



# Lions Clubs International

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## MyLCI Quick Reference Guide



# New Club Application Process

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Congratulations on taking the first steps in forming a new club. This guide will provide you with step-by-step instructions on completing the new club application process.

## This guide will include:

- Naming of a club
- Who can process the application
- The application stage process
- Club Charter approval process
- Club chartering tips

# New Club Application Submission: Choosing a name

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The first step in the application process is choosing a name. The following guidelines will help to support your name choice.

- A proposed Lions Club or club branch must be known by the actual name of the “municipality” or it’s equivalent governmental subdivision in which it is located.
- Campus clubs can use the college or university name as its “municipality.”
- “Distinguishing designation” for clubs located in the same municipality may be any name which clearly identifies the club from other clubs. Distinguishing designation will be added after the municipality. *Ex. Oakbrook Sight Lions Clubs*
- “Host Club” shall be title for parent club in municipality
- Lions Clubs cannot be named after living individuals
- No Lions Club may add “International” as a distinguishing designation to its name
- If including a company’s name, documentation must be provided by company prior to club approval

# Charter Application Process

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# New Club Application Submission: District Application Process

The information below provides details on who can process the new club application on the district and club level.

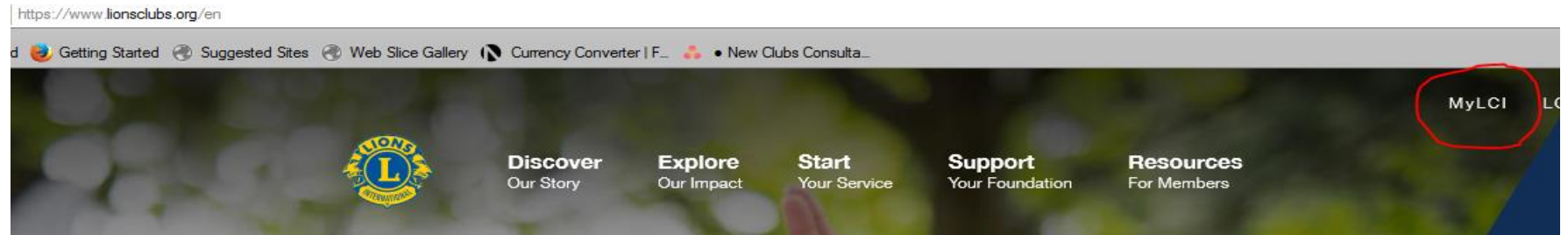
<b>Application Entry</b>	<b>Charter Member Entry</b>	<b>Guiding Lion Entry</b>	<b>Application Approval</b>	<b>Club Payment through MyLCI</b>
District Governor	District Governor	District Governor	District Governor	New Club Treasurer
Coordinating Lion	Coordinating Lion	Coordinating Lion	Coordinating Lion	
District GMT Coordinator	District GMT Coordinator			
Sponsoring Club President	Sponsoring Club President			
Sponsoring Club Secretary	Sponsoring Club Secretary			
	New Club President			
	New Club Secretary			

# New Club Application Submission: MyLCI

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New Club Charter Applications are submitted online through MyLCI. The following steps should be taken for new club application submission.

**Step 1: Log In to MyLCI.** You can access MyLCI through the [www.lionsclubs.org](http://www.lionsclubs.org) website and click on the MyLCI tab in the top panel



# New Club Application Submission: MyLCI

## Step 2 : Universal Log In Page:

You will be directed to the Lions Club International Universal Log in page. Choose the **GO Button** under “MyLCI Tools for Lion Leaders”.

## Welcome to the Lions Clubs International digital ecosystem!

Here you'll find a variety of helpful, easy-to-use products designed to simplify and improve your service.



- Manage your membership
- Check club voter eligibility
- Document & plan conventions
- Check application status

GO

### MyLion

Connect. Serve. Report.

- Report service
- Create district & club profile
- Plan service projects
- Connect with other lions
- Create personal profile

OFFICER ACCESS

### Shop

Buy all things Lions.

- Order club essentials
- Order awards, pins and more
- Get great Lions gifts

OFFICER ACCESS

### Insights

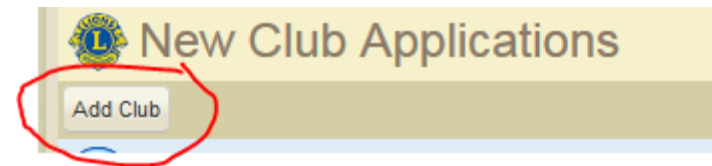
Increased knowledge. Increased impact.

- Explore membership trends
- Explore club trends
- View service activity impact
- Track Foundation donations

OFFICER ACCESS

# New Club Application Submission: MyLCI

**Step 3:** Click on the “*My Lions Clubs*” Tab and click on the *new club applications* from the dropdown. Click on the add club button.



