



## **LEO CLUB Officers' Handbook**

*"To provide the youth of the world  
an opportunity for development and  
contribution, individually and collectively,  
as responsible members of the local,  
national and international community."*

# LEO CLUB

## Officers' Handbook

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# Welcome new Leo club officers

**Congratulations.** Your fellow Leo club members have elected you to serve as their club officer for the next year. During the coming months, you will make many decisions that will affect you, your club's members, and the future of your Leo club.

This handbook provides an overview of:

- Lions Clubs International
- the Leo Club Program
- your responsibilities as a Leo leader.



## Lions Clubs International

Leo clubs are a program of the world's largest service club organization, Lions Clubs International.

In 1917, Chicago businessman Melvin Jones founded the International Association of Lions Clubs. It was his belief that members of his local business club should expand their professional concerns to serve their local and international communities.

Others agreed. Soon, new Lions clubs formed throughout Chicago, the USA, and world. All of the clubs followed the We Serve Lions motto.

Today, men and women continue to serve others as Lions. Among the many official programs of Lions Clubs International are:

- SightFirst
- Diabetes Awareness
- Eyeglass Recycling
- Hearing and Speech Action and Work with the Deaf
- International Youth Exchange
- International Youth Camps
- Leo Club Program
- Youth Outreach

At the end of the 20th century, there were 1.4 million Lions serving their communities in more than 44,500 clubs in 185 countries. The headquarters of The International Association of Lions Clubs is located in Oak Brook, Illinois, USA, a suburb of Chicago.

## Leo Club Program history

In 1957, Lions Jim Graver and William Ernst of the Glenside Lions Club, Pennsylvania, USA, formed the world's first Leo club. All 26 members of the Abington High School baseball team joined nine other students in forming the Abington Leo Club.

This first group of Leos selected maroon and gold for the Leo club colors. These were the colors of Abington High School.

News spread about this new service group for young people. Soon, additional Leo clubs formed in Pennsylvania and throughout the USA. In October 1967, the Leo Club Program was adopted as an official program of Lions Clubs International. Twenty-nine years later, the Fomeque Monarca Leo Club, Colombia, became the world's 5,000th active Leo club.

## Leo club ideals

The Leo Club Program objective is:



**Leadership  
Experience  
Opportunity**

*"To provide the youth of the world an opportunity for development and contribution, individually and collectively, as responsible members of the local, national, and international community."*

In more than 130 countries worldwide, Leos fulfill this service objective every day. Leo clubs are an asset to their communities.

Belonging to a Leo club provides personal benefits. As a community leader, Leos often develop confidence and organization skills. As a member of a team, Leos form strong friendships from among their fellow club members.

## Leo leaders

Leo clubs provide many opportunities for leadership.

**The president** serves as chief executive officer of a Leo club. This Leo presides over all club meetings and calls for club elections. The president also appoints committees and receives reports from those committees.

After club members have defined their service goals, the club president motivates members to accomplish these objectives. The president also works with the Leo club advisor.

**The vice president** assists the president throughout the year. If the president cannot complete his or her term, the vice president assumes this responsibility.

**The secretary** serves the club by maintaining both club records and minutes from board of directors' meetings. The secretary also maintains lists of officers, committee appointments, attendance records, and membership rosters. The secretary is responsible for submitting the **Leo Club Membership Report** (Leo-72) to International Headquarters. Often, the secretary also submits the **Report of a Successful Leo Club Project or Activity** (Leo-SPA) to International Headquarters.

**The treasurer** receives and deposits all money into the club's fundraising and administrative accounts. When authorized by the board of directors, the treasurer pays out funds. Once each month, the treasurer submits a financial statement to the board of directors.

**The board of directors** includes the club president, vice president, secretary, treasurer, and three elected Leo club members. Together, these Leo leaders consider, shape, and execute the business of the club. Their responsibilities include authorization of all club expenses.



## Electing new leaders

Each year in the month of March, a nominating committee for new club officers is appointed by the club president or is elected by club members. This committee begins by appointing a chairman. Then, it proceeds to nominate fellow Leos to serve as club leaders for the following year.

Candidates for Leo offices must agree to accept the positions if elected. Committee members cannot be selected as candidates.

On election day, the club president requests the list of candidates from the committee chairman. Additional nominations may be accepted from Leos in attendance. When there are multiple candidates for a single office, written ballots are to be used.

Victorious candidates are those who receive a majority of the votes. Suggestions for an appropriate installation ceremony are available in the publication Leo-8 (included in the Leo Club Organization Kit and the Leo Club Sponsor Kit).

