

# **District 308 B2 Leo Clubs Award Guidelines 2008-2009**

## **A.100% Club Administrative**

### **1. Year Planner and an Annual Budget for 2008-2009**

Club must submit a Year Planner and an Annual Budget for 2008-2009 to DC for Leo Clubs with copies to the Regional Committee Chairperson (RCC) for Leo Clubs, Leo/ Faculty Advisors **NOT** later than **10th Aug 2008**.

### **2. Installation / Election**

- a) Installation of Board of Directors must be held before **30<sup>th</sup> September 2008**.
- b) Election of the next BOD **NOT** later than **31<sup>st</sup> March 2009**.

### **3. MAAR1** (eReport in MS Word, PDF format is encouraged)

Submission of all completed MAAR1 (July 2008 – June 2009) with Minutes and Attendance of Club Meetings before 5<sup>th</sup> of the following month respectively. (The reporting cut-off date is 25<sup>th</sup> of the preceding month).

### **4. Leo Club Officers and Membership Report (Leo-72)**

The Leo Club Officers and Membership Report (**Leo-72**) must reach LCI and the DC for Leo Clubs, **NOT** later than **15<sup>th</sup> May 2009**.

### **5. Meetings & Activities**

#### **a) BOD & Business / Club Meetings**

- i. Board of Directors Meeting must be held at least once a month
- ii. Business/Club Meeting must be held at least once a month
- iii. Attendance of Club / BOD Meetings at least **80%** average
- iv. Minutes of the meeting should be properly recorded and filed

#### **b) Orientations/Seminars/Workshops/Leo Camp**

- i. Club Key Officers (President, Secretary, Treasurer and or 1<sup>st</sup> Vice President) must attend the Key Officer's School.
- ii. At least 3 members attend either any 2 of the Orientations, Seminars, Workshops / Leo Camp/ Youth Camp at Region / District level

#### **c) Region Meeting**

President, Secretary, Treasurer and or 1<sup>st</sup> Vice President must attend at least 3 Region Meetings.

#### **d) Protocol & Decorum**

Members must observe proper and correct conduct of Lions Protocol & Decorum at all times.

### **6. Membership**

At least 10% net increase of membership from 1<sup>st</sup> July 2008 to 31<sup>st</sup> March 2009

**All reports ,letters and documents must send to the respective Regional Committee Chairperson (RCC) for Leo Clubs, Leo/Faculty Advisor and copy to District Chairperson (DC) for Leo Clubs.**

## **B. Outstanding Leo Club**

**MUST fulfill 100% Club Administrative requirements to qualify.**

### **1. Organize**

- a) At least ONE project with Sponsoring Lions Club (Submit all Completed project to LCI in the "Serving Together" Banner Patch, Application form LEO-ST within 30 days after completion of each project with a copy to DC & RCC.)
- b) At least ONE orientation/leadership seminar /Leo Camp at club level.

c) At least TWO designated District Project ( joint project with other Leo clubs encouraged)  
(*Environmental Services, Health Services ,Spotlight on Children, Leo Day, Leo Idol*)

**2. CLD Program Participation**

Each club should produce at least

- 1 Leo obtain Proficiency badge
  - 3 Leos obtain respective L / E / O badges
  - 30% of members pass the Orientation
3. Publicize at least 2 club's projects/activities in local press
  4. Publish at least 2 issues of Club Newsletter / eNewsletter.
  5. Have at least 10% of membership to attend 2009 36<sup>th</sup> MD 308 Leo Forum.

**C. TOP Leo Club**

The Leo Club MUST fulfill the Outstanding Leo Club requirements in order to qualify.  
Selection base on quality and effectiveness of Club administration and projects.

**D. Outstanding Leo President**

Club must fulfill 100% Club Administrative requirements in order to qualify.  
The President must

1. Chair all the BOD and Club Meetings
2. Attend - At least three (3) Region Leo Meetings (certified by RCC for Leo Clubs).
3. Attend 2009 36<sup>th</sup> MD 308 Leo Forum as registered delegate.
4. Sponsor at least 1 new member
5. Produce at least 1 member with L/E/O badges in the CLD
6. Qualify for Proficiency badge in the CLD Program
7. Organize or attend at least one Orientation, Seminar, Workshop or Leo Camp.
8. Organize at least one major service / fund-raising project as organizing chairperson
9. Organize at least one joint project with sponsoring Lions Club.
10. Must be in good standing .

**E. TOP Leo President**

The Leo President must fulfill the Outstanding Leo President requirements in order to qualify.  
Selection base on leadership skills, knowledge, responsibility , enthusiasm , commitment and superior achievement in activities.

**F. Outstanding Leo Secretary**

Club must fulfill 100% Club Administrative requirements in order to qualify.

The secretary must

1. Attend all BOD and Club Meetings as recording officer and Filling all club meeting minutes
2. Attend at least three (3) Region Leo Meetings (certified by RCC for Leo Clubs).
3. Attend 2009 36<sup>th</sup> MD 308 Leo Forum as registered delegate.
4. Attend at least one Orientation, Seminar, Workshop or Leo Camp.
5. Attend at least one joint project with sponsoring Lions Club.

