

Kendall Lions Club

P.O. Box 416
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POLICY MANUAL

Adopted: June 5, 2008

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Kendall Lions Club Policy Manual

TABLE OF CONTENTS

<u>AREA</u>	<u>PAGE</u>
TITLE PAGE	1
TABLE OF CONTENTS	2 - 4
FOCUS OF THIS MANUAL	4
100 POLICY MANUAL	4
101.1 Club Policy Manual	4 - 5
101.2 Club Policy Committee	5
200 MEMBERSHIP	5
201.0 RECRUITMENT	5
201.1 Prospective Members Dinner	5
201.2 Membership Drives	5
201.3 Induction of New Members	5
201.4 Orientation	5
201.5 Membership Categories	5
1. Active Member	5 - 6
2. Member-at-large	6
3. Life Member	6
4. Associate Member	6
5. Affiliate Member	6
6. Honorary Member	6
7. Privileged Member	6
201.6 Retention	6
202.0 RECOGNITION	6
202.1 Surviving Spouse	6
202.2 100% Attendance Requirements	6 - 7
202.3 Lion of the Year Award	7
202.4 Career Lion Award	7
202.5 Melvin Jones Fellow Award	8
202.6 Robert J. Uplinger Service Award	8
202.7 Citizen of the Year Award	8

202.8	President's Awards	8
203.0	LEADERSHIP	8
203.1	Training	8 - 9
203.2	General Leadership Development	9
203.3	Nominations	9
203.4	Officers' Duties and Responsibilities	9 - 10
203.5	Board of Directors	10 - 11
204.0	OTHER	11
204.1	Meal Reservations/ Cancellations	11
204.2	Memorial Donations and / or Bequests	11
204.3	Cards	11
204.4	Disaster Relief	11
300	CLUB COMMITTEES	11
301.1	Club Event Chairperson's Responsibilities	12
301.2	Regular Club Committees	12 - 13
301.3	Standing or Established Club Committee Assignments	13
301.4	Policy for Cash	13
400	CLUB EQUIPMENT	13
401.1	Club Equipment / Tents	13
500	STUDENT OUTREACH	13
501.0	KENDALL CENTRAL SCHOOL	13
501.1	Student Trip Request	13
501.2	Peace Poster Contest	13
501.3	School Equipment Donations	13
501.4	Kendall Lions Scholarship Award	13
501.5	Kendall Lions Memorial Scholarship Award	14
501.6	Kendall Leos Club Award	14
502.0	YOUTH ORGANIZATIONS	14
502.1	Sponsorship	14

600	COMMUNICATIONS	14
600.1	Website	14
600.2	Newsletter	14
	ADDITIONAL AREAS FOR CONSIDERATION	14
	Treasurer's Report Format	14 - 15
	Separate Accounts (Batavia School, Disaster Relief, Etc.)	15
	Year End Activity Report	15
	Attached Forms:	15
	(go to club website for copies below)	
	Committee / Projects Report Form	
	Press Release	
	Raffle Report Form	
	Organization Flow Chart	
	Disaster Application	
	Stationary Letterhead	
	Membership Application	

FOCUS OF THIS MANUAL:

This document is expected to be used to guide the Kendall Lions Club in its mission to serve mankind, especially, in our community. The Board of Directors should follow this manual in arriving at their decisions, but are given the discretion to follow what they feel is also good for Lions and the communities we serve.

100 POLICY MANUAL

101.1 Club Policy Manual

Purpose:

It is understood that all policies must conform to the Kendall Lions Club Constitution and By-Laws, To District 20E-1 Constitution and By-Laws, Multiple District 20 Constitution and By-Laws and to Lions Club International Constitution and By-Laws. The purpose of this policy manual is to put in an easily readable and understandable form the pertinent procedures to be followed by the Kendall Lions Club Board of Directors and the Committees so appointed by the Club President. It will also outline policy for Club Activities and Club Finance.

Amendment Procedure:

Amendments to policies adopted by the Kendall Lions Club may be made by an affirmative vote of a majority of those duly constituted to vote at a duly constituted meeting of the Kendall Lions Club Board of Directors. All amendments to adopted policies shall be required to follow procedures established for the adoption of new policies or the amendment of an existing adopted policy. Amendments shall be included in the manual with the date adopted by the Board of Directors.

