

Club President's Monthly Planner

The following is a valuable monthly planner. Highly recommended for use by all Club Presidents, to plan effectively for their Lions year.

April and May

- Attend Leadership Training.
- Start planning your year. Plan events at least two months in advance.
- To be fully prepared, read your Club President's eBook and the information material.

June

- Attend Leadership Training.
- Attend the Kansas Lions State Convention.
- Prepare a list of your Committees and select Chairpersons. Give them information material.
- Assist the treasurer to prepare your budget for presentation at the Board meeting.
- Contact various District Chairpersons for guidance and arrange with them to visit your Board or Regular meeting to talk about their activity.
- Prepare your Membership Directory and plan your monthly Newsletter.
- Along with your Membership Director, look for service minded men and women to join your club.
- Order your new members kit in advance.

July

- This is when you take office.
- Start the community needs assessment.
- Complete a needs assessment for both club and community, then select suitable service activities for your area.
- Motivate your members to attend the Leadership Seminars.
- Remind your secretary to report Membership and Activities Reports before July 31st and likewise at the end of each month.
- Encourage Lions to contact non-attending members to attend meetings or service activities.
- Order Peace Poster contest kits.
- Develop with club a year long planning guide for activities guide.
- Encourage members to attend the Great Plains Leadership Seminar.
- Report service hours and add / delete any members in to LCI on MyLion by the end of the month.

August

- Contact the Zone Chairperson for details about first Zone Advisory meeting and make arrangements to attend with other officers and club members.
- Arrange meetings with your committee chairpersons to plan your activities and also for well attended Club Meetings.
- Encourage Lions to contact non-attending members to attend meetings or service activities.
- Look out for the community functions or activities in which club can be involved.
- Get to know your Zone Chairperson and District Chairpersons.
- Promote Peace Poster Contest.
- Complete a needs assessment for both club and community, then select suitable service activities for your area.
- Plan for a good Public Relations Program for your club.
- Look for prominent speakers to address your Club meetings.
- Encourage members to attend the USA/Canada Forum.
- Remind your treasurer to remit the District and International Dues for the first half year.
- Report service hours and add / delete any members in to LCI on MyLion by the end of the month.

September

- Audited accounts for the previous year to be approved.

- Hope you have not forgotten to prepare and send to each of your members your Monthly Newsletter and District Newsletter.
- At Zone meeting encourage visitation between clubs and helping with service projects.
- Have you managed to get any District Officer to visit your Club and make sure that their visit is the only program at the meeting.
- Complete a needs assessment for both club and community, then select suitable service activities for your area.
- Encourage Lions to contact non-attending members to attend meetings or service activities.
- Are your Membership and Activities Reports being reported on time?
- International Service Project Childhood Cancer Awareness.
- Report service hours and add / delete any members in to LCI on MyLion by the end of the month.
- Hand out and encourage local schools to participate in the Peace Poster Contest.

October

- Select your entries for Peace Poster Contest, as deadline is November 15th.
- Involve the Zone Chairperson and respective District Chairperson for Orientation and Induction of new members.
- Make sure that the Treasurer is preparing the Federal 990 tax form for your club. It is due November 15 of each year.
- Peace Poster Contest entries to local clubs to be judged.
- International Service Program is Vision Awareness.
- Lion International Growth Month.
- Celebrate Kansas Sight Foundation Vision with a Sight Day (Candy or Cane Day)
- Report service hours and add / delete any members in to LCI on MyLion by the end of the month.
- Encourage Lions to contact non-attending members to attend meetings or service activities.

November

- Inform your members, friends, corporate bodies about our Melvin Jones Fellowship Program. Enroll members.
- Don't forget to forward your entry for the Peace Poster Contest to the District Governor.
- You are about to complete your first half year. Do your assessment of goals - have you achieved what you set out to do? It is not too late. Do it now!
- At Zone meeting encourage visitation between clubs and helping with service projects.
- Encourage Lions to contact non-attending members to attend meetings or service activities.
- Have you personally made efforts to make your meetings interesting - success of your meetings is your success? Let INVOLVEMENT be the common thread.
- International Service Diabetics Awareness Month.
- Report service hours and add / delete any members in to LCI on MyLion by the end of the month.

