



# District A4 District Officer Training Session

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District A4 GLT Coordinator

September 9, 2020

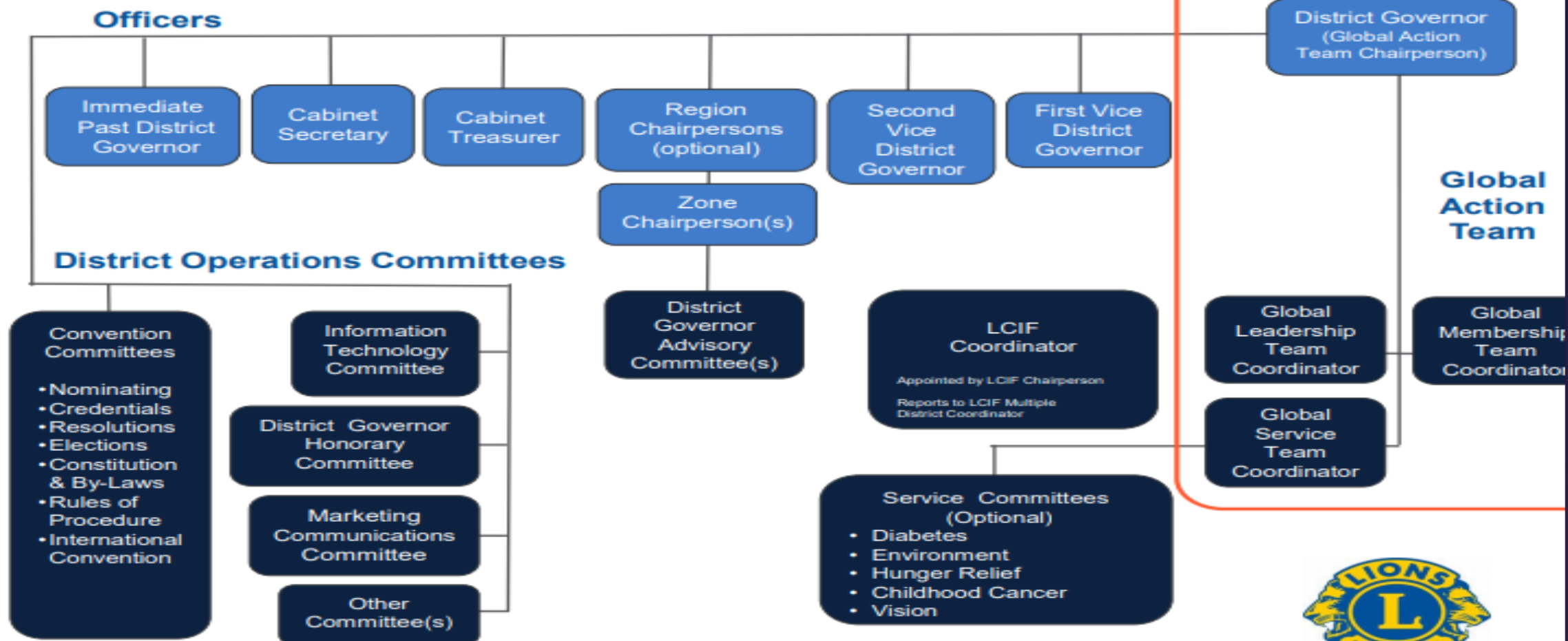
# Reference Material to be Emailed

- ▶ District A4 District Officer Training slide deck (PDF format)
- ▶ District A4 Directory
- ▶ District A4 Constitution & Bylaws
- ▶ District A4 Policy & Procedures Manual
- ▶ MDA Expense Claim form with formulas (XLSX format)
- ▶ MDA Expense Claim form (PDF format)
- ▶ MDA Rules of Audit
- ▶ MDA Constitution & Bylaws
- ▶ MDA Policy & Procedures Manual
- ▶ District A4 Region Chair Visitation Report
- ▶ District A4 Zone Chair Visitation Report



# Organizational Structure of Cabinet

# District Cabinet Structure



# Global Action Team

- ▶ A few years ago, LCI transitioned to the Global Action Team (GAT). The GAT is made of the Global Leadership Team (GLT), Global Membership Team (GMT), and Global Service Team (GST...the good kind)
- ▶ Lions International is asking clubs to adopt this model in their clubs.

