

e-Book



Club Service Chairperson



**Lions
International**

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Welcome to the Club Service Chairperson e-Book!

This guide is designed to support you in your role as the service chairperson for your club. It contains tools and resources for you to be successful not only in your individual role, but as a cohesive team member on the Global Action Team, with your fellow club members and officers.

It's easy to navigate the e-Book. Just click on the various sections contained in the Table of Contents to jump to each task you perform to fulfill your role. From there, you will find useful information and hyperlinks that take you directly to tools, resources and documents that will empower you to explore new ways to implement impactful service activities in your local community.

Prepare to Lead; Prepare to Succeed

As the club service chairperson, you serve in the critical role of facilitating the development and implementation of your club service goals. You help your fellow club members assess community needs, plan and implement service activities, and report and celebrate the impact of your service. You also collaborate with your club membership chairperson to involve potential new members for your club during local service activities. The service your club provides to your community brings an opportunity to attract new members that share a passion to serve the needs of their local community.

Spend time learning about the role, attending training and planning to fulfill the responsibilities of your position prior to the start of your term in office. You will better support your club in providing premier service to your community.

Your Responsibilities as the Club Service Chairperson

In this club officer role, your responsibilities are as follows:

- Serve as a key member of the club's Global Action Team as the club service chairperson
- Collaborate with the District Global Service Coordinator, Club LCIF Coordinator, district leaders, members of the club's service committee and others to develop and communicate annual service goals and action plans. Goals and action plans should address current community needs and/or LCI's global causes and can be comprised of advocacy and fundraising in addition to direct service to beneficiaries.
- Lead the service committee to implement the club's service action plans in order to achieve the club's service goals.
- Incorporate opportunities for local youth and Leos to engage in all aspects of service activities, including goal setting, implementation, project evaluation and reporting.
- Report service activities to Lions Clubs International.
- Serve as a club resource on current community needs by monitoring the service activities of other service clubs, developing community partnerships to expand service, and utilizing tools and resources offered by Lions Clubs International and Lions Clubs International Foundation.
- Increase member satisfaction by encouraging participation and engagement in service projects.
- Collaborate with the club membership chairperson and other club committees to promote membership opportunities to non-Lions during service projects.
- Attend the district governor's advisory committee meeting of the zone in which this club is located when appropriate.

Participate in Training Offered by Your District

Contact your district and/or multiple district Global Action Team Coordinators for local training opportunities.

The First 30 Days in Your Position

The beginning of the fiscal year is a crucial time to prepare for successful service leadership. This includes reviewing the results of previous club assessments of community needs and previously implemented service activities. You may wish to complete a new [Club and Community Needs Assessment](#) since a community's needs are ever-changing. Another important task is to set up a system to retain club service activity records. You will also be preparing reports for the club board of directors, including revenues and expenses from fundraisers, service committee reports and decisions and actions taken by the club and board of directors in regards to club service.

Establish a Service Activities Calendar

To keep club members engaged and foster meaningful involvement, a club service calendar should be planned in collaboration with club leaders.

Create an annual event calendar which is continually updated, publicized and readily available for the club members. A *Lions Club Service Calendar*, with an idea for every month, is available from the [Club Service Chairperson webpage](#) to help you get started. You may also want to include key dates from the [Lions International Calendar](#) and any district or multiple district service activities in your area.

In addition to sharing the service calendar with your club, consider sharing the event calendar with community leaders and other service organizations within the community.

With your calendar established, you can recruit service project chairpersons and follow-up on their progress. Your calendar will also assist you in preparing service activity reports for the quarterly meetings of the District Governor Advisory Board Committee (zone meetings). Be ready to celebrate your successes and share best practices!

Service Reporting

Lions and Leos inform, inspire and grow our membership and legacy of humanitarian service by sharing our impact through service reporting.

Reporting your club's service is the responsibility of the Club Service Chairperson, although there are additional leadership positions within the club that are also able to report service on behalf of the club.

Visit the Service Reporting [page](#) to discover:

- The benefits of service reporting.
- Awards for clubs that report service.
- How and when to report service.
- Who can report service.
- How to measure service impact.
- How districts can help clubs report service.
- Where to go for help.

Remember that club meetings, fundraisers, and donations are all considered service, and can be reported as well as service projects!

Our Global Causes & Service Programs

Your club develops its own service projects to meet the needs in your community. In addition to the many ways Lions and Leos serve locally, we also work together to support the following global causes, which present significant challenges to humanity.

