

Club Secretary Reporting

Some deadlines

- Mail-in LCI reports: 20th 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 5th 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 "it@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

N Colangelo



Key Club Secretary Report:

Adopting the Beat of Term: An Emotional Symphony within **Key Club Secretary Report**

In a global taken by screens and the ceaseless chatter of instantaneous transmission, the melodic elegance and emotional symphony created by the written word usually disappear into the back ground, eclipsed by the persistent noise and disruptions that permeate our lives. Nevertheless, situated within the pages of **Key Club Secretary Report** a stunning literary value overflowing with organic feelings, lies an immersive symphony waiting to be embraced. Constructed by a wonderful composer of language, this charming masterpiece conducts viewers on a mental journey, skillfully unraveling the hidden songs and profound affect resonating within each carefully constructed phrase. Within the depths of the moving assessment, we shall examine the book is central harmonies, analyze their enthralling writing model, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

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