

# INTERNATIONAL HEADQUARTERS

International Headquarters is an important resource for all Lions. While your communications with some divisions and departments may be more frequent than with others, each of the divisions and departments at International Headquarters is ready to offer you assistance and advice, whenever needed.

Communication to and from International Headquarters is mostly conducted through e-mail. Please read and act upon all this correspondence from International Headquarters. Carefully review correspondence that affects other members of the district governor team, the cabinet, or the clubs in the district, and promptly share the information with them.

The association's website, [www.lionsclubs.org](http://www.lionsclubs.org), contains information about association programs, officer and club directories and publications. Take some time to review the information on the website. Also, encourage clubs in the district to use the association's website and electronic communication. The information technology chapter in this manual includes ways the website can help the district and clubs in the district.

Finally, remember that the staff at International Headquarters is ready to work with the district governor team to make the association the most efficient and responsive service club organization anywhere in the world.

## International Headquarters Tours

International Headquarters is open from 8 a.m. to 4:30 p.m. Monday through Friday. All Lions are welcome to tour the office. The office is closed on the following official holidays:

Memorial Day (May)

Independence Day (July 4)

Labor Day (September)

Thanksgiving Day (November)

Friday after Thanksgiving

Christmas & New Year's Holidays- four (4) days to be determined by the Executive DirectorII-2