

Lions Club Handbook Overview

The attached outline contains suggestions taken from other successful club handbooks. Other than those items unique to your club or district, most items can be found in the “Lions Empowerment Workbook” available in this CD.

It is suggested that this handbook be provided in a form that can be updated and changed as needed. This will minimize the associated ongoing costs. Try to provide as much information as you can. A well informed Lion will be more active and interested.

Another suggestion is to divide the book into two sections. The first, as a handout pamphlet, to be provided to a prospective Lion and the second, with binder, once he/she has been inducted.

A special program once a year highlighting any recent changes will help to keep members up-to-date and provide constructive feedback to help improve your club handbook.

Remember that this is a growing document. Review it often and make improvements as needed. This could be handled by a standing committee chaired by your club's Membership Director.

Lions Club Handbook

(Outline)

- I. Cover
 - A. Club Name
 - B. Lion Year
 - C. Lion Motto
- II. Section 1(History of Lionism)
 - A. History of International(Lion Empowerment Workbook)
 - B. History of Texas Lionism(Lion Empowerment Workbook)
 - C. History of Your Club
- III. Member's Commitment to Club
- IV. Sponsor & Club's Commitment to Member
- V. Officers & Board Members for Current Year
 - A. Position, Name, Address, Phone Numbers & E-Mail Address
- VI. Description of Officer's Duties(Constitution & By-Laws)
- VII. Constitution & By-Laws(Provided)
- VIII. Fund-Raiser Projects
- IX. Community Service Projects
- X. Resources(Lion Empowerment Workbook)
 - A. International Charities
 - B. State Charities
 - C. District Charities
 - D. Dues & 100% Participation
 - E. State Chairs & Phone Numbers
 - F. District Chairs & Phone Numbers
 - G. Region & Zone Chairs & Clubs
- XI. Club Budget
- XII. Appendix Items
 - A. Lions Mission Statement(Lion Empowerment Workbook)
 - B. Lions Code of Ethics(Lion Empowerment Workbook)
 - C. Lions Club Objects(Lion Empowerment Workbook)
 - D. Songs
 - E. Website Addresses
 - F. List of Lion Acronyms & Abbreviations(Handouts Folder)
- XIII. Club Calendar