

# URGENT! THIS IS YOUR 2016-17 LIONS CLUBS OFFICER REPORTING FORM

**Lion Secretary:** Reporting newly elected club officers is extremely important to ensure that the new officers receive the information and material they will need for the coming year. You may report the new officers using the MyLCI Website or by mailing this printed form to International Headquarters (deadline May 15). Mailing instructions follow.

Changes in club officers during the fiscal year should be entered in MyLCI or sent to International Headquarters.

IDENT.	CLUB NO.	DISTRICT	NAME OF CLUB	INTL. OFFICE USE ONLY
				LANG. COUNTRY

Print your meeting place and time on the left.

	SUN.	MON.	TUE.	WED.	THUR.	FRI.	SAT.
EACH WEEK							
1ST WEEK							
2ND WEEK							
3RD WEEK							
4TH WEEK							
ALTERNATE WEEKS							
HOUR							

MEETING PLACE \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

POSTAL CODE \_\_\_\_\_

STATE OR PROVINCE \_\_\_\_\_

Club Website URL \_\_\_\_\_

\* Member numbers are found on the Semi-Annual Membership Dues Invoice.  
 # Provide updated home address information in the local mailing format.  
 Lions mail will be sent to the home address unless SEND MAIL TO CLUB ADDRESS is checked.

**CLUB MAILING ADDRESS:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>PRESIDENT:</b> NAME	MEMBER NUMBER*	PREFERRED CONTACT NUMBER:
#		PHONE TYPE <input type="checkbox"/> CELL <input type="checkbox"/> HOME <input type="checkbox"/> BUSINESS  SEND MAIL TO CLUB ADDRESS <input type="checkbox"/>
#		
E-MAIL ADDRESS	SPOUSE/ADULT COMPANION NAME	
<b>SECRETARY:</b> NAME	MEMBER NUMBER*	PREFERRED CONTACT NUMBER:
#		PHONE TYPE <input type="checkbox"/> CELL <input type="checkbox"/> HOME <input type="checkbox"/> BUSINESS  SEND MAIL TO CLUB ADDRESS <input type="checkbox"/>
#		
E-MAIL ADDRESS	SPOUSE/ADULT COMPANION NAME	
<b>TREASURER:</b> NAME	MEMBER NUMBER*	PREFERRED CONTACT NUMBER:
#		PHONE TYPE <input type="checkbox"/> CELL <input type="checkbox"/> HOME <input type="checkbox"/> BUSINESS  SEND MAIL TO CLUB ADDRESS <input type="checkbox"/>
#		
E-MAIL ADDRESS	SPOUSE/ADULT COMPANION NAME	

\* Member numbers are found on the Semi-Annual Membership Dues Invoice.  
 # Provide updated home address information in the local mailing format.  
 Lions mail will be sent to the home address unless SEND MAIL TO CLUB ADDRESS is checked.

<b>FIRST CLUB VICE PRESIDENT:</b> NAME	MEMBER NUMBER*	PREFERRED CONTACT NUMBER:
#		
#		PHONE TYPE <input type="checkbox"/> CELL <input type="checkbox"/> HOME <input type="checkbox"/> BUSINESS
E-MAIL ADDRESS	SPOUSE/ADULT COMPANION NAME	SEND MAIL TO CLUB ADDRESS <input type="checkbox"/>
<b>SECOND CLUB VICE PRESIDENT:</b> NAME	MEMBER NUMBER*	PREFERRED CONTACT NUMBER:
#		
#		PHONE TYPE <input type="checkbox"/> CELL <input type="checkbox"/> HOME <input type="checkbox"/> BUSINESS
E-MAIL ADDRESS	SPOUSE/ADULT COMPANION NAME	SEND MAIL TO CLUB ADDRESS <input type="checkbox"/>
<b>MEMBERSHIP CHAIRPERSON:</b> NAME	MEMBER NUMBER*	PREFERRED CONTACT NUMBER:
#		
#		PHONE TYPE <input type="checkbox"/> CELL <input type="checkbox"/> HOME <input type="checkbox"/> BUSINESS
E-MAIL ADDRESS	SPOUSE/ADULT COMPANION NAME	SEND MAIL TO CLUB ADDRESS <input type="checkbox"/>

**Mailing instructions:**

- a. Send one copy to International Headquarters using the following address:

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

E-mail: [MemberServiceCenter@lionsclubs.org](mailto:MemberServiceCenter@lionsclubs.org)  
 Fax: 630-706-9295  
 Phone: 630-203-3830

- b. Alternatively, next year officers can be submitted via the MyLCI Website.  
<http://mylci.lionsclubs.org>