

**COORDINATOR'S GUIDE  
TO BRANCH MANAGEMENT**



**LIONS CLUBS  
INTERNATIONAL**

**Create A  
BRIGHTER  
*Future***

**TABLE OF CONTENTS**

**Page**

What is a Club Branch? ..... 2

Club Branch Structure ..... 2

Serving as Branch Coordinator ..... 3

Available Resources from Lions Clubs International ..... 6

Holding Branch Meetings ..... 7

Branch Financing ..... 7

Vice Coordinator’s Responsibilities ..... 8

Branch Recordkeeping ..... 8

Guidelines for Membership Growth..... 10

Inducting New Members..... 12

Lions Clubs International Structure and Assistance ..... 15

**Appendix**

Monthly Branch Activity Report..... 16

Branch Member Record ..... 17

Official Branch Minutes..... 19

Branch Member Ledger ..... 20

Branch Record of Receipts and Disbursements ..... 21

Branch Members’ Attendance Record ..... 22

Prospecting and Recruiting Wheel ..... 23

# Create A Brighter Future

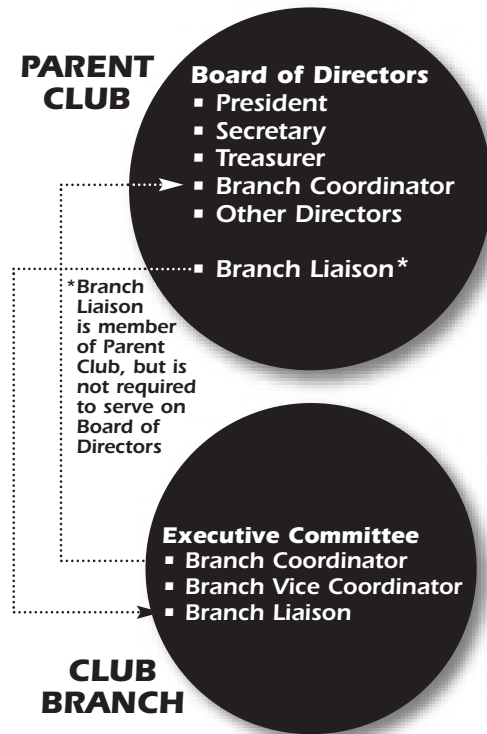
Congratulations! You have been elected to fulfill a very important role in your community. As a branch coordinator you will have the opportunity to improve the quality of life in your community and participate in international programs that help people around the world. With your leadership, your branch can truly make a difference in the lives of others.

This manual contains information you will need to carry out your duties. However, methods will vary from branch to branch and can best be developed through close cooperation with your parent club. In addition to this guide, you have been provided with a copy of the Club Officers Manual, which provides helpful information in many areas, including leadership skills, membership development, committee operation and meeting planning. While designed for the parent club officers, you will find most of it relevant to the management of your branch. In addition, you should work with your branch liaison and parent club president to familiarize yourself with your parent club's constitution and by-laws and other important publications and practices.

## What is a club branch?

A club branch is a group of Lions who are full members of a parent club but hold meetings and perform community service at another location. The branch meets as a committee of the parent club, with a coordinator and a vice coordinator serving as locally elected officers. The coordinator leads the group and the vice coordinator provides administrative assistance. Along with the branch liaison from the parent club, they comprise the Executive Committee of the branch.

## Parent-Branch Relationship



## Club Branch Structure

The branch members elect a coordinator and a vice coordinator. Along with the branch liaison, they are the governing body for the branch.

### Branch Coordinator:

- Serves as the leader
- Serves on the parent club's board of directors
- Is encouraged to attend the board meetings and/or general meetings of the parent club
- Reports planned and completed branch activities. See Monthly Branch Activity Report on Page 16.

### **Branch Vice Coordinator:**

- Provides administrative support.
- Records income and expenses, prepares a financial report and submits it to the members and the parent club secretary. See Branch Record of Receipts and Disbursements on page 21.
- Responds to inquiries and requests.
- Records and maintains meeting minutes.
- Maintains member records and submits a Branch Membership Update (Form CB-2) to the parent club secretary.

**Branch Liaison** – an experienced Lion selected from the parent club to assist and provide guidance to the branch. Attends branch meetings, helps the branch coordinator report the activities of the branch to the parent club and provides other assistance upon request.

**Executive Committee** – coordinator, vice coordinator and branch liaison make up the executive committee and are responsible for executing policies approved by the parent club.

**Terms of Office for Branch Leadership** – officers serve until the close of the first fiscal year. (The fiscal year for Lions Clubs International and all local clubs is July 1 to June 30.) If their first term is less than a full year, they may serve through the branch's second fiscal year, but this requires re-election by the members.

**Constitution and By-Laws** – Since the branch is part of the parent club, it is governed by the parent club's Constitution and By-Laws. The enclosed Standard Form Constitution and By-Laws (LA-2) is recommended by Lions Clubs International. Your parent club may have modified it to better serve its needs. Contact your parent club president for a copy.

