

FORMS

Forms Available on the MD19 Website

- www.lionsmd19.org
- Toolbox > Forms > Zone Forms

Available:

Zone Chairperson Monthly Report Form

Zone Chairperson's / District Governor's Advisory Meeting Report Form

MD19 Club Officer Report Transfer Verification Form

ZC Elect Data Form

ZC Expense Claim & Rules of Audit

District Club Support Team Expense Form & Rules of Audit

ZONE CHAIRPERSON SUMMARY OF REQUIRED REPORTS

Expense Claims – Forward to MD19 Office (within 60 days) and File

Monthly Reports – Copy to: District Governor, MD19 Office (by the 10th the following month) and File

Bulletins – Copy to: District Governor, 1st & 2nd Vice District Governor, Council Chairperson, Vice Council Chairperson, Club Presidents, Club Secretaries, MD19 Office and File. (Optional to send to fellow Zone Chairpersons.)

Zone Chairperson / District Governor's Advisory Committee Meeting Report – District Governor, 1st Vice District Governor, MD19 Office and File. Submitted to MD19 Office within 10 days of Zone Meeting.

Zone Chairperson-Elect Data Form – MD19 Office (by April 30th) and File. Form sent to current ZC's in March.

MD19 Club Officer Report Verification Form

ZC-Elect for signature, MD19 Office and File. Form sent to Zone Chairperson in March. To be forwarded to incoming Zone Chairperson by May 30th with MD19 Club Officer Report forms. ZC-Elect sends completed form to MD19 Office by June 30th.

ZONE CHAIRPERSON EXPENSE CLAIM (An MD19 Budget Item)
Multiple District 19, Lions International

Name: _____ District/Zone: _____ Date Mailed: _____

Month Claimed for: _____

(All expense claims must be in line with the Rules of Audit, found in the Policy Manual and Zone Chairperson instructions on reverse side.)

ENCLOSURES (PLEASE MARK WITH AN X) _____ Bulletin for month of claim _____ ZC Monthly Report _____ Zone Meeting Report _____ Copies of Letters RECEIPTS MUST BE ENCLOSED FOR FARES & HOTELS		CORRESPONDENCE					
				To US		To Canada	
Items US	Items CDN	US Zone Chairpersons	\$ 0.50	\$ 1.15	Currency		
ZC	ZC	CDN Zone Chairpersons	\$ 1.33	\$ 1.11	US	CDN	
		Mailed to the US	\$	\$	\$	\$	
		Mailed to Canada	\$	\$	\$	\$	
1. Total Postage =						\$ - \$ -	

MILEAGE, HOTEL, FARES AND OTHER EXPENSE Currency

Type of Visit	Date	Place	R.T. Miles	Miles (Note 1) \$ 0.35	Fares \$ (see Note 2)		Hotel \$ (Note 3)	Currency	
					US	CDN		US	CDN
ZCE School				\$				\$	\$
District Cabinet Mtg. (3 Paid)				\$				\$	\$
MD19 Annual Convention				\$				\$	\$
Zone Meeting (3 Paid)				\$				\$	\$
Club Officer Training				\$				\$	\$
2. Total =								\$ -	\$ -

Club Visits by ZC Date	Club	R.T. Miles	Miles (Note 1) \$ 0.35	Fares \$ (see Note 2)		Hotel \$ (Note 3)	US	CDN
				US	CDN			
			\$				\$	\$
			\$				\$	\$
			\$				\$	\$
			\$				\$	\$
3. Total =				↔	↔	↔	\$ -	\$ -

Club Visits with DG Date	Club	R.T. Miles	Miles (Note 1) \$ 0.35	Fares \$ (see Note 2)		Hotel \$ (Note 3)	US	CDN
				US	CDN			
			\$				\$	\$
			\$				\$	\$
			\$				\$	\$
			\$				\$	\$
4. Total =				↔	↔	↔	\$ -	\$ -

5. Annual Allowance for Bulletin, photocopying, etc. (\$20.00 To be submitted in June)									
GRAND TOTAL FOR SECTIONS 1-5									
								(include Postage)	
								\$	\$
								US	CDN

Notes:

- Calculate the \$ amount at the current rate and show in "Miles x \$.35" column.
- Payment for fares for Canadian ZC's will be in the actual currency paid by claimant.
Payment to US ZC's will be in the equivalent of US funds, even if it is a Canadian fare.
- Hotel allowance is \$60.00 and payable in US funds, no matter where located.

