

**ZONE**

**CHAIRPERSON**

**EXCELLENCE**

## ZONE CHAIRPERSON EXCELLENCE AWARD RULES

To all Zone Chairpersons who qualify for this honor, Multiple District 19 presents a Zone Chairperson Excellence Award at the MD19 Annual Convention following their term of office. This Award shall be given by the Contests and Awards Committee based on the statistical record of the MD19 Office for the period of July 1 through June 30. Questions concerning the decisions of this Committee must be sent in writing to the MD19 Contests and Awards Committee Chairperson before December 31 of the year in which the Zone Chairperson served.

TO QUALIFY FOR THIS AWARD, the Zone Chairperson must have been elected by September 1, of his/her year in office and a minimum of **640 points** must have been earned from the following:

- |   | <b>POINTS</b> |
|---|---------------|
| 1. He/she shall attend the following meetings:  |               |
| a. The Zone Chairperson's School immediately preceding his/her year in office;  | <b>25</b>     |
| b. The MD19 Annual Convention during his/her term of office;  | <b>25</b>     |
| c. His/her District Conference during his/her term of office;   | <b>25</b>     |
| d. District Cabinet Meetings ( <b>15 points each</b> ) <b>MAX</b>   | <b>45</b>     |
| 2. He/she shall publish a minimum of ten (10) newsletters to each of his/her clubs (July through June inclusive) with copies to the District Governor and Multiple District 19 Office.  | <b>60</b>     |
| 3. He/she shall make one Official visit to each club in his/her Zone. If possible, it should be made before the District Governor's Official Visit. Club Branches, status quo or problem clubs are included in visitation schedule. These visits must be reported on the Zone Chairperson's Monthly Report Form provided by the MD19 Office. (If not all clubs visited a % of the 100 points is given)  | <b>100</b>    |
| 4. He/she will be present and introduce the District Governor on his/her Official Visit, or make suitable arrangements. These visits must be reported on the Zone Chairperson's Monthly Report Form provided by the MD19 Office. (If not all clubs visited or arrangements made, a % of the 100 points is given.)   | <b>100</b>    |
| 5. Each month he/she shall report on a Zone Chairperson's Monthly Report Form provided by the MD19 Office, all visitations made during that month. This form must be sent to his/her District Governor with a copy to the MD19 Office postmarked by the 10th of the month following the visitations. (Assure that visitations are noted in the proper block on Form)  | <b>60</b>     |
| 6. All Club MMR Reports shall be accounted for throughout the year  | <b>120</b>    |
| The MMR Reports must be submitted by the individual clubs in the zone directly to Lions Clubs International. Reports filed online through lionsclubs.org must be submitted by the last day of the current month. Any other form of submission must be postmarked by the 20 <sup>th</sup> day of the current month (hard copy).  |               |
| 7. He/she shall hold and conduct 3 Zone / District Governor Advisory meetings by April 30 of his/her year.  | <b>45</b>     |
| 8. He/she shall report his/her Zone Meetings to the MD19 Office within 30 days on the Zone Meeting Report Forms supplied by the MD19 Office.  | <b>15</b>     |
| 9. Each of the Lions Clubs in the Zone must have reported their newly elected Club Officers on MyLCI on or before May 15 <sup>th</sup> of the year preceding the Lions Year the newly elected officers take office. Following the reporting of the club officers on MyLCI, the club secretary must create "The Lions Club Officer Report for the Upcoming Lions Year" and have emailed to the MD19 Office as an attachment. Using this method, the Club Officers for the next Lions Year must also be reported to the MD19 Office on or before May 15 <sup>th</sup> to be considered "On time". | <b>MAX 15</b> |

The MD19 Club Officer Report Forms are to be forwarded to the Zone Chairperson's successor by May 30 along with a form to be sent to the MD19 Office signed by his/her/ successor indicating the

Club Officer Report Forms have been received. This form will be sent to the Zone Chairperson at the same time the Club Officer Report Forms are sent to the Lions Clubs. **10**

10. He/she will have submitted the name, address, etc., of his/her successor to the MD19 Office by April 30, if his/her successor has been elected. **20**

11. All active clubs in his/her Zone must be in good financial standing with MD19 on June 30 of his/her year in office. Good financial standing means that all charges through the month of June have been cleared. Points are determined by the % of clubs in the Zone in good financial standing on June 30. **MAX 25**

12. He/she will promote a District Club Officer Training Session prior to June 30 of the Zone Chairperson's term of office. Evidence of promoting the event must be emailed or mailed to the MD19 Office and District Global Leadership Team Coordinator by July 1. **25**

If Zone Chairperson attends the Club Officer Training **5**

\* \* \* \* \*

### **ZONE CHAIRPERSON OF THE YEAR AWARD RULES**

#### **(Formerly known as Zone Chairperson Efficiency Award)**

- ◆ One Award for a Zone Chairperson serving a Zone of up to 8 clubs.
- ◆ One Award for a Zone Chairperson serving a Zone of 9 or more clubs.

(Number of clubs determined at the beginning of Zone Chairperson's year in office)

The selection of the Zone Chairperson of the Year Award Winners shall be made by the Contests and Awards Committee based on the statistical records of the Multiple District 19 Office through June 30. The winner(s) will be named each year for each of the categories listed above and the awards will be given at the Fall Annual Convention. To be eligible for the Zone Chairperson of the Year Award, the Zone Chairperson must have qualified for the Zone Chairperson Excellence Award with additional points to be earned as follows:

**1. MEMBERSHIP INCREASE WITHIN ZONE. **MAX 25****

25 points will be awarded to the Zone Chairperson with the highest percentage gain in MD19. Other Zone Chairpersons will receive their proportionate share of the 25 points. Transfers and deaths do not affect the Membership total in conformance with Lions International.

**2. NEWLY ORGANIZED CLUBS **20****

20 points will be given for a new club or clubs organized in his/her Zone during his/her year in office and reported to Lions International prior to July 1.

**3. INTER-ZONE CLUB VISITATIONS **25****

If there is evidence that each club within the Zone has made interclub visitations as of April 30, 25 points will be awarded.

**4. DISTRICT CONFERENCE ATTENDANCE BY CLUBS IN ZONE **10****

10 points will be given if at least one member of each club in his/her Zone is in attendance and registered at their District Conference.

**5. CLUB CONTESTS AND AWARDS COMPETITION **20****

20 points will be awarded if all clubs within his/her Zone compete in any of the following MD19 Contests at their District Conference:

1. Achievement (5 Min Speaking)
2. Club Scrapbook
3. Club Bulletin

A percentage of the 20 points will be awarded based on the percentage of clubs that compete in the contests.

Points for Rule #5 Will Be Based On The District Contests And Awards Chairperson's Report Which Must Arrive In The Multiple District 19 Office With A Copy To The Multiple District 19 Contests And Awards Chairperson Within 30 Days of the District's Spring Conference.

- 6. CLUB EXCELLENCE PROCESS OR CLUB PLANNING SESSION 25**  
25 points will be awarded if all clubs within his/her Zone have held a Club Excellence Process (CEP) (or Review of the CEP done within the last two years) or a Club Planning Session within the Lions year. A percentage of the 25 points will be awarded based on the percentage of the clubs in his/her zone that hold a CEP or a Club Planning Session.