101.2 Club Policy Committee

Purpose:

The committee shall monitor the activities of the Lions within the Kendall Lions Club to be sure that they conform to policies adopted by the Kendall Lions Club.

1. The IPP shall be appointed Chairperson annually by the Club President.
2. The committee shall include the Committee Chair, Club Secretary, Club President and TWO (2) active members of the Kendall Lions Club.
3. The committee shall update and provide a copy of the Club Policy Manual to each newly installed club member and to each new voting member of the Board of Directors and to new club committee chair, annually.
4. The Chair shall advise the Club President, any committee and/or individual of action in violation of the policy manual of the included organizations.
5. The committee will present to the Board of Directors any amendments brought to their attention, at least ten (10) days prior to a Board of Directors Meeting.
6. The committee shall formulate the wording for changes to the Policy Manual.
7. New policies adopted by the Board of Directors should be duplicated and available for distribution at the following Board of Directors Meeting.

200 MEMBERSHIP

201.0 RECRUITMENT

201.1 Prospective Members Dinners

When a prospective member is invited to visit the Kendall Lions Club, she/he will be the guest of the Kendall Lions Club for TWO meetings. Their meals will be paid for by the Club Activity Account. A membership application will be reviewed by committee and if recommended submitted to the Board of Directors for action

201.2 Membership Drive. The membership chair will hold an annual membership drive. A special program will be held when prospective members are invited as guest to demonstrate club activities.

201.3 Induction of new members will utilize a dignified ceremony.

201.4 Orientation will be provided for all new members by the membership committee. The orientation will include; club history, finance, committees, activities and projects.

201.5 Membership Categories

1. Active Member - a member entitled to all rights and privileges and subjected to all obligations which membership in a Lions Club confers or implies. Regular attendance, project participation, prompt payment

of dues and conduct reflecting a favorable image of this Lions Club in the community.

2. Member at Large - Any member who has moved from the community, or because of ill health or other legitimate reason is unable to regularly attend club meetings and wishes to maintain club membership can be granted member at large status by the Board of Directors. The member cannot hold office and will pay local dues as assessed by the club.

3. Life Member - shall have all of the privileges of active membership. The proper fee to Lion International shall be paid by the Kendall Lions Club. Multiple, District and local dues may be assessed by the club.

4. Associate Member - A member who holds primary membership in another Lions Club but maintains a residence or is employed in the community served by this club. This membership is reviewed annually by the Board of Directors. Associate members are not reported on Membership and Activity Reports.

5. Affiliate Member - A quality individual of the community who is not able to fully participate as an Active Member but desires to support the club and its community service activities. Affiliate Members may be eligible to vote on club matters but cannot represent the club at district, or higher meetings.

6. Honorary Member - An individual, not a member of the Kendall Lions Club, who has performed outstanding service to the community or to the Lions Club, may be granted Honorary Membership. The club shall pay entrance fees and international and multiple district dues on such a member, who may attend meetings but shall not be entitled to any privileges of active membership.

7. Privileged Member - A member of the Kendall Lions Club who has been a Lion fifteen (15) or more years, who because of illness, advanced age or other legitimate reason, as determined by the Board of Directors of the Kendall Lions Club, must relinquish active membership; moved from the community, or because of health or other legitimate reason, is unable to regularly attend club meetings, and desires to maintain membership in the Kendall Lions Club may, by action of the board of Directors. Being granted this status, a privileged member shall pay such dues as the local club may charge, dues shall include district and international dues. The member shall have the right to vote and other privileges of membership except the right to hold club, district or International office.

201.6 Retention

The membership committee shall review members in arrears with dues or not in regular attendance or participation in club activities to determine the cause. The committee may recommend a change in membership status or transfer to another Lions Club. The committee will interview any member who has resigned from the club to determine the reason.

202.0 RECOGNITION

202.1 Surviving Spouse

Surviving spouses will be invited by letter to the annual awards meeting or a regular club meeting as guest of the club. Each will receive a pin at their first meeting of attendance.

202.2 100% Attendance Requirements

To qualify for perfect attendance a member shall have a minimum of ten of the regularly scheduled meetings or equivalent meeting make-ups by attending a Board of Directors meeting, a regular meeting of another Lions Club, participate in a club committee activity, attend a District meeting, a State or International Convention or be unable to attend due to work or medical reasons.

Dates for meetings: The regularly scheduled club meetings will be held the 1st 3rd Thursday of each month September through June. Board meetings will be held at least once per month.