# Global Leadership Team

- ▶ Helps with training
- ▶ Helps to identify potential leaders
- ▶ Organizes workshops

# Global Membership Team

- ▶ Helps clubs with strategies to recruit new members
- ▶ Helps clubs with strategies to retain members
- ▶ Helps to develop new clubs

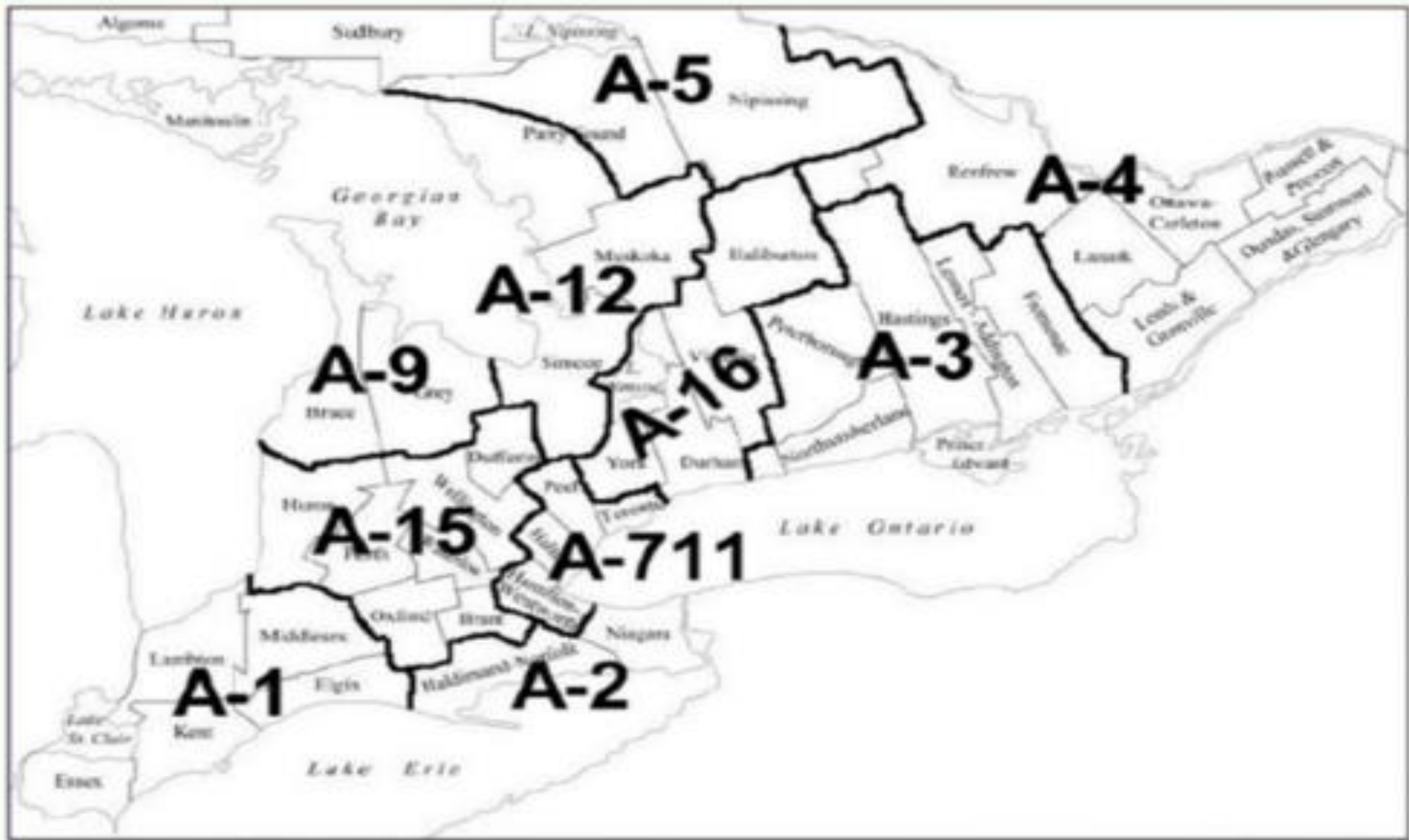
# Global Service Team

- ▶ Helps and encourages clubs to report service activities
- ▶ Provides ideas for service projects
- ▶ Promotes the Lions Service Framework



