

# LEO CLUB OFFICER INSTALLATION AND NEW MEMBER INITIATION

## Leo Club Procedures

After organizing a new Leo club, the sponsoring Lions club acquires certain responsibilities. The most obvious of these is to arrange a well-organized meeting for the presentation of the *Certificate of Organization*. This meeting corresponds to a Charter Night meeting for a Lions club and should be a memorable meeting for all concerned. Invite local civic or school officials to the event. Perhaps the entire membership of the Lions club could attend and consider this a joint meeting or a spouses' night. The evening will vary according to local customs and conditions.

The following list is a guideline only. Clubs can delete or add items as necessary.

- Meeting called to order
- Suitable opening (may include a song)
- Salute to the flag
- Invocation
- Dinner
- Introduction of people at speaker's table
- Brief description of Leo club (given by Leo club advisor or Lions club president)
- Induction of new members, installation of Leo club officers
- Presentation of *Certificate of Organization*
- Presentation of gift (the Lions club may present a gift to the Leo club. The Lions Supply Catalog includes items such as a gong, gavel, banner, flag, etc.)
- Program or entertainment
- Adjournment

In a meeting such as this, the small, often overlooked details can add much to the final success of the function. Consider the following:

- A printed program - Include the agenda as well as the names of each officer and member of the Leo club. This provides a fine souvenir.
- Greeting committee - To greet members and guests as they arrive. Greeters also assure that each guest is properly seated.
- Decorations - Welcome signs and/or flowers on the speaker's table.
- Public address system - If the meeting is in a large room, make sure that all guests will be able to hear the speakers.

## **Ceremony for Installation of Leo Club Officers**

The Leo club advisor or a Lions club officer presides over this ceremony.

**INSTALLING OFFICER:** "It is my privilege to be here to install the officers of the **(name)** Leo Club.

Having received the trust of the club membership, I am sure that they will carry out faithfully their duties with respect to their community and their fellow members.

To that purpose, I would like to call each to the podium, to repeat the duties that each has freely accepted upon his/her nomination as a Leo club officer."

**INSTALLING TREASURER:** "Leo **(name)**, you have been elected to serve your club as treasurer, and as such you will receive all monies and deposit the same in a bank recommended by the board of directors. You will pay out money on their authority and will prepare and submit monthly financial reports to them. You will also be vigilant in keeping and building the spirit of unity and cooperation with the other Leo club officers, the board of directors, and the Leo advisor.

Will you perform these duties to the best of your ability?"

**TREASURER:** "I will."

**INSTALLING SECRETARY:** "Leo **(name)**, you have been elected to serve your club as secretary. You will be under the supervision and direction of the president and the board of directors. You shall keep the general club records, including the board of directors' meeting minutes, officers' lists, committee appointments, attendance records, and up-to-date membership lists. You will be responsible for sending activity reports and the *Annual Leo Club Membership Report* to the international office. You will also be vigilant in keeping and building the spirit of unity and cooperation with the other Leo club officers, the board of directors and the Leo advisor.

Will you perform these duties to the best of your ability?"

**SECRETARY:** "I will."

**INSTALLING VICE PRESIDENT:** "Leo **(name)**, you have been elected to serve your club as vice president. You shall occupy the position of the president if, for any reason, the president is unable to perform his/her duties. In this event, you shall have the same authority as the president and shall fulfill his/her role accordingly. You will also help the president in fostering unity among the Leo club members, with the sponsoring Lions club, and with the Leo club advisor. Finally, you will support and aid the president in his/her initiatives and service projects.

Will you, as vice president, perform your duties to the best of your ability?"

**VICE PRESIDENT:** "I will."

**INSTALLING LEO CLUB PRESIDENT:** “Leo (name), you have been elected to the office of president of your club. You are the club’s chief executive officer. You will do all in your power to foster unity among club members. You will also work with the sponsoring Lions club and the Leo club advisor. You will preside at all meetings and shall be chairperson of the board of directors. You will see that the committees function properly, call for regular committee reports, and oversee regular elections. You will also work to determine service needs in your community and motivate your club’s members to respond to them generously.

Will you, as president, perform these duties to the best of your ability?”

**PRESIDENT:** “I will.”

**INSTALLING LEO CLUB DIRECTORS:** (The installing officer addresses the entire group of directors.) “You have been elected to the important position of director. You will form part of the executive board of the Leo club. You will faithfully attend the regular and special meetings of your club. You will do your best to form and carry out its policies. As a member of the board of directors, you will be vigilant in authorizing all payments and refrain from creating indebtedness beyond the income of the club. Nor will you disburse funds for purposes non-essential to the objective of the club.