Email to: md19lions@lionsmd19.org
 OR
 Mail to: MD19 Lions
 4141 W Maplewood Avenue
 Bellingham, WA 98226

For MD19 Office Use		
	US	CDN
Paid	\$	\$
Check #		
Held	\$	\$

RULES OF AUDIT

NOTE: The rules of audit are to serve as guidelines for reimbursement and are approved annually by the Council of Governors. Rules of Audit may be subject to change in order to maintain a balanced budget.

No travel expense accounts shall be paid unless submitted upon the approved form properly itemized and accompanied by the necessary receipts. Claims of less than \$20.00 will be held and paid with subsequent claims when they total at least \$20.00.

All Claims must be submitted within sixty (60) days of the expense that was incurred in order to be paid.

1. POSTAGE: (Postage paid in the currency of the Zone Chairperson's country). The actual amount of postage can be claimed for the following
 - a) Bulletins: Reimbursed for monthly Zone Bulletins (1 oz, 30 g or less) to each Lions Club President, Secretary, ZC's District Governor, Vice District Governor, MD19 Council Chairperson, MD19 Vice Council Chairperson and MD19 Office.
 - b) Letters: Reimbursed for two additional mailings (1oz, 30 g or less) per month to each Lions Club in the Zone, the District Governor, the Vice District Governor and MD19 Office.
 - c) Reimbursement is contingent on receipt in the MD19 Office of the monthly bulletins and copies of letters sent out.
 - d) Canadian Zone Chairpersons will be reimbursed for GST.
2. MILEAGE FOR VISITS (Mileage paid in US Funds):

Mileage is to be submitted in miles for both U.S. and Canadian Zone Chairpersons. Miles can be calculated by multiplying Kilometers by .621. Mileage is calculated from the meeting place of the Zone Chairperson's home club. Reimbursement is \$.35 per mile round trip by the most direct route. Visits must be reported on the proper form as indicated below. Reimbursements will be made for actual ferry fares and the lesser of the actual cost of airfares or the round-trip miles, if airfare is submitted. Receipt required for payment.

 - a) Official Zone Chairperson visits to Lions Clubs – Maximum 1 visit - (Reported on Zone Chairpersons Monthly Report)
 - b) Official Zone Chairperson visits with District Governor when not traveling with Governor – Maximum 1 visit - (Reported on Zone Chairpersons Monthly Report.)
 - c) Zone Meetings (Reported on Zone Chairperson/District Governor Advisory Committee Meeting Report) Maximum 3 Zone Meetings allowed. Must be held within geographic boundaries of the Zone except for a Zone Meeting held at the District Spring Conference.
 - d) District Cabinet Meetings (Reported on Zone Chairpersons Monthly Report) Maximum 3 District Cabinet Meetings. Meetings must be held within the geographic boundaries of the District, except the Cabinet Meeting at the Spring Conference. In order to receive reimbursement for a Cabinet Meeting at a Spring Conference, the Conference must be held within 50 miles (round trip) of the District boundaries.
 - e) Club Officer Training School (must be held after club elections in spring and prior to June 30 of his/her year in office).
 - f) MD19 Annual Convention. Attendance at the Zone Chairperson Meet-Up or Rap Session required for payment to be made.
3. FARES:

Reimbursements will be made for actual ferry fares and the lesser of the actual cost of airfares or the round-trip miles, if airfare is submitted. Canadian Zone Chairpersons will receive reimbursement for fares such as bus, air, ferry and toll highways in the actual currency paid. Fare receipt required for payment.
4. HOTEL ALLOWANCE (Hotel allowance paid in US Funds):

Hotel allowance is \$60.00 per night for the following.

