

Available Resources – **MD19 Publications** (www.md19.org)

SECRETARY FORMS/TEMPLATES

Application for life Member
Club Supplies Order Form
LCI Insurance Certification
Lions Club PU Incoming Officer Report
Lionsess Club PU Incoming Officer Report
Leo Club PU Incoming Officer Report
Branch Club PU Incoming Officer Report
Melvin Jones Fellowship Application
Member Transfer
MMR Template Instructions
MMR Template - see Instructions
MMR LCI Version
Tri-fold Membership Application
Old Membership Application
Club Member Service Hour Register
VAD Template
Visitor Sign-In
Club Organization Chart

CLUB PLANNING

Club Retreat Outline
Club Retreat Planning Overview
"Open House Model" Editable Guide
"Open House Model" Non-Editable Guide
Club Retreat Planning Sessions
Club Survey Sample
Community Needs Assessment
Importance Scale Survey
Club Dynamics Questionnaire
Club Involvement Questionnaire
Club Meeting Questionnaire
Rate Your Club Admin Guide
Rate Your Club Member Questionnaire

LEADERSHIP AND ORGANIZATION

Board Meeting Agenda Sample
Regular and Board Meeting Agenda Sample
Committee Meeting Action Summary
Committee Recommendation Form
Responsibility Guideline for Committee Chair's
Sample Committee Assignment Form
Sample Committee Description List
Club By-Laws Sample
Club Officers Manual
MD Officer Duties
Sample Officer Installation Guide
Lions Guide to Conflict Resolution

MEMBERSHIP

"Open House Model" Editable Guide
"Open House Model" Non-Editable Guide
Club Survey Sample
Club Membership Guide
Importance Scale Survey
Club Dynamics Questionnaire

Lost Member Exit Interview
Club Involvement Questionnaire
Club Meeting Questionnaire
Rate Your Club Admin Guide
Rate Your Club Member Questionnaire
Tri-fold Membership Application
Old Membership Application
Brochure "I am a Lion"
Brochure "Invitation to Join"
Induction Ceremony Ideas
Orientation Chairman's Guide
Basic Member Orientation Overview Sample
Detailed Member Orientation Workbook (this document is an editable handbook used by the Longview Pioneer Club, which can be modified to fit the nature and character of your own club.)

Mentoring Guide

Mentoring Level
Mentoring Level
Mentoring Level
Mentoring Level
Focus on Club Dynamics
Focus on Involvement
Focus on Meetings

OFFICER MANUALS

Club Officers Manual LCI-General
MD President's Manual
MD Secretary's Manual
Club Membership Guide
MD Tail Twister's Manual
MD Treasurer's Manual
MD Orientation Manual
MD Officer Duties
Lions Guide to Conflict Resolution
LCI Club PR Chairman's Guide form PR710
LCI Club PR Chairman's Guide form ???
LCI District PR Chairman's Guide

PUBLIC RELATIONS

LCI Club PR Chairman's Guide form PR710
LCI Club PR Chairman's Guide form ???
LCI District PR Chairman's Guide
Club Website Guide
Sample Lions Community Promo
MD19 PR Chairman's Handbook
Brochure "Your Local Club"

TEAM BUILDING

01-cover
02-Preface
03-Table of Contents
04-LEM Team MiS
05-MD19 LEM-PR Team
06-What has to be in place
07-Ground Rules

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08-The Virtual Team
09-Elements_Effective
10-11 Commandments
11-District Membership
12-Leading with SMART Goals
13 - Groundwork Checklist
14-Simplified Project
15a-Project Facilitator
15b-Action Planning Grid
16-Using Teams To Meet
17-Monitoring Team Progress
18-Delegating Activities
19-Prescription for Greater
20-Working Guidelines
21-Dealing With Conflict
22-Tips for successful
23a-Tuckmans Stages
23b-tuckmans
24-Specific Team
25-Teams and Change
26a-Example of Meeting1
29b-Communication29b
26c-Example of meeting 001
27-Joiner 7 Step Method
28-The 17 Indisputable
29a-Communication29a
29b-Communication29b
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29r-Communication29r
29s-Communication29s
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29zz-Communication29zz
30-The Planning Process

ZONE CHAIRMAN

Zone Meeting Report Template
100% ZC Worksheet
100% ZC Worksheet
ZC's Monthly Report

DISTRICT GOVERNOR

Cabinet Member Sample Job Descriptions
VDG Responsibilities
Facilitators Secret to Preparing
Successful Facilitators
International Guest Protocol
Planning Your Spring Conference
Why Zone Retreats?
MD19 Extension Handbook (based on Jimmy Ross
Method)
DG Monthly Checklist
Club Officer Installation Scripts
DG Club Monthly Checklist (monthly checklist)
ZC Checklist (monthly checklist)
06-07 President's Excellence Award Application
Club Visitation Report - Fill In Form
Office Expense Claim
Travel Claim
Lions Clubs International Awards
MD19 Awards
MD19 Rules - Submitting MD/LCI Awards