

9/19/2017

To Lion Club Presidents, Secretaries and Leo Club Advisors

It has come to my attention (from Lions Clubs International Leo Club Program person Cynthia Wicklund) that information has been sent to Lions Clubs Secretaries (those who sponsor a Leo Club) regarding the Leo-50A Application form. This form should be completed by parents of Leos and returned to the Lions Club Secretary. The Lions Club is to hang onto the Leo-50A forms for their records as we are dealing with minors.

The sponsoring Lions Club President, Secretary, and Leo Advisor can write in the Leo Club's MyLCI account to make sure that the Leo members are all entered.

Lions Club Leo advisors are to work with the Leo President and Secretary to make sure that the Leo Club enters their Monthly Membership reports. It is the Leo Club Advisor's job to make sure this is accomplished every month.

The Leo Club Secretary and President are responsible to enter the Leo activities into the MyLCI section for Leo clubs.

Lions Clubs need to list the Leo Advisor as an officer in the Lions Club just like President, Secretary, Treasurer, etc.

If you have not listed a Leo Advisor I would suggest that you go in and add to this year's officers list.

Your Leo Advisor should also make sure the Leo Club has its officers listed.

Put a note on next year's officers list to make sure the Leo Club Advisor is listed.

**My recommendation to all Lions Club Presidents, Secretaries and Leo Advisors, is the following:**

- 1. Make sure that you have listed your Leo Advisor on the Lions Club's officers report.**
- 2. Make sure that every member of the Leo Club has filled out and returned to the club secretary the Leo-50A form. Keep them on file with the Lions Club.**
- 3. Lions Clubs Presidents, Secretaries and Leo Advisors work with each Leo Club to make sure that the membership is entered correctly as well as the Leo Club's Monthly Membership and Activity reports.**

PDG Richard "Dick" Schwedersky

MD27 MyLCI Administrator and 27-D1 District Administrator

e-mail [mcflliondick@gmail.com](mailto:mcflliondick@gmail.com)

Cell 608-695-2027

