

Fiscal year 2012-2013 will soon be here, and we ask that you report your new club officers. This information is vital for an accurate listing in the [Find A Club](#) locator on the association's website and especially for timely mailings from international headquarters.

Please complete the officer reporting form (PU101) as soon as your club officers are elected. Please be sure to update the new officers' membership information prior to completing the form.

There are two ways to accomplish this:

1. To submit electronically, log onto the main website at www.lionsclubs.org.
 - a. Click on the entry entitled "**Submit Reports**" located at the top right of the screen.
 - b. Click on the Lions logo.
 - c. Enter your User Name and Password.
 - d. Click **Club** from the banner across the top; then click **Club Officers**.
 - e. From the drop down menu, choose Lionistic Year 2012-2013. Choose the officer title; i.e., President, Secretary, etc. A new page appears. Select the name from the member list shown. Click **Save**. Repeat the process until all four officers have been entered. After the final "Save," you will be back at the Officer page. Click **Return** to go back to the Home Page. Your report has now been submitted to international headquarters!
 - f. To print a copy, go to **Reports**, choose the **Lions Clubs Officer Reporting Form (PU101)** entry; and click **Print**. Choose "Next Year." Click **Run Report**.
 - g. To save the document, click **File**, then **Save**, and save it to your PC.
 - h. Be sure to send your district governor a copy from your saved document!
2. You may also use the paper version of the PU101 form to submit your new club officers, which is available on the LCI website to download, print, fill out and submit to International Headquarters by:

www.lionsclubs.org/EN/common/pdfs/pu101.pdf

POST MAIL:

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CLUB & OFFICER RECORD ADMINISTRATION DEPARTMENT
300 W 22ND STREET
OAK BROOK, IL 60523-8842 USA

SCAN & EMAIL: stats@lionsclubs.org

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The deadline for submission is May 15, 2012.

Should you have any questions about the filing of this form, please contact wmmr@lionsclubs.org.