6. Sponsor at least 1 new member
- 7.. Qualify for L / E / O badges in the CLD Program
8. Organize at least one major service / fund-raising project as organizing chairperson
9. Recording Officer for election meeting to elect club officers for 2009-2010 before 31<sup>st</sup> March 2009.
10. Must be in good standing.

#### **G. TOP Leo Secretary**

The Leo Secretary must fulfill the Outstanding Leo Secretary requirements in order to qualify. Selection base on leadership skills, knowledge, responsibility , enthusiasm and commitment.

#### **H. Outstanding Leo Treasurer**

Club must fulfill 100% Club Administrative requirements in order to qualify.

The treasurer must

1. Submit monthly Financial Statement (eReport in MS Word, PDF format is encouraged) to DC for Leo Clubs before 5<sup>th</sup> of each month with copies to the RCC for Leo Clubs, Leo / Faculty Advisors.
2. Attend all BOD and Club Meetings.
3. Attend at least three (3) Region Leo Meetings (certified by RCC for Leo Club).
4. Attend at least one Orientation, Seminar, Workshop or Leo Camp
5. Attend at least one joint project with sponsoring Lions Club.
6. Attend 2009 36<sup>th</sup> MD 308 Leo Forum as registered delegate.
7. Qualify for L / E / O badges in the CLD Program
8. Organize at least one major service / fund-raising project as organizing chairperson
9. Sponsor at least 1 new member
10. Must be in good standing .

#### **I. TOP Leo Treasurer**

The Leo Treasurer must fulfill the Outstanding Leo Treasurer requirements in order to qualify. Selection base on leadership skills, knowledge, responsibility , enthusiasm and commitment.

#### **J. Outstanding Vice President / Assistant Secretary / Assistant Treasurer / Tamer / Twister / Directors**

Club must fulfill 100% Club Administrative requirements in order to qualify and achieve the followings:-

1. Attend at least 80% attendance at BOD and Club Meeting.
2. Attend at least three (2) Region Leo Meetings (certified by RCC for Leo Clubs).
3. Attend at least one Orientation, Seminar, Workshop or Leo Camp
4. Organize at least one project as Organizing Chairperson.
5. Qualify for L / E / O test in the CLD Program
6. Sponsor at least one new member from 1<sup>st</sup> July 2008 to 30<sup>th</sup> April 2009.
7. Encourage to attend the 2009 36<sup>th</sup> MD 308 Leo Forum.
8. Must be in good standing

#### **K. Outstanding Leo**

1. At least 80% attendance at meeting and projects.
2. Organize at least one project as Organizing Chairperson.

3. Obtain all L / E / O badges in the CLD Program
4. Sponsor at least one new member from 1<sup>st</sup> July 2008 to 30<sup>th</sup> April 2009.
5. Attend the 2009 36<sup>th</sup> MD 308 Leo Forum.
6. Active participation in Region Projects and Activities (certified by DC or RCC for Leo Clubs.)
7. Must be in good standing .

**L. TOP Leo**

The Leo member must fulfill the Outstanding Leo requirements in order to qualify. Selection base on leadership skills, knowledge, responsibility , enthusiasm ,commitment and superior achievement in activities.

**M. Outstanding New Leo**

1. New Member for more than 6 month between 1<sup>st</sup> July 2008 and 31<sup>st</sup> May 2009
2. At least 80% attendance at meeting and projects.
3. Pass Orientation test in the CLD Program
4. Attend 2009 36<sup>th</sup> MD 308 Leo Forum.
5. Organize at least one project as Organizing Chairperson.
6. Must be officially orientated and inducted.
7. Must be in good standing.

**N. TOP New Leo**

The new Leo member must fulfill the Outstanding New Leo requirements in order to qualify. Selection base on leadership skills, knowledge, responsibility , enthusiasm and commitment.

**O. Club Projects Awards**

**1. Outstanding Publicity (original paper cutting must be attach)**

Club must fulfill 100% Club Administrative requirements in order to qualify and achieve the followings:-

Club project / activities highlighting Leo effort with **most** appearance in public media supported by documents.

**2. Outstanding Club Newsletter or eNewsletter**

Club must fulfill 100% Club Administrative requirements in order to qualify .

Selection base on effectiveness, content, presentation and regularity of publication.

A copy of the Newsletter or eNewsletter (eNewsletter in MS Word, PDF format is encouraged) must send to DC for Leo Clubs with copies to the RCC, Leo / Faculty Advisors.

**3. Outstanding Membership Growth**

Club must fulfill 100% Club Administrative requirements to qualify and achieve 10% (Omega Club), 20% (Alpha Club) net membership growth or more from 1<sup>st</sup> July 2008 to 30<sup>th</sup> April 2009

All new members must be officially orientated and inducted and pass the CLD Orientation.

