



# TRANSFER MEMBER

Members in good standing who transfer within 12 months from one club to another are considered transfer members and pay no entrance fee. Members who transfer after 12 months must pay the entrance fee.

The transferring member should contact the club secretary of their former club and asked to be dropped from the roster, satisfy any outstanding dues, and then notify the secretary of the new club when complete.

The president or secretary of the new club will complete the transfer process.

## MyLCI

Login to [mylci.lionsclubs.org](http://mylci.lionsclubs.org)

- 1) Click "My Lions Clubs" and choose "Members"
- 2) Click the "Add Member" pull-down menu and select "Transfer Member"
- 3) Add Transferring Member screen:
  - a. Enter the member number or the first few characters of the first name, last name, and the club number of the club the member is transferring from.
  - b. Click the "Search" button
  - c. Once you have identified the member you want to transfer click the "Add Member" button.
- 4) Returning Member screen:
  - a. Enter the effective date, member type, and year of birth
  - b. Click the "Add Button"

If the member has not already been dropped, MyLCI will notify the former club and the member. The transfer will be complete within 30 days.

## Monthly Membership Form (MMR)

The [Monthly Membership Form \(MMR\)](#) can be found on our website.

Complete the required fields for a transfer member:

- 1) Transaction Code: E
- 2) Name and Address
- 3) Former club name and number

The president or secretary of the new club submits the form to the Member Service Center.

E-mail: [memberservicecenter@lionsclubs.org](mailto:memberservicecenter@lionsclubs.org)

Address: Lions Clubs International  
Member Service Center  
300 W 22nd Street  
Oak Brook, IL 60523

If the member has not already been dropped, the former club and the member will be notified. The transfer will be complete within 30 days.

## Electronic Monthly Membership Report (EMMR) Countries

Contact your local club.