**IN CASE OF A TIE:**

The following items will be used to break a tie, if one occurs, in the order that they are written:

1. Attendance at the required meetings.
2. Completion of all required visitations, as taken from required written reports received at MD19 Office.
3. Promoted a Zone/District Leadership Training Session and reported it in writing to the MD19 Office on or before July 1<sup>st</sup>.
4. Has completed 12 monthly Zone Bulletins and sent a copy of each to the MD19 Office.
5. His/her Zone's Clubs in good financial standing on June 30.
6. Monthly Zone Reports completed and sent to the MD19 Office.
7. The Zones Clubs have all reported their new officers on MyLCI with a copy to MD19.
8. His/Her Zone's Clubs' MMR Reports submitted to LCI as required.
9. Zone's Clubs' participated in the Contests and Awards at the District Conference and reported this on the Visitation Report.

## DUTIES AND OBLIGATIONS OF ZONE CHAIRPERSON

1. **ATTEND** all District Cabinet Meetings, MD19 Annual Convention, District Spring Conference and the Zone Chairperson Elect training immediately preceding your year.
2. **KEEP IN CONTACT** with your clubs by correspondence:
  - Congratulate new club officers by letter. Ask for their cooperation and support. Make first move to get to know them personally.
  - Send MONTHLY LETTERS (newsletter/bulletin) to clubs. (Copy Council Chairperson, Vice Council Chairperson, District Governor, 1<sup>st</sup> Vice District Governor and **MD19 Office**)
  - Reply PROMPTLY to any correspondence received.
  - Write to Club Secretary when dealing with your clubs. (Copy President)
3. **VISIT** all your Clubs as soon as possible in your year and offer assistance as needed. Copy of Official Zone Chairperson visit format found in this notebook (page 29)
4. Hold at least three **ZONE MEETINGS**
  - REPORT ATTENDANCE within 10 days to District Governor, 1<sup>st</sup> Vice District Governor, Lions Clubs International and MD19 Office. Form found in this notebook.
  - MARK on form which Presidents and Secretaries were in attendance and which were represented by someone from their club (Alternate).
  - Each LIONS CLUB is entitled to 2 (two) votes at Zone Meetings irrespective of club's membership total. VOTING DELEGATES MUST BE PRESENT TO VOTE.
5. **ACCOMPANY YOUR DISTRICT GOVERNOR** on his/her Official Visits to your Clubs and **PROPERLY INTRODUCE** him/her.
  - Arrange with your clubs for District Governor's visit and explain proper protocol and courtesies to be extended to him/her.
  - Give a copy of "**When Your District Governor Makes His Official Visit**" (page 32) to clubs.
6. **ASSIST** any Lions Club sponsoring a new club. Keep the MD19 Office informed of their progress. Guide the officers of the new club and offer to help them with arrangements for Charter Night.
7. **WORK WITH WEAK CLUBS**, helping them in problem areas.
8. **READ** the MD19 Constitution and By-Laws, MD19 Policy Manual and Standard Form Lions Club Constitution and By-Laws thoroughly.
9. Urge Clubs to **PARTICIPATE IN MD19 CONTESTS AND AWARDS**. Go over the Contests and Awards Rules with them. Feature different Contests each month in your bulletin
10. **MONITOR** the Monthly Membership Reports (WMMR) on the MyLCI site & Service Activities on the MyLion site
  - WMMRs are to be submitted online to LCI by the end of the month or postmarked by the 20<sup>th</sup> if hard copy sent.
  - Make sure dues check are sent to MD19 and Lions International twice a year. (MD19 dues should be paid in August and February.)
  - Assist the District Governor and Vice District Governor's to encourage Clubs to pay dues on time, reminding them of the 120-day deadline for LCI dues payment prior to being placed on status quo, then financial suspension.
  - Service Activity Report done monthly
11. **PROMOTE THE ZONE / DISTRICT LEADERSHIP TRAINING SESSION** for incoming club officers after Club Officer Elections and before June 30<sup>th</sup>.
12. **ENTHUSIASTICALLY ENCOURAGE** inter-club visitations!
13. **ENCOURAGE CLUB BULLETINS** It's a good way to pass on information found in Zone, District and Multiple District bulletins. Bulletins can be self-sustaining by selling ads on last page.

## **ZONE CHAIRPERSON EXCELLENCE AWARD CHECKLIST**

**NOTE:** The Rules for the Zone Chairperson Excellence Award and Zone Chairperson of the Year Award are listed in the MD19 Contests and Awards Book which can be downloaded from the MD19 Website.

<b>MEETINGS ATTENDED &amp; GENERAL DATA</b>	<b>DATE</b>	<b>REPORTED</b>
MD19 Annual Convention		
Spring Conference		
District Cabinet Meetings #1		
#2		
#3		
Zone Meetings #1		
#2		
#3		
Zone Chairperson Official Visits Completed		
Official Visits with District Governor Completed		
LCI Club Officer Report Forms all into MD19 Office		
MD19 Club Officer Report Forms & Verification Form sent to Successor		
Promoted Zone or District Club Officer Training		
Reported Successor to MD19 Office by April 30 <sup>th</sup>		
Clubs in Good Financial Standing with MD19 by June 30 <sup>th</sup>		

### **MONTHLY REPORTS**

<b>MONTHLY REPORTS</b>	<b>W/MMR's SAR's Submitted</b>	<b>ZONE CHAIRPERSON NEWSLETTER</b>			<b>ZONE CHAIRPERSON MONTHLY REPORT</b>		
		<b>DATE</b>	<b>D.G.</b>	<b>MD19</b>	<b>DATE</b>	<b>D.G.</b>	<b>MD19</b>
<b>JULY</b>							
<b>AUGUST</b>							
<b>SEPT.</b>							
<b>OCT.</b>							
<b>NOV.</b>							
<b>DEC.</b>							
<b>JAN.</b>							
<b>FEB.</b>							
<b>MARCH</b>							
<b>APRIL</b>							
<b>MAY</b>							
<b>JUNE</b>							



Zone Chairperson Worksheet Example

ZONE: **A-10** 1 ←

2021-2022

# Clubs: 6 2 ←

Your Name 3 ←

US  
Canada 6 Leo  
CL BR Lioness

Postage: U.S. 5.78 CAN \$76.67 GST 4 ←

<u>5</u>	Monthly Reports	Monthly Newsletter	Claimed Postage
Jul	0	0	0
Aug	0	0	0
Sep	0	0	0
Oct	0	0	0
Nov	0	0	0
Dec	0	Free	0
Jan	0	0	0
Feb	0	0	0
Mar	0	0	0
Apr	0	0	0
May	0	0	0
Jun	0	Free	0
Totals	0	0	\$0.00

Training Date	Promoted	Attended	Pts	Allowed	Payment
<b>New Club Officer Training</b>					
			0	30	<u>6</u>
<b>CLUB FINANCE</b> (Tabulated after July 15)					
% Paid		0.00%	0.00	25	<u>7</u>
<b>CLUB MMR's</b> (Tabulated after July 15)					
			0.00	120	<u>8</u>
<b>CLUB OFFICER REPORT FORM</b> (Tabulated after July 15)					
# Rec'd		0.00%	0.00	15	<u>9</u>
<b>CLUB OFFICER VERIFICATION FORM</b>					
			0	10	<u>10</u>

**VISITATIONS**

AMBLESIDE TIDDLYCOVE  
HOWE SOUND  
MT CURRIE LIL'WAT  
PEMBERTON  
SQUAMISH  
WHISTLER

ZC Visit Payment DG Visit Payment

11 ←

**SAMPLE COPY**

12 ←

Points	Payment	Total Visits	Points	Payment
0	\$0.00	0.0	0	\$0.00
0	0.0%	0.0	0	0.0%
				0.0