- [Childhood Cancer](#) – We are working to provide support for the needs of children and families affected by childhood cancer.

Explore our resources (live in next Lion year) designed to help Lions and Leos support those impacted by childhood cancer across three areas of service:

1. *Patient and Family Support*: Ensure patients and their families impacted by childhood cancer are adequately supported, and to address the most common barriers to obtaining necessary treatment.
2. *Organization or Facility Assistance*: Provide support to childhood cancer organizations or facilities.
3. *Childhood Cancer Awareness, Education and Advocacy*: Raise awareness of the impact of childhood cancer educate your community members and create positive change.

- [Diabetes](#) – We are working to provide support to reduce the prevalence of diabetes and improve quality of life for those living with diabetes.

Explore our programs designed to help you and your club lead diabetes efforts in your community:

1. [Strides for Diabetes Awareness](#): Strides events involve fun physical activity to help promote diabetes awareness and management.
2. [Type 2 Diabetes Screening](#): Type 2 diabetes screening events are important way to help your community understand their diabetes risk and take steps towards prevention.
3. [Diabetes Peer Support Groups](#): Diabetes peer support groups encourage the exchange of support of all types among community members living with diabetes.
4. [Diabetes Camps](#): Diabetes camps are designed to help enhance the quality of life for young people living with diabetes by providing diabetes management skills.

- [Disaster Relief](#) – We are working to meet immediate needs and provide long-term support for communities devastated by natural disasters, including disaster preparedness, emergency response, and community recovery and reconstruction.

- [Environment](#) – We are working to protect the environment to create healthier communities and a more sustainable world.

Explore our resources designed to help Lions and Leos protect the environment across five areas of service:

1. [Tree Planting and Tree Care](#): Improve your community through the planting of locally appropriate tree seedlings or saplings, contributing to cleaner air and a healthier environment.
 2. [Environmental Cleanup and Restoration](#): Protect nature and habits by cleaning debris and shielding pollutants from harming ecosystems marine life and the community.
 3. [Recycling and Waste Management](#): Conserve resources and reduce waste to minimize adverse impacts on sustainability.
 4. [Clean Water and Sanitation](#): Ensure safe water and adequate sanitation for all, promoting better health outcomes around the world.
 5. [Environmental Awareness, Education and Advocacy](#): Raise awareness of the importance of protecting the environment, educate your community members, and create positive change.
- [Humanitarian](#) – We are working to identify the world’s most crucial needs and provide humanitarian aid where it’s needed most, including blood drives, refugee resettlement, and care for the elderly and disabled.
 - [Hunger](#) – We are working to improve food security and access to nutritious food to help alleviate hunger.

Explore our resources (live next Lion year) designed to help Lions and Leos alleviate hunger across five areas of service:

1. *Food Collection, Preparation, and Distribution*: Enhance access to food for community members by creating avenues for food collection, preparation, and distribution.
 2. *Community Feeding Event*: Promote wellness and nutrition by providing meals and community engagement for local families.
 3. *Agricultural Development and Support*: Provide sustainable access to food through the development and support of community agriculture systems.
 4. *Hunger Initiatives for Women and Children*: Advance food equity by empowering women and children through hunger-related service.
 5. *Hunger and Nutrition Awareness, Education, and Advocacy*: Promote hunger and nutrition awareness around the world through education and advocacy.
- [Vision](#) – We are working to help prevent avoidable blindness and improve quality of life for people who are blind or visually impaired.

Explore our programs designed to help you and your club lead vision efforts on your community:

1. *Vision Screening*: Eighty percent of all visual impairment can be prevented or cured. The first step to prevention is awareness. The second is early detection through vision screening. Around the world, Lions partner with medical professionals and community leaders to screen young children, primary school students, and adults to identify those at risk for vision loss.