Excused Absences: A member MUST, after committing to attend an event or meeting, in some manner prior to a meeting or activity, notify the Secretary, Treasurer, or President that he/she will be unable to attend a meeting or participate in an activity. EXCUSED ABSENCES include but, are not limited to the following:

1. Sickness or ill health
2. A conflicting job related obligation
3. Travel that makes attendance unfeasible
4. Attendance at another organizational meeting

Attendance Awards shall be presented at the annual installation of officers dinner.

Records for perfect attendance will be maintained by the Secretary, with committee chairs being responsible for reporting membership participation to the Secretary.

202.3 Lion of the Year Award:

Qualifications:

1. The Lion nominated for this award must be an active member in good standing of the Kendall Lions Club.
2. Lions considered for this award must be eligible for 100% Attendance
3. Involvement in Lion sponsored activities will be the major consideration in selecting the recipient of this award. Other community activities may also be considered.
4. If the committee determines that there is a suitable recipient of this award, then the selection shall be made no later than April 30. This award is to be presented at the Annual Installation of Officers Dinner in June.
5. An individual may receive this award more that once
6. Nominations may be made by the general membership
7. The award presented will be the "Lion of the Year" award available from Lions International.
8. The selection committee shall consist of the following:
 - A, President or Chairperson
 - B, Immediate Past President
 - C, Secretary

202.4 Career Lion Award:

This award is designed to recognize a long time member of the Kendall Lions Club With a record of distinguished service.

Qualifications:

1. The Lion nominated must be an active member in good standing of the Kendall Lions Club
2. Long term involvement (over ten years of active membership) shall be a major consideration in selecting this award recipient
3. This award may be presented posthumous to a Lion who was an active member in good standing at the time of death.
4. This award shall be presented only once to an individual
5. Nominations may be made by the general membership
6. This award is to be presented at the Annual Installation of Officers Dinner in June. The recipient shall be selected by April 30 of the year in which the award is to be presented.
7. The selection committee shall consist of:
 - A. Immediate Past President as chairperson
 - B. Secretary
 - C. Three other Past Presidents selected by Committee Chairperson
8. The award should be the "Model Lion on a Wood Base" available from Lion Supply - item #g-255 or a comparable award

202.5 Melvin Jones Award:

When the Kendall Lions Club has donated the required funds to Lions International Foundation and earned the right to award a Fellowship, it may be awarded using the following guidelines.

1. Nominations may be made by any active member of the Kendall Lions Club and are not limited to Kendall Lions Members. Community members, non Lions, or organizations may be considered.
2. Committee - The selection committee shall consist of at least three (3) Kendall Lion Melvin Jones Fellows. If three Fellows cannot serve, the president shall appoint Past Presidents to serve on the committee. Past District Governors shall serve on this committee.

202.6 Robert J. Uplinger Service Award:

When the Kendall Lions Club has donated the required funds to the New York & Bermuda Lions Club Foundation and earned the right to award a Service Award, it may utilize the following guidelines:

1. The selection committee shall consist of at least three (3) members, but not limited to Kendall Lions Club members who have received the Robert J. Uplinger. If three (3) recipients can not serve, the president shall appoint past presidents to serve on the committee. Past District Governors shall serve on this committee.
2. The award shall be presented for Distinguished Service to the Club or to the Community and may be presented to Lions Club members or non-members.

202.7 Citizen of the Year Award:

The Kendall Lions Club may select an individual or group to be recognized as Citizen of the Year based on contribution to the general welfare of the community or a community organization. The following guidelines are suggested:

1. Nominations may be made by any member of the Kendall Lions Club.
2. The selection committee will consist of three Past Presidents who will accept nominations and made their selection by April 30 of each year. The award will be presented at the annual Officer Installation Dinner.
3. The award for presentation will be a plaque "Citizen of the Year" available from Lions International Supply.

202.8 President's Awards:

The president may recognize members and/or officers who have assisted with the activities during the president's year. This award may be presented to club officers, members or community members as selected by the president.

203.0 LEADERSHIP

203.1 Training

Purpose - The club encourages and supports leadership development and training for current active members. Funds shall be made available for members to attend, but not limited to, Lions sanctioned events such as; USA/Canada Forum, NYS Leadership Institute, State Convention Officer Training and Emerging and Senior Lion Training.