# Responsibilities of club presidents

## Interacting with the Leo club advisor and the Lions club sponsor

Every Leo club has a sponsoring Lions club. A Leo club advisor is a Lion who is appointed to serve as liaison between the two clubs. School-based Leo clubs often require a teacher from the school to serve as co-advisor.

The role of advisor includes that of:

- educator
- motivator
- counselor
- liaison
- humanitarian
- role model

An advisor's wisdom and experience are valuable resources. Advisors can provide new Leo clubs with guidance during club meetings. In addition, advisors can help plan service projects.

As a communications link, advisors report back to the Lions club concerning Leo club progress. This interaction keeps both clubs apprised of events and activities. Through the advisor, arrangements can be made for implementing joint Leo/Lions service projects.

## Protocol for club meetings

In order to accomplish club tasks, meetings are a necessity. Good meetings are those which are organized and timely. Written agendas help keep club meetings on schedule.



Basic procedures for Leo club meetings include:

- a call to order by the president
- an opening ceremony, e.g., the national anthem, salute to the flag, or other local custom
- a roll call of members; the introduction of guests
- the introduction of speakers
- reading of the secretary's report and minutes from the previous meeting
- the treasurer's report - a copy of this report should be filed for an audit
- reading of the minutes from the board of director's meeting
- reading of correspondence received since the last meeting
- reading of committee reports and approval of committee actions
- the discussion of old business
- the presentation of new business
- adjournment

Meetings may also include local procedures or traditions.



## Presiding over club meetings

Club presidents should utilize the following techniques when presiding over club meetings.

- Know when and how to rule a member "out of order," request a vote, "table" a discussion, or refer the discussion to a committee.
- If, during a meeting, a Leo has a different opinion than the speaker, ask him or her to state this in the form of a motion.
- Understand that this Leo wants to either: raise awareness of the issue; request action on the issue; or express an opinion.
- Allow fellow Leos to intervene. Most Leos are interested in maintaining order during club meetings.

## Effective club presidents

Productive club meetings reflect effective club leadership. On occasion, the club president may find it necessary to handle difficult situations. Clubs that follow meeting protocol are reminded that:

- members should not speak without recognition from the president
- it is the president who decides when to bring a motion to a vote
- the president's gavel keeps order during meetings
- the president can adjust the written agenda to either shorten or lengthen meetings

To reinforce a point, the president can ask the secretary to read a motion from the club's minutes. Next, he or she can summarize both sides of any disagreement. The president may also ask meeting attendees to vote on, amend, or postpone any issue which is in dispute.

As a leader, it is important to settle differences among club members before they become a serious problem. After resolving a disputed issue, the club president can enter an official statement in the club minutes. This action may prevent members from splitting into factions.



# leadership



# Leadership skills

## What makes a leader?

Energy, self-confidence, intelligence, persistence, and the ability to express oneself are all leadership traits. Additional characteristics include:

- trustworthiness
- fairness
- knowledge of individual needs and interests of club members
- a vision for the future of the club
- acceptance of responsibility

Good leaders can develop club members into teammates. With encouragement and motivation, Leos can work together as a single unit.

Understanding why young people initially join a Leo club is helpful to Leo leaders. Some of the main reasons for joining a club include:

- serving the community
- belonging to an active youth group
- making new friends
- developing leadership skills

## Encouraging members to act

The responsibility for keeping club members active and involved belongs to the club's leaders. Leos can encourage members in the following ways:

- welcome new club members by personally introducing them to current members



- befriend new members
- utilize the talents and interests of Leos. For example, a member who is artistic may appreciate the opportunity to draw a poster. A member who likes animals may gladly organize a service project at the local animal shelter. These opportunities provide members with a sense of belonging and achievement.
- praise club members for their accomplishments
- involve every member
- nominate Leos for awards whenever they qualify

## Building a Leo team

Teamwork is important for Leo clubs. To foster teamwork, Leo leaders can begin by:

- establishing club goals
- explaining the overall task to everyone involved
- assigning specific tasks to individuals
- encouraging members to support the efforts of other Leos
- encouraging the exchange of ideas including contrasting views

To increase the closeness of club members, Leo leaders can:

- look for ways to increase the satisfaction that Leos receive from their efforts
- reward individual Leos for their contributions
- look for ways to increase the prestige of the club
- find ways to increase interaction between Leo club members
- celebrate successful Leo projects

