

# **INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR LIONS CLUB CHARTER**

## **New Clubs and Marketing Department**

Lions Clubs International

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## **COMPLETING THE CHARTER APPLICATION**

To organize a new Lions club you will need:

- 20 or more charter members
- A sponsoring club, zone, region, district cabinet or district committee
- Your district governor's signature on the charter application
- Completed charter application
- Appropriate fees

Upon receiving 20 or more charter member applications, as well as the sponsoring club, new club officers and the district governor's approval, complete the charter application and submit the application, with a list of charter members and charter fees, to Lions Clubs International.

## **NAMING THE NEW CLUB:**

The club name must be the actual name of the "municipality" or its equivalent governmental subdivision in which it is located. If the club is not located within a municipality, it must be known by the name of the most appropriate and locally identifiable official governmental unit in which it is located. If other clubs exist in the same municipality, the club's name should include a "distinguishing designation" to clearly identify the club and distinguish the club from other clubs that share the same municipality name. Other naming restrictions:

- The club cannot be named after a living individual, unless they have served as international president.
- No club can use the term "International" in its name.
- The club may not use the term "main" as a distinguishing designation or a designation that would imply that the club is higher ranking than the other clubs in the community.
- The term "Host" is a title of prestige to recognize the club as the parent or oldest club in the municipality.

See charter application for guidelines for determining the club name and other policies.

## EXTENSION AWARDS:

The district governor may honor up to two people with an Extension Award for the formation of a new Lions club. The award can be given to any Lion who assisted with the formation of the new club, with the exception of the district governor and new charter members. Active transfer charter members are eligible for the award.

## CHARTER FEES:

New charter members who join before the charter celebration night or 90 days following the charter approval date (whichever occurs first) pay a charter fee of US\$30. Members who transfer from another club into the chartering club pay a transfer charter fee of US\$20. Transfer charter members must be transferred in good standing from the former club to qualify for transfer member status. This transfer must take place within six months of leaving the former club. These fees cover administrative and supply costs related to chartering a new club.

**IMPORTANT:** Full payment of charter fees is required in order for International Headquarters to process and approve your Lions club application.

## PAYMENT INSTRUCTIONS:

Payments must be made to LIONS CLUBS INTERNATIONAL. Please use one of the following forms of payment.

### 1. Check/Money Order (For US Dollar Payments)

- Send a US Dollar Check or Money Order drawn from a US bank. Any non-US checks will be returned.
- If possible, send one check for the full charter amount when club is ready to be formed.
- Send the check with the charter application. NOTE: 1) Stale-dated checks cannot be accepted by our bank and will be returned to the sender, delaying the process of your application. 2) Stale-dated checks vary by banking institutions.
- Please clearly state the name of the new Lions Club on the check.

### 2. Deposit Slip/Wire Transfer (All non-US Dollar Payments)

**Deposits:** Deposits must be made to a Lions Clubs International bank account. The deposit slip must show the name of the new Lions Club, deposit date (day, month, and year), name of the bank, and account number. A copy of the deposit slip must be enclosed with the new club application. For payment instructions by country, go to the Lions website at [www.lionsclubs.org](http://www.lionsclubs.org), click on your language, open page and click on "RESOURCES" in the yellow box at the top of the page. Next, click on "PAY INSTRUCTIONS" found in the box labeled "FINANCIAL INFORMATION." Next, click on the "PAYMENT INSTRUCTIONS" found in blue lettering. The screen that appears will list each country in your language. Find your country and click on the country name. The payment instructions for your country will appear.

**US Dollar Wire transfers:** When a wire transfer payment is used, the wire transfer receipt must clearly show the deposit date, name of the new Lions Club, the amount of the club's payment, and bank account number. This information is required to match the new club to the payment and avoid a possible delay. Please include a copy of the receipt with the charter club application. Please use the following information when making a wire transfer:

**BANK ONE, NA  
120 S. LASALLE ST  
CHICAGO, IL 60603  
SWIFT NUMBER: FNBCUS44  
TELEX NUMBER: 6732667  
ROUTING ABA # 0710-0001-3  
ACCOUNT NUMBER: 105732  
BENEFICIARY NAME: International Association of Lions Clubs**

Please Note: International wire transfers will require the Swift Number for timely processing.

## **DUES:**

Lions club members pay annual international dues in addition to club, district, and multiple district dues. International dues are charged starting one month after the charter approval date and cover many member benefits, which includes a subscription to THE LION Magazine. The amount of club dues should be established at the organizational meeting and should be collected as soon as possible. Dues are often collected with charter fees. TK-2 EN 1/05

## **CHARTER APPROVAL:**

Once the charter application is approved, the New Clubs and Marketing Department will forward new club supplies, and charter member certificates to one of the new club's Guiding Lions. Supplies for clubs in India will be shipped from the office of the South Asian Secretariat in Mumbai. The charter, a congratulatory letter from the international president and a sponsor patch is sent to the district governor to be presented during the charter night celebration. Other supplies may be purchased from the Club Supplies Department at Lions Clubs International. Some supplies are also available for downloading online at [www.lionsclubs.org](http://www.lionsclubs.org).

**Please allow 45 days from the date the application is received at International Headquarters to process charter application and also to receive the official charter and club supplies.**

## **CHARTER NIGHT:**

Charter night is a festive event at which the district governor presents the charter to the new club. Often, a banquet is held and Lions clubs from the district and neighboring areas are invited to attend. Existing clubs often provide support such as money or club supplies to help give the new club a strong start. More information regarding charter night may be found in the Charter Night Planning Guide (TK-26).

## **INTERNATIONAL HEADQUARTERS SUPPORT:**

International Headquarters has many resources available to assist the new club. Encourage new members to visit the association's Web site at [www.lionsclubs.org](http://www.lionsclubs.org) for a comprehensive overview of the association's programs and resources.

## **FOR FURTHER ASSISTANCE:**

The New Clubs and Marketing Department is available to assist Lions clubs with the establishment of new Lions clubs, and also assist them as they begin their service to the community. You may contact us at:

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