

Secretaries,

Please be aware of the **Club Officer Reporting process to be followed**. You will report your New Club Officers through your Club's MyLCI site **(*by April 15th – new date established by LCI and reported in the LCI secretary e-book*)** and then email (or send as a hard copy) a copy of the report to the MD19 Office by May 15th. *Although the dates are a month apart as to when they should be received by each entity, you may wish to consider sending the form to the MD19 Office at the same time you finish doing it for LCI. This way you will not need to remember to send the completed form a month later.*

*** Report new incoming club officers - By April 15, or directly after the club completes its elections, report officers and directors via MyLCI or via the Officers Reporting Form PU101.**

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Below are instructions on how to do your MyLCI Club Officer Report Form and subsequent sending to the MD19 Office. These instructions are found under the Secretary Excellence Award Rules, which is located on our MD19 Website: lionsmd19.org under "Toolbox" and then "Forms".

MULTIPLE DISTRICT 19 ROSTER INFORMATION

The Club Secretary must report the newly elected Club Officers on the LCI Website using MyLCI on or before May 15th (*Please see above note) of the year preceding the Lions Year the newly elected officers take office. Following the reporting of the club officers on MyLCI, the club secretary goes to "My Lions Club" on MyLCI and clicks "Reports". After clicking on "View / Print" the "Lions Club Officers Report" should come up on the screen. This report is saved to the Secretary's computer and then emailed to the MD19 Office as an attachment. Using this method, the Club Officers for the next Lions Year **must also be reported to the MD19 Office on or before May 15th to be considered "On time"**.

Directions: If you haven't completed the new registration process that will need to be done first before the following can be done.

1. On the home page of LCI, click on Member Login
2. After entering your User Name and Password, select MYLCI on the next page:
3. On the "Home" page, under "My Tasks" click on "Enter Next Year's Officers" and enter each of your club officers as directed. * Click on 'Add Officer' for each position, select from the membership list and hit submit. Do for each officer.

TO SEND TO MD19:

4. Under "My Lions Club" drop down list, click on "Reports"
5. Click on "Lions Club Officer Report for Next Year"
6. Click on "View / Print"
7. Save this Document "Lions Club Officers (Lions Year)" to computer
8. Email this document as an attachment to MD19 Office.
9. Also email a copy to your current Zone Chairperson and 1st Vice District Governor.

*Currently your home site may still show 'enter current years officers' in which case, click on that and on the following page select 'Next Year' from the drop-down list under the "Select Term" button. Continue with selecting the officers for the 2024-2025 Lions year.

IMPORTANT!!!

PLEASE MAKE SURE THAT YOU HAVE UPDATED ANY OF THE INCOMING OFFICERS MEMBERSHIP INFORMATION BEFORE SUBMITTING THE CLUB OFFICER REPORT FORM. HELP US AVOID MISINFORMATION IN THE MD19 ROSTER AND OUR WEBSITE.