

# Lions Clubs International Membership Frequently Asked Questions



## Frequently Asked Questions

**Q: How do I Report No Membership Changes this month?**

A: From the My Lions Club or My Leo Club menu, select Members. From the Members page, click the Report No Change for Month button. Select the reporting month from the drop-down list. From the Report No Member Transaction page, click the Report button to complete the official reporting for the month or click Cancel to cancel the transaction and return to the Members page.



**Q: How do I report Membership changes from earlier this year?**

A: Membership changes can only be posted in the current month or in the previous two months. For reports dating back further than 2 months, you will be required to submit a paper report to the Club & Officer Record Administration Department as follows:

[www.lionsclubs.org/EN/common/pdfs/c23a.pdf](http://www.lionsclubs.org/EN/common/pdfs/c23a.pdf)

### **POST MAIL**

LIONS CLUBS INTERNATIONAL  
300 WEST 22ND STREET  
OAK BROOK, IL 60523-8842 USA

SCAN & E-MAIL: [stats@lionsclubs.org](mailto:stats@lionsclubs.org)

Fax: 630-706-9295

**Q: How do I add a member?**

A: From the My Lions Club or My Leo Club menu, select Members. From the Members page click the Add Member button. From the drop down list select New Member to

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add a person who has never been a Lion or Leo before. Select Returning Member from the drop down list to add a member who was a member of your club in the past.

Select Transfer Member from the drop down list to add a member who was or is a member of another club.



For Leo members under the age of 18, the parent or guardian must provide their consent for membership by completing the Parental Consent section of the Leo-50 Membership Application. The Leo-50 form needs to be sent to the Leo club advisor or the Lions club president or Lions club secretary of the sponsoring Lions club. After adding a new Leo member under the age of 18, the member information will be held in a Pending Leo Consent list and will be finalized after review and approval by the Leo club advisor or the sponsoring Lions club president or Lions club secretary.

## **Q: Where do I find the Pending Leo Consent list?**

A: From the Leo Club menu, select Parental Consents. From the Parental Consents page, find the member you need to approve. From the expanded view panel, click Approve or Reject. The button will highlight indicating the member was approved or rejected. Go back to the My Leo Club menu, select Members to confirm the member has been added.

## **Q: How do I transfer a member?**

A: From the My Lions Club or My Leo Club menu, select Members. From the Members page click the Add Member button. From the drop down list select Transfer Member from the drop down list to add a member who was or is a member of another club. To ensure that the proper member record is transferred to your club MyLCI will attempt to search for the member record based on the information provided on the Transfer Member page. The member number can be used to search for the member record if it is known. If the member number is not available, enter the club name or the club

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number. If the club name or number is not available, enter all or part of the member's last and first name. Click Search to initiate the search. (This may take a few moments.)

From the list of possible member record matches, click the member name to expand the view of the member's information. If the person is currently a member of another club, the Transfer Member button will be displayed, otherwise the Add to my club button will be displayed.

You will be prompted to provide the Effective Date.

If the person you want to transfer currently is a member of another club, a Transfer Request message will be sent to the club officer. The member will be automatically added to your club after the member is dropped from his or her current club or 30 days (whichever occurs first).

## **Q: How do I drop a member?**

**A:** From the My Lions Club or My Leo Club menu, select Members. From the Members page, click the member name you would like to drop. From the expanded view of the member information, click Drop Member. On the Drop Member page, select the reason for the drop and enter the effective date for dropping the member. Click Drop to complete the drop transaction.

A screenshot of the Lions Clubs International membership management interface. The page title is 'Members' and it shows '19 members found'. A table lists members, with 'CORNELISON, GARY' selected. The expanded view for Gary Cornelison shows his status as 'Member', spouse as 'NONE', joined date as '5/19/2010', and sponsor as 'ROGERS, DONNA'. A red circle highlights the 'Drop Member' button in the action menu on the right side of the member's details.

Name	ID	Status	Phone
CLEMENT, JERRY	753559	Member - Regular Member	1-940-272-4910
CORNELISON, GARY	3240097	Member - Regular Member	940-799-2007

**CORNELISON, GARY**  
Status: Member Spouse: NONE  
Age: 68  
Member Address: 806 BACCUS ST APT A BOWIE TX 76230  
Home: 940-799-2441  
Cell: 956-792-8066  
Joined Date: 5/19/2010  
Sponsor: ROGERS, DONNA  
Regular Member

Buttons: Edit Details, Drop Member, Create Family Unit

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**Q: How do I edit a mailing address?**

A: From the My Lions Club or My Leo Club menu, select Members. From the Members page, click the member name you would like to update. From the expanded view of the member's information, select Edit Member. On the Edit Member page, update either the member correspondence address (usually the home address) or the officer correspondence address (for officers only). Click Save when you have completed your changes.