 - a) One night for Official Zone Chairperson visits over 200 miles round trip or if ferry/plane schedules do not permit same day return. – Maximum 2 per club. Hotel receipt required.
 - b) One night for club visits where it is necessary to stay overnight to make two or more Official Zone Chairperson visits on one trip. Hotel receipt required
 - c) One night for District Cabinet Meetings if round trip miles are over 200 miles. Hotel receipt required.
 - d) Regardless of the miles traveled, when one of the three District Cabinet Meetings claimed is held in conjunction with the District Spring Conference, 2 nights of hotel allowance are allowed, provided the Zone Chairperson attends the Cabinet Meeting and hotel receipt submitted.
 - e) MD19 Annual Convention: 2 nights, hotel receipt and attendance at the Zone Chairperson Meet-Up or Rap Session required for payment to be made.
5. PRINTING COSTS:

An annual allowance of \$20.00 will be made to each Zone Chairperson upon request to help defray copying costs of the Zone Bulletin. REIMBURSEMENT IS CONTINGENT ON RECEIPT IN THE MD19 OFFICE OF 10 BULLETINS.
6. ZONE CHAIRPERSON ELECT SCHOOL - PRIOR TO THE LCI CONVENTION (Hotel and mileage allowance paid in US Funds) ZCE's will be reimbursed \$60.00 per night for a maximum of three nights, and \$.25 per mile round trip by the most direct route. Hotel bill receipt is required and attendance at the ZC's school is mandatory if claim is made. ZCE's must sign in on the attendance sheet at each session.
7. There are no allowances for telephone expenses.

ZONE CHAIRPERSON'S MONTHLY REPORT

Send to: MD19 Executive Director
4141 W Maplewood Avenue
Bellingham, WA 98226
Email: md19lions@lionsmd19.org

ZONE CHAIRPERSON _____ ZONE _____

FOR MONTH OF _____ DATE MAILED _____

ZONE CHAIRPERSON'S OFFICIAL VISITS:

	<u>DATE</u>	<u>CLUB NAME</u>	<u>COMMENTS</u>
1.			
2.			
3.			
4.			

VISITATION WITH DISTRICT GOVERNOR AT OFFICIAL VISIT:

	<u>DATE</u>	<u>CLUB NAME</u>	<u>COMMENTS</u>
1.			
2.			
3.			
4.			

ZONE ADVISORY COMMITTEE MEETINGS:

	<u>DATE</u>	<u>LOCATION</u>
1.		
2.		
3.		

DISTRICT CABINET MEETINGS:

	<u>DATE</u>	<u>LOCATION</u>
1.		
2.		
3.		

DISTRICT CONFERENCE ATTENDANCE:

	<u>DATE</u>	<u>LOCATION</u>
1.		

UNOFFICIAL VISITS OF ZONE CHAIRPERSON (District Conference, Club Projects, etc.)

	<u>DATE</u>	<u>CLUB NAME</u>	<u>COMMENTS</u>
1.			
2.			
3.			

OTHER COMMENTS AND OBSERVATIONS:

CLUB SUPPORT TEAM EXPENSE CLAIM (District Escrow Account)

Name _____ District _____ Date Mailed _____

MD19 Team: Leadership Extension Membership (3) Public Relations Retention
Facilitator Develop. Leader Develop. Service Training

District Team District Governor Vice District Governors Leadership Extension Membership
Public Relations Retention Service **Zone Chairperson**

Please Note:

1. All expense claims must be in line with the Rules of Audit found in the MD19 Policy Manual and on MD19 Website.
3. Please keep a copy of this form and receipts for your records.

MILEAGE, HOTEL, FARES (Receipts must be enclosed for fares & hotels.)