In addition to the parent club's constitution and by-laws, those of the international association, multiple district, and district govern Lion activities, along with policies adopted by the International Board of Directors.

### **Monthly Branch Reports**

To maintain effective communication, the branch should submit the following to the parent club's secretary:

- Consider using the Monthly Branch Activity Report on page 16.
- Monthly financial report. Consider using the Branch Record of Receipts and Disbursements on page 21.
- Branch Membership Update (CB-2), included in this packet.

## **Serving as Branch Coordinator**

### **First Things To Do**

*A summary of things to do before you take office*

1. Study this manual.
2. Understand your role in the Lions organization.
3. Know the Lions and resources available to help you.
4. Establish your goals and plan your year.
5. Select your committee chairperson.
6. Prioritize your branch's service activities.
7. Prepare for your first branch meeting.

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## Planning Your Year

A detailed plan will give you a road map to guide you through your year. It will make you more confident, help get others involved, and allow you to review current programs and identify ways to improve them.

- Step 1 Before you develop your plan, ask for advice from the current branch coordinator and branch liaison and make a list of programs that should continue from the current year into your new year.
- Step 2 Set Goals. Identify the most important things you want the branch to accomplish during your term.
- Step 3 Discuss your goals with other Lions and friends whose opinions you highly respect.
- Step 4 Review current projects. Decide which ones might be improved.
- Step 5 Make a list of the tasks required to implement your plan.
- Step 6 Consult with your vice coordinator and liaison to develop a budget for your year.
- Step 7 Form committees and assign members best suited to accomplishing your goals.

Planning ahead will greatly reduce mistakes, tension and the risk of unpleasant surprises.

### For each task

1. Understand the task itself.
2. Identify who exactly will do it.
3. Schedule when it is to be done.
4. Communicate the plan to members involved.
5. Consider your members' ideas and comments.

## Planning and Selecting Community Service Activities

One of the most difficult tasks for a branch coordinator is helping the membership decide which of the many possible service activities it should undertake. Obviously, there is only so much time, energy and money available, so priorities need to be established. Your members will feel more successful if they accomplish a few projects well.

In selecting a project, first analyze the needs of the community by talking to a cross section of civic leaders. Use the Lions Community Needs Assessment (MK-9), available from the New Clubs and Marketing Department, to make sure that your new programs are truly needed and don't duplicate a service already being done adequately by another group.

In addition, Lions Clubs International has developed many activities that could work in your community, including the Peace Poster Contest, Lions Recycle for Sight used eyeglass collection program,



Lions-Quest life skills curricula for young people, Lions Eye Health Program and many others. The best source for the latest information on these and other programs is the association's Web Page at [www.lionsclubs.org](http://www.lionsclubs.org). If you don't have access to the Internet, one of your members may, or you can gain access at a public library, school or similar institution. You are also welcome to contact International Headquarters directly using the directory on page 6 in this guide.

## **Developing Your Leadership Team**

### **Committee Assignments**

Almost by definition, a club branch will have fewer members than possible activities and projects. Thus, it is very important to use care in assigning members to committees. Every member should have a role to play, but no one should be overburdened. The Club Officers Manual includes a list of possible committees, but even the largest clubs would rarely have all or even most of them. Study the list and decide which are necessary for the branch's efficient operation. Some may require only a chairperson (attendance); others may need two or three members (a major fundraising event). In all cases, choose branch Lions to serve who:

- have already expressed a strong desire for the chairperson position
- are dependable
- will readily take direction from you
- can get along with other Lions and delegate tasks to them

Consider assigning a co-chairperson if you think it is necessary because of the workload. Although the final decision on committee assignments is yours, you should confer with everyone involved during the process. The important thing is that **every** member has an **active** role in the branch.

Don't appoint the chairpersons or members until you have actually asked them to serve and they have accepted. With the permission of the current branch coordinator, announce your leadership group prior to beginning your year in office.

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## Available Resources From Lions Clubs International

In addition to the information and materials available through the association's web page, Lions Clubs International has extensive information on the topics listed below as well as other service projects. Always feel free to call, write or e-mail for information or advice.

Mailing Address: LIONS CLUBS INTERNATIONAL  
300 W 22 STREET  
OAK BROOK IL 60523-8842 USA

Fax: 630-571-8890  
E-mail address: lionsclubs.org  
Telephone: 630-571-5466  
(and the extension listed below)

Club Supplies Division (In the USA)  
800-710-7822  
(Outside USA) 630-571-5466  
Fax: 630-571-0964  
Web Site: [www.lionsclubs.org](http://www.lionsclubs.org)

Public Relations and Production Division  
Peace Poster Contest 358  
Gift of Sight Program 372  
Recycle for Sight 327  
THE LION Magazine 364, 365  
Publicity Materials 358, 327

Convention Division  
General Information 281  
Registration and Housing 284

Extension and Membership Division  
New Clubs Development 306  
Club Marketing Materials 522  
Recruiting Materials 356

