

## 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 "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

**Raffaela Di Napoli**



## **Key Club Secretary Report:**

## **Key Club Secretary Report** Book Review: Unveiling the Power of Words

In some sort of driven by information and connectivity, the power of words has be evident than ever. They have the capacity to inspire, provoke, and ignite change. Such could be the essence of the book **Key Club Secretary Report**, a literary masterpiece that delves deep in to the significance of words and their affect our lives. Written by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book is key themes, examine its writing style, and analyze its overall effect on readers.

<https://splashdogs.com/About/Resources/Documents/I%20Just%20Lost%20Myself.pdf>

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