Type of Meeting	Date	Place	Round Trip Miles	Miles x \$.25 Note (1)	Fares \$ Note (2)	Hotel \$ Note (3)	US	CDN
Region Progress & Planning Mtg.								
District Planning Session								
MD19 District Support team Mtg.								
Other								
TOTAL								
							US	CDN

Notes:

1. Calculate the dollar amount at the current rate of \$.35 per mile. Write the amount in the "Miles x \$.35" column. Mileage is paid in US Funds.
2. Payment of fares to qualified Canadian Lions will be in the actual currency paid by claimant. Payment to qualified US Lions will be in the equivalent of US funds.
3. Hotel allowance is paid in US funds, no matter where hotel is located.

For MD19 District Support Team Expense Claims, please sign: _____

District Club Support Claims for Region Progress & Planning Mtgs. & a Dist. Planning Session: Check box if reimbursement of Club Support Claims have been approved by the District Cabinet.

Following signature required for District Club Support Claims: _____

Signature of District Governor

Once approved, please send this signed Expense Claim with receipts to the MD19 Office for payment.

Mail: 4141 W Maplewood Ave., Bellingham, WA 98226

or

Email: md19lions@lionsmd19.org

For MD19 Office Use		
	US	CDN
Paid \$		
Check #		

RULES OF AUDIT

All claims must be submitted within sixty (60) days of the expense that was incurred in order to be paid.

NOTE: The rules of audit are to serve as guidelines for reimbursement and are approved annually by the Council of Governors. No travel expense accounts shall be paid unless submitted upon the approved form properly itemized and accompanied by the necessary receipts. The Club Support Team expense claims must be approved by the District Cabinet with a copy of the Cabinet Meeting Minutes sent to the MD19 Office.

1. **MILEAGE FOR THE PLANNING & PROGRESS MEETINGS & ANNUAL DISTRICT PLANNING:**
Mileage is to be submitted in miles for both U.S. and Canadian Officers and Chairpersons. Miles can be calculated by multiplying Kilometers by .621. Mileage is calculated from the meeting place of the Officer or Chairperson's home club. Reimbursement is \$.35 per mile round trip by the most direct route. Reimbursements will be made for actual ferry fares and the lesser of the actual cost of airfares or the round trip miles, if airfare is submitted.
Progress & Planning Meetings:
 - a. Fall
 - b. Spring
2. **FARES:**
Reimbursements will be made for actual ferry fares and lesser of the actual cost of airfares or the round trip miles, if airfare is submitted. Qualified Canadian Lions will receive reimbursement for fares such as bus, air, ferry and toll highways in the actual currency paid. Qualified US Lions will receive reimbursement in US funds or the equivalent of US Funds.
3. **HOTEL ALLOWANCE:**
Hotel allowance is \$60.00 per night. The number of nights allowed will be determined by each District Cabinet at the time of the claim's approval.

The Lions Club International Zone Chairperson Manual can be downloaded from the LCI Website www.lionsclubs.org by following this pathway: Resource for Members> Resource Center and then type in the search engine: **Zone and Region Chairperson e-Book**. (DA-ZCEB-en.pdf)

The Zone Chairperson's / District Governor's Advisory Meeting Report form can be found on the MD19 Website (www.lionsmd19.org) "Toolbox>Forms>Zone Forms" and is in an editable PDF Format.

A hard copy of this form is found on the following page and can also be used to report your Zone Chairperson's / District Governor's Advisory Meetings. Make sure you indicate which meeting you are reporting (1st, 2nd or 3rd).