International Activities and Program  
Planning Division  
Youth Outreach 650  
Youth Camps 323  
Leo Program 324  
Youth Exchange 330  
Sight Conservation Programs 318  
Hearing and Speech Action 318, 320  
Diabetes Awareness Program 320  
Eyeglass Collection 318, 320

Lions Clubs International Foundation (LCIF)  
General Information 383  
Donor Services 581, 574  
Grant Programs 580  
Melvin Jones Fellowships 574, 517

## Holding Branch Meetings

Thorough meeting preparation greatly reduces the chances of unpleasant surprises and greatly increases the chances for a smooth, efficient meeting. Prepare a detailed agenda that tells everybody what they are supposed to do and when. Discuss your agenda with your vice coordinator, and others involved, before the meeting. The Club Officers Manual offers sound advice on all aspects of meeting planning.

Lions clubs are required to meet at least twice a month. Club branches are encouraged to follow the same requirement. Some have one general meeting, often with a speaker or other program, and one executive committee meeting. Attendance and minutes must be taken and copies sent to the parent club secretary. Forms for these and other business matters are available in the Club Supplies Catalog, or your parent club may have its own forms. In either case, you should contact the parent club secretary.

Most clubs have at least one meeting in conjunction with a meal, usually lunch or dinner, but this is optional. Well-planned meetings, with a strict time limit, are very important and general and executive committee meetings must have an agenda. At first, it may be best to use the format of your parent club. Your branch liaison will be helpful in this and many other administrative matters.

## Branch Financing

Most branches use the budget system of financing. This is a practice of anticipating in advance as accurately as possible the income and expenses of your branch for a specific period, then preparing a budget on that basis. Budgets should not be considered as mandates or approvals for spending but rather as guidelines for spending.

Your branch should have two budgets for the fiscal year:

- (1) Administrative budget, which finances branch operations. Its income comes mostly from dues.
- (2) Activities budget finances the branch's activities and projects. Its income should come from special fundraising projects put on by the branch in the community.

***Under no circumstances can any of the income from the branch's fundraising projects be used to defray branch administrative costs.*** Legitimate expenses directly related to the fundraiser can, of course, be deducted. You can raise administrative funds from your own members through branch dues, raffles, increased meal costs, fines and auctions. Your branch liaison may have some additional ideas.

All bills should be approved by the parent club's board of directors. The vice coordinator should prepare monthly financial statements for the parent club. See the forms on page 21 for reference.



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## Vice Coordinator's Responsibilities

The vice coordinator is under the direction of the branch coordinator and the parent club's board of directors. This key individual:

- Submits the Branch Membership Update (CB-2), with any potential new member applications for the parent club's approval.
- Collects entrance fees for approved new members and dues payments for current members to be submitted to the parent club.
- Keeps general records of branch receipts and disbursements.
- Issues quarterly or semiannual statements to each member for dues and other financial obligations owed to the parent club, forwarding the dues payments to the parent club's treasurer.
- Has custody and maintains general records for the branch, including records of minutes of meetings; attendance; committee appointments; elections; addresses and telephone numbers of members.
- Maintains two separate recordkeeping systems: administrative and activities.
- Pays branch bills (only under the authorization given by the parent club's board of directors).  
**All checks and vouchers should be signed by the parent club's treasurer and countersigned by a branch officer, as determined by the parent club's board of directors.**

The Club Secretary's Record Book (S-18-S), designed to simplify the secretary's task of keeping accurate and efficient records, is available from International Headquarters at a nominal cost. Refer to the Club Supplies Catalog for this and other helpful forms.

## Branch Recordkeeping

A major part of the vice coordinator's duties involves paperwork. You will find the following forms in the back of this guide that may be reproduced. International Headquarters also provides several forms at no cost or at a nominal charge. These forms can be easily made into a Branch Record Book to provide an ongoing record that can be transferred from one vice coordinator to another.

### Branch Record of Receipts and Disbursements

Provides an accurate record of funds received and disbursed for items such as dues, postage, printing, and branch supply charges. Separate forms should be maintained for your activities fund and administrative fund accounts. This form can be copied and submitted to your parent club as your monthly financial report.

### **Branch Member Attendance Record**

An attendance record and a membership roster that enables a branch vice coordinator to know at a glance each member's attendance and current membership status.

### **Branch Member Ledger**

An individual account form to record each member's dues and other changes.

### **Branch Member Record**

Records all pertinent information about the member from the day he or she enters the branch until the day he or she leaves it. One side of the form records the member's history of branch or district service. The reverse side is for a complete record of awards, key awards and chevrons. There is also provision for listing members sponsored by the member.

### **Membership Card (C-3)**

The parent club may supply each member with a membership card when the individual is inducted into the club.

