

## Club Secretary Reporting

### Some deadlines

- Mail-in LCI reports: 20<sup>th</sup> of the month (to arrive before end-of-month)
- LCI MMR web site reports: by the last day of the current month
  - Can submit last month, but report appears in current month
- LCI Activity report: by July 15 of following Lions year
  - Usually done monthly, and automatically accumulates
  - Preferred NOT to use for District activity reports
- District Activity report: by the 5<sup>th</sup> of the following month
  - Refused to middle of the month for July and August reports

### MMR Procedures

- Getting a password
  - Will be e-mailed to incoming secretary if e-mail address is on file
  - Available on demand by choosing "Need your Password?" link
    - Need Lions member number, and must be President, Secretary or Treasurer
  - E-mail to "i@lionsclubs.org" with Club name & number, Lions position and number and request a password for use on LCI MMR web site
    - Fill in an e-mail address ASAP
  - Suggest printing a report with all members numbers
- Transferring members
  - Transfer out → DRUP, reason "Transferred in good standing"
  - Transfer in
    - Previous Club must first Drop the member from their Lions Club
    - Use "Add member" or "Transfer member", and fill in either name or number and then click on "Search"
    - Choose the correct Lion from the list presented (based on name and previous Club)
    - Make any address corrections if necessary
- Make address corrections regularly
  - Lion Magazine uses this address
  - Ensure PD Box number (if there is one) and postal code are correct
  - Use the "Membership" (pick a month), "Update a member's information" link
    - Click on the membership number of the Lion whose information you wish to update
    - Make the changes and click "Save member" (or "Cancel" if you change your mind)
- Reports
  - Go to "Club" link and select "Reports"
  - Each of the choices will create a PDF file with the information
  - Roster and attendance forms are useful
  - MMR printouts per month are available
  - MMR reporting history let's you know which reports you have filed, and when
  - Activity Report is used for entry and printing
  - PU-101 form (filled in) can be printed
  - A template to print membership cards is available (VERY HANDY!)

# Key Club Secretary Report

**Wenbin Ji**



## Key Club Secretary Report:

*Secretary's Report* Harvard College (1780- ). Class of 1886,1911      **Report of the ... Annual Convention of the National Woman's Christian Temperance Union** Woman's Christian Temperance Union,1966      **Annual Report** Michigan State University. Agricultural Experiment Station,1899      **The Kiwanis Magazine** ,1928      **Secretary's Report** ,1909      Bulletin of the National Federation of Business and Professional Women's Clubs ,1929      *Secretary's Report* Harvard College (1780- ). Class of 1889,1909      *Secretary's...report* Harvard University. Class of 1907,1957      *Report* New York (State). Dept. of Agriculture,1911      Report Presented by the President to the Fellows Yale University,1917      *Key of Kappa Kappa Gamma Fraternity* ,1916      The Numismatist ,1917      QST ,1915      **The Homing Pigeon, and National Homing Union Members' Gazette** ,1926      **Congressional Record** United States. Congress,1998 The Congressional Record is the official record of the proceedings and debates of the United States Congress It is published daily when Congress is in session The Congressional Record began publication in 1873 Debates for sessions prior to 1873 are recorded in The Debates and Proceedings in the Congress of the United States 1789 1824 the Register of Debates in Congress 1824 1837 and the Congressional Globe 1833 1873      **Annual Report** New York (State) Dept. of Agriculture,1911      **Paint, Oil and Chemical Review ...** ,1918      *The Feathered World* ,1923      **Fishing, Fish Culture & the Aquarium** ,1890      *The Timberman* ,1923

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