## Aiding new Leo clubs

When a new Leo club forms, local Leo leaders may offer their assistance in the following ways:

- help Lions to promote the new club
- sponsor a party for the new Leos
- organize a joint Leo service project

*teamwork* 9

# Leo membership

## Retaining current members

Leos will remain interested in their club if:

- it is organized
- it has adequate resources
- it has a direction
- it is dedicated to important projects
- the members trust each another
- club efforts involve all members
- the input of members is included in club decisions
- it provides recognition for members' efforts

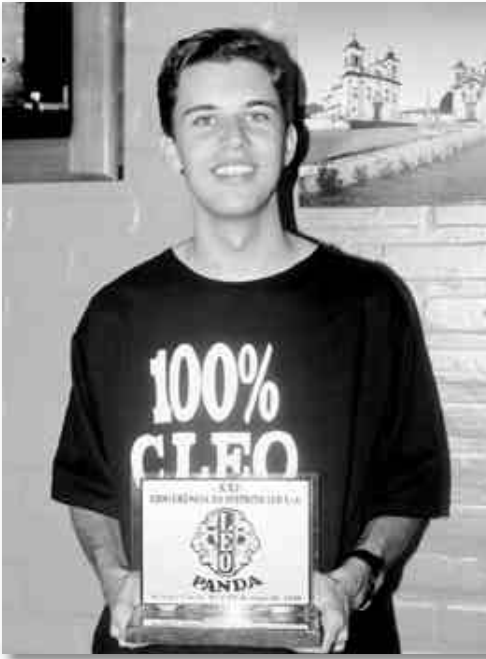
It is important to maintain current members and to recruit new members. This is an ongoing necessity for all Leo clubs.

## Belonging to a club committee

Membership in a Leo club committee provides Leos with a sense of belonging. The following committees are common among Leo clubs:

- Athletic - organizes team sports among club members as well as with other groups
- Attendance - works to attain 100% attendance at meetings
- Community Betterment - promotes improvements within the community through direct action or collaboration with civic groups
- Drug Awareness - identifies drug or alcohol abuse problems, then develops drug awareness projects
- Environment - plans and evaluates effective environment service projects
- Finance - prepares and maintains club budget
- International Relations - fosters international understanding through participation in club twinning, youth exchange, vocational assistance programs, etc.
- Membership - maintains a program for increasing and developing members
- Program - plans interesting and informative club meetings
- LCIF - creates awareness of international needs and urges members to donate to LCIF

*members*



## Recognizing the service of Leos

Lions Clubs International has many awards for qualified Leos.

- **Leo of the Year Award** honors outstanding Leos.
- **Leo Club Excellence Award** is awarded to one qualified Leo club per district. The Lions district governor nominates one Leo club for this annual award.
- **100% Leo Club President or District President Award** is available upon completion of certain criteria.
- **Leo Club Anniversary Award** is sent to Leo clubs on their fifth, 10th, 15th, 20th, 25th, and 30th anniversaries.
- **Leo Environment Project Banner Patch** is awarded to a club upon completion of an environment project.
- **International Club Twinning awards** include a banner patch or certificate. Clubs receive one of these awards after initially participating in the program.
- **New Horizons Award in Diabetes Education** honors Leos who are involved in the creation of a long-term in-depth diabetes education program.
- **New Horizons Award in Youth Outreach** honors Leos who have helped other young people in their communities.
- **LCIF awards** include certificates of appreciation, a chairman's certificate, a banner patch, or a club plaque.

Specific criteria and applications for these awards are available from the Youth Programs Department at International Headquarters.

The following awards are available for purchase from the **Official Lions Club Supply Catalog**:

- **Leo Award of Honor**
- **Annual Leo attendance award**

## Searching for new members

In order to continue as an active Leo club, new members must replace graduating Leos. Likewise, the introduction of new Leos provides a source of new ideas for club projects and activities.

Potential new Leo club members exist everywhere. Encourage current club members to create a list of their friends and acquaintances. Possible new Leos may include:

- classmates
- friends
- family members and relatives
- sports teammates
- youth group friends
- co-workers

Then, ask persons who interact with young people for the names of potential new members. Start by contacting:

- teachers
- coaches
- clergy
- community leaders
- family members
- Lions

Another means of identifying potential new Leos is the media. Often, the accomplishments of young people are featured in local media. Leo leaders can contact these news makers and invite them to become Leos.

