



## FORMING A NEW LEO CLUB



**Does your Lions club want to sponsor a Leo club?** Follow the simple steps below to organize a new Leo club in your community and begin mentoring future leaders. Make sure you let your District Leo Chairman know that you are starting this process, and ask for help if you need it.

You can order a Leo Club Organisation Kit (Leo-380) from LCI or from the MD Leo committee, or refer to the LCI website for guidelines and forms.

### **Step 1 Establish a Framework**

Determine if the new Leo club will be community or school-based, Alpha or Omega. Appoint a Lion (or small group of Lions) to manage the formation of the new club.

### **Step 2 Identify Potential Leos & Promote the Idea**

Obtain the names of possible Leos from schools, universities, colleges, youth groups, friends and relatives. Advertise in the local area to attract other interested youth.

### **Step 3 Invite Prospective Leos to an Information Meeting**

Explain the philosophy of the Leo Club Program and answer questions concerning requirements for Leo club membership, the relationship to the sponsoring Lions club and Leo service activities. Distribute the Alpha Application for Leo Club Membership (Leo50-A) or Omega Application for Leo Club Membership (Leo50-O) and invite interested youth to join the Leo club.

### **Step 4 Host a Formation Meeting**

Organize a Leo club formation meeting to elect Leo club officers, discuss potential projects, accept The Leo Club Constitution and Bylaws and determine the place and time for club meetings.

### **Step 5 Complete Required Paperwork**

Complete the Leo Club Organization Report (Leo-51) with proper signatures. Attach a list with the names of the club's founding members and return it to the Leo Club Program Department. The entire certification process can take four to six weeks.

### **Step 6 Plan an Installation Ceremony**

Once the Leo Club Organization Report form has been approved, the sponsoring Lions club should organize a meeting to present the Certificate of Organization and install Leo club officers. Launch the Leo club with an installation ceremony.

### **Step 7 Start Community Service Activities**

The Leos can commence planning and conducting activities as soon as their Organization Report has been accepted by Lions Clubs International. The Leo Advisor should attend all meetings but allow the Leos to make their own decisions and conduct their own activities.



## FORMING A NEW LEO CLUB FINANCIAL OBLIGATIONS



### **Leo Club Organization Fee**

The Leo club organization fee is US\$100 or the national currency equivalent. This one-time fee includes:

- The costs involved in processing the Leo Club Organization Report
- A Certificate of Organization
- A Leo club officers' kit
- A Leo club sponsor kit
- Leo lapel pins for each original Leo club member

### **Leo Club Sponsor Levy**

Lions clubs are also billed an annual Leo club sponsor levy of US\$100 or the national currency equivalent. The levy pays for Leo Club Program materials, mailings, club record maintenance, communications, awards and program resources.

If a Leo club is canceled, the Leo Club Termination Form (Leo-86) must be received by the Leo Club Program Department by October 31 to receive levy credit for the current year only.

For further information see <http://members.lionsclubs.org/EN/leos/index.php>

**OR contact your District or State Leo Chairperson – see Directory for details.**