Zone Chairperson / District Governor's Advisory Committee Meeting Report

Zone Chairperson Name: _____

District: _____ Region: _____ Zone: _____

Meeting location (City): _____ Meeting Date: _____

Time called to order: _____ Adjourned: _____ Next Meeting Date: _____

Clubs in Attendance

Club Name/Number	President	Vice President	Secretary	Club Name/Number	President	Vice President	Secretary
1. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Meeting Focus: Service Membership Leadership Other

Meeting Re-Cap

1. What was the main challenges shared by the clubs (Specify by club if pertinent)? _____

2. What were the main opportunities and solutions? _____

3. What plan of action were decided upon? _____

 - 3a. Are any of the Global Action Members (district support teams) going to assist? _____

4. Best success stories/practices shared? _____

 - 4a. By whom? _____
5. What can the district do to further support the club officers? _____

Forward this report to the MD19 Office, district governor, District GLT, GMT and GST Coordinators and Region Chairpersons.

A. MEMBERSHIP:

- a. Beginning Total (July 1) _____
- b. Total New Members _____
- c. Total Number of Drops _____
- d. Current Membership total (+ or -) _____

B. MAJOR SERVICE PROJECTS COMPLETED SINCE LAST ZONE MTG: (Include service hrs)

C. MAJOR SERVICE PROJECTS PLANNED FOR BALANCE OF YEAR: (Include \$ raised)

D. MAJOR FUNDRAISERS COMPLETED SINCE LAST ZONE MEETING:

E. MAJOR FUNDRAISERS PLANNED FOR BALANCE OF YEAR:

F. UPCOMING DISTRICT SPRING CONFERENCE OR MD19 ANNUAL CONVENTION:

- 1. Expected Attendance:
 - a. President: yes / no
 - b. Secretary: yes / no
 - c. Others: _____
- 2. Have Voting Delegates been:
 - a. Selected: yes / no
 - b. Instructed: yes / no
- 3. Contests and Awards to be entered in:
 - a. Highlighting a Club Project (5-minute speech): yes / no
 - b. Club Scrapbook: yes / no
 - c. Club Bulletin: yes / no
 - d. Club Brochure / Business Card: yes / no
 - e. Club Web Site: yes / no
 - f. Uniformed Delegation: yes / no

G. CLUB ELECTIONS:

- 1. Nominating Committee Appointed: yes / no
- 2. Date Elections Scheduled: _____
- 3. Date of Club Installation Night: _____

H. GENERAL WELFARE OF CLUB:

(Use back if necessary)

I. QUESTIONS FOR ZONE CHAIRPERSON FOR ZONE MEETING:

CLUB REPORT FOR THE ZONE MEETING OF

(DATE)

CLUB NAME: _____

MEMBERSHIP ON JULY 1, 2021 _____ MEMBERSHIP NOW _____

DUES PAID TO LIONS CLUBS INTERNATIONAL: YES / NO; TO MD19 LIONS: YES / NO

ACCOUNT BALANCE WITH LIONS INTERNATIONAL: \$ _____.

ACTIVITIES:

Please give brief description of club's activities since the last Zone Meeting. Include the number of service hours related to each activity. Please continue on the back of the paper if necessary.

TOTAL NUMBER OF SERVICE HOURS SINCE LAST ZONE REPORT: _____

TOTAL MONEY RAISED SINCE LAST ZONE REPORT: _____

TOTAL MONEY SPENT SINCE LAST ZONE REPORT: _____

COMING EVENTS:

(Please list the event(s) and the date(s) and time(s) for inclusion in the Zone Bulletin)

Visitations Made:

Zone Chairperson Seminar Attendance Confirmation Form

Name: _____

Zone: _____

If you attended another Seminar in place of one of the Zone Chairperson Meet-Ups, please fill out and return this completed form with your Expense Claim for the MD19 Annual Convention.

Seminar: _____

Presenter Signature: _____

Zone Chairperson Seminar Attendance Confirmation Form

Name: _____

Zone: _____

If you attended another Seminar in place of one of the Zone Chairperson Meet-Ups, please fill out and return this completed form with your Expense Claim for the MD19 Annual Convention.