Will you perform these duties to the best of your ability?”

**LEO CLUB DIRECTORS:** “I will.”

### **Initiation Ceremony for New Members**

The Leo club president, the Leo club advisor or a specific Lions club officer performs the ceremony for the initiation of new members.

The presiding officer calls the meeting to order with these words: “We are about to begin the initiation ceremony which will welcome new members to the **(name)** Leo Club. This is a most important occasion for these members and for our club, and I sincerely request the attention and silence of the membership during the ceremony. Please withhold any applause or demonstrations until it is complete. I will now call the names of the new members and as I do, I request that they rise and come forward.”

The presiding officer calls the names of the new members. When all the candidates are standing, the officer says:

“On behalf of the officers and members, I welcome you to the **(name)** Leo Club. You have been invited to become members, and we are all happy and proud of your decision to accept.

Membership in a Leo club is a privilege. You are about to enter a program that extends throughout the world. It began in 1967 as an official activity of Lions Clubs International. Leo goals include high moral standards, personal responsibility, an attitude of cheerfulness and understanding, and in addition, extending a helping hand to those in need.



Now, in your own community and with your own acquaintances, an entire series of challenges await. You are not alone in your efforts. At all times, you can count on the encouragement and cooperation of your fellow Leo club members, officers, and the Leo club advisor. They will be happy to help you achieve the high goals which you have adopted.

Once again, I express my congratulations to you for having joined this club. I now ask that you repeat after me the obligation of membership: 'I...**(each one should state his/her name)**...in the presence of the members of the Leo club... take on this solemn obligation...to abide by the constitution and bylaws of the club...to attend all meetings regularly...to support and further the interests of the 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... that I will help the club...by actively serving on committees and in other capacities...where my efforts are needed...And finally...that I will develop in myself...those qualities...of cheerfulness, service and loyalty...which should characterize a Leo club member...at all times.' You are now members of the **(name)** Leo Club."

(The presiding officer now pins a lapel button on each new Leo club member and presents a membership card and membership certificate.)

#### **After Induction:**

- Assign the new member to serve as greeter at the next few club meetings. This will give the newcomer an opportunity to meet every member.
- Integrate the new member into an existing committee.
- Invite the new member to an informal social gathering with the officers of the club.
- The sponsor should ensure that the new member receives proper orientation to the Leo Club Program and Lionism and a *New Member Kit* with lapel pin. The sponsor should be willing to answer all questions and should offer to accompany the new member to the first few meetings.

Whenever a Leo moves to another location, officers should encourage that member to join the local Leo club. If a Leo club does not exist, the officer should encourage the member to speak to a local Lions club about sponsoring a Leo club.

The future of every Leo club depends on current Leo officers and members. When the Leos work together, recruiting and motivating new members provides club growth. Assuring the continued existence of a club is a valuable service that Leos can perform for their community.



# SAMPLE NEWS RELEASES

## NEW LEO CLUB

For Information Contact:

(Name)

(Phone number)

(E-mail address)

For Immediate Release

### NEW LEO CLUB IN (CITY)

**(City, date)** -- A new Leo club comes to **(city)** on **(date)** when **(#)** charter members celebrate the organization of their new **(name)** Leo Club at **(location)** at **(time)**. The **(name)** Lions Club sponsored the new club for young people, ages **(list age range)**.

**(Leo president name)** of **(city)** has been elected to serve as the first president of the new club, and **(name)** of **(city)** will serve as the first club secretary. The **(name)** Leo Club plans to become involved with **(list activities)**.

According to **(name, title such as club president or project chairperson)**, "We are excited to give back to our community. Through this important work, we plan to make a difference in our community."

The **(name)** Leo Club will meet on **(day of week/month)** at **(time)** at **(location)**. **(Name)** is the current Leo club advisor. Young people, ages **(list age range)** who would like more information about the **(name)** Leo Club can contact **(name)** at **(phone number/add Web site address if appropriate)**.

Lions clubs sponsor more than 5,700 Leo clubs in 140 countries. While helping others in their community, Leos develop leadership skills and experience teamwork in action. For more information about the Leo Club Program, visit the Leo Zone section of the Lions Web site at [www.lionsclubs.org](http://www.lionsclubs.org).