### **Ordering Club Supplies**

The secretary of the parent club is sent a catalog of official supplies available from Lions Clubs International, and will gladly share it with you. It's also available on the association's Home Page at [www.lionsclubs.org](http://www.lionsclubs.org). Items that do not require personalization may be ordered directly from International Headquarters with a credit card or other advance payment. Items personalized with the branch name must also include the parent club's name and must be ordered through the parent club. Only the parent club secretary may order supplies on account.

In May and June supply orders increase dramatically. Mail your orders in March to assure delivery for presentations in May or June. Please provide the catalog numbers, description and sizes of the items, along with the quantities desired.

Orders with engraving or lettering cannot be taken over the phone. Please type or clearly print the personalization desired and fax, mail or e-mail it with your order. **To avoid delays in receipt of U.S. orders, please provide a street address whenever possible.**

The Club Supplies fax number is: (630) 571-0964.

### **Branch Correspondence**

The vice coordinator will receive correspondence from a number of Lions and non-Lions sources covering a vast range of subjects for further distribution within your branch. It is absolutely essential that all correspondence be delivered to the appropriate branch members as soon as possible.

### **How to Be a Good Correspondent**

1. **Send your parent club** a copy of any correspondence you submit to Lions Clubs International. Be sure to include your parent club's name and account number, in addition to your branch name, so that your branch can be easily identified.
2. **Be professional:** Correspondence should always be to the point, diplomatic and neat.
3. **Always reply** to a request for contributions, whether you are saying "yes" or "no." If you have to give a negative response, explain why the contribution was not made and express the regrets of the branch.

# Create A Brighter Future

4. **Keep a copy** of your correspondence for your records.

## **Branch Directory**

A current directory encourages communication between members. Your directory should have the following contents:

1. Basic information about the branch meeting place and time.
2. List of branch officers and committee chairperson.
3. Name and phone number of parent club officers, district governor, International Headquarters and other Lion leaders who may assist the branch.
4. A list of all branch members, with their home and business addresses, telephone and fax numbers and e-mail addresses.

## **Branch Newsletter**

Every branch should publish its own newsletter, the fastest and surest way of making sure all members know what's going on in the branch.

Because the branch vice coordinator is often one of the most informed branch members, he or she is often given the added responsibility of being the newsletter (or bulletin) editor. Even if not, the individual should maintain close contact with the editor to ensure that all important branch news is published.

## **Guidelines for Membership Growth**

Your branch must have active members to effectively serve the needs of your community. If possible, designate a dynamic member to oversee membership recruitment or establish a membership committee. Below are steps to developing a successful recruiting effort.

### **Step 1: Build an Effective Recruiting Task Force**

Begin by selecting exceptional members to serve on your recruiting team or committee. These members should be enthusiastic, outgoing and know about branch activities.

### **Step 2: Make a Plan**

Meet with your task force members to list the benefits that would appeal to prospective members, develop a script, and plan your presentation. Spend some time practicing by role playing with your task force. Get excited! Your branch has exciting activities to tell people about!

### **Prepare a List of Contacts**

Identify individuals who would be an asset to your branch's activities by distributing the prospecting wheel located in the back of this manual. Ask every member to identify one or more names for each category, then bring the completed form to the next meeting. (You might contact members who know quality prospects before the meeting to remind them to bring the names.)

### **Contacting a Prospective Member**

Points to make when speaking to a prospective member

- Exciting service projects that the Lions have sponsored, locally and internationally
- How serving others helps develop personal and professional skills
- The social aspects of getting involved
- How the branch improves the community
- How your involvement has benefited you
- How giving back to the community enriches your life

### **Contact the Prospects**

Once the names are collected, make a plan to contact the prospective members and personally invite them to a meeting or to participate in a branch activity. *It may take several contacts to motivate people to attend a meeting, so be persistent.*

### **Follow-up**

Set up a system to follow up uncommitted leads and continue to recruit new individuals as they are identified.

### **Materials Available From Lions Clubs International**

Contact New Clubs and Marketing Department at 630-571-5466, extension 306, for a sample of the following:

**Brochure Paper (MK20A)** – Preprinted paper that can be customized with local information using a laser printer or copy machine.

**Project Posters (MK-21 and MK-22)** – Contact New Clubs and Marketing Department at 630-571-5466, extension 306 for samples. Announce your branch projects to the public using preprinted posters that can be personalized with project information using your laser printer or copy machine.

Contact Membership Operations Department at 630-571-5466, extension 356, for a sample of the following:

**Lions Make a Difference (ME-40)** – This recruiting brochure provides details about who Lions are and what they do, contains photos of Lions in action and is designed to give prospective members an idea of what they can accomplish as a Lion. It offers a detachable reply card that can be completed by the prospective member and mailed to your club.

**Videos** – Request a catalog of available videos (PR-720) from the Public Relations Department at 630-571-5466, extension 363.

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## **Processing and Reporting New Member Applications**

To recruit a new member, complete the International Association of Lions Clubs Membership Application (ME-6B) and the Branch Membership Update (CB-2) and forward both to your parent club for approval. Upon approval by the parent club's board of directors, the parent club will submit the Branch Membership Update, along with its Monthly Membership Report to Lions Clubs International. Both the Application-Invitation for Membership and the Branch Membership Update are included in this package. If you need additional copies, contact your parent club or the New Clubs and Marketing Department at Lions Clubs International.