13

**CONVENTIONS: MAX (75 PTS.)**

Att.	Pts.	Pmt
ZCE School	0	
Annual	0	
District	0	
<b>Totals</b>	<b>0</b>	<b>\$0.00</b>

**DISTRICT CABINET (MAX 45 PTS.)**

Mtgs	Att.	Points	Pmt
		0	
		0	
		0	
<b>Totals</b>		<b>0</b>	<b>\$0.00</b>

14 ←

Dates of 3 Zone Meetings	Held - Per Monthly Report	ZC/DG Mtg Advisory Form Submitted	Payment
<u>15</u> ←	0	<u>16</u>	0
	0		0
	0		0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>

REPORT ZCE	Rec'd	Points
		0

17 ←

Copy fee for bulletins:

**GRAND TL.PTS.** 0.00  
**GRAND TL. \$\$** \$0.00



## ZONE CHAIRPERSON WORKSHEET EXPLANATIONS

(Please check your Zone Chairperson Manual and Contests & Awards (Zone Chairperson Excellence) for information regarding the forms on which the following information is reported.)

The following numbers will correspond with those on the opposite page. Below you will find an explanation for each of those numbers that will help give you a clearer understanding of your worksheet.

1. District and Zone.
2. The total number of clubs in zone and the number which are US or Canadian Clubs. Also will show the number of Lioness Clubs and Club Branches in your zone.
3. Name of Zone Chairperson.
4. Maximum amount of postage given per month based on the Rules of Audit. (See back of expense claims)
5. **A.** Monthly Reports received in MD19 Office. A (1) will be marked in the column for the month the report is received followed by a (5), which is the point value.  
**B.** Monthly Bulletin/Newsletter: The tabulation of ten issues of monthly bulletins/newsletters received in the MD19 Office. A (1) may be next to the word "FREE" if a bulletin is received but no points will be recorded. A total of 60 points will be given if ten bulletins are received.  
**C.** Claimed Postage: The amount paid for postage for any particular month.
6. If a Zone or District Leadership Training for incoming Club Officers is **promoted** by the Zone Chairperson and evidence sent in with the monthly report, it will be recorded here as well as any reimbursement if Zone Chairperson attended the training.

### **#'s 7, 8, and 9 are calculated at the end of the Lions year in July.**

7. If 100% of all clubs have paid their MD19 dues, 25 points is given. If some clubs still owe dues, a percentage of clubs in good financial standing is shown and the portion of the 25 points is given.
8. Points are pro-rated based on the number of clubs whose MMR's were "on time". Maximum number of points – 120.
9. The number of Lions Clubs International Club Officer Report Forms received in MD19 Office before May 15<sup>th</sup>. A percentage of the 15 points maximum is given depending upon the number of clubs who sent their Club Officer Report Form on time.
10. Receipt of and points for the Club Officer Report Form Verification form received in the MD19 Office from the Zone Chairperson-Elect is recorded here.
11. The names of the Lions Clubs, Lioness Clubs and Club Branches in zone. From Monthly Reports the dates and payments for Zone Chairperson or District Governor official visits recorded.
12. Points received for official visits as recorded on Monthly Reports (includes Club Branches where applicable).
13. Schools and Conventions attended, points earned and payment received.
14. Dates of Cabinet Meetings, attendance, points earned and payment received.
15. Date of Zone Meetings, points earned, and payment received.
16. Points earned for reporting Zone Meetings on correct format. (Form found on MD19 Website.)
17. Date the Zone Chairperson-Elect Data form is received in the MD19 Office and points earned.

Each month the following two reports are sent to the Zone Chairpersons. These reports - the Zone Chairperson stats and the District stats - should be reviewed when they are received. They summarize the health of clubs in your zone and district.

There is a wealth of information provided on these reports. To assist you in 'reading' them there are reference numbers, with their explanations listed at the bottom of each report.

Always go over these reports and contact the MD19 Office if there are discrepancies.