###

## COMMUNITY SERVICE PROJECT

For Information Contact:

(Name)

(Phone number)

(E-mail address)

For Immediate Release

### LEO CLUB MEMBERS PROVIDE SERVICE TO THE COMMUNITY

**(City, date)** -- The **(name)** Leo Club recently served the community by **(enter description of the community service project)**. This volunteer activity occurred at **(location)**. Completion of the Leo club service project is a benefit to the community because it **(describe how community or specific organization benefited)**.

According to **(name, title such as club president or project chairperson)** of **(name)** Leo Club, "This and other projects will allow Leos to meet pressing needs in our community including **(mention a few)**. Leo members thank everyone who contributed to this important work. You are truly helping Leos make a difference in our community."

The **(name)** Leo Club has **(#)** members and meets on **(day of week/month)** at **(time)** at **(location)**. **(Name)** is the current Leo club advisor. Young people, ages **(list age range)** who would like more information about the **(name)** Leo Club can contact **(name)** at **(phone number/add Web site address if appropriate)**.

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###

## NEW LEO CLUB OFFICER

**For Information Contact:**

(Name)

(Phone number)

(E-mail address)

**For Immediate Release**

### NEW LEO CLUB OFFICERS INSTALLED

(City, date) -- An installation ceremony will be held on (date) at (time) at (location) for incoming officers of the (name) Leo Club. (Name) was elected as the club president for (year). (Last name of new president) has been an active member of the (name) Leo Club for the past (#) years.

(Name) was elected to serve as the new club secretary. The club's vice president will be (name) and the club's treasurer will be (name).

According to (name, title such as club president or secretary), "I am looking forward to leading various projects and continuing the (name) Leo Club's commitment to serving the community."

Since the club's organization in (year) by the (name) Lions Club, its members have worked on a variety of projects in the local community, such as (list projects). The club is currently (list current and upcoming projects).

The (name) Leo Club has (#) members and meets on (day of week/month) at (time) at (location). (Name) is the current Leo club advisor. Young people, ages (list age range) who would like more information about the (name) Leo Club can contact (name) at (phone number/add Web site address if appropriate).

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## LEO CLUB ANNIVERSARY

**For Information Contact:**

(Name)

(Phone number)

(E-mail address)

**For Immediate Release**

### **(NAME) LEO CLUB CELEBRATES (#) YEARS OF SERVICE**

**(City, date) -- (Name) Leo Club will celebrate its (#) year anniversary on (date) by (information on upcoming service or fundraising project). (List anniversary event details and officials who will be in attendance).**

Since the club's organization in **(year)** by the **(name)** Lions Club, its members have worked on a variety of projects in the local community, such as **(list projects)**. The club is currently **(list current and upcoming projects)**.

According to **(name, title such as club president or project chairperson)**, "We are proud of our club's **(#)** years of service to the community. Leo members thank everyone who contributes to this important work. You are truly helping Leos make a difference in our community."

The **(name)** Leo Club has **(#)** members and meets on **(day of week/month)** at **(time)** at **(location)**. **(Name)** is the current Leo club advisor. Young people, ages **(list age range)** who would like more information or to get involved with the **(name)** Leo Club can contact **(name)** at **(phone number/add Web site address if appropriate)**.

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###

# FORMS





# LEO CLUB ORGANIZATION REPORT

Please type or clearly print all information.

**LEO CLUB NAME** \_\_\_\_\_

Leo District: \_\_\_\_\_ Leo Multiple District: \_\_\_\_\_

Each Leo club must declare itself as an **Alpha Leo Club (12 to 18 years of age)** or an **Omega Leo Club (18 to 30 years of age)**.

This club is an:  **Alpha Leo Club**  **Omega Leo Club** [Please check one]

This club is:  **School-based**  **Community-based** [Please check one]

**Sponsoring Lions Club Name:** \_\_\_\_\_

**Lions Club ID Number:** \_\_\_\_\_ **Lions District:** \_\_\_\_\_ **Lions Multiple District:** \_\_\_\_\_

A complete street address and daytime telephone/fax number is required for sending club materials by courier service.