1. If funds are available, \$1000 or one night lodging and registration will be budgeted annually.
2. A maximum of \$500 will be allowed for each event, except the Multiple District Convention. The club shall determine a per capita payment for qualified attendees.
3. All requests are to be made prior to the event for approval by the Board of Directors.
4. All requests will be reviewed on a first come - first served basis.

5. Lions members attending will be eligible for a one-time reimbursement.
6. If more than one member wishes to attend a single event, the funds may be divided equally by the participants.
7. Receipts and proof of registration shall accompany all request for reimbursement.
8. Unused funds shall not be carried forward to the next budget year.

203.2 General Leadership Development

Members will be encouraged to attend District, Multiple District and Lions International Conventions. Activities will be advertised at regular club meetings and in the club newsletter.

203.3 Nominations

1. Committee - nominations will be made by a committee of the previous three past club presidents.
2. The committee will meet and prepare a slate of candidates for submission to the general membership on or before the first meeting in March. The slate will be presented to the membership three times with a vote at the final presentation.
3. The results of the election will be filed with the District and Lions Clubs International by May 15, on the official PU 101 form.

203.4 Officers' Duties and Responsibilities

1. President - serves as the chief executive officer of the club.
 - A. presides at all meetings, regular, special, board of directors
 - B. appoint all administrative and activity committees
 - C. oversee the functioning of all committees
 - D. holds regular meetings as scheduled
 - E. holds at least one board of directors meeting per month
 - F. serves as the club representative at ACM meetings
 - G. will hold an organization meeting of club officers, directors and committee chairs prior to the beginning of the fiscal year.
2. Secretary - serve as the official liaison between the club and Lions Clubs International and the District Governor's organization.
 - A. submit annual activity reports
 - B. submit monthly membership reports
 - C. keeps all records - club meeting and board meeting minutes
 - D. serves as corresponding officer
 - E. shall keep club records for attendance, membership growth
 - F. collect dues and monies owed to the club by members
 - G. serves as a club representative at ACM meetings
3. Treasurer - you are the custodian of all club funds
 - A. deposit all money received in the approved club bank
 - B. assists the finance committee in preparing the club budget
 - C. disburse funds under the direction of the board of directors
 - D. provides a financial report at each meeting for both the activity and the administrative accounts with sub categories for disaster, Batavia School and refreshments.
 - E. The treasurer shall be bonded by the club
 - F. Shall complete necessary Income Reporting forms
4. Tail Twister - you shall maintain harmony and encourage good fellowship.
 - A. imposes and collects reasonable fines at meetings
 - B. generally promote fun and laughter with stunts
 - C. rely on your resourcefulness for a variety of activities
5. Lion Tamer - in charge of and responsible for all club property.

- A, place flags, gong, gavel, song books and badges for meetings
- B, sign in members in attendance and collect dinner fees
- C, provide name badges for guest

6. First Vice President - If the president is unable to perform the duties of the office for any reason, the vice president next in rank shall occupy the president's position. Each Vice President shall oversee the functioning of such committees of the club as designated by the President. First Vice President shall oversee Administrative Committees:

- Attendance
- Policy Manual
- Membership
- Finance
- Program

7. Second Vice President - Committee responsibility (Expenditure Generating Activities):

- Conventions
- Leadership Development

8. Third Vice President - Committee responsibility (Income Generating Activities):

- Fund raising - Tents, Rose Sale, Garage Sale, Bar-B-Q, Disaster Lottery Fund, Spaghetti Dinner

9. Membership Director - Shall be chairperson of the membership committee.

- A. Development of a growth program for the club to be approved by the Board of Directors
- B. Regularly encourage club members to bring in new quality members.
- C. Ensuring implementation of proper recruitment and retention procedures.
- D. Preparation and implementation of orientation sessions.
- E. Reporting ways to reduce membership loss.
- F. Serving as a member of the Zone level membership committee
- G. The membership committee will have three members with one each of the three previous years.. The chair will be replaced each year and a new member elected

10. Immediate Past President - shall assist the president as requested. He/she and other past presidents will serve as official greeters officially welcoming members and guest to a club activity. The IPP will serve as a reference to the president.

11. Member of the Board - Four members will be elected to serve as directors with alternating two year terms. They will have full voting status.

203.5 Board of Directors

- 1. Members will be all elected officers and directors of the club, immediate past president and past district officers (ex-officio).
- 2. A quorum shall be a majority of the members of the Board of Directors
- 3. Duties and Powers
 - A. Shall be the executive board of the club and be responsible or the execution of club policies approved by the club. All policies and new business shall be considered and shaped by the Board of Directors for presentation to and approval by the club.