# NEWCOMERS

## Approaching potential new members

When approaching a prospective new member, be prepared to explain the benefits of joining an international organization. Mention that all over the world, young people of good character serve their communities as Leos. Include the fact that Leo clubs receive support from their sponsoring



Lions club, Leo district, and the Youth Programs Department at Lions International Headquarters.

Once a young person exhibits interest in joining a club, invite him or her to attend the club's next fundraiser or service project. During the event, introduce the newcomer to the other club members. Then, allow the prospect to decide if he or she would like to join the club.

## Noticing members' lack of interest

Observant Leo leaders will notice when Leos exhibit a lack of interest in their club. If this indifference involves a club project, Leo leaders may need to alter the project. If a general lack of interest arises, Leo leaders may need to address the problem(s). When leaders and club members work together, they can reach a compromise.

## Why some Leos leave their club

Leos may leave their club because of a change in their lives. Reasons for leaving a Leo club include:

- reaching the age limit
- graduating from the school which sponsored the Leo club
- attending school in a town away from the club
- accepting a new job which requires a greater time commitment

There are other, preventable reasons why Leos leave their club. Observant Leo leaders can help avoid the loss of these members.

***Reason for leaving***

- Disorganized club leadership

- Inadequate orientation or induction ceremony

- Social cliques, lack of friends or opportunities

- Lack of recognition

- Lack of club membership growth and development

- Lack of important activities

***Preventable action***

- Enroll club leaders in a club officer's school.

- Provide a thorough orientation for new members and an impressive induction ceremony.

- Combine new and old members on committees.

- Praise members and present awards whenever appropriate.

- Meet with the district Leo club advisor and district Leo chairman for suggestions.

- Form a committee to study local needs.



# Planning a year of projects and activities

Most Leo clubs divide their time among the following activities:

- meetings and planning sessions
- community service projects
- fundraisers
- social events

For all four of these Leo activities, careful planning is required for success.

Leo leaders should inquire about ongoing club commitments before planning a year of activities. Often, previous club leaders have already agreed to participate in a Lions project, an annual community festival, or a one-time long-term project.

When planning an event, provide enough preparation time. Look at the club calendar. Also, count the number of Leos available to participate in the event. Lastly, consider club finances before organizing a project.



## Areas of Leo community service

Leo service is an unlimited commodity. While some clubs prefer to undertake traditional projects, others enjoy organizing unique community projects.

Good Leo leaders will select projects that meet the needs of their community. Some Leo clubs have enough members to undertake large projects. Smaller clubs may choose to contribute to community-wide initiatives.



***Our Environment, Our Future*** - On January 1, 2000, Environmental Action became the official International Service Project for Leo clubs. Environment projects address the issues of air, land, and water pollution.

Examples of successful Leo environment projects include:

- creating a community compost heap
- planting tree seedlings
- helping at a recycling facility
- implementing a beach cleanup campaign
- volunteering at a wildlife shelter



**Our Environment,  
Our Future**

***Literacy and culture projects*** are common among Leo clubs around the world. These projects range from providing deserving students with educational scholarships to sponsoring a local dance troupe. Typical Leo literacy and culture projects include:

- donating supplies to local schools
- arranging for vocational training
- organizing puppet shows
- sponsoring art contests

***Health service projects*** provide Leos with an opportunity to educate others. Some of the ways in which Leos participate in health services include:

- distributing AIDS information
- promoting drug, alcohol, and tobacco awareness
- organizing blood drives
- helping doctors perform vision, hearing, or diabetes screenings

***International services*** include both the Leo Club Twinning Program and the hosting of Lions international youth exchanges. Leos are involved in a variety of international projects such as:

- providing aid to the needy in another country
- organizing welcoming dinners for Lions international youth campers
- attending Lions Day with the United Nations in New York, USA

***Social services*** undertaken by Leo clubs frequently include visits to orphanages and homes for the elderly. Members of some Leo clubs volunteer their assistance at athletic games for the mentally or physically disabled. Many Leo clubs provide food and clothing baskets to the needy, especially at holiday times.

## Ideas for fundraising

Every Leo club maintains two accounts. The first account contains funds which are raised from the community. These funds are donated back to the community.

The second Leo account contains funds raised by members for their own use. This account is known as the club's administrative account.

When raising funds for either account, Leo leaders need adequate time for planning, publicizing, and implementing the activity.