<p><b>Name of Sponsoring Lions Club President:</b></p> <p>_____</p> <p>Address: _____</p> <p>City: _____</p> <p>State/Province, Postal Code: _____</p> <p>Country: _____</p> <p>Phone: _____ Fax: _____</p> <p>E-mail: _____</p>	<p><b>Name of Leo Club Advisor:</b></p> <p>_____</p> <p>Address: _____</p> <p>City: _____</p> <p>State/Province, Postal Code: _____</p> <p>Country: _____</p> <p>Phone: _____ Fax: _____</p> <p>E-mail: _____</p>
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### Elected Leo Club Officers:

<b>President</b>	E-mail	Address
_____	_____	_____
<b>Vice President</b>	E-mail	Address
_____	_____	_____
<b>Secretary</b>	E-mail	Address
_____	_____	_____
<b>Treasurer</b>	E-mail	Address
_____	_____	_____

This club will meet on \_\_\_\_\_, at \_\_\_\_\_  
(day/number of meetings each month) (place)

This club has \_\_\_\_\_ originating members. (Please attach membership list to this form.)

There is a one-time organization fee of US\$100 (or currency equivalent), which includes entrance fees for 20 new Leo members, and officer and sponsor materials. Additional members require entrance fees of US\$5 each. Each entrance fee includes a Leo new member kit.

Check enclosed

Charge to sponsoring Lions club's account

We confirm that all members listed on this form and the following page(s) have considered and accepted the *Standard Leo Club Constitution and Bylaws* by placing our signatures below:

\_\_\_\_\_  
Leo Club President                      Lions Club President                      Leo Club Advisor

Date: \_\_\_\_\_

Copy distribution: 1) Youth Programs Department / Lions Clubs International Office 2) Sponsoring Lions club 3) District Leo club chairperson 4) Leo club's records

Lions Clubs International, Youth Programs Department | 300 W. 22nd Street, Oak Brook, Illinois 60523-8842, USA  
Phone: +1 630 571 5466 Fax: +1 630 571 1692 E-mail: leo@lionsclubs.org



# APPLICATION FOR LEO CLUB MEMBERSHIP

(to be kept in Lions club's file)

**NAME OF CANDIDATE:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State or Province:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Birthdate:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Activities and Hobbies:** \_\_\_\_\_

**Other organizations of which I am a member:** \_\_\_\_\_

I, the undersigned, am in good standing in my school and/or community, and in accordance with the constitution and bylaws of this club, hereby apply for membership in the  **Alpha**  **Omega**

\_\_\_\_\_ Leo Club,

sponsored by the \_\_\_\_\_ Lions Club.

I believe the above information to be true and complete, and I desire membership in this club. I believe

I can make a contribution to the club and be worthy of the friendship of its members. I understand the

entrance fee will be \_\_\_\_\_ and the annual dues will be \_\_\_\_\_.

\_\_\_\_\_  
**Signature of Applicant** **Date**

**To be completed by parent or guardian where parental permission is required by law for minors:**

I hereby give permission for my son/daughter to become a member of the above-named Leo club.

**Parent or Guardian's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State or Province:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Parent or Guardian** **Date**

**Return Form To:**

Leo Club Advisor: \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State or Province:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

Return form on or before \_\_\_\_\_

**For Lions Use Only**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)



# LEO CLUB OFFICERS AND MEMBERSHIP REPORT

For fiscal year beginning July 1, \_\_\_\_\_

Use this form to report the contact information for your newly-elected club officers to the Youth Programs Department at Lions Clubs International Headquarters by **May 15**. All communications directed to the club officers throughout the year will be based on the information provided in this form. If the form is not submitted, your club will not receive information and material it needs, and your new club president and the Leo club advisor will not be listed in the online *Leo Directory*. **Please type or print clearly.**

## LEO CLUB NAME \_\_\_\_\_

Leo Club ID Number: \_\_\_\_\_ Leo District: \_\_\_\_\_ Leo Multiple District: \_\_\_\_\_

Each Leo club must declare itself as an **Alpha Leo Club (12 to 18 years of age)** or an **Omega Leo Club (18 to 30 years of age)**.

This club is an:  **Alpha Leo Club**  **Omega Leo Club** [Please check one]

This club is:  **School-based**  **Community-based** [Please check one]

## Sponsoring Lions Club Name \_\_\_\_\_

Lions Club ID Number: \_\_\_\_\_ Lions District: \_\_\_\_\_ Lions Multiple District: \_\_\_\_\_

### Leo Club Advisor Name:

Address: \_\_\_\_\_ Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Leo Club President Name:

Address: \_\_\_\_\_ Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Leo Club Vice President Name:

Address: \_\_\_\_\_ Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Leo Club Secretary Name:

Address: \_\_\_\_\_ Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Leo Club Treasurer Name:

Address: \_\_\_\_\_ Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Total number of members: \_\_\_\_\_ Please attach current membership list to this form.