B. Shall authorize all expenditures and shall not create any indebtedness beyond the current income of the club, nor authorize disbursement of club funds for purposes inconsistent with business and policy authorized by the membership of this club.

C. Shall have the books audited annually, or more frequently and a report made to the Board of Directors and the membership.

D. Shall not authorize, nor permit the expenditure for any administrative purpose, of NET income of projects or activities of this club by which funds are raised from the public. A percentage of project revenue may be allocated to administrative expenditures.

E. Shall name and appoint delegates and alternates to conventions beyond the club level.

F. Shall maintain at least two separate funds. One to record administrative monies such as dues, tail twisting and other internally raised funds. A second to record activity or public welfare monies

204.0 OTHER

204.1 Meal Reservations / Cancellations

1. Dinner reservations and cancellations are the responsibility of the individual member.

2. By calling the secretary.

3. Cancellation may be made until noon of the meeting day.

4. Failure to cancel as specified, the member shall be responsible for the meal cost.

204.2 Memorial Donations and / or Bequest

1. Upon the death of a member the club shall send a floral display, memorial donation or a remembrance of the family's choice. The suggested amount would be \$50.00.

2. A former member, the club may send a remembrance of the family's choice.

3. Upon the death of a spouse, parent or child of a member, the club shall send a floral display, memorial donation or a remembrance of the family's choice.

204.3 Cards

The Lion designated by the Club shall serve as chaplain and send get well wishes to ill members or their spouse. The club will provide the designated member with a variety of cards for this purpose. The Chaplain may conduct a Lions service.

204.4 Disaster Relief

Application may be made to the committee chair for review by the committee. The committee should have 3 to 5 members who will review all requests. The committee may grant up to \$500.00 without board approval. Any amount over \$500.00 will require Board of Directors approval. Any disbursement should be reported to the Board of Directors.

Funding for this committee shall be the Herring February Lottery and any other projects necessary to meet applicant needs.

The Herring February Lottery Chairperson shall submit to the President, Secretary, Treasurer and the Board of Directors the Committee Report Form and the attached Raffle Report Form upon completion of the raffle.

301.1 Club Event Chairperson's Responsibility

Purpose: To establish a general set of guidelines and expectations for a Committee Chair. This is only a guideline. It must be recognized that each event will have unique features.

1. Meet with Club President/Board of Directors prior to the event to review the program
2. Meet with the event committee to plan the event.
3. Present to the Board of Directors, one month prior to the event, an outline of the event to include:
 - A. Outline or a brief description of the event
 - B. Budget
 - C. Additional needs - insurance coverage, manpower needs, calendar
4. Publicity:
 - A, Contact newsletter editor prior to publication deadline for an article
 - B, Work with publicity committee prior to the event
 - C, Present announcements at a club meeting prior to the event
5. Purchase supplies.

6. Financial
 - A. All monies received by check for the event should be made payable to the Kendall Lions Club
 - B. All cash received should be turned over to the club treasure for deposit in the club account as soon as possible.
 - C. Expenditures should be paid by club account check whenever possible
7. Run the event
8. After the event has been completed, submit a report to the club membership and to the board of directors using standard committee report format.

301.2 Regular Club Committees - We may want to list each as in the budget

1. Administrative
 - A. Attendance
 - B. Policy Manual
 - C. Convention
 - D. Finance
 - C. Lions Information
 - F. Membership
 - G. Program
 - H. Public Relations
 - I. Bulletin/Newsletter
 - J. Leadership Development
 - K. Others:
2. Activities Committees
 - A. Youth
 1. Pumpkin Patch
 2. Sports programs
 3. Senior Recognition Breakfast
 4. High School Scholarship
 - B. Sight Conservation/Work with the Blind
 - C. Hearing and Speech
 - D. Environmental Services
 - E. Leos Club Program
 - F. Youth Exchange
 - G. International Relations Program
 - H. Health Services
 - I. Fund Raising
 - J. Disaster Relief

K. Others:

301.3 Standing or Established Club Committee Assignments

Regular Club Committees will be designated in the annual club program with members given specific assignments. The list of committees with members will be published on the website and distributed to the membership at the first meeting in September. The goal will be to involve each member on at least one committee.