December

- Do not forget to organize a memorable Christmas party for your members with their families or perhaps organize a function to involve the community to say thank you.
- Along with other clubs in your Zone, bring the joy of Christmas to Children's Home in your area. Donate clothes, food and toys. Remember to publicize the event.
- Secretary to check all data on MyLCI to make sure all address, phone numbers and emails are correct. Make sure to delete or add any members by December 25 of the month.
- Report service hours and add / delete any members in to LCI on MyLion by the end of the month.
- Encourage Lions to contact non-attending members to attend meetings or service activities.
- Arrange for maximum attendance at the Mid-Winter Rally.
- International Service Project is Hunger Awareness.
- Treasurer to submit Kansas Corporation Papers to the Secretary of State by December 15.

January

- Arrange for maximum attendance at the Mid-Winter Rally

- Encourage every member to bring in a new member.
- Encourage Lions to contact non-attending members to attend meetings or service activities.
- Review needs assessment for both club and community and make changes to your goals to accomplish them.
- Organize activities to observe the birthday of our Founder, Melvin Jones on January 13th.
- Arrange for Nomination Meeting for the club officer's for the next year.
- Encourage members to plan to attend the International Convention.
- "Women-in-Lionism" - Plan for Valentines Day 14th February.
- Appoint Chairperson of the Nominations Committee.
- Remember to continue with your Monthly Newsletter.
- Encourage every member to bring in a new member.
- Report service hours and add / delete any members in to LCI on MyLion by the end of the month.
- International Service Project is Hunger Awareness.
- Encourage Lions to contact non-attending members to attend meetings or service activities.

February

- Arrange for Nomination Meeting for the new club officers.
- Remind the treasurer to remit the District and International dues for the second half year.
- Report service hours and add / delete any members in to LCI on MyLion by the end of the month.
- Encourage every member to bring in a new member.
- Review needs assessment for both club and community and make changes to your goals to accomplish them.
- International Service Project Childhood Cancer.
- Encourage Lions to contact non-attending members to attend meetings or service activities.
- At Zone meeting encourage visitation between clubs and helping with service projects.

March

- Lions Day with United Nations is in March. Plan to observe Lions Day with the United Nations.
- Hold club leader elections during club meeting
- Encourage maximum number of members to attend the District Convention.
- Report service hours and add / delete any members in to LCI on MyLion by the end of the month.
- Encourage every member to bring in a new member.
- International Service Project is Environmental Awareness.
- Encourage Lions to contact non-attending members to attend meetings or service activities.

April

- Plan to order your Club Awards.
- Plan a year end meeting and review the year and give tips to the incoming President.
- Secretary to report new officers on MyLion.
- Encourage Lions to contact non-attending members to attend meetings or service activities.
- Encourage every member to bring in a new member.
- Report service hours and add / delete any members in to LCI on MyLion by the end of the month.
- International Service Project is Environmental Awareness.

May

- Finalize all your pending matters for a smooth hand over.
- Encourage Lions to contact non-attending members to attend meetings or service activities.
- Encourage members to attend State Convention.
- Report service hours and add / delete any members in to LCI on MyLion by the end of the month.
- Encourage every member to bring in a new member.
- International Project – Strengthen Membership month

June

- Arrange dates for the new officer installation meeting.
- Celebrate the accomplishment of the club and members. Recognize individual Lions who have stepped forward.
- Report service hours and add / delete any members in to LCI on MyLion by the end of the month.
- Encourage every member to bring in a new member.
- International Project – Strengthen Membership month
- Plan a meeting between Incoming and Outgoing President, Secretary and Treasurer to pass records to new officers and decide where records from past years are kept.
- Appoint an auditing committee to audit treasurer records to be presented at a July meeting.
- Pass a motion to appoint bank signers and who has credit cards if desired to appear in club minutes.