- [Vision Screening for Adults Project Planner](#)
 - [Vision Screening for Children Service Project Planner](#)
2. [Lions KidSight](#): Lions KidSight provides vision screening and referral services to youth starting at the age of 6 months. These screening services are vital in ensuring youth receive early intervention and necessary eye care.
 3. [Lions Eye Banks](#): Eye banks recover, evaluate, store and distribute human eye tissue for vision restoration, research and education. Eye surgeons rely on eye banks to supply them with tissue for sight-saving procedures. A Lions eye bank is sponsored by a Lions club, district or multiple district and has established working relationship with a medical facility.
 4. [Eyeglass Recycling](#): Refractive errors can be easily corrected with eyeglasses, yet millions living in low and middle-income countries lack access to basic eye care services. Lions have recognized the urgent need for corrective lenses and collect usable glasses in their communities to support the Lions Recycle for Sight Program.
- [Youth](#) – We are working to provide young people with the support they need to make positive choices, lead healthy and productive lives, and become the next great generation of service leaders. Activities include Youth Camps and Exchange, Lions Quest, Cub Program, and our Peace Poster and Essay contests.
 1. [Youth Camps and Exchange](#): Youth Camps and Exchange (YCE) has programs all around the world and is designed for young people between the ages of 15 and 22 to create and foster a spirit of understanding among peoples of the world. The YCE Program is comprised of two major parts: international exchanges and international camps.

The Service Journey, Service Toolkit, and GST Toolbox

The [Service Journey](#) is an approach to loving and serving well. To making a real difference people can see and feel. It encompasses four simple phases: Learn, Discover, Act and Celebrate. We love these words because they transcend organizational formulas. They have no borders. They are the essence of Lions and Leos. If the past 100 years have taught us anything, it's that as we serve, we grow. And we were never meant to stop. Service is our journey. Let's explore it together.

More information about *The Service Journey* can be found in the Lions Learning Center by searching for "Service Journey". This course explores *The Service Journey* phases in an interactive way, to better equip Lions and Leos with resources to successfully serve their communities, regions and the world!

The Service Toolkit

Passionate about service but unsure where to begin? Searching for new insight to inspire your club? You've come to the right place. The [Service Toolkit](#) features resources designed to help you assess, position, and activate your club for greater impact.

- Club and Community Needs Assessment – Looking to calibrate your service for maximum impact? This tool is a great place to start, helping clubs apply their unique strengths and motivation to the needs and opportunities within their local community.

- Developing Local Partnerships – We can achieve more when we work together. This guide helps clubs evaluate their strengths, identify their needs, and connect with likeminded organizations in the community for potential partnerships.
- Fundraising Guide – Raising funds is a valuable strategy for bringing a community together and increasing the impact of service. This guide helps clubs plan two common types of fundraising campaigns: online fundraisers and event fundraisers.

GST Toolbox

The Global Service Team (GST) helps clubs identify resources and use best practices to improve their projects and, by extension, their impact. Quality service projects increase member satisfaction and help attract new members who are looking to serve. The GST champions the service programs, resources and grants of Lions International, empowering Lions and Leos around the world to maximize their service impact. Visit the [GST Toolbox](#) for links to more resources and information.

Service Project Planners

[Service Project Planners](#) – are designed to help clubs begin or continue service that supports our global causes. Each planner includes a project overview as well as worksheets to help plan for tasks, volunteers, budget and impact.

Advocacy

Lions Advocacy

Lions and Leos listen to the needs of their communities and use their voices to speak out on behalf of the people they serve. Clubs around the world participate in advocacy through community awareness and education, legislation and public policy, events and partnerships. As community leaders, Lions and Leos can raise awareness of the causes they care about, educate their community members on important issues, and create positive change.

Lions Advocacy Toolkit

Visit the [Advocacy Toolkit](#) to discover:

- What is advocacy?
- Lions advocacy strategy and programs.
- Country-specific advocacy resources.
- Lions International’s relationship with the United Nations.
- Lions advocacy history.
- Advocacy calendar.
- Celebrate and share.

Lions Advocacy Events

Visit the [Lions Advocacy Calendar](#) for information on advocacy events including Lions Day with the United Nations, Lions Day on Capitol Hill in Washington DC, USA, and other advocacy days being planned around the world.

Service Awards

The [Kindness Matters Service Award](#): This prestigious award is given annually to a handful of Lions and Leo clubs for performing an outstanding service project in one of our global cause areas. Nominated at the club level, the Kindness Matters Service Award is a challenge for Lions and Leos to develop exceptionally innovative and creative service projects with the aim of leaving a positive impact in their communities.

Visit the [webpage](#) to learn about award criteria, how to be nominated, and the nomination timeline.

Lions Clubs International Foundation Grants

We encourage you to explore the different [grant types](#) and resources withing this online toolkit to find out if there's a grant that's right for your club, district or multiple district now, or in the future!

Monthly Tasks

As club service chairperson, you will monitor club service activities at different stages of planning or completion. You will prepare for meetings, keep meeting minutes, follow-up and organize service activity project planning documents.