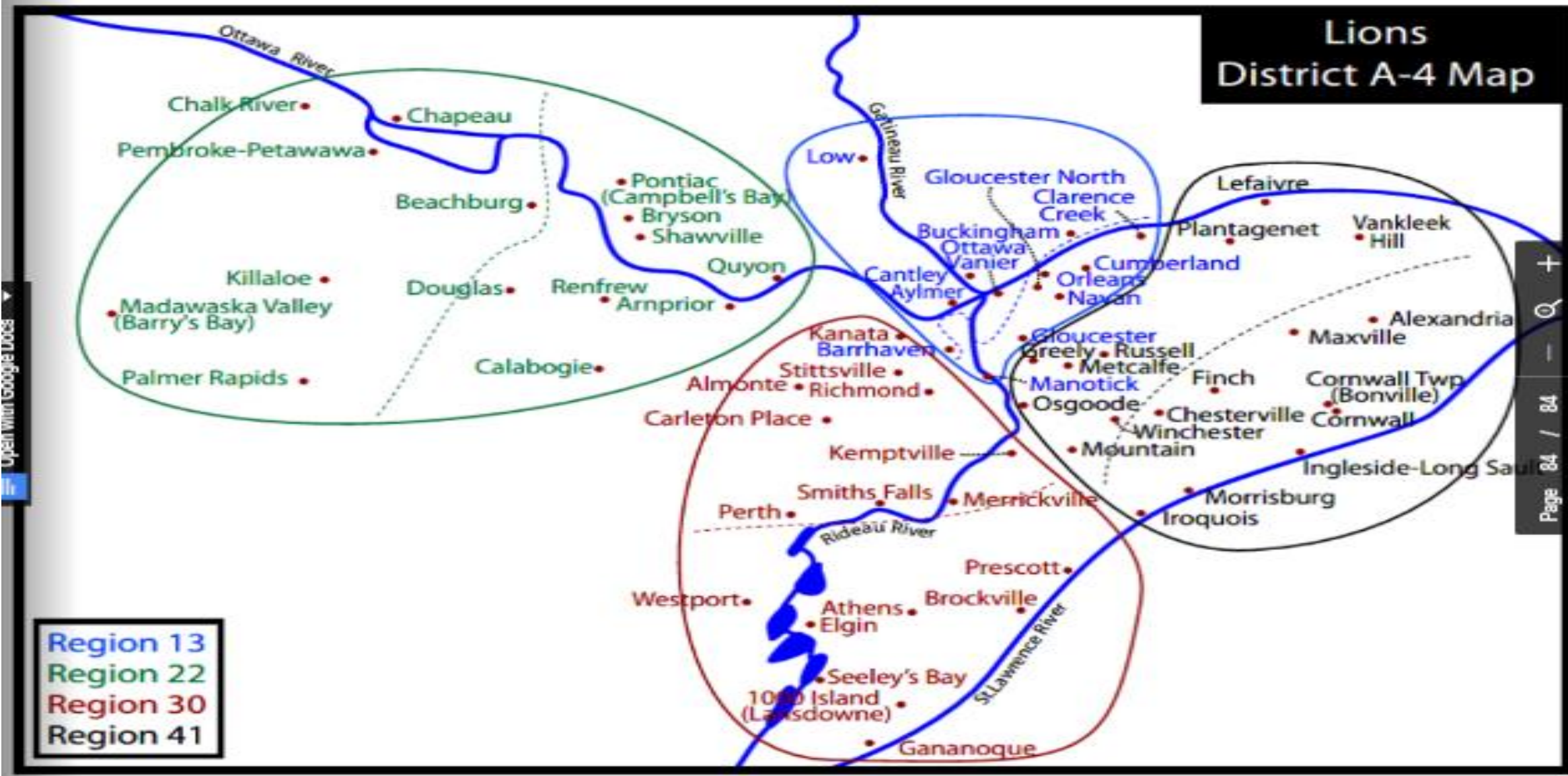


Where is District A4 in  
Multiple District A?