**Zone Chairperson's Stats, November 2016**

1		**indicates all MMR's are in		2		MEMBERSHIP				3				4		5		6	
D	Z	ZONE CHAIRPERSONS	NO WMMR	MMR %	6/30/16	11/30	GAIN	GAIN %	NEW	CLUBS DROP	S.Q.	ACT.	CLUBS OWE US	CLUBS OWE CDN	ZM Held	MD 19	COMMENTS		
A	1	KEVAN SENG	1	0.06	359	357	-2	-0.01	0	1	0	16	51.82	45.85	I		No ZM Report		
A	2	GEORGE SIM	4	0.57	146	138	-8	-0.05	0	0	0	7	190.85	248.37	I				
A	3		3	1.00	44	39	-5	-0.11	0	0	0	3	425.35	554.20	I				
A	4		3	0.60	62	62	0	0.00	0	0	1	5	520.42	641.99					
**	A		0	0.00	98	94	-4	-0.04	0	0	0	5	145.18	203.78	I				
A	7	HANS WONG	5	0.36	291	309	18	0.06	0	0	1	14	729.15	941.15	I				
A	9	JOHN FELL	3	0.38	117	120	3	0.03	0	0	0	8	9.30	12.09					
B	1	LEE WOODWARD	4	0.67	101	107	6	0.06	0	0	0	6	168.15	0.00					
B	2		1	0.33	108	107	-1	-0.01	0	0	0	3	0.00	0.00					
B	3	GORDON OLSON	1	0.20	153	131	-22	-0.14	0	1	0	5	726.50	0.00					
B	4	TOM SMARSH	2	0.40	66	68	2	0.03	0	0	0	5	-8.55	0.00					
B	5	JIMIE MARTIN	5	0.56	225	231	6	0.03	0	0	0	9	0.00	0.00					
B	6	MIKE LALLY	1	0.20	143	140	-3	-0.02	0	0	0	5	151.60	0.00					
**	C	1	0	0.00	179	172	-7	-0.04	0	0	0	7	67.10	0.00	I		No ZM Report		
**	C	2	0	0.00	172	163	-9	-0.05	0	1	0	7	-46.21	0.00					
C	3	PATTI LOVELL	2	0.20	297	284	-13	-0.04	0	0	0	10	-44.42	0.00	II				
**	C	4	0	0.00	222	218	-4	-0.02	0	0	0	6	-111.60	0.00	I				
C	5	SUZANNE GAYDA	1	0.13	224	210	-14	-0.06	0	0	0	8	921.75	0.00	II				
C	6	CINDEE DAY	1	0.13	357	358	1	0.00	0	0	0	8	429.85	0.00	I				
D	1		1	0.17	217	216	-1	0.00	0	0	0	6	-27.90	-36.27					
D	2	CARL MONTGOMERY	4	0.44	312	308	-4	-0.01	0	0	1	9	608.65	0.00	II				
D	3	MORLEY BROWN	1	0.20	121	118	-3	-0.02	0	0	0	5	-27.90	-36.28	I				
D	4		1	0.33	63	52	-11	-0.17	0	0	0	3	421.00	546.47					
D	5		3	0.33	197	193	-4	-0.02	0	0	3	9	1029.44	0.00					
D	7	BARRY ARMBRUST	1	0.25	123	114	-9	-0.07	0	1	0	4	9.30	12.08	I				
D	8	LORNE GRIGG	2	0.25	167	153	-14	-0.08	0	0	0	8	723.74	947.76					
**	D	9	0	0.00	78	81	3	0.04	0	0	0	4	9.30	12.09	II		100% LCIF/CARE		
D	10		3	0.60	100	101	1	0.01	0	0	0	5	128.20	166.37					
**	E	1	0	0.00	222	225	3	0.01	0	0	0	6	102.90	0.00	II				
E	2		2	0.40	189	184	-5	-0.03	0	0	0	5	632.54	0.00					
**	E	3	0	0.00	209	197	-12	-0.06	0	0	0	7	575.00	0.00	I				
E	4	ROGER SELBY	1	0.25	97	99	2	0.02	0	0	0	4	-321.49	-385.99					
E	5	BETTY ANN RICHARDS	3	0.60	96	92	-4	-0.04	0	0	0	5	223.92	251.81	I		No ZM Report		
E	6	BILL PLANT	2	0.50	80	79	-1	-0.01	0	0	0	4	172.90	226.86					
**	E	8	0	0.00	103	103	0	0.00	0	0	0	5	-0.10	0.00	I				
E	9	TOM WALTERS	3	0.38	190	183	-7	-0.04	0	0	0	8	330.55	0.00	I				
E	10	HAROLD HAZELAAR	1	0.25	135	128	-7	-0.05	0	0	0	4	0.00	0.00	I		No ZM Report		
E	11	LEONARD PARENTEAU	1	0.25	149	135	-14	-0.09	0	0	0	4	237.80	0.00	I				
F	1	GARRY JOHNSON	1	0.11	176	177	1	0.01	0	0	0	9	-37.20	0.00	II				
F	2	MELBA FUJIURA	2	0.33	117	120	3	0.03	0	0	0	6	224.30	0.00					
**	F	3	0	0.00	215	209	-6	-0.03	0	0	0	7	249.25	0.00	I				
F	4		1	0.25	128	130	2	0.02	0	0	0	4	317.90	0.00					
F	5	MARIE VOGEL	1	0.17	182	176	-6	-0.03	0	0	0	6	-9.30	0.00	I				
**	F	6	0	0.00	108	110	2	0.02	0	0	0	4	18.60	0.00					
F	7	CAROL WHITMAN	1	0.25	183	183	0	0.00	0	0	0	4	240.00	0.00					
F	8	A.J. BUTTERFIELD	1	0.17	195	194	-1	-0.01	0	0	0	6	-37.20	0.00					
G	1	DOUG HARVEY	2	0.22	342	338	-4	-0.01	0	0	0	9	0.00	0.00	I				
G	2	EDIE BRANNON	5	0.45	378	364	-14	-0.04	0	0	0	11	500.65	0.00	I				
G	3	JIM WEYRICH	2	0.29	289	281	-8	-0.03	0	0	0	7	382.35	0.00					
G	4		3	0.33	210	211	1	0.00	0	0	0	9	255.55	0.00					
G	6	PETER ANDERSON	4	0.80	93	92	-1	-0.01	0	0	0	5	227.60	0.00	I				
**	H	1	0	0.00	323	319	-4	-0.01	0	0	0	8	112.40	0.00	I				
**	H	2	0	0.00	120	114	-6	-0.05	0	0	0	4	-36.30	0.00					
**	H	3	0	0.17	176	168	-8	-0.05	0	0	0	6	-102.30	-132.99					
**	H	4	0	0.00	228	220	-8	-0.04	0	0	0	7	-80.34	-95.12					
**	H	5	0	0.00	156	153	-3	-0.02	0	0	0	8	46.84	60.88	I				
**	H	6	0	0.00	273	258	-15	-0.05	0	0	0	8	129.65	170.06					
H	7	BRUCE MacNAIR	1	0.11	415	409	-6	-0.01	0	0	0	9	-43.40	0.00	I		No ZM Report		
**	I	1	0	0.00	192	203	11	0.06	0	0	0	6	267.90	0.00	I				
**	I	2	0	0.00	232	239	7	0.03	0	0	0	9	50.67	-87.15	I				
**	I	3	0	0.00	261	244	-17	-0.07	0	0	0	8	-47.30	-61.51					
**	I	4	0	0.00	131	129	-2	-0.02	0	0	0	7	93.70	121.78	I				
**	I	5	0	0.00	155	155	0	0.00	0	0	0	9	-9.30	-12.09	II				
I	6	SHERRY SENCIW	1	0.20	74	74	0	0.00	0	0	0	5	-168.62	-61.85					
I	7	MIKE ORRICK	1	0.14	174	163	-11	-0.06	0	0	0	7	-55.80	-72.56					

**Zone Chairperson Stats Sheet - Numerical Explanations**

- Two astericks indicate that all Club WMMRs have been submitted to LCI for current month.
- No WMMR:** Number of WMMR's not submitted to LCI for your Zone.
- Membership:** # of members at beginning of year and current month for zone and gain/loss.
- Clubs:** New, Dropped, Status Quo and Active Clubs will be indicated here.
- Clubs Owe:** Zone totals for MD19 Dues owed in U.S. or CDN Funds.
- ZM Held:** Number of Zone Meetings held.
- MD19 Comments:** "No ZM Report" indicates the MD19 Office **has not** received the Zone Mtg. Report showing which Presidents and Secretary's were in attendance. May also show 100% LCIF and/or CARE.