Seminar: _____

Presenter Signature: _____



**ZONE CHAIRPERSON
CLUB OFFICER REPORT TRANSFER VERIFICATION FORM**

To be sent to the 2021-2022 Zone Chairperson by May 30, 2021
(See Rule #9 of the "ZONE CHAIRPERSON'S EXCELLENCE AWARD" in the Contests and Awards Book.)

As the **2020-2021 ZONE CHAIRPERSON** for ZONE _____, I have enclosed for my successor the following Club Officer Report Forms which I have received from the Lions/Lioness Clubs or Club Branches in my Zone:

(PLEASE LIST each Lions/Lioness Club or Club Branch by name from whom you have received a Club Officer Report Form, which is enclosed with this letter.)

Signed: _____
2020-2021 Zone Chairperson

PLEASE NOTE: Any missing Club Officer Report Forms which are received after this form is sent should be forwarded on to the new Zone Chairperson immediately.

ACKNOWLEDGMENT OF RECEIPT

As the **2021-2022 ZONE CHAIRPERSON** of ZONE _____, I acknowledge the receipt of the above listed Club Officer Report Forms by signing and sending this form to the Multiple District 19 Office. I understand it must be done **before June 30th** in order for the current Zone Chairperson to receive credit towards his/her Excellence Award.

Signed: _____
2021-2022 Zone Chairperson

After both Zone Chairperson's have signed this form, please send to **MULTIPLE DISTRICT 19 OFFICE, 4141 W MAPLEWOOD AVE., BELLINGHAM, WA 98226. THANK YOU!**



ZONE CHAIRPERSON-ELECT DATA FORM

DISTRICT / ZONE _____

FOR TERM: _____

Mail to MD19 Office, 4141 W Maplewood Ave., Bellingham, WA 98227 on or before April 30th as soon as the new Zone Chairperson is elected.

FIRST NAME: _____ **M/I** _____ **LAST NAME:** _____

CALL ME BY _____ **SPOUSE / PARTNER'S NAME** _____

MAILING ADDRESS _____
Street City State or Province Zip or Postal Code

Residence Phone (____) _____ Business Phone (____) _____

Cell: (____) _____ Email: _____

TYPE OR PRINT NAMES AS YOU WOULD LIKE THEM TO APPEAR ON NAME BADGES:

_____ (Zone Chairperson) _____ Please Circle Title (Spouse or Partner) ***SEE NOTE BELOW**

*As per Lions International, one name badge is purchased for Zone Chairperson and Spouse only. Others may be ordered at your expense. Please Bill Me for Partner's badge

HOME LIONS CLUB _____ **DISTRICT / ZONE** _____

NAME OF CLUB OF WHICH YOU WERE

PRESIDENT _____ **YEAR** _____

and / or

SECRETARY _____ **YEAR** _____

BOARD OF DIRECTORS _____ **YEAR** _____

BOARD OF DIRECTORS _____ **YEAR** _____

THIS FORM FILLED OUT BY _____ / _____
(Signature of new Z.C. to verify above information)

MD19 CONSTITUTION & BY-LAWS

ARTICLE 'BL' VII

SECTION 5. Every Zone Chairperson shall:

- a. Be an active member in good standing in his/her respective club;
- b. Be an active member in good standing in his/her respective Zone;
- c. Have served, or will have served at the time of taking office, as President and/or Secretary of a Lions Club for a full term, or a major portion thereof, and a member of the Board of Directors of a Lions Club for no less than two (2) additional years.
- d. Be limited to two terms consecutively.

Zone Chairperson Report for District Conference

ZONE: _____ Zone Chairperson: _____

Membership Start of Year: _____ Membership End of Year: _____ Difference:

Zone Project:

Major Club Projects: (Note highlights of large projects)

Miscellaneous Information: (item ZC wants to cover)

Zone Chairperson Elect Name: _____

Roll Call of Clubs in Zone:

1.	2.	3.
4.	5.	6.
7.	8.	9.
10.	11.	12.
13.	14.	

(Note:) Please turn into District / Cabinet Secretary