**Q: How do I change a member's name?**

A: From the My Lions Club or My Leo Club menu, select Members. From the Members page, click the member's name you would like to update. From the expanded view of the member's information, select the Edit member button. From the Edit Member page, click Request Name Change. From the Change Name Request page, enter the changes to the member's name. Click Submit to complete the change request. An e-mail will be sent to Lions Clubs International headquarters for review of the request.

**Q: How do I create a Family Unit?**

A: Each Family Unit has a member who is designated as the Head of Household and 1 - 4 additional family members. Policy requires all the family unit members to reside at the same household address as the Head of Household. Club officers are asked to verify the relationship of the family members to the Head of Household. To create a Family Unit, start by identifying the Head of Household.

From the My Lions Club or My Leo Club menu, select Members. From the Members page, click the Create Family Unit button associated the member's name who will be the Head of Household. From the Family Unit page, select the first member to add to the family unit from the left side of the page. Next, respond to the prompts to verify the relationship of the member to the Head of Household. Then click Add. Repeat the process for all family members and click Save from the Family Unit page to complete the creation of the Family Unit.

**Q: How to resolve the error that the family member does not have the same address as that of the Head of Household?**

A: All members of the Family Unit must have the same home address as the member who is designated as the Head of Household and the address must be an **exact**

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match. Even a minor difference in the values in the street address, the city, the state or province and the postal code will trigger an error. The error message will indicate the family member who has the unmatched address.



**Update failed. Sony Adams does not have the same address as that of the Head of Household**

When this error appears:

- 1) Click the Remove button for the family member who has the mismatched address. Then click Save. (Another error message will appear if there are other mismatched addresses. Repeat this step as needed.)

Members	
<b>Jean Adams (2391988)</b> 2012-2013 Club Secretary Member Address 123 Main St ARJONA BOLIVAR, COLOMBIA Officer Address 123 Main St ARJONA BOLIVAR, COLOMBIA E-mail Jean@Adams.com	Regular Member Added 7/1/2005 Family Member Joined 7/1/2005 Gender Male Year Of Birth 1965 Sponsor Franklin, Sony (905642) Spouse/Companion NEYTILIA SAN JUAN Family Unit Joe Adams (905647) Relationship Child Documents Birth Certificate Drivers License Edit Member Drop Member Manage Family Unit
<b>Joe Adams (905647)</b> 2012-2013 Club Membership Chairperson Member Address 123 Main St ARJONA bolivar, COLOMBIA Officer Address 123 Main St ARJONA bolivar, COLOMBIA E-mail Joe@Adams.com	Family HOH Added 10/1/1990 Joined 10/1/1990 Gender Male Year Of Birth 1965 Occupation Education/Training Spouse/Companion ASTRID AREVALO Head of Household Jean Adams (Child) Jean Jefferson (Spouse) Edit Member Drop Member Manage Family Unit
<b>Sony Adams (900260)</b> Member Address 123 Main St ARJONA, COLOMBIA Work 111-555-1212 E-mail Sony@Adams.com	Charter Regular Member Added 9/1/1982 Joined 9/1/1982 Spouse/Companion MARTA SO CASTRO Edit Member Drop Member Create Family Unit

- 2) Next correct the mismatched addresses. From the Members page, start by examining the address of the Head of Household. Then from the Members page, click the Edit Member link associated with the family member with the unmatched address. From the Edit Member page, update the address fields and click Save.

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Once all address fields have been corrected, you can complete the Family Unit by clicking the Manage Family Unit link.

**Q: How do I update the address of a member of a family unit?**

**A:** Once the family unit has been created, the addresses of all members of the family unit are tied to the address of the Head of Household.

To update the addresses of all members of the family, edit the address of the Head of Household.

**Member Correspondence Address**

Country	COLOMBIA			
Address Line 1	123 Mainstreet			
Address Line 2				
Address Line 3				
City	ARJONA	State	bolivar	Postal Code

 This member is the Head of Household for the family unit. This address will be used for all members in the family unit.

Because all members of the family unit must have the same address, to update the address of a **single** member of the family unit, the member must be removed from the family unit.

**Member Correspondence Address**

Country	COLOMBIA			
Address Line 1	123 Main			
Address Line 2				
Address Line 3				
City	ARJONA BOLIVAR	State		Postal Code

 Address of a member in a family unit cannot be edited. Update the address of the Head of Household for the family unit