**Now that you have completed a successful year,
REMEMBER your successor will need your guidance.**

Club Admin Budget

INCOME				
	2018-19	2019-20		
Source	Actual	Proposed	Actual	
Balance brought fwd 1 Jul	\$1,634.08	\$1,709.57	\$1,828.09	
Past dues	\$36.75	\$36.75		
Dues (Jul-Jun)	\$2,161.75	\$1,230.00		
Tail Twister	\$2.25	\$2.00		
50/50 Pot	\$124.00	\$125.00		
Happy \$\$	\$170.00	\$150.00		
Donations (Souper Bowl income, etc)	\$100.00	\$100.00	\$750.00	Donation for Memorial Trees.
Lion Year income	\$2,594.75	\$1,643.75	\$750.00	
LY income + carry over	\$4,228.83	\$3,353.32	\$2,578.09	
EXPENSES				
Expense Item	Actual	Proposed	Actual	
International dues (Jul-Dec)	\$705.91	\$705.91		33 Full/ 4 Discount/ 1 Life
International dues (Jan-Jun)	\$741.75	\$741.75		33 Full/ 4 Discount/ 1 Life
District/State dues (Jul-Dec)	\$398.00	\$398.00	\$419.50	34 Full/
District/State dues (Jan-Jun)	\$394.00	\$394.00		4 Discount
Secretary	\$0.00	\$0.00		
Treasurer	\$0.00	\$0.00		
Guest meals	\$60.00	\$100.00		from petty cash
LCI supplies		\$0.00		
Rentals (Souper Bowl, etc.)	\$55.00	\$50.00		
POB rental	\$74.00	\$74.00		
Awards	\$42.90	\$85.00		
Misc (picnic, brochures, etc)		\$0.00		Hiway sign
Carryover for next LY				
Total Expenses	\$2,471.56	\$2,548.66		
Current check book balance	\$1,709.57			
as of 1 Jul 19				

Club Project Budget

INCOME				
	2018-19	2019-20		
Source	Actual	Proposed	Actual	
Balance brought fwd 1 Jul	\$9,367.63	\$7,828.86	\$7,364.86	
Yard Sale	\$665.00	\$650.00	\$721.00	
Pecan Sale	\$737.00	\$750.00	\$355.00	
Candy Day/50/50 Raffle	\$0.00	\$0.00		
Car Show or other donations		\$0.00		
Mayor's Christmas Tree Fund	\$194.97	\$200.00	\$408.41	
Flag Project	\$1,703.00	\$1,700.00		
Bake sale	\$0.00	\$100.00	\$147.00	
T-shirt sales	\$30.00	\$0.00		
Disaster relief donations	\$25.00	\$0.00		
Miscellaneous (individual, Souper Bowl, WAA, memorials, etc)	\$200.00	\$200.00	\$1,085.00	
Lion Year income	\$3,554.97	\$3,600.00		
Lion Year income + carry over	\$12,922.60	\$11,428.86		
EXPENSES				
	2018-19	2019-20		
Expense Item	Actual	Proposed	Actual	
Boy/Girls State	\$525.00	\$525.00		1 student ea
Lions State Band	\$750.00	\$750.00		3 students
Lions International Band	\$0.00	\$0.00		2 students
Scholarships	\$1,000.00	\$1,000.00		
Boy/Cub Scouts	\$0.00	\$500.00		
LCIF	\$500.00	\$500.00	\$500.00	
KLBF	\$75.00	\$75.00		
KLSF	\$75.00	\$75.00		
KLF	\$75.00	\$75.00		
District 17A	\$337.50	\$330.00	\$337.50	Diabetes Camp
Easter Egg Hunt	\$275.00	\$230.00		
Mayor's Christmas Tree Fund	\$294.97	\$100.00	\$316.41	\$100 + \$216.41 Collected
Annual Supporter Award	\$57.00	\$80.00		
Sight Programs	\$150.00	\$150.00	\$189.00	Audio Reader, SVOSH (\$50), Eyeglasses (\$139)
Memorial for Eyeglasses		\$0.00	\$85.00	
Lansing Middle School	\$100.00	\$100.00		Food Pantry
Wreaths Across America	\$105.00	\$100.00	\$100.00	
T-shirt costs		\$0.00		
Lansing Historical Society/Library	\$100.00	\$0.00		
Carryover for next LY				
Total Expenses	\$4,419.47	\$4,590.00		
Current check book balance =	\$7,523.36			
as of 14 Jan 20				