Copy distribution: 1) Youth Programs Department / Lions Clubs International 2) District Leo club chairperson  
3) Sponsoring Lions club's records 4) Leo club's records

Lions Clubs International, Youth Programs Department | 300 W. 22nd Street, Oak Brook, Illinois 60523-8842, USA  
Phone: +1 630 571 5466 Fax: +1 630 571 1692 E-mail: leo@lionsclubs.org



# ANNUAL REPORT FOR LEO DISTRICTS AND MULTIPLE DISTRICTS

For fiscal year beginning July 1, \_\_\_\_\_

To report a Leo district/multiple district and Leo officers who will serve during this fiscal year, this form should be completed by the district/multiple district Leo club chairperson. This form must be submitted annually for a Leo district/multiple district to be recognized. Please return the completed form to the Youth Programs Department at Lions Clubs International by **July 1**.

Please type or print clearly.

Leo District Number: \_\_\_\_\_  Leo Multiple District Number: \_\_\_\_\_ [Please check one]

### Leo District/Multiple District Officers:

<b>President:</b>	Leo Club:	
Address:	Country:	Postal Code:
Phone:	Fax:	E-mail:

<b>Vice President:</b>	Leo Club:	
Address:	Country:	Postal Code:
Phone:	Fax:	E-mail:

<b>Secretary:</b>	Leo Club:	
Address:	Country:	Postal Code:
Phone:	Fax:	E-mail:

<b>Treasurer:</b>	Leo Club:	
Address:	Country:	Postal Code:
Phone:	Fax:	E-mail:

Please list the Leo clubs in district (minimum 6 clubs) or multiple district (minimum 10 clubs). **Total number of clubs:** \_\_\_\_\_

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(Attach additional sheet if needed)

I certify that the above information is correct.

District/Multiple District  
Leo Club Chairperson: \_\_\_\_\_

Print Name

Signature

Date

Copy distribution: 1) Youth Programs Department / Lions Clubs International 2) District governor or multiple district council chairperson 3) District/multiple district Leo club chairperson 4) Leo district/multiple district file records

Lions Clubs International, Youth Programs Department | 300 W. 22nd Street, Oak Brook, Illinois 60523-8842, USA  
Phone: +1 630 571 5466 Fax: +1 630 571 1692 E-mail: leo@lionsclubs.org



# SUCCESSFUL LEO CLUB PROJECT/ACTIVITY REPORT

Upon completion of a significant community service project or activity, Leo clubs can submit this form and any photos available to: Lions Clubs International, Youth Programs Department, 300 W 22nd Street, Oak Brook, Illinois 60523-8842, USA, or fax: +1 630 571 1692 or e-mail: leo@lionsclubs.org. Send a copy of this report to your sponsoring Lions club and district Leo club chairperson. Please type or print clearly.

**LEO CLUB NAME** \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Country: \_\_\_\_\_

Leo Club ID Number: \_\_\_\_\_ Leo District: \_\_\_\_\_ Leo Multiple District: \_\_\_\_\_

**Name of Leo Club Officer Submitting Report** \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

**Leo Club Advisor** \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

**Sponsoring Lions Club Name** \_\_\_\_\_ **Lions Club ID Number:** \_\_\_\_\_

## Project/Activity Description:

Project/activity name: \_\_\_\_\_

Date(s) of project/activity: \_\_\_\_\_

Location of project/activity: \_\_\_\_\_

Why was the project/activity organized? \_\_\_\_\_

Who benefited from the project/activity? \_\_\_\_\_

How was this project/activity accomplished? \_\_\_\_\_

Did the project meet its goal(s)? \_\_\_\_\_

Summary of project/activity events: \_\_\_\_\_

(Attach extra sheets if necessary. Please do not send more than two additional pages.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Photographs showing Leos performing the project or activity are welcome. By submitting photos you authorize those images to be used by Lions Clubs International for the purpose of printed, digital, video or other mediums for the purposes of promotion and publicity for Leo Clubs and Lions Clubs International. Those images shall be the property of LIONS CLUBS INTERNATIONAL.

# LIONS CLUBS INTERNATIONAL

## YOUTH PROGRAMS DEPARTMENT

300 W. 22nd Street  
Oak Brook, IL 60523-8842 USA

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

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

Phone: +1 630 571 5466

Fax: +1 630 571 1692