		19-I, November 2020			2		3		4		5
		MEMBERSHIP			DONATIONS		CLUBS	CLUBS	MD19		
D	Z	LIIONS CLUB	6/30/16	11/30	Gain	L.C.I.F.	C.A.R.E.	OWE US	OWE CDN	COMMENTS	
I	1	CLALLAM BAY SEKTU	25	35	10	300.00	150.00	0.00	0.00	0	
I	1	CRESCENT BAY	17	17	0	0.00	0.00	0.00	0.00	0	
I	1	FORKS	50	53	3	0.00	0.00	9.30	0.00	0	
I	1	PORT ANGELES	59	56	-3	0.00	0.00	0.00	0.00	0	
I	1	QUILCENE	15	16	1	0.00	0.00	0.00	0.00	0	
I	1	SEQUIM VALLEY	26	26	0	0.00	0.00	258.60	0.00	0	
I	2	CAPITOL CITY	10	10	0	0.00	0.00	59.97	115.88	0	
I	2	ESQUIMALT	48	53	5	0.00	0.00	0.00	0.00	0	
I	2	ROYAL OAK	9	8	-1	0.00	0.00	0.00	0.00	0	
I	2	SAANICH	7	6	-1	0.00	0.00	0.00	0.00	0	
I	2	SOOKE	44	43	-1	0.00	0.00	-9.30	-12.09	0	
I	2	SOOKE HARBOURSIDE	61	62	1	0.00	0.00	0.00	0.00	0	
I	2	VICTORIA CHINATOWN	13	16	3	0.00	0.00	0.00	0.00	0	
I	2	VICTORIA IMPERIAL	15	15	0	0.00	0.00	0.00	-190.94	0	
I	2	WEST SHORE	25	26	1	0.00	0.00	0.00	0.00	0	
I	3	CENTRAL SAANICH	37	41	4	0.00	0.00	-9.30	-12.10	0	
I	3	GALIANO ISLAND	22	18	-4	0.00	0.00	-0.80	-1.04	0	
I	3	GORDON HEAD	20	18	-2	0.00	0.00	0.00	0.00	0	
I	3	MAYNE ISLAND	57	55	-2	0.00	0.00	-9.30	-12.09	0	
I	3	PENDER ISLANDS	19	12	-7	0.00	0.00	-9.30	-12.10	0	
I	3	SALT SPRING ISLAND	49	44	-5	0.00	0.00	0.00	0.00	0	
I	3	SATURNA	34	35	1	0.00	0.00	-18.60	-24.18	0	
I	3	SIDNEY	23	21	-2	0.00	0.00	0.00	0.00	0	
I	4	CHEMAINUS CROFTON C TO SEA	11	12	1	0.00	0.00	-9.30	-12.10	0	
I	4	CEDAR	14	15	1	0.00	0.00	130.90	170.16	0	
I	4	COWICHAN LAKE	16	18	2	0.00	0.00	0.00	0.00	0	
I	4	DUNCAN	37	35	-2	0.00	0.00	0.00	0.00	0	
I	4	LADYSMITH	21	22	1	0.00	0.00	18.60	24.18	0	
I	4	MALAHAT	21	16	-5	0.00	0.00	-46.50	-60.46	0	
I	4	MILL BAY	11	11	0	0.00	0.00	0.00	0.00	0	
I	5	BAYNES SOUND	14	13	-1	0.00	0.00	0.00	0.00	0	
I	5	BLACK CREEK	13	15	2	0.00	0.00	0.00	0.00	0	
I	5	COMOX VALLEY	14	14	0	0.00	0.00	0.00	0.00	0	
I	5	COMOX VALLEY MONARCH	36	36	0	0.00	0.00	0.00	0.00	0	
I	5	GOLD RIVER	7	7	0	0.00	0.00	0.00	0.00	0	
I	5	QUALICUM BAY	27	27	0	0.00	0.00	0.00	0.00	0	
I	5	ROYSTON CUMBERLAND	11	11	0	0.00	0.00	0.00	0.00	0	
I	5	TAHSIS	7	7	0	0.00	0.00	0.00	0.00	0	
I	5	WILLOW POINT	26	25	-1	0.00	0.00	-9.30	-12.09	0	
I	6	ALERT BAY	7	7	0	0.00	0.00	0.00	0.00	0	
I	6	MALCOLM ISLAND	17	17	0	0.00	0.00	0.00	0.00	0	
I	6	PORT ALICE	17	17	0	0.00	0.00	0.00	0.00	No WMMR	
I	6	PORT HARDY	17	17	0	0.00	0.00	-168.62	-61.85	0	
I	6	PORT McNEILL	16	16	0	0.00	0.00	0.00	0.00	0	
I	7	ALBERNI VALLEY	20	20	0	0.00	0.00	0.00	0.00	0	
I	7	GABRIOLA ISLAND	43	42	-1	0.00	0.00	-9.30	-12.10	0	
I	7	NANAIMO	37	34	-3	454.55	500.00	-27.90	-36.27	0	
I	7	NANAIMO HUB CITY	18	16	-2	0.00	0.00	0.00	0.00	0	
I	7	NANOOSE BAY	13	12	-1	0.00	200.00	0.00	0.00	No WMMR	
I	7	PARKSVILLE	21	18	-3	0.00	0.00	-9.30	-12.10	0	
I	7	PROTECTION ISLAND	22	21	-1	0.00	0.00	-9.30	-12.09	0	
<b>TOTALS</b>			<b>1219</b>	<b>1207</b>	<b>-12</b>	<b>754.55</b>	<b>850.00</b>	<b>477.37</b>	<b>310.22</b>		

**District Page - Numerical Explanations**

1. **District, month and year of report.**
2. **Membership:** beginning of year, current membership for month and any net gain or loss.
3. **Donations:** given to LCIF and to CARE
4. **Clubs Owe:** MD19 Dues owed by clubs in U.S. or CDN Funds. A minus (-) indicates the club has a credit balance. You are sent a copy of the MD19 dues statement for the clubs in your zone in July (1st Half) and January (2nd Half).
5. **MD19 Comments:** A "0" indicates the Club's WMMR was submitted for current month to LCI. If no report was submitted it will show "No WMMR".

Dear Zone Chairperson:

Please find attached **COPIES** of the MD19 First (or Second) Half Dues statements for the clubs in your zone. These were emailed (or sent as a hard copy when no email was available) to each Club Treasurer or Secretary/Treasurer. (*They are sent approximately during the second week in July for the 1<sup>st</sup> ½ dues and second week in January for the 2<sup>nd</sup> ½ dues*).

There have been some questions regarding these bills in the past, so please note the following explanations below for each item on the Statement.

1. "Prior Balance of Account" – Any outstanding balance preceding this statement. See #2.
2. "6 Months of Per Capita Dues" – This is MD19 dues which is figured as follows: \$12.30 x number of members reported on the MMR for **June 30 and December 31**. **Canadian Clubs** also have the option of paying their dues in Canadian funds. See #6
3. "Student Membership Dues" – members who are registered with Lions Clubs International as students pay half the amount of the regular MD19 dues, (\$6.15). A Club will be billed for new student members joining their club subsequent to the billing month on a pro-rated basis depending upon the month in which they join.
4. "Pro-Rated Dues" – A Club will be billed for new members joining their club subsequent to the billing month on a pro-rated basis depending upon the month in which they join.
5. "New Club Paraphernalia" – This is each club's share of the New Club paraphernalia given to Lions Clubs **ORGANIZED** in the previous Lions year. This explanation is also found in the MD19 Constitution & By-Laws. Article "BL" XIV, Extension, SECTION 1 Cost Sharing. **This is added only to the First Half Dues Statement.**
6. Canadian Funds. According to the MD19 Policy Manual Canadian Clubs may pay their dues in equivalent Canadian currency. Chapter II, Budget and Finance, letter C states "...The per capita tax shall be billed to clubs located in the U.S. in U.S. Funds. The per capita tax shall be billed to clubs located in Canada in both U.S. funds and in the Canadian equivalent, computed using as an exchange rate, the exchange rate used by Lions Clubs International as determined on the first day of the current month."

~\*~

1. *In order to be on time, clubs need to make their **dues payment by August 30<sup>th</sup>** for the First Half Dues and **February 28<sup>th</sup>** for the Second Half Dues.*
2. **It is the Zone Chairperson's responsibility to follow up with delinquent clubs, (not only for MD19 but with Lions Clubs International as well). If you see reported that any club in your Zone has yet to pay their dues by the due date, please follow up with the club to make sure they have received the bill. This will affect your Zone Excellence Award if the club dues are not paid on time.** Clubs have 120 days to pay any outstanding balances with LCI before they are in jeopardy of automatically being placed on financial suspension. Cancellation will occur after the 28<sup>th</sup> of the month following the 120-day suspension period if full payment is not received.

# 2021-2022 MD19 FIRST HALF DUES BILLING

## July 15, 2021

**LIONS CLUB:**  
**DIST/ZONE:**

**\*\*\*\*\*PLEASE MAKE CHECKS PAYABLE TO MULTIPLE DISTRICT 19 LIONS\*\*\*\*\***

THE CALCULATIONS BELOW ARE BASED ON THE **JUNE 30, 2021** MMR TOTAL OF \_\_\_\_\_ WITH THE ADDITION OF NEW MEMBERS' PRO-RATED DUES (January-June, 2021).