## **Listing Membership Changes**

Use the Branch Membership Update (CB-2) to list drops, changes of address and transfers and other member changes to the parent club.

## **Transfer Members (from a club or branch)**

The parent may grant membership as a transfer member into the branch to a Lion who has terminated or is terminating his or her membership in another Lions club, provided that:

1. A completed Transfer Member Form is received by your parent club's secretary within six months following the date of termination of membership in the former club, or, if the form is not available, the member's current membership card will be sufficient.
2. Their termination was in good standing.
3. The Transfer Member Form or membership card is approved by the parent club's board of directors.

If more than six months have elapsed, the former Lion must come into the branch as a new member.

To transfer a member into the club branch, complete the Branch Membership Update, noting the new member has transferred from another club, and submit the report and the transfer form (all copies), to your parent club for approval. Upon approval, the parent club will forward the application and Branch Membership Update to International Headquarters.

## **Inducting New Members**

New members are inducted with a ceremony that will be remembered forever. It should have dignity, sincerity and meaning.

### **NEW MEMBER KIT**

A new member kit (NM-10) is available from the Clubs Supplies Department that includes membership certificates, Lion emblem pins, Lions emblem decal and a Lions booklet. Contact the Clubs Supplies Department for more information.

The parent club and the branch may determine how the ceremony is conducted. The new members may be inducted with a ceremony conducted by the parent club, a branch club ceremony or a combination of both. Adapt the following suggested ceremony accordingly.



## Suggested Ceremony

The induction of new members can take a variety of forms depending upon the customs and activities of the branch and district. In order to lend dignity and importance to the induction ceremony it should be performed by a well-respected Lion. Following are suggested items, which can be included in the induction ceremony:

- Give a brief history of The International Association of Lions Clubs.
- Present a short history of the parent club, your branch and its current activities.
- Stress that membership is by invitation and that the member being inducted is welcomed by the entire membership.
- Remind the new member of his or her obligations to the branch and the international association.
- Administer the pledge (suggestions follow).
- Present a New Member Kit with a description of its contents.
- Explain a sponsor's responsibilities.
- Welcome the new member into the Lions association on behalf of the branch and district.

## Suggested Pledge 1

"Since you have expressed a desire to affiliate with this branch of the \_\_\_\_\_ club, and with Lions Clubs International, I now ask that you repeat after me the Obligation of Membership:

I do hereby accept membership in the \_\_\_\_\_ branch of the \_\_\_\_\_ Lions Club knowing that such membership encourages me to participate in functions of the club. To the best of my ability I will abide by the Lions Code of Ethics, and contribute my share to the programs of my club, district and Lions Clubs International.

You are now officially a member of the \_\_\_\_\_ branch of the \_\_\_\_\_ Lions Club. Your sponsor will now present to you the Lions emblem pin, which signifies membership."

## Suggested Pledge 2

"Since you have expressed a desire to affiliate with the \_\_\_\_\_ branch of the \_\_\_\_\_ Lions Club, and with Lions Clubs International, I now ask that you respond to my words with a simple 'I do' or 'I will.'

Do you hereby accept membership in the \_\_\_\_\_ branch of the \_\_\_\_\_ Lions Club knowing that you are encouraged to participate in functions of the club?

Response: 'I do.'

To the best of your ability will you abide by the Lions Code of Ethics, attend meetings whenever possible and contribute your share to the programs of your club, district and Lions Clubs International?

Response: 'I will.'

You are now officially a member of the \_\_\_\_\_ branch of the \_\_\_\_\_ Lions Club. Your sponsor will now present to you the Lions emblem pin, which signifies membership."

## Suggested Pledge 3

"I, \_\_\_\_\_, in the presence of the members of the \_\_\_\_\_ branch of the \_\_\_\_\_ Lions Club, take this solemn obligation to abide by the constitution and By Laws of the club and that of Lions Clubs International, to attend all meetings regularly, to support an further the interests of the

# Create A Brighter Future

club in all its undertakings, and to contribute my fair share towards the financial support of the club.

I further declare that I will assist in maintaining, building, and strengthening the membership of the club. Furthermore, I will help the club by actively serving on committees and in other capacities where my efforts are needed, and that, I will practice the principles of the Code of Ethics and the Purposes of Lions Clubs International.

Congratulations!”

## Pin Presentation

(Sponsor presents pin to new member.)

“Now, I would like to ask the sponsor, Lion \_\_\_\_\_, to respond to my words with a simple ‘I will.’

Will you fulfill the following obligations?

- Be a sponsoring ‘mentor’ for your new Lion;
- Make your new member feel welcome;
- Introduce your new member to all club members;
- Provide your new member with information about the club, its officers and constitution;
- Arrange for orientation sessions for the new member;
- Be ready and willing to answer any questions that might arise;
- Encourage the new member to discuss with you any problems and offer possible solutions;
- Assist the new member in developing into an outstanding Lion?”

