

URGENT! THIS IS YOUR 2024-2025 LIONS CLUBS OFFICER REPORTING FORM

- Reporting newly elected club officers is extremely important to ensure that the new officers receive the information and material they will need in preparation for the coming year.
- Please only use this form if the new Lion Portal is not available. The deadline to update new officers is May 31.
- Changes in club officers during the fiscal year should be entered in the new Lion Portal or sent to International Headquarters.

CLUB NO.:	NAME OF CLUB:	COUNTRY:
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<p>* 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 below.</p>
CLUB MAILING ADDRESS:

PRESIDENT:		*MEMBER NUMBER:	PREFERRED CONTACT PHONE NUMBER:
NAME (Last, First)			
Addr Line 1			
Addr Line 2		cell home business	
E-MAIL ADDRESS:	SPOUSE/ADULT COMPANION NAME:		send mail to: home address club address
FIRST CLUB VICE PRESIDENT:		*MEMBER NUMBER:	PREFERRED CONTACT PHONE NUMBER
NAME (Last, First)			
Addr Line 1			
Addr Line 2		cell home business	
E-MAIL ADDRESS:	SPOUSE/ADULT COMPANION NAME:		send mail to: home address club address
SECOND CLUB VICE PRESIDENT:		*MEMBER NUMBER:	PREFERRED CONTACT PHONE NUMBER
NAME (Last, First)			
Addr Line 1			
Addr Line 2		cell home business	
E-MAIL ADDRESS:	SPOUSE/ADULT COMPANION NAME:		send mail to: home address club address
SECRETARY:		*MEMBER NUMBER:	PREFERRED CONTACT PHONE NUMBER:
NAME (Last, First)			
Addr Line 1			
Addr Line 2		cell home business	
E-MAIL ADDRESS:	SPOUSE/ADULT COMPANION NAME:		send mail to: home address club address
TREASURER:		*MEMBER NUMBER:	PREFERRED CONTACT PHONE NUMBER
NAME (Last, First)			
Addr Line 1			
Addr Line 2		cell home business	
E-MAIL ADDRESS:	SPOUSE/ADULT COMPANION NAME:		send mail to: home address club address
MEMBERSHIP CHAIRPERSON:		*MEMBER NUMBER:	PREFERRED CONTACT PHONE NUMBER
NAME (Last, First)			
Addr Line 1			
Addr Line 2		cell home business	
E-MAIL ADDRESS:	SPOUSE/ADULT COMPANION NAME:		send mail to: home address club address

CLUB LCIF COORDINATOR: NAME (Last, First)		*MEMBER NUMBER:	PREFERRED CONTACT PHONE NUMBER	
Addr Line 1		cell home business		
Addr Line 2				
E-MAIL ADDRESS:	SPOUSE/ADULT COMPANION NAME:		send mail to:	home address club address
CLUB SERVICE CHAIRPERSON: NAME (Last, First)		*MEMBER NUMBER:	PREFERRED CONTACT PHONE NUMBER	
Addr Line 1		cell home business		
Addr Line 2				
E-MAIL ADDRESS:	SPOUSE/ADULT COMPANION NAME:		send mail to:	home address club address
CLUB MARKETING COMMUNICATIONS CHAIRPERSON: NAME (Last, First)		*MEMBER NUMBER:	PREFERRED CONTACT PHONE NUMBER	
Addr Line 1		cell home business		
Addr Line 2				
E-MAIL ADDRESS:	SPOUSE/ADULT COMPANION NAME:		send mail to:	home address club address
CLUB ADMINISTRATOR: NAME (Last, First)		*MEMBER NUMBER:	PREFERRED CONTACT PHONE NUMBER	
Addr Line 1		cell home business		
Addr Line 2				
E-MAIL ADDRESS:	SPOUSE/ADULT COMPANION NAME:		send mail to:	home address club address

CLUB MEETING INFORMATION

If there are changes in your meeting information, indicate the changes below or enter via the new Lion Portal >> My Club >> Club Details.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
EACH WEEK							
1ST WEEK							
2ND WEEK							
3RD WEEK							
4TH WEEK							
ALTERNATE WEEKS							
HOUR							

Meeting Place:	
Street Address:	
City:	

If club website address has changed:

Club Website URL:	
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SUBMISSION INSTRUCTIONS

A) This form can be submitted by the current club president or secretary

As the current (select one) Club President Club Secretary

I certify that the above information is correct.

My Name:

My Member Number:

Electronic Signature:

Complete and submit this form to MemberServiceCenter@lionsclubs.org with "PU101" in the subject line. Your primary email address will serve as your electronic signature. Once the submission is received, please allow 7-10 business days for processing.

OR

Written Signature:

The person who submits this information should print this form, sign below and fax to 630-571-1687 or mail to:

Lions Clubs International
Member Service Center
300 West 22nd Street
Oak Brook, IL 60523-8842 USA

Signature: _____

Please remember that the new Lion Portal is the preferred and fastest method for updating club officers. To access the new Lion Portal website, please go to <https://www.lionsclubs.org/en>