

## Club Visitations

The district governor ensures that a district officer visits each Lions club in the district once every year to facilitate successful administration of the club. A visiting district officer may plan zone visits in place of individual club visits. These visits will count as the district governor's official annual visit for his/her year to the club(s) that are present at the zone visit. Also, region and zone chairpersons visit clubs in their region or zone at least once a year.

The purposes of a club visit are to:

- Ensure the club is: 1) functioning within the constitution and by-laws and policies of the association, 2) conducting meaningful community service projects, 3) demonstrating excellent financial practices, 4) maintaining effective internal communications and a continuous community public relations program, 5) implementing membership recruitment, orientation and retention programs, 6) participating in district, multiple district and international events
- Convey the messages from the international president, the board of directors, and the district
- Discuss difficulties, if any, and possible solutions

## Planning Your Club Visits

1. Give priority to clubs that need help immediately:
  - a. Clubs with reduced membership growth or leadership challenges
  - b. Financial and non-financial status quo clubs
  - c. Clubs with fewer than 20 members
  - d. Clubs identified by the immediate past district governor as ones needing help
2. Schedule your visits
3. Notify clubs in advance of your visit. Publicize visitation dates in the district newsletter.
4. Prepare for your visit
  - a. Check monthly membership reports
  - b. Determine if the club has paid its district, multiple district and international dues, know the balances due, and be prepared to offer solutions for reducing any debts
  - c. Talk to the zone and region chairpersons about the club's performance
  - d. Become familiar with the club's community service projects
  - e. Determine how you will converse with the club and offer guidance and inspiration
  - f. Select the printed materials you wish to take along on your visit
  - g. Prepare questions to ask the club, either at the club meeting or at the board of directors meeting (the Meeting/Club Visitation Report offers questions that could be included)

5. During your visit, attend the club's membership meeting and meet with the board of directors. Recognize the club's achievements, and address concerns of the members and officers. Encourage membership growth, orientation and retention.

6. Leo club visits:

In general, the district governor is reimbursed for the expenses related to one official annual visit to each Leo club in the district. Visits are optional and cannot exceed one day's duration. It is suggested that more than one Leo club is visited in one day and Leo club visits be made in conjunction with Lions club visits.

Expenses will also be reimbursed in the following circumstances:

- a. Certificate of Organization presentations to new Leo clubs
- b. Fifth Leo club certification anniversaries and certification anniversaries in fiveyear increments thereafter
- c. Installation of Leo club officers

### **District Governor's Meeting/Club Visitation Report**

Reporting each meeting/club visitation to Lions Clubs International is important. The report should be:

- Completed for each meeting and club visited
- Sent with the monthly travel expense claim (C-30)