

## **FUNCTIONS OF THE ENGLISH LANGUAGE DEPARTMENT**

The English Language Department of the District and Club Administration Division provides the following services for the District Governor Team:

Awards Review and Distribution

- Club Excellence Award (DA-1)
- District Governor Team Excellence Award (DA-50)
- Club Rebuilding Award (DA-972)

Certified Guiding Lion Program

- Certified Guiding Lion Kits
- Certification Processing and Distribution
- Certified Guiding Lion Award

Club Status Changes

- Placing Clubs in Status Quo and Releasing from Status Quo (DA-971, DA-970)
- Charter Cancellations and Charter Reactivations (DA-970)
- Club Mergers (DA-979)
- Club Name Changes (DA-980)

District Organization

- Redistricting and Single Club Transfers
- Transitional Districts

District Administration

- District Governor Travel and Office Expense Claim (C-30)
- Club Visitation Reports and requests for second visits
- District Newsletters, cabinet and council meeting minutes

District Conventions and Officer Elections

- District and Multiple District Convention Minutes
- Convention Report Form (to report election results) (DA-20)
- Biographies for District Governor/1<sup>st</sup> and 2<sup>nd</sup> Vice District Governor (DA-904, DA-906, DA-907)
- Cabinet/Council Officer Reporting (MyLCI or DA-903, DA-901)
- District and Multiple District Officer and Chairperson Address Changes
- Provisional Districts Special Meetings for officer appointments
- District Officer Vacancy-filling

#### District Governor Supplies

- District Officer Lapel Pins and Decals
- District Chairperson Tabs
- District Governor/Spouse Name Badges (One time only, distributed at District Governors-elect Seminar)
- Past District Governor/Spouse Name Badges (One time only, at the time of finishing governor's term)
- Council Chairperson/Spouse Name Badges (One time only, at the beginning of council chairperson's term)