Tip: To access the new club throughout the process use this step.



# New Club Application Submission: MyLCI

**Step 4: Pending Submission-** Enter all of the listed information. Be sure to click the club criteria, submit to District Governor, and the save button to move the application to the next stage.

Application Stages

The application is made up of 6 simple sections:

1. New Club Information
2. Sponsoring Club
3. New Club Officers
4. Estimate of Charter Members
5. Club Criteria
6. Comments

New Club Criteria Box

District Governor Approval Box

Save Button for submission

# Charter Application Steps

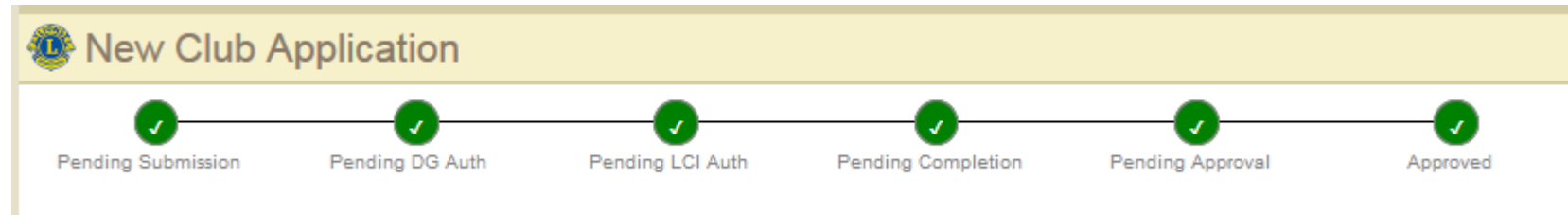
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You have started the new club application.  
There are several steps to getting the club chartered.  
This information will serve as a guide to assist in the following:

- Application stages
- New Club Application dashboard
- Entering new or transfer members

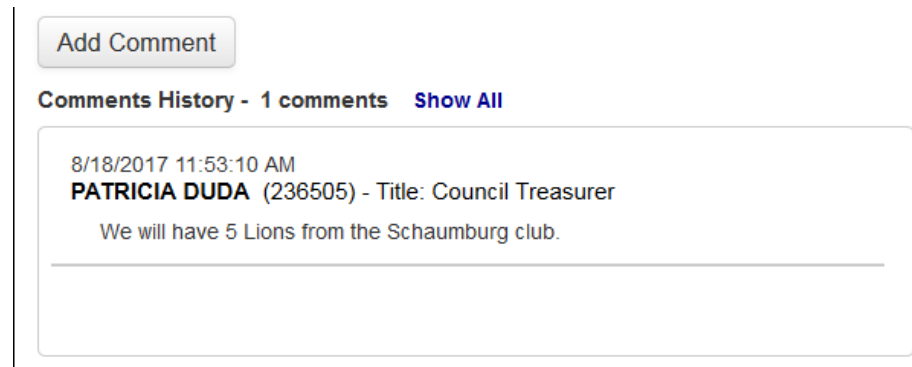
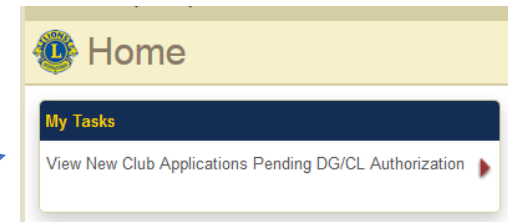
# New Club Application Submission: MyLCI

New Club Application Approval Steps. There are six steps.



## Application Tips

- The application is not final until submitted for *Pending Approval*
- Communication and visibility throughout the process
  - *Notification emails*
  - *Tasks in Home page task panel*
  - *Comments*



# New Club Application Dashboard Information

The information below will appear on the sponsoring club/districts dashboard and was designed to keep the sponsoring club and district informed during the chartering process.

**Club Name & Number**      **District & Country**      **Date entered in MyLCI**      **Days Pending**

<b>Club Name &amp; Number</b> New Central (138)		<b>District &amp; Country</b> District		<b>Date entered in MyLCI</b> Created Date 5/12/20		<b>Days Pending</b> Days Pending 1		Update application
<b>Club Type</b> Lions Club <b>Club Specialty</b> None <b>Sponsor Club</b> AGRA CENTRAL <b>Guiding Lions</b>	<b>Member Count</b> 2 <b>Officer Count</b> 2 <b>Charter Fee Paid To Date</b> US\$0.00 <b>Total Charter Fee Expected</b> US\$0.00	<b>DG/CL Authorization</b> LCI Authorization <b>Staff Coordinator</b> Assumption <b>User</b> Assumption <b>Assumption</b> Date 5/12/20 <b>Comment</b> Please enter all the member details, Guiding Lions, Extension Award Recipients, email ids of President, Secretary and Treasurer and s...		View Application View Members View Officers		Add/Drop members Add/Drop Officers		

**Counts:** Member & Officer count can be entered once LCI Authorizes.

**Authorizations:** DG/CL authorization required to move app for LCI review. LCI Authorization- initial review process of application by LCI Staff

**Guiding Lion:** District Governor must submit to complete application

**Charter Fees:** Charter fees will be based on membership count. Charter fees can be paid at LCI Final Approval.

**Staff Coordinator:** LCI staff member that will support the application through chartering.

# New Club Application Submission: Pending completion Stage Adding Members

Once the application has been reviewed for **LCI Authorization**, it moves to **Pending Completion Stage**. In this stage members are added and Guiding Lion information is entered.