Response: ‘I will.’

On behalf of the \_\_\_\_\_ Branch of the \_\_\_\_\_ Lions Club, I now present you with

your official Certificate of Membership and a New Member Kit which will help you get off to a good start in your life as a Lion.

We are all proud and happy to have you as a member of the \_\_\_\_\_ branch of the \_\_\_\_\_ Lions Club.”

## Closing Statement

“Fellow Lion \_\_\_\_\_ (insert new member name), wear this emblem with pride, for it represents your membership in the world’s largest service club organization; an association that has a distinguished legacy of meeting needs worldwide.

Let me congratulate you and welcome you to the greatest of all service club organizations ... The International Association of Lions Clubs.

On behalf of the \_\_\_\_\_ branch of the \_\_\_\_\_ Lions Club, I now present you with your official Certificate of Membership and a New Member Kit, which will help you get off to a good start in your life as a Lion.

We are all extremely proud and happy to have you as a member of the \_\_\_\_\_ branch of the \_\_\_\_\_ Lions Club.”

## Getting the New Member Involved

Each new member should immediately be involved in branch activities and given an opportunity to utilize his or her skills and talents. Make the new member feel like a valued part of your branch!

Your new members need the ongoing support of the sponsor for several months. They also need you to periodically ask how they are doing and to make them feel both welcome and valued. Encourage them to speak freely on any matter of

concern. Never leave the new member standing alone at a branch meeting.

Sometime during the new member's first year, in addition to the orientation at the first meeting, he or she should be oriented in **all** phases of branch, parent club, district, multiple district and international operations. The Orientation Guide (ME-13) provides an extensive outline for new member orientation and is available by request from Membership Operations Department at Lions Clubs International. This is an excellent opportunity to orient members who need to become more familiar with Lions. **The ultimate objective of this orientation is to have these members value their membership as much as possible.**

For more information on membership development you are encouraged to read the Membership Chairperson's Manual (ME-44), available from Membership Operations Department at Lions Clubs International Headquarters.

**Your Association's Resources**

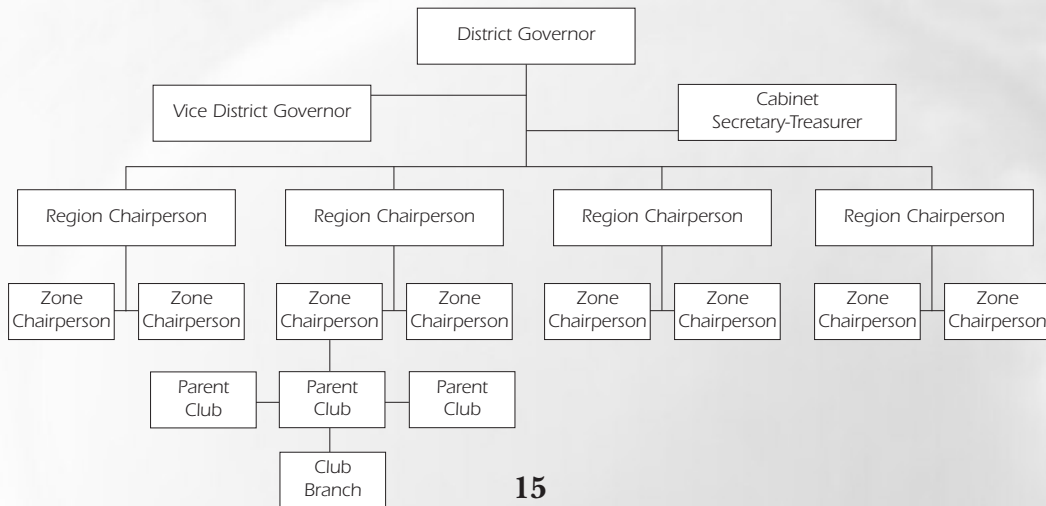
There are many Lions who are available to help. Your Parent club's officers, district governor, region

chairperson and zone chairperson are available to answer questions and discuss your problems. There is also the district leadership development chairperson who, with other experienced Lions, conducts various leadership workshops, often including a club officers' school. Don't miss the opportunity to prepare yourself! Your zone chairperson will be pleased to see you at the three or four annual zone advisory committee meetings. There, you can exchange ideas with other Lion leaders and be kept updated on current events that you might not hear about until several weeks later. And, of course, you are invited to visit your International Headquarters whenever you're in the Chicago, Illinois, USA area.

**At the End of Your Year**

The Club Officers Manual has a section that offers suggestions to the club president on what needs to be done at the end of the year. Most of these suggestions also apply to the branch coordinator. You should study this section carefully, particularly the advice on appointing a nominating committee and organizing appreciation and installation dinners.