301.4 Policy for Cash

All cash or check deposits will be made to the secretary who will record their receipt and then turn them over to the treasurer. All disbursements will be made by club check by the treasurer. All club checks will have two approved signatures.

400 CLUB EQUIPMENT

400.1 Inventory, usage, to be checked annually by the committee chair and reported to the club Lion Tamer. Tents will be supervised by the tent chairman with regular reports of usage, repair needs and setup teams to the membership.

500 STUDENT OUTREACH

501.0 Kendall Central School

The Kendall Lions Club will take an active role in supporting Kendall Central School and school activities. The club will sponsor a Senior breakfast, honor sectional winning teams or individuals at a regular club meeting and recognize other individuals or groups that have brought honors or recognition to Kendall.

501.1 Student Trip Request

The purpose of this policy is to set guidelines for student request for funds for student trips.

1. Letter requesting funds should be from applicant
2. A letter of reference should accompany the request
3. Applicant should reside in the Kendall Lions Club service area
4. Donation guidelines;

Non academic request	\$50.00
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Academic request	\$100.00
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The club secretary should send a letter of congratulations with the donation and a request for a club presentation from the requester explaining the trip.

501.2 Peace Poster Contest

Purpose: Participation in Annual Lions International Peace Poster Contest. The club shall sponsor a contest and purchase the necessary supplies. Awards may be presented to participants with the winning entry submitted for District consideration.

501.3 School Equipment Donations

The board of Directors shall review any request for equipment or monetary donations. A committee may be appointed to review cost, liability and necessary manpower needed to complete.

501.4 Kendall Lions Club Scholarship Awards

Scholarships shall be awarded to two individuals who exemplify service to the community. Consideration should be given to academic achievement and participation in extra-curricular activities. Awards should be presented to a male and a female student. Awards will be a plaque or certificate and a cash award.

501.5 Kendall Lions Memorial Scholarships

Scholarship will be a named award for the deceased Lion or friend of the Kendall Lions Club. The donated amount will be presented once with any future named awards presented if funds are available from additional donations.

501.6 Kendall Leos Club Awards

Scholarships shall be awarded to a Leos Club member who has demonstrated outstanding service to the school and community. The award will be presented when a qualified candidate is available.

502 YOUTH ORGANIZATIONS

502.1 Sponsorship

Purpose: To establish guidelines for the sponsorship of youth organizations which demonstrate a commitment to the development of leadership and service within the Kendall Community.

1. The board of directors shall budget necessary funds to establish proper support for individual organizations
2. The president shall appoint annually, a liaison to foster a relationship between the individual organization and the Kendall Lions Club
3. The sponsored organization shall inventory all equipment, obtained by the Kendall Lions for their expressed use, and report said audit to the Kendall Lions club Lion Tamer annually.

600 COMMUNICATIONS

600.1 Website

1. The function of the Club Website is to have current information available to members on line. The site will also have the current Policy Manual, membership application, officer and membership list, calendar, committees and chairpersons.
2. Webmaster shall be responsible for content and edit all information included. A committee may be appointed by the board of directors to assist.
3. The website should contain a current history of the club, award recipients and past officers.
4. The website shall contain copies of all operating forms - membership, committee reports, tent liability, club history, etc

600.2 Newsletter

- A. District news will be submitted by the responsible committee or a member designated by board of directors.
- B. Club newsletter shall be published on the club website and copies mailed to members not on-line.

ADDITIONAL AREAS FOR CONSIDERATION:

Treasurer's Report Format:

Opening Balance: (Closing balance from previous meeting)
 Receipts: (all income since last meeting)
 Administrative income;
 Dues
 Tail Twister
 Meals
 Member only raffles or split clubs

Activity income;
 Project Income
 Refreshments

Total Income

Expenses: (all expenditures since last meeting)

Administrative expenses;
 Dues - Multiple District, International
 Meals
 Postage, supplies
 Awards and recognition

Activity expenses;
 Project expenses
 Donations

Total Expenses

Closing Balance (after the business of current meeting)

Separate accounts (Batavia School Activity, Disaster, etc.) may be accounted or reported separately.

Year end activity report will be the responsibility of the Secretary, President and Treasurer.

Attached forms: Budget Format
 (go to club website for copies below)
 Committee / Project Reports
 Press Release
 Raffle Report Form
 Organization Flow Chart
 Disaster Application
 Stationary Letterhead
 Membership Application