Club Calendar

2020-2021

MONTH	DATE	EVENT	Lions POC / REMARKS
Monthly	25	Submit Membership Report	
	as needed	Input upcoming activities and/or input results of completed activities	
July	2	Club Meeting	
	4	Put out flags for July 4th.	
	16	Club Meeting	
		Mowing at Welcome sign	Lion Dave
	25-28	GPLLI	
August	6	Club Meeting	
	6	Board Meeting	
	9-11	1st State Council Meeting	McPherson Best Western
	17	1st District Cabinet Meeting	
	21	Club Meeting	Program - Mike Martin, GGC
	24	Tri-Zone Meeting	Eudora
		Table repair and waterproofing	Kelly Grove Park
September	3	Club Meeting	1600-1730 - price yard sale items.
	8	Work MSU at State Fair	Joe, Dave, John, Mary
	14	Yard sale pricing	0900 - storage house
	17	Club Meeting	
	21	Yard Sale	Lion Dave: CNB
	19-21	USA/Canada Forum	Spokane, WA
October	1	Club Meeting	
	1	Board Meeting	
	5	St. Vincent Clinic collection	Lion Rick: Walmart
		Street cleanup	Lion Jan: Town Centre Drive
		Picnic table and park maintenance.	
	15	Club Meeting	VDG visit & Spouse Night???
	22-24	2nd State Council Meeting	McPherson Best Western
November	1	Cub Scout Rain Gutter Regatta	
	2	2nd District Cabinet Meeting	
	5	Club Meeting	
	6	Lions/Cub Scout food drive	For Mayor's Xmas tree program
	11	Put out flags for Veterans Day	Lion John.
	17-Jan	Lions/Cub Scout food drive	For Mayor's Xmas tree program
	19	Club Meeting	Lion Rick: Pick Sponsor of the Year
		2nd Zone Meeting	TBD
December	3	Club Meeting	Christmas Party at Meriweather's (?)
	17	Club Meeting	White elephant gift exchange.
	18?	Mayor's Xmas Tree food sorting & distribution	Lion Rick: Lansing Community Ctr

MONTH	DATE	EVENT	Lions POC / REMARKS
	25	Submit Membership Report	
January	7	Club Meeting	
	21	Club Meeting	
		Appointment of nominating committee for 2020-21 officers	Last 3 Club Presidents
	23-26	Mid-Winter Rally & 3rd State Council Mtg	Manhattan Four Points by Sheraton
	25	Pinewood Derby	Scout Coordinator
February	1	3rd District Cabinet Meeting	
	4	Club Meeting (with spouses, & guests)(invite Scout leaders?)	Lion Dave: Souper Bowl / Lion Rick: Sponsor of the Year
		3rd Zone meeting	TBD
		Notify Band Director of # students for Lions State Band	State Band Chairperson
March	18	Club Meeting	
		King of the Jungle 50/50 Raffle	
	3	Club Meeting	
	3	Board Meeting	
		Submit scholarship application info to U.S.	Lion Jeff
		Notification of officer nominee slate.	Secretary: To every member.
April	17	Club Meeting	Nominations for officers.
	7	Club Meeting	2019-20 Officer election / Stuff Easter Eggs
	11?	Street clean up.	Lion Jan
	11	Easter Egg Hunt	Lion Jeff
	21	Club Meeting	
	24-26	District Convention	Concordia
		Scholarship selection	Lion Jeff
		Coordinate State Band students' applications	State Band Chairperson
May		Meeting of Board-elect	Club Leadership Training??
	5	Club Meeting	
	5	Board Meeting	
		St. Vincent Clinic collection	Lion Rick
	19	Club Meeting	
	25	Submit Membership Report	
June	25	Put out flags for Memorial Day	
	2	Club Meeting	
	4-7	State Convention & 4th Council Meeting	
	13	District Cabinet Meeting & Social	
	16	Club Meeting	Officer installation meeting/picnic.
	25	Submit Membership Report	
		Determine and order 100% Attendance pins	

MONTH	DATE	EVENT	Lions POC / REMARKS
		Potential programs	Lions State Band members
			Boys/Girls State attendees
			Leos:
			Kathryn Walker: DAR
			Lori Hanson: Girl Scouts
			Diana Pitts: Wreaths Across America
			Mayor: State of the City
			KLBF, KLSF, KLF
			Lions Orientation
			Superintendant: State of USD 469
			Fire Chief