	<u>US FUNDS</u>	<u>CANADIAN FUNDS</u>	
	Prior bal	Prior bal	
Prior Balance of Account			
6 Months Per Capita Dues @ \$12.30	dues	dues	Exchange = 1.00
____ Student Membership @ \$6.15			
<b>Pro-Rated dues for New Student Member</b>			
____ January @ \$6.15			
____ February @ \$5.13			
____ March @ \$4.11			
____ April @ \$3.07			
____ May @ \$2.05			
____ June @ \$1.02			
<b>Pro-Rated dues for New Member(s)</b>			
____ January @\$12.30			<u>Exchange</u> 1.00
____ February @ \$10.25			1.00
____ March @ \$8.20			1.00
____ April @ \$6.15			1.00
____ May @ \$4.10			1.00
____ June @ \$2.05			1.00

**New Club Paraphernalia**

**PAY THIS AMOUNT:**                      \$ **US Funds**                      \$ **CDN Funds**

Please Remit Payment by **August 31, 2021** to:

In the U.S. send payment to: MD19 Lions, 4141 W Maplewood Ave., Bellingham, WA 98226

In Canada send payment to: MD19 Lions, P.O. Box 1621, Aldergrove, B.C. V4W 2V1

Questions about your statement? Please call the MD19 Office at: 1-360-733-4911

The Canadian equivalent has been computed with the exchange rate used by Lions Clubs International for the month of July, 2021 (\_\_\_)

The pro-rated exchange amounts for new members and student members are computed using the exchange rates used by LCI for the months January, 2021 through June, 2021

*Please make a copy of this statement for your club files. Send original back with payment.*

# 2021-2022 MD19 SECOND HALF DUES BILLING

## January 15, 2022

**LIONS CLUB:**  
**DIST/ZONE:**

**\*\*\*\*\*PLEASE MAKE CHECKS PAYABLE TO MULTIPLE DISTRICT 19 LIONS\*\*\*\*\***

THE CALCULATIONS BELOW ARE BASED ON THE **DECEMBER 31, 2021** MMR TOTAL OF \_\_\_\_\_ WITH THE ADDITION OF NEW MEMBERS' PRO-RATED DUES (July-December, 2021).

	<u>US FUNDS</u>	<u>CANADIAN FUNDS</u>	
	Prior bal	Prior bal	
Prior Balance of Account			
6 Months Per Capita Dues @ \$12.30	dues	dues	Exchange = 1.00
___ Student Membership @ \$6.15			
<b>Pro-Rated dues for New Student Member</b>			
___ July @ \$6.15			
___ August @ \$5.13			
___ September @ \$4.11			
___ October @ \$3.07			
___ November @ \$2.05			
___ December @ \$1.02			
<b>Pro-Rated dues for New Member(s)</b>			<u>Exchange</u>
___ July @ \$12.30			1.00
___ August @ \$10.25			1.00
___ September @ \$8.20			1.00
___ October @ \$6.15			1.00
___ November @ \$4.10			1.00
___ December @ \$2.05			1.00

<b><u>PAY THIS AMOUNT:</u></b>	<b>\$ US Funds</b>	<b>\$ CDN Funds</b>
--------------------------------	--------------------	---------------------

Please Remit Payment by **February 28, 2022** to:

In the U.S. send payment to: MD19 Lions, 4141 W Maplewood Ave., Bellingham, WA 98226

In Canada send payment to: MD19 Lions, P.O. Box 1621, Aldergrove, B.C. V4W 2V1

Questions about your statement? Please call the MD19 Office at: 1-360-733-4911

The Canadian equivalent has been computed with the exchange rate used by Lions Clubs International for the month of January, 2022 (\_\_\_)

The pro-rated exchange amounts for new members and student members are computed using the exchange rates used by LCI for the months July, 2021 through December, 2021

*Please make a copy of this statement for your club files. Send original back with payment.*

# THE ZONE CHAIRPERSON'S NEWSLETTER (BULLETIN)

**PUBLISH AND SEND 10 NEWSLETTERS** to the Club Presidents and Secretaries, Council Chairperson, Vice Council Chairperson, District Governor, 1<sup>st</sup> & 2<sup>nd</sup> Vice District Governors and MD19 Office.

**A MONTHLY REPORT** of what you're doing, your clubs' accomplishments and the goals of your Zone, District, and Lions Clubs International.

## **MONTHLY RECAP OF SOME IMPORTANT ITEMS**

**JULY:** Congratulate your new Club Officers and introduce yourself, introduce the Zone's theme for the year; let secretaries know they must contact International if they wish hard copies of secretary and president material sent to them; otherwise material is available on Int'l website. Remind clubs of WMMR (MyLCI) and Service Activities Report (MyLion) monthly deadlines.

**AUGUST:** Give the following important dates: 1<sup>st</sup> Zone Meeting, 1<sup>st</sup> District Cabinet Meeting, USA/Canada Leadership Forum, and the MD19 Annual Convention; remind clubs to pay International and MD19 dues. Promote Peace Poster (rules on Int'l website) and Lions at Work Photo Contests (rules on MD19 website).

**SEPTEMBER:** Encourage attendance at MD19 Annual Convention; send CARE donations to the MD19 Office and LCIF checks directly to LCIF; describe current CARE project; remind clubs about Zone theme and develop the idea; send Guidelines for District Governor's Official Visit

**OCTOBER:** Membership Drive; Lions Quest Program; share a good fund-raising idea; give dates of 2<sup>nd</sup> Zone Meeting and 2<sup>nd</sup> District Cabinet Meeting.

**NOVEMBER:** Twinning Program; the importance of Public Relations and club newsletter (bulletins); more information on Zone theme for the year

**DECEMBER:** *Bulletin not required* - Christmas greetings. Encourage participation in the MD19 Contests and Awards program at the District Conference (highlight one contest per month)

**JANUARY:** District Conference information - encourage to register and participate; remind clubs about CARE and LCIF donations and thank those clubs which have sent in donations already; pay International and MD19 dues.

**FEBRUARY:** Start planning for club elections in late March or early April; encourage participation in District Conference and Contests and Awards; dates of 3<sup>rd</sup> Zone Meeting and 3<sup>rd</sup> District Cabinet Meeting.

**MARCH:** Elections; District Conference, Contests and Awards, expand on Zone theme for the year; Deadlines for Lions Club Officer Report Form (PU101 - International Form). Remind clubs to send copy of their PU101 to MD19 Office before May 15<sup>th</sup>.

**APRIL:** Lions Clubs International PU 101 Form has May 15<sup>th</sup> deadline to the MD19 Office; White Cane Days, Promote Club Officer Leadership Training Date (Zone or District).

**MAY:** Pay any back MD19 and Lions International dues; thank those who have sent in Lions Club Officer Report Forms and have paid club dues; plan for club installation. Promote Zone or District Leadership Training.

**JUNE:** *Bulletin not required* - Appreciation for support received during year; remind clubs WMMR Reports due every month even if club does not have official club meetings; encourage support for incoming Zone and District Officers; mention all the good things accomplished in Zone. Promote Zone or District Leadership Training.

**JUST SOME IDEAS TO GET YOUR CREATIVE JUICES FLOWING!** It's your bulletin, have fun with it and **USE IT TO CREATE ENTHUSIASM AND A TEAM SPIRIT WITHIN YOUR ZONE.** Promote clubs' projects and fundraisers and service activities!