### **Planning**

- Define the club's fundraising goals. How much money does the club hope to raise? Is this a realistic goal?
- Agree on a project. Does the club have the manpower to complete the project? What supplies are needed? Does the club have the money to purchase these supplies in advance?
- Agree on a date, time, and place for the project. Be certain that the project doesn't conflict with other local events, e.g., a Lions project, a school event, a community festival, etc.



fundraising

### ***Publicizing***

- Send notices at least a month in advance to members, local newspapers, radio stations, and television stations.
- Place posters in stores, train stations, bus depots, etc.
- If possible, post a large sign at the site of the event.
- Tell family members and friends about the fundraiser. Inform the Lions club sponsor as well as neighboring Leo clubs.

### ***Implementation***

- Start the project on time.
- The project leader should assign tasks to all involved.
- Maintain a positive attitude throughout the day.
- Designate one Leo as an assistant. This Leo can help with unexpected situations, such as replenishing supplies during the event.

Popular Leo ***public fundraising*** projects include:

- the sale of homemade goods, e.g., food, drinks, bookmarks, candles, etc., at a school or community event
- the collection and sale of used books or other merchandise
- the painting of colorful designs on children's faces at local fairs
- a dog walking service
- a gift wrapping service
- a car wash
- a dance for young people
- a formal dinner/dance
- a talent show
- a concert

Methods of ***raising funds for the Leo club administrative account*** include:

- weekly, monthly, or annual levies imposed on club members
- fees for social outings
- club raffles for donated prizes
- club auctions for donated prizes
- a used merchandise sale among club members

## Social activities for club members

Many young people join Leo clubs for the purpose of fellowship and camaraderie. When planning the annual Leo calendar, Leo leaders will include a variety of social events. It is through these social activities that club members strengthen their bonds of friendship.

Appropriate Leo social activities vary according to the average age of the club's membership and accepted cultural norms. Possible Leo social activities include:

- a festive Leo certification ceremony
- a Leo club anniversary party
- attending another club's certification ceremony
- attending a Lions club ceremony
- a weekend outing or leadership camp experience
- participation in a Leo sports team, e.g., baseball, soccer, cricket, bowling, etc.
- a monthly social at a member's house or at a restaurant

## Communicating with International Headquarters

### Online communications

The quickest way to communicate with the Youth Programs Department at International Headquarters is computer-to-computer. The E-mail address of the Youth Programs Department is:

**[executiveservices@lionsclubs.org](mailto:executiveservices@lionsclubs.org)**

Online communications can occur through the Lions web page. The address of this site is:

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

The site includes Lions statistics, convention updates, and leadership information. The Lions web page is updated monthly.

# Welcome to the LEO Zone

Within the Lions web site is the Leo Zone. Created especially for Leos, the Leo Zone features information and photographs about Leo projects and activities. It also includes a Leo chat room and a site in which visitors can ask questions directly to personnel at International Headquarters.

## Reporting to International Headquarters

When clubs complete a significant single project or fundraiser, they are invited to send written details and photographs to the Youth Programs Department. Using the ***Report of a Successful Leo Club Project or Activity (LEO-SPA)*** form, Leos can explain:

- who benefitted from the project or activity
- what events transpired
- when the project or activity was held
- where the project or activity occurred
- why the project or activity was organized
- how the club accomplished this community service

Leos can submit this information to:

**LIONS CLUBS INTERNATIONAL  
YOUTH PROGRAMS DEPARTMENT  
300 W 22ND ST  
OAK BROOK IL 60523-8842  
USA**

Telephone number:  
**630-571-5466.**  
Fax machine number:  
**630-571-8890.**

## Requesting information from International Headquarters

Leo publications are intended for many audiences. Some are written for Leo leaders. Other publications feature advice concerning the recruitment of new members or general Leo Club Program information.

Upon request from the Youth Programs Department at International Headquarters, Leos can receive a free sample copy of every Leo publication. These are available in quantity at a small charge.

Numerous Leo publications can be downloaded from the Lions web page (**[www.lionsclubs.org](http://www.lionsclubs.org)**). Leos can duplicate these publications as needed.

Clubs can request most Leo Club Program publications in the 11 official languages of the association - Chinese, English, Finnish, French, German, Italian, Japanese, Korean, Portuguese, Spanish, and Swedish.

Leo club supplies are featured in the **Official Lions Club Supply Catalog** and online at **[www.lionsclubs.org](http://www.lionsclubs.org)**. Leo clubs can purchase catalog items in one of three ways:

- order merchandise through the sponsoring Lions club secretary on the Lions club account
- send a check or money order in advance and pay for the merchandise directly
- order online using a credit card

# Notes

# Notes



# Notes

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