**4. Leo-Lion Serving Together (Joint Service Projects)**

Club must fulfill 100% Club Administrative requirements in order to qualify

Successful completion of joint projects and activities supporting Leo- Lion collaboration.

## **5. Outstanding Service Projects**

Club must fulfill 100% Club Administrative requirements in order to qualify.

Successful completion of service projects and activities like : peace poster, blood donation campaign, fund raising , recycle project , community services etc.

## **P. District Projects Awards**

Club must fulfill 100% Club Administrative requirements in order to qualify.

- A Report (eReport in MS Word, PDF format by email or CD is encouraged) of the specific project(s) that the club wishes to highlight, must be sent to the DC for Leo Clubs together with summary of number of manpower used, man-hour spent, number of people benefited from the project, photographs (in JPEG format) and original newspaper report cuttings.
- The Project must involve more than 50% of the members and significant participation of the community.
- A Statement of Account of the project and name of beneficiary.

### **1. Environmental Services**

Club must fulfill 100% Club Administrative requirements in order to qualify.

Caring for the air, water, and land on Earth is a serious responsibility. As the most intelligent species on the planet, mankind is obligated to protect the Earth's flora and fauna. In 1972, The International Association of Lions Clubs has adopted The Policy Statement on the Human Environment, signifying the Lions' commitment to preserve and improve the environment. In 1999, the board of directors of Lions Clubs International approved ***The Environment Program as the official International service project of the Leo Club Program.*** For More Examples of successful Environmental Project please refer to Leo 302 – "Our Environment Our Future" handbook.

Recommended activities:

- **Leos Clean/ Green Team**
- **Leo Garden / Landscaping/ Beautification**
- **Recycle & Reuse**
- **Tree Planting**

### **2. Leo Spotlight on Children Service Project**

Club must fulfill 100% Club Administrative requirements in order to qualify.

Leo Spotlight on Children projects aid children in adverse circumstance. Leo Clubs that plan and implement service projects for children in adverse circumstances are eligible to receive district award as well as the Leo Spotlight on Children Banner Patch by Lions Clubs International.

### **3. Leo Day Program**

Club must fulfill 100% Club Administrative requirements in order to qualify.

Organize activity to promote Leo Program to the public or school students, to encourage more youth people to enroll as Leo.

Must have an exhibition corner to promote Leo Project / Activity to general public.

Submit your report with project photo, the photo should show how the exhibition takes place and how many public involve etc.

### **4. Health Services**

Club must fulfill 100% Club Administrative requirements in order to qualify.

Conduct Health awareness activities in their communities throughout the year, such as : sight conservation , diabetes awareness, hearing & speech action.

### **5. District Leo Idol**

- Each Region will have their own competition before 31 March 2009 and submit the finalist list to RCC for Leo Clubs with a copy to DC for Leo Clubs.
- The Champion of the Regional Level will represent the Region for the District Leo Idol during 35th MD 308 Leo Forum 2008 for the District level.

\*\*\* All Project Specially Fund Raising Project STRICTLY MUST BE OBTAIN the permission and approval of School Principal and Sponsoring Lions Club President, regardless Alpha or Omega Leo Club.

#### **Q. District Special Appreciation**

##### **1. Faculty Advisor**

For the dedicated service of the faculty advisor. Recommended by Sponsoring Lions Club President, DC , RCC for Leo Clubs.

##### **2. Lion Leo Advisor**

For the dedicated service of the Lion Leo advisor . Recommended by Sponsoring Lions Club President, .DC , RCC for Leo Clubs .

##### **3. TOP Leo School Academy**

- a. This is specially placed for BOD 2007-2008 who is sitting for 2008 SPM.
- b. A copy of the SPM Result slip must be attached for the recommendation.
- c. Applicant must be an active member during his / her term (2008-2009)
- d. Minimum requirement will be, 80% of the subjects must be grade A (regardless A1 or A2).When comes to the same result, A1 will be the first consideration. Example :-
  - i. *Those who are taking 12 subjects – At least 10A in SPM*
  - ii. *Those who are taking 11 subjects - At least 9A in SPM*

##### **4. Special Appreciation Award**

For the dedicated service of the active leos. Selection base on leadership skills, knowledge, dedication, enthusiasm and commitment.

You may download form or criteria for Lions Club International awards at :-

- [www.lionsclubs.org/EN/content/resources\\_forms\\_youth.shtml](http://www.lionsclubs.org/EN/content/resources_forms_youth.shtml)
- [www.lionsclubs.org/EN/content/youth\\_leo\\_clubawards.shtml](http://www.lionsclubs.org/EN/content/youth_leo_clubawards.shtml)

NOTE:

- o The Committee will determine the number of recommendations upon approval by DG. The Committee shall consist of the District Chairperson for Leo Club and all RCCs for Leo Clubs.
- o Strong recommendations from Leo/Faculty Advisor are important.
- o District Governor reserves the right to make the final decision on all awards.
- o **Strongly recommended to invite DC or RCC for Leo Clubs to witness all the club project**