**Lions Clubs International Structure and Assistance**





# BRANCH MEMBER RECORD

LION \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE) (NICKNAME)

ADDRESS \_\_\_\_\_ RES: ( ) \_\_\_\_\_  
Street City State/Prov.

NAME OF COMPANY \_\_\_\_\_ BUS: ( ) \_\_\_\_\_

ADDRESS \_\_\_\_\_  
Street City State/Prov. Zip Code

SEND MAIL TO:  COMPANY  HOME \_\_\_\_\_

CLASSIFICATION \_\_\_\_\_ SPONSOR \_\_\_\_\_

## RECORD OF CLUB SERVICE

JOINED \_\_\_\_\_ CHARTER  PRIVILEGED   
 PRTD. \_\_\_\_\_ NEW  HON.   
 INTL \_\_\_\_\_ TRANS.  ASSOC.   
 REINST.

DATE ELECTED	NAME OF OFFICE/COMMITTEE	DATE RELEASED	DATE ELECTED	NAME OF OFFICE/COMMITTEE	DATE RELEASED



**MEMBER RECORD**  
 (See "Awards of Distinction" in Secretary's Section of Club Officers Manual)

**PERFECT ATTENDANCE AWARDS**

1 _____	9 _____	17 _____	25 _____	33 _____
2 _____	10 _____	18 _____	26 _____	34 _____
3 _____	11 _____	19 _____	27 _____	35 _____
4 _____	12 _____	20 _____	28 _____	36 _____
5 _____	13 _____	21 _____	29 _____	37 _____
6 _____	14 _____	22 _____	30 _____	38 _____
7 _____	15 _____	23 _____	31 _____	39 _____
8 _____	16 _____	24 _____	32 _____	40 _____

New Members Sponsored	Date	New Members Sponsored	Date
1.		13.	
2.		14.	
3.		15.	
4.		16.	
5.		17.	
6.		18.	
7.		19.	
8.		20.	
9.		21.	
10.		22.	
11.		23.	
12.		24.	
		25.	

MEMBERSHIP KEY ISSUED \_\_\_\_\_ MEMBERSHIP ADVANCEMENT KEY ISSUED \_\_\_\_\_  
 BUILDER KEY ISSUED \_\_\_\_\_ SENIOR BUILDER KEY ISSUED \_\_\_\_\_ OTHER KEYS \_\_\_\_\_

		Date Qualified
10 Year Charter Chevron	OR	10 Year Old Monarch _____
15 Year Charter Chevron	OR	15 Year Old Monarch _____
20 Year Charter Chevron	OR	20 Year Old Monarch _____
25 Year Charter Chevron	OR	25 Year Old Monarch _____
30 Year Charter Chevron	OR	30 Year Old Monarch _____
35 Year Charter Chevron	OR	35 Year Old Monarch _____
40 Year Charter Chevron	OR	40 Year Old Monarch _____
45 Year Charter Chevron	OR	45 Year Old Monarch _____
50 Year Charter Chevron	OR	50 Year Old Monarch _____

OFFICIAL BRANCH MINUTES

OF THE \_\_\_\_\_ BRANCH OF THE \_\_\_\_\_ LIONS CLUB  
of \_\_\_\_\_  
(city) (state or province)

held its  Regular  Executive Committee Meeting at \_\_\_\_\_ on \_\_\_\_\_

Meeting was called to order at \_\_\_\_\_ p.m. by \_\_\_\_\_

The following members were in attendance:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Minutes of Business Meeting**





key x present  
 absent  
xmake - up \_\_\_\_\_

# Branch Members' Attendance Record

Year \_\_\_\_\_

	july	aug.	sept.	oct.	nov.	dec.	name of members	jan.	feb.	mar.	apr.	may	june	
1														1
2														2
3														3
4														4
5														5
6														6
7														7
8														8
9														9
0														0
1														1
2														2
3														3
4														4
5														5
6														6
7														7
8														8
9														9



## LIONS CLUBS INTERNATIONAL

### PROSPECTING & RECRUITING WHEEL

**CONCEPT:** Not every member likes to recruit prospects; hence, the prospecting and recruiting wheel helps the club members compile a list, and those who like to recruit do the actual recruiting.

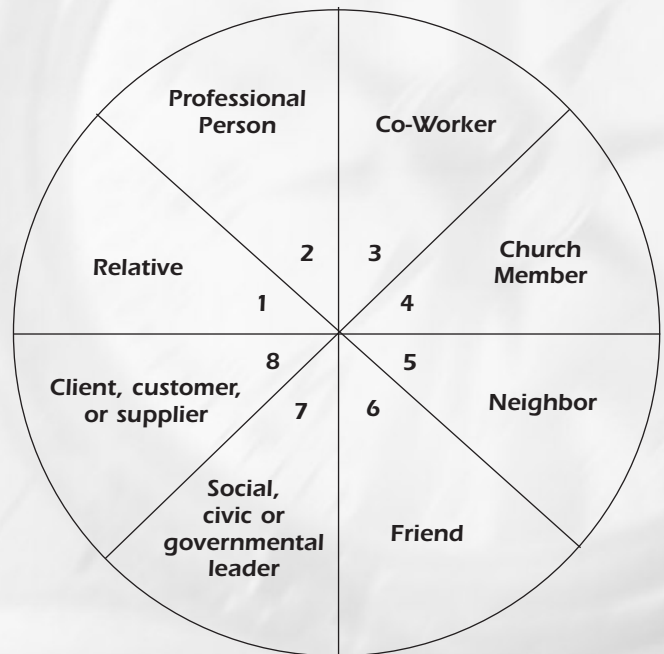
#### STEPS TO FOLLOW IN EXISTING CLUBS:

