be designated as either an Alpha club or an Omega club and may not include members of both age brackets.
- Youth who are under the legal age of majority must complete the Alpha Application for Leo Club Membership Form (Leo50-A) indicating parental/guardian consent of the youth's participation in the Leo club. Young adults who are over the legal age of majority should complete the Omega Application for Leo Club Membership Form (Leo50-O). The completed forms should be kept on file and maintained by the sponsoring Lions club.
- The sponsoring Lions club should select a Lions member to serve as the Leo club advisor, a role critical to the success of the Leo club. The Leo club advisor should be a member of the sponsoring Lions club. Leo clubs based at schools will in many cases also need to select a teacher to serve as the Leo club's faculty advisor. In these cases, the Leo club advisor from the sponsoring Lions club should work closely with the faculty advisor on guiding the Leo club.
- Consider the number of young people that will initially join the Leo club as charter members. We recommend that you start a Leo club with a minimum of 20 charter members.
- There is a one-time Leo Club Organization Fee of US\$100 (or currency equivalent) to charter a Leo club. This covers the cost of the Certificate of Organization, a Leo club officer kit, Lions club sponsor materials and Leo lapel pins for each of the charter members. Please do not submit a check, money order, demand draft or wire transfer to remit payment for the Leo Club Organization Fee. Instead, the Leo Club Organization Fee is automatically billed to the sponsoring Lions club account. Upon receiving your club's monthly invoice from LCI headquarters, your club treasurer can then remit payment for your club's entire invoice, including the Leo Club Organization Fee.

LEO CLUB NAME* _____

**The name written here will serve as the official name of the Leo club and will appear on the Leo club's charter.*

Select only one: This club is a <input type="checkbox"/> School-based Club OR <input type="checkbox"/> Community-based Club

Select only one: This club is an <input type="checkbox"/> Alpha Leo Club (12-18 yrs.) OR <input type="checkbox"/> Omega Leo Club (18-30 yrs.)

SPONSORING LIONS CLUB NAME _____

Lions Club ID Number _____ Lions District _____

This Leo club has _____ originating members; a minimum of 20 members is recommended. Please attach a membership list to this form, which should include the names of all club officers, along with their respective positions.

OFFICER INFORMATION

Sponsoring Lions Club President

First (Given) Name _____ Last (Family) Name _____
Lions Member ID Number _____ Street Address _____
City _____ State _____ Postal Code _____ Country _____
Preferred Phone _____ E-mail _____

Leo Club Advisor (must be a member of the sponsoring Lions club; receives all communication from LCI)

First (Given) Name _____ Last (Family) Name _____
Lions Member ID Number _____ Street Address _____
City _____ State _____ Postal Code _____ Country _____
Preferred Phone _____ *E-mail _____

***A unique e-mail address is required to use the online membership reporting system.**

Leo Club Co-Advisor or Faculty Advisor

First (Given) Name _____ Last (Family) Name _____
Street Address _____ City _____
State _____ Postal Code _____ Country _____
Preferred Phone _____ E-mail _____

Leo Club President

First (Given) Name _____ Last (Family) Name _____
Street Address _____ City _____
State _____ Postal Code _____ Country _____
Preferred Phone _____ *E-mail _____

***A unique e-mail address is required to use the online membership reporting system.**

By signing below, we confirm that all members listed on this form and any attached/enclosed page(s) have complied with the following requirements:

- 1) Considered and accepted the *Standard Leo Club Constitution and Bylaws*;
- 2) Completed the Application for Leo Club Membership form (Leo50-A or Leo50-0); and
- 3) Verified they are within the appropriate age range of the Alpha or Omega Leo club track.

Clubs cannot be chartered without the signatures or authorizations of the three officers listed below.

Lions club president signature

Leo club advisor signature

Leo club president signature

Copy distribution:

- 1) Youth Programs Department / Lions Clubs International
- 3) Sponsoring Lions club's records

- 2) District Leo club chairperson
- 4) Leo club's records

Please submit completed form to:

Lions Clubs International, Youth Programs Department | 300 W. 22nd Street, Oak Brook, Illinois 60523-8842, USA

Phone: +1 630 571 5466 Fax: +1 630 571 1692 E-mail: leo@lionsclubs.org