Prepare for Meetings

Be ready to share announcements and sign-up sheets at club meeting for upcoming service activities. Consider how best to also invite community volunteers to serve with you.

Prepare service activity reports and future activity promotional items for distribution at general membership and board meetings as requested by the club president.

Maintaining Service Activities

A well-maintained project book is helpful for service activity chairpersons; providing step-by-step tasks from planning to follow-up for major service activities. This also eases the task for new incoming service activity chairpersons by providing a foundation for ensuring continuing success for your club's service activities.

Always provide an ongoing update of all service activities for the general membership, committees and board meetings.

Collect, distribute and retain service committee reports for permanent meeting records.

Maintain necessary financial documentation for the club treasurer to provide if needed to local taxing or registering bodies.

Work with the club secretary or treasurer to obtain [insurance certificates](#) as required for activities.

At each meeting, record members who volunteer to participate in club and or community service activities. This will allow the project chairperson to know who will be participating and allow for nonmembers to be contacted about joining Lions.

Quarterly Meetings

Zone Meetings

As club service chairperson, you have a responsibility to participate as one of the key officers involved in at least one of the quarterly zone meetings each year. Zones consist of a group of 4 to 8 surrounding area clubs. The club officers from these clubs meet on a quarterly basis, usually during the first three quarters of the fiscal year, led by your zone chairperson.

The Model District Governor Advisory Committee Meeting – This [guide](#) assists both the zone chairperson and club officers in understanding what to expect at the quarterly zone meetings. Often times the zone chairperson asks a club to report regarding service, membership, leadership or other events. Each meeting may have a specific focus and provides an opportunity for club officers to meet and learn from each other. Be ready to share your club’s plan for service for the year and best practices with your fellow club service chairpersons.

Annual Events

Celebrate Community

Celebrate Community is a weeklong initiative to promote joint community service among members of Lions International, Rotary International, Kiwanis International and Optimist International. The purpose is to elevate the collective social impact of our organizations and promote a spirit of worldwide volunteer collaboration. The event takes place during the second week in September. Club Service Chairpersons are encouraged to reach out to a local service organization and collaborate on hosting a project. The event is primarily promoted through a Facebook Event [page](#).

District/Multiple District Conventions

Completing a service project in the community where your district convention is being held is a great way to collaborate with your fellow club service chairpersons and the district Global Action Team. Together you can make a positive difference in that community and let everyone know that Lions are there “to serve.”

The International Convention

This annual world-wide celebration of Lions service culminates with multiple service activities being implemented in the host city. This is also a great event at which you can explore new ideas and best practices to bring back to your club; to improve the local service you provide for your community’s greatest needs.

Convention service projects provide hands-on service opportunities that meet local needs and allow convention attendees to interact with Lion and Leo friends from around the world. Project registration opens in February on the convention registration site.

Year-end Check List

To provide recognition to club members that contributed to the success of the service activities to the club, appreciation plaques, awards and Lions branded recognition products are available in the [Lions Shop](#).

Prepare Documents and Orient the Incoming Club Service Chairperson

A notebook is often used to retain documentation of service activities project management, critical “check lists” of tasks and results of fundraisers or total participation in an event. If this is maintained on a monthly basis, it will be ready to serve as a reference for the incoming club service chairperson. If the club chooses to retain files electronically, all items that pertain to the documentation of service activities committee meetings should be included.

Legalities and Technicalities

[Use of Funds Guidelines](#) - This provides guidance on the appropriate use of public funds or administrative funds for clubs and districts.

[General Liability Insurance Program](#) - The International Association of Lions Clubs has a program of Commercial General Liability Insurance that covers Lions on a worldwide basis. All Clubs and Districts are automatically insured.

- [Certificates of Insurance](#) - In order to expedite the certificate issuance process, you now have the ability to create certificates of insurance on your own.
- [Supplemental Insurance](#) - In addition to the automatic coverage mentioned above, Lions Clubs International now offers Supplemental Insurance Coverage for Clubs and Districts in the United States including Directors & Officers Liability, Crime / Fidelity, Additional Liability Insurance and Accident Insurance.

[Lions Trademark Overview](#) - This guideline is to help you understand the appropriate use of the Lions emblem and trademarks, and when approval is required.

[Lions Clubs International and Lions Clubs International Foundation Privacy Policy](#) - Lions Clubs International and LCIF recognize the importance of protecting the private information of our members.



Lions International

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DA-CSCEB.EN 3/2024