1. At a regular meeting, pass out the prospecting wheel to all members. Have an experienced Lion conduct the "Who is the One" question in each group.

*Example:* Who is the one relative in your family who you feel would be willing to make time on a regular basis to improve the community?

2. Gather all the names after the first meeting and give them to the membership chairperson.
3. The membership chairperson assigns no more than five prospects per recruiter to contact.
4. The membership chairperson meets with the recruiters until all of the prospects have been contacted and the results tabulated into categories of those that are interested in joining now, later, or not at all.
5. When all of the prospects have been identified (should be a minimum of 10), the membership chairperson, or members of the committee, should begin meeting with the recruiters and the prospects outside of the club.

6. Informational meetings are conducted for prospects so they understand what their responsibilities would be to the club and the association.
7. When the membership chairperson is confident the prospects are well informed, and the applications are completed, the club's board of directors votes on their admission to the club.





# LIONS CLUBS INTERNATIONAL

Recommend one person in each group by providing a name, address, phone number, occupation, family information, length in community and name of nominator:

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**Club Name:** \_\_\_\_\_ **Nominator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

---

**1. Relative**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State & Zip Code \_\_\_\_\_  
Telephone # \_\_\_\_\_

Occupation \_\_\_\_\_  
Marital Status \_\_\_\_\_ # of Children \_\_\_\_\_  
Length in Community \_\_\_\_\_ years  
Telephone # \_\_\_\_\_ (Bus.)

**2. Professional Person**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State & Zip Code \_\_\_\_\_  
Telephone # \_\_\_\_\_

Occupation \_\_\_\_\_  
Marital Status \_\_\_\_\_ # of Children \_\_\_\_\_  
Length in Community \_\_\_\_\_ years  
Telephone # \_\_\_\_\_ (Bus.)

**3. Co-Worker**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State & Zip Code \_\_\_\_\_  
Telephone # \_\_\_\_\_

Occupation \_\_\_\_\_  
Marital Status \_\_\_\_\_ # of Children \_\_\_\_\_  
Length in Community \_\_\_\_\_ years  
Telephone # \_\_\_\_\_ (Bus.)

**4. Church Member**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State & Zip Code \_\_\_\_\_  
Telephone # \_\_\_\_\_

Occupation \_\_\_\_\_  
Marital Status \_\_\_\_\_ # of Children \_\_\_\_\_  
Length in Community \_\_\_\_\_ years  
Telephone # \_\_\_\_\_ (Bus.)

**5. Neighbor**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State & Zip Code \_\_\_\_\_  
Telephone # \_\_\_\_\_

Occupation \_\_\_\_\_  
Marital Status \_\_\_\_\_ # of Children \_\_\_\_\_  
Length in Community \_\_\_\_\_ years  
Telephone # \_\_\_\_\_ (Bus.)

**6. Friend**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State & Zip Code \_\_\_\_\_  
Telephone # \_\_\_\_\_

Occupation \_\_\_\_\_  
Marital Status \_\_\_\_\_ # of Children \_\_\_\_\_  
Length in Community \_\_\_\_\_ years  
Telephone # \_\_\_\_\_ (Bus.)

**7. Social, Civic or Governmental Leader**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State & Zip Code \_\_\_\_\_  
Telephone # \_\_\_\_\_

Occupation \_\_\_\_\_  
Marital Status \_\_\_\_\_ # of Children \_\_\_\_\_  
Length in Community \_\_\_\_\_ years  
Telephone # \_\_\_\_\_ (Bus.)

**8. Client, Customer or Supplier**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State & Zip Code \_\_\_\_\_  
Telephone # \_\_\_\_\_

Occupation \_\_\_\_\_  
Marital Status \_\_\_\_\_ # of Children \_\_\_\_\_  
Length in Community \_\_\_\_\_ years  
Telephone # \_\_\_\_\_ (Bus.)



**NEW CLUBS AND MARKETING DEPARTMENT  
LIONS CLUBS INTERNATIONAL**

300 W 22ND ST

OAK BROOK IL 60523-8842 USA

Phone: 630.571.5466 Ext: 306 Fax: 630.571.1691

E-mail: [clubbranch@lionsclubs.org](mailto:clubbranch@lionsclubs.org)

Web: [www.lionsclubs.org](http://www.lionsclubs.org)