## Step 1

The screenshot shows a club application form for 'New Central (138)' in District [redacted]. The form is titled 'Created Date 5/12/2019' and 'Days Pending 2'. It contains several sections: Club Type (Lions Club), Club Specialty (None), Sponsor Club, and Guiding Lions. The Member Count is 2 and the Officer Count is 2. The Charter Fee Paid To Date is US\$0.00 and the Total Charter Fee Expected is US\$0.00. There are buttons for 'View Application', 'View Members' (circled in red), 'View Officers', and 'Assign Staff Coordinator'. A comment field is also present with the text: 'Please enter all the member details, Guiding Lions, Extension Award Recipients, email ids of President, Secretary and Treasurer and s...'

**Step 1:** Click on the view member tab.

## Step 2

The screenshot shows the 'Members' section of the application form. It has a title bar 'Pending Charter - District [redacted]' and a 'Select a different club' dropdown. Below the title bar is the 'Members' section with an 'Add Member' button (circled in red) and a 'Find Members' search box.

**Step 2:** Click on the “add member” a member drop down

## Step 3

The screenshot shows the 'Add Member' dropdown menu with two options: 'New Member' and 'Transfer Member', both highlighted in yellow.

**Step 3:** Choose New Member or Transfer member

### Add Member

**Member Information**

Prefix

First Name

Middle Name

Last Name

Suffix

Gender

Date of Birth

Member information

**Membership Information**

Member Type

Nickname

Occupation

Spouse/Companion

Magazine Language

Membership Information

**Member Correspondence Address**

Country

Show Preview

**Contact Information**

	Country Code	Area Code	Phone	Extension
Work Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Home Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Mobile Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Fax:	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Primary Email	<input type="text"/>			

Contact information

**Comments**

Mark this comment as private/internal use only

Save  Cancel

Save and submit

## New Club Application Submission: Adding Members

**Step 1:** Enter in all member information

**Step 2:** Enter Membership information.

**Step 3:** Enter contact information.  
Email addresses are very important to help with communication from head quarters

**Step 4:** Enter comments if needed and click save to add to club record.

## New Club Application Submission: LCI Final Approval Stage

Once the members have been added and the Guiding Lion entered, the application moves to **LCI Final Approval** . This is the final stage before the club is chartered.

[Redacted]		District	Created Date 5/3/2019		Days Pending 18
Club Type	Lions Club	Member Count	20	DG/CL Authorization	<a href="#">View Application</a>
Club Specialty	None	Officer Count	3	LCI Authorization	<a href="#">View Members</a>
Sponsor Club		Charter Fee Paid To Date	US\$0.00	Staff Coordinator	Assumption Vaz
Guiding Lions	Biswajit Ghosh	Total Charter Fee Expected	US\$700.00	User	Date
				Assumption Vaz	5/8/2019
				Comment	<a href="#">View Officers</a>
				Please enter all the member details, Guiding Lions, Extension Award Recipients, email ids of President, Secretary and Treasurer and s...	

During this stage the following will take place:

- ✓ Final confirmation of all members status by LCI Coordinator.
- ✓ District enters Guiding Lion if not entered
- ✓ District or Sponsoring club submits final payment.

# New Club Application Submission: Chartering

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**Congratulations!!! The application process is complete, and the club is now chartered. The following steps will be completed for the newly chartered club.**

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- Chartering materials will be sent to the District Governor
- Charter materials include: Charter Member Pins, Charter Member Certificates, Charter Certificate, Sponsor Patch, and Letter from International President
- The new club charter night should be planned with the new club sponsor and Guiding Lion.
- New members entering the club within 90 days of the charter date will be considered “charter members”.
- Training for new officers should take place with Guiding Lion



# New Club Application Submission Tips

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- Allow time for charter material production and shipping.
- To expedite the application process, view comments in MyLCI and follow processing instructions.
- Applications need to be completed by June 20<sup>th</sup> to be considered in the current fiscal year.
- New Club Processing Team will monitor the application through the point of chartering.

# Club Chartering Support

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For questions regarding the new club chartering process email [newclubs@lionsclub.org](mailto:newclubs@lionsclub.org).



Thank you