**REMEMBER: BE POSITIVE; MENTION NAMES; GIVE LOTS OF ENCOURAGEMENT AND PRAISE!**

\*\*\*\*\*

*On the following page is the MD19 Contests and Awards Rules for the MD19 Zone Chairperson Newsletter Award.*



## ZONE CHAIRPERSON BULLETIN / NEWSLETTER AWARD RULES

One award will be given to the Zone Chairperson creating the best Zone Newsletter in MD19 based on the criteria listed below.

To qualify for this award:

1. A Zone Chairperson must publish a bulletin / newsletter at least once a month for each month of his / her term of office.
2. A copy of each bulletin / newsletter must be mailed or emailed to the Zone Chairperson's District Governor and Multiple District 19 (MD19) Office, or notification of the Zone bulletin / newsletter with a link to it must be sent to the Zone Chairperson's District Governor and MD19 Office each time it is published. The District governor and MD19 Office should save the emailed or mailed bulletin / newsletters in folders – emailed in folders on his / her computer and mailed in physical file folders. When the times comes, the District Governor should email the folders or provide the folders to the District Contests and Awards Chairperson for judging. The emailed bulletins / newsletters can be judged on the computer.

Participants at the MD19 level of this contest are the District winners judged from all of the Zone Chairperson newsletters / bulletins sent to the District Governor. In the event the winning Zone Chairperson newsletter / bulletin for a District has not been sent to the MD19 office, the runner up newsletter / bulletin from that district shall be considered the winner of the District contest.

The District Governor must submit the name of the District winner and runner up to the MD19 Contests and Awards Chairperson and the Multiple District 19 Office by April 30<sup>th</sup>.

The Executive Secretary will verify the winning District newsletters / bulletins have been received each month by the MD19 Office. The MD19 office will then supply 6 consecutive issues from their files to the MD19 Contests and Awards Committee for judging at the MD level. Judging will take place at the MD19 Annual Convention.

The judges shall base their scoring of each newsletter / bulletin on the following points system (with 100 points being considered perfect):

1. GENERAL APPEARANCE OF THE NEWSLETTER (Bulletin).....25

Bulletin / Newsletter will be neat, clean, on good paper stock when printed, use attractive artwork, and be easy to read. The month and year of the bulletin / newsletter, the name of the Zone Chairperson, the Zone, and the name of the editor MUST appear on the first page.

2. BUILDING OF VITAL LIONISM..... 25

Bulletin / Newsletter should boost the clubs in the zone, acknowledge and aid the causes of the Zone, District, the Multiple District and Lions International. Newsletter should be considered a promotional tool for Lions Clubs.

3. CONTENT.....25

Bulletin / Newsletter to include promotion of all clubs in zone, matters of interest to all Lions, Lions projects of the Zone, District, MD19 and Lions Clubs International, upcoming Zone meetings and club events, and promotion of District Conference and MD19 Convention.

4. SETTING OF HIGH STANDARDS in CONTENT.....25

The bulletin / newsletter will be well-written, well-edited and headlined using good spelling and grammar with the ideas in the articles expressed clearly and simply and using headlines to make the reader want to read the articles.

### ZONE NEWSLETTER AWARD WINNERS

2010	Bryan Martin, A-9	2018	Ping Mah, A-1
2011	John Kirry, C-1	2019	Marilyn Paterson, G-1
2012	Teresina Lau, A-1	2020	N/A
2013	Steve Muenz, D-7		
2014	Steve Muenz, D-7		
2015	Lawrence Tam, A-1		
2016	Jane Beddows, I-2		
2017	Barry Armbrust, D-7		

## ZONE CHAIRPERSON'S OFFICIAL VISIT

(Below you will find a sample outline for a Zone Chairperson's visit to a club. The format can be modified to fit your own circumstances and the interests of your zone)

CLUB \_\_\_\_\_ DATE \_\_\_\_\_

As Zone Chairperson I have the privilege making an Official Visit each of the Clubs in our Zone.

Thank you, President \_\_\_\_\_ for giving me the time to speak today.  
(NAME)

***The Zone Chairpersons speech could include the following:***

On my visit today to your club, I would like to:

- Bring greetings from Lions Clubs International, The Multiple District, and District Governor \_\_\_\_\_.  
(NAME)
- Remind you of the date of the District Governor's Official Visit \_\_\_\_\_ and that the  
District Governor is your only program for that meeting. (DATE)
- Request that you treat this visit as a most important meeting for your club and show respect and dignity to the Office of the District Governor.
- I would also like to remind you of the District Governor's goals; bring to your club news of activities in the Zone; and, other items of importance for Club planning.
- Let me review the goals of District Governor \_\_\_\_\_ announced in his/her first newsletter. His/Her mission for the year is for clubs to:
- **ZONE NEWS:**  
I would like to bring you up-to-date on important news within our Zone.  
***(Share any relevant news that concerns the clubs in your zone such as announcing the name of the new Zone Chairperson, upcoming Zone Meeting, zone project, etc.)***
- **CLUB ACTIVITIES:**  
As Zone Chairperson, I would like to tell you how proud I am of your club and your service to your community. ***(sample observations on club being visited)***  
**Service Projects**
  - You cleaned, prepared and laid a new asphalt floor in the main fair building at considerable cost; ***(Recognize by name the Chairperson of this project.)***
  - You spent many hours setting up for the fair and removing items after the fair; ***(Recognize by name the Chairperson of this project.)***
  - On Halloween you held a wiener roast for the local youth; ***(Recognize by name the Chairperson of this project.)***
  - During the Christmas season your club sponsored the SANTA visit, holding a bonfire, making "smores" and serving hot chocolate. You also gave kids a hay ride on a horse drawn sleigh. ***(If Santa was one of the members, call attention to his great job and mention his name.)*****Club Fund Raising:**
  - You cooked and served a pancake and sausage breakfast to over 400 people in partnership with your local firemen; ***(Recognize by name the Chairperson of this project.)***

- You ran the bingo game at the fair; (**Recognize someone by name who worked many hours.**)
- Put up the annual community Christmas Greeting Board.

**Club Funds Allocated:**

- For the fair building floor and for youth and the community activities I noted above.

**Promote the District Conference & MD19 Annual Convention. Give them a few words of wisdom, a quote that will inspire, uplift, motivate, etc.**

**Close by presenting your pin or banner, if you have one to the President. This is not a requirement to have a Zone Chairperson’s pin or banner**

*In a meeting with the Club President & Secretary review the following:*

- Protocol for the District Governor’s visit. At the Head Table, the District Governor will sit to the immediate right of the President with the Zone Chairperson to the DG’s right. Usually, the Club Secretary would be seated to the immediate left of the President. **NOTE:** Should spouses/partners be present you should plan your head table to accommodate these individuals in order coordinated with seating for the District Governor and Zone Chairperson.

**Seating Arrangement for the District Governor’s Visit:** (NOTE: This diagram has the audience facing the head table. Also, the arrangement should be adjusted if spouses are present.)



- When introductions are made, the M.C. (President) should note that the District Governor will be introduced at a later time in the program. At the appropriate time in the meeting, the M.C. (President) will call on the Zone Chairperson to introduce the District Governor. (**Zone Chairperson’s - you may refer to the chapter on “Protocol & Courtesies” in the MD19 Policy Manual for clarification on the above.**)

**Introductions:**

- President should introduce the head table, EXCEPT the District Governor.
- BE SURE the District Governor is not introduced until the time he/she is ready to be presented OFFICIALLY to the club as District Governor.
- The task of introducing the District Governor is the duty of the HOST ZONE CHAIRPERSON.
- The audience (club members and guests) always rises to applaud the District Governor:
  - When he/she is introduced, and
  - When he/she has finished speaking
- **Response:** The Zone Chairperson will thank the District Governor for his/her presentation and for being with us today.

