

## Club Officer Learning Resources

### [e-books for Club President, Secretary, Treasurer, Membership Chair, Service Chair](#)

LCI <https://lionsclubs.org/en/resources-for-members/resource-center>

Category: **Club Administration** (there are many resources here).

Narrow the search by filtering (lower left) by **Type>>Guide >>e-books**

### [PR Chairperson Guide and other PR resources at this page](#)

<https://lionsclubs.org/en/resources-for-members/resource-center/public-relations-guide>

### [Membership Chairperson Guide and other Membership resources](#)

<https://lionsclubs.org/en/resources-for-members/resource-center/>

Category: **Membership Development** (many resources available)

Narrow the search by filtering (lower left) by **Type>>Guide**

### [LCIF Club Coordinator Manual](#) (excellent guide for your club coordinator)

<https://lionsclubs.org/en/resources-for-members/resource-center>

Category: **Campaign 100** (many resources available)

Narrow the search by filtering (lower left) by **Type>>Guide**

### [Club Management Resources at this page](#)

<https://lionsclubs.org/en/resources-for-members/resource-center/club-management-resources>

This web page has **MANY resources**. Make it one of your “go-to” locations at LCI.

These are some of the resources for club officers and administrative committees.

|  |                                  |
|--|----------------------------------|
| Club constitution and by-laws          | Officer e-books                  |
| Ceremony for Installation of Officers  | Standard club structure          |
| Planning and conducting retreats       | Induction ceremony               |
| Club dispute resolution procedures     | Membership forms                 |
| Club supplies order form               | <b>Just Ask</b> recruiting guide |
| Monthly/Yearly Activity Report (MyLCI) | Membership videos                |
| Membership application                 | Member orientation               |
| Mentoring Program                      | Sample press release             |

## **MyLion**

<https://myapps.lionsclubs.org/> OR go to [www.lionsclubs.org](http://www.lionsclubs.org) and use **MEMBER LOGIN** tab

**LCI** [www.lionsclubs.org](http://www.lionsclubs.org) Scroll down to the bottom blue bar and find

LION Magazine, Videos, Lions Blog, Service stories, Logos, Brand Guidelines

## **LCIF**

<https://lionsclubs.org/en/discover-our-foundation/mission>

Campaign 100 <https://lionsclubs.org/en/give-how-to-give/campaign-100>

Donate to LCIF <https://lionsclubs.org/en/donate>

**MD19 Resources** <https://www.lionsmd19.org/learning.php>

Use the ***Toolbox*** tab >> ***Learning*** tab

President's handbook for MD19

Secretary's handbook for MD19

Treasurer's handbook for MD19

Public Relations handbook for MD19

Open House handbook for MD19

Tail Twister ideas for MD19

Zone Chair manual for MD19

Membership director handbook for MD19

## **IRS for Treasurers**

IRS Forms—Most clubs use 990-N postcard filing. <https://www.irs.gov/charities-non-profits/form-990-series-which-forms-do-exempt-organizations-file-filing-phase-in>

Info for 990-N postcard filing <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>

**Lions University** - USA/Canada Lions Leadership Forum

[www.lionsforum.org](http://www.lionsforum.org) ***Lions University*** tab

Learn about the bachelor's, master's and doctorate programs for leadership learning

**Lions Learning Center (LLC)** Excellent self-directed leadership sessions

[www.lionsclubs.org](http://www.lionsclubs.org) >>MEMBER LOGIN >>  tab

You'll use your MyLion login. LLC even keeps track of your courses. You'll improve your service resume, too.