**Board Meeting:**

The District Governor may wish to hold a short Board Meeting at the conclusion of the regular meeting. This meeting will allow the club to air concerns or problems.

- If you have any questions, feel free to call the MD19 Office.

## WHAT TO DO WHEN THE DISTRICT GOVERNOR MAKES OFFICIAL VISIT

1. **PLAN** for your District Governor's Official Visit well **IN ADVANCE!**
2. **ARRANGE FOR PUBLICITY EARLY!** Your District Public Relations Chairperson, District Cabinet Secretary, or the Zone Chairperson will be happy to help you.
3. **HAVE A MEMBER OR SPECIAL COMMITTEE** (Past Presidents) **MEET** your Governor and spouse or visiting Lions members. If the Governor plans to arrive several hours before the meeting, please plan to meet him/her and entertain with a tour of the area, etc. Make sure he/she knows where the meeting is to be held and arrange for someone to act as host/hostess making introductions to club members as they arrive at the meeting.
4. **DO NOT HAVE ANY OTHER PROGRAM** during the District Governor's Official Visit. **THE GOVERNOR IS THE PROGRAM.**
5. **CHECK WITH YOUR GOVERNOR** to see if he/she would like spouses to be invited to the meeting. If spouses are invited, please **BE SURE** to have someone who will be with the Governor's spouse during the time the Governor is meeting with the Board.
6. **CONFIRM THE DATE** of your District Governor's Official Visit with him/her **BY LETTER or EMAIL.**
7. **THE CLUB SHOULD PAY FOR THE GOVERNOR'S MEAL.**
8. **BE SURE THE DISTRICT GOVERNOR IS SEATED AT THE HEAD TABLE TO THE RIGHT OF THE PRESIDENT.** The Club President should introduce those at the head table and special visitors in the audience. However, the District Governor will not be introduced until he/she is to take the floor for his/her message. **At this time the Club President will introduce the Zone Chairperson who will then introduce the District Governor.** Be sure the Club President understands protocol.
9. **WHEN THE DISTRICT GOVERNOR IS INTRODUCED, THE MEMBERS SHOULD IMMEDIATELY STAND AND APPLAUD.** They should do so **AGAIN** at the conclusion of the talk.
10. After the Governor's message, a **RESPONSE BY THE CLUB** is in order if the club wishes to do so. Be sure to **KEEP IT SHORT** and **RESPECTFUL.**
11. Even though the District Governor will most certainly be a good sport, it is not considered good manners for the Tail Twister to fine him/her excessively.
12. **REMEMBER,** the Governor may wish to **MEET** with your **ENTIRE BOARD OF DIRECTORS IMMEDIATELY** following your regular meeting, time permitting.
13. **DO NOT HESITATE** to discuss club problems with your District Governor. It is his/her job to help solve problems and give new ideas to clubs that have run out of ideas and maybe your club has ideas that will help others. If the Governor does not have a solution to suggest, he/she may know of someone who would be a good resource person.

**MAKE THE MEETING WITH YOUR DISTRICT GOVERNOR A SPECIAL BUT DOWN-TO-EARTH OCCASION!**

## POSITION AVAILABLE

DO YOU LIKE TO TRAVEL?

MEET PEOPLE FROM A FOREIGN COUNTRY?

HAVE FUN AND SPREAD GOOD WILL?

LIKE CHALLENGES AND ADVENTURE?

RESPONSIBLE, POSITIVE, AND A SELF-MOTIVATED LEADER?

BELIEVE IN TEAM WORK?

WILLING TO LEARN NEW IDEAS?

GOOD COMMUNICATOR - WRITTEN & ORAL

\* \* \* \*

WORLD-WIDE ORGANIZATION HAS OPENING  
EFFECTIVE JULY 1 FOR ZONE CHAIRPERSON OF MD19

ONLY EXPERIENCE NECESSARY: SERVED, OR WILL HAVE SERVED AT  
THE TIME OF BECOMING ZONE CHAIRPERSON, AS A PRESIDENT  
AND/OR SECRETARY FOR A FULL TERM OR A MAJOR PORTION  
THEREOF, AND AS A MEMBER OF THE CLUB'S BOARD OF DIRECTORS  
FOR NO LESS THAN TWO (2) ADDITIONAL YEARS.

ON THE JOB TRAINING BY CURRENT ZONE CHAIRPERSON

PAY COMMENSURATE WITH THE DESIRE AND WILLINGNESS TO  
"SERVE TOGETHER" TO HELP OTHERS!!!



## **Pertinent Section in MD19 Constitution & By-Laws Concerning Zone Chairperson Candidates**

Qualifications:

Article 'BL' VII "Officers", Section 5

Letters of Endorsement should include information listed above

Policy Manual: Election and Qualifications, Letter A

This includes procedures for intent and endorsement.

### **Sample of a Letter of Intent**

(Letters of intent do not necessarily need to be this detailed)

January 25, 2014

MD19 Office

4141 W Maplewood Avenue

Bellingham, WA 98226

Re: Position of 19A1 Zone Chairperson (2014-2015)

Dear MD19 Office,

I am writing this letter to express my interest in the open position for MD19 A-1 Zone Chairperson (2014-2015). As a Lions member who has been with the Vancouver Korean Lions Club for almost 10 years, I am confident I have the experience necessary to handle the unique challenges presented to the position.

During my involvement with Lions Club, I have successfully made complicated positions for our members such as President, and Membership Director. Additionally, I have proven myself as a leader to the members by being the only person from my membership leading various Lions Club's events. On all of these events I have proven myself capable of directing our members, interpreting complex instructions and creating a comprehensive harmony.

In addition to demonstrating myself as a leader in the Lion's community, I have proven myself as a leader in helping and supporting other clubs of A-1. Additionally, I have participated in so many clubs' events every year while upgrading our club to a higher level in A-1. I have also conducted jobs at recent events as the event chairperson in our club.

In closing, I would like to state that I feel the career growth potential in the Lions community is outstanding. I have always been proud to work for this community. I appreciate your consideration and look forward to an opportunity to discuss the value that I can bring to this position.

Sincerely,

David Lee, PP  
Vancouver Korean Lions Club

## SAMPLE LETTER FOR ZONE CHAIRPERSON ENDORSEMENT BY CLUB

Date

Zone Chairperson  
Street Address  
City, State, Zip or Postal Code

Dear Zone Chairperson XYZ:

At its regular club meeting tonight, the XYZ Lions Club unanimously endorsed Lion XYZ as its candidate for (year) Zone Chairperson for Zone \_\_\_\_.

In accordance with the Constitution and By-Laws of Multiple District 19, Article IV, Section 9:

Lion XYZ is an active member in good standing in the XYZ Lions Club;

He/She is an active member in good standing in his/her zone;

Lion XYZ has served . . . (list positions served that fill the necessary qualifications found Article 'BL' VII "Officers", Section 5)

We would appreciate Zone \_\_\_\_'s support of Lion XYZ for Zone Chairperson for (year).

Yours in Lionism,

\_\_\_\_\_, President                      \_\_\_\_\_, Secretary

\_\_\_\_\_ Lions Club                      \_\_\_\_\_ Lions Club

This letter must also be sent to the District Governor and the Multiple District 19 Office by December 31<sup>st</sup> of the year preceding elections.