# Regions in District A4

# Lions District A-4 Map



- Region 13
- Region 22
- Region 30
- Region 41



# Regions and Zones in District A4

**Region 13**

**Zone 13 North**

Aylmer  
Barrhaven  
Buckingham  
Cantley  
Low & District  
Ottawa Vanier

**Zone 13 South**

Clarence Creek  
Cumberland  
Gloucester  
Gloucester North  
Navan  
Orleans

**Region 22**

**Zone 22 East**

Arnprior  
Bryson  
Calabogie  
Douglas  
Pontiac  
Quyon  
Renfrew  
Shawville

**Zone 22 West**

Beachburg  
Chalk River & Area  
Chapeau & District  
Killaloe & Area  
Madawaska Valley  
Palmer Rapids & Area  
Pembroke-Petawawa

**Region 30**

**Zone 30 South**

Athens  
Brockville  
Elgin  
Gananoque  
Prescott & District  
Seeley's Bay & District  
1000 Islands & District  
Westport

**Zone 30 West**

Almonte  
Carleton Place  
Kanata-Hazeldean  
Kemptville  
Merrickville  
Perth  
Richmond & District  
Smiths Falls  
Stittsville District

**Region 41**

**Zone 41 North**

Greely  
Lefaiivre  
Mountain Twp & District  
Metcalf & District  
Plantagenet  
Russell  
Vankleek Hill & District  
Winchester

**Zone 41 South**

Alexandria  
Chesterville & District  
Cornwall  
Cornwall Township  
Finch & District  
Ingleside-Long Sault  
Lost Villages  
Iroquois-Matilda  
Maxville & District  
Morrisburg & District

# LCI Forward

- ▶ LCI Forward is a 5-year strategic plan that provides a roadmap to serving 200 million people per year (this has been far exceeded).
- ▶ LCI Forward has 4 components.
  - ▶ Enhance service impact & focus
  - ▶ Reshape public opinion & improve visibility
  - ▶ Pursue club, district & organizational excellence
  - ▶ Improve membership value & reach new markets

# LCI Forward

## 1. Enhanced Service Impact & Focus

- ▶ The needs of the world have grown.
- ▶ That's why we focused our efforts on pressing global causes like diabetes.
- ▶ We've innovated how we serve so we can increase our impact, and the support of our foundation, LCIF, is helping us provide more service than ever before.



## LCI Forward

# 2. Reshape Public Opinion & Improve Visibility

- ▶ Lions are doing more good in more places than any organization on earth.
- ▶ That's why we're sharing our life-changing stories to highlight the value of our clubs to communities around the world.
- ▶ When caring men and women see the work we do, we think they'll want to join us.

## LCI Forward

### 3. Pursue Club, District & Organizational Excellence

- ▶ We are the largest service club organization in the world for a reason.
- ▶ We are committed to developing great leaders, innovating at every level of Lions, and harnessing technology that will expand and drive our humanitarian service.
- ▶ We're not satisfied with being the biggest.
- ▶ We want to be the best.

# LCI Forward

## 4. Improve Membership Value & Reach New Markets

- ▶ We put service and satisfaction at the centre of the membership experience.
- ▶ That's because we want to do more than just support the next generation of volunteers.
- ▶ We want to inspire them.
- ▶ And we do that by providing a world-class membership experience that meets the diverse needs of our members.

# Lions Service Framework

- ▶ There are 5 Global Causes:
- ▶ **Environment**
  - ▶ We serve to sustainably protect and restore our environment to improve the well-being of all communities.
- ▶ **Hunger**
  - ▶ We serve to ensure all community members have access to nutritious foods.
- ▶ **Vision**
  - ▶ We serve to prevent avoidable blindness and improve quality of life for people who are blind and visually impaired.
- ▶ **Childhood Cancer**
  - ▶ We serve to help those affected by childhood cancer survive and thrive.
- ▶ **Diabetes**
  - ▶ We serve to reduce the prevalence of diabetes and improve quality of life for those diagnosed.

# Available Training and Resources

- ▶ [District e-Book](#)
- ▶ [FVDG/DGE Training Program](#)
- ▶ [Second Vice District Governor Training](#)
- ▶ [Second Vice District Governor Training Program Materials](#)
- ▶ [Cabinet Secretary & Treasurer Manual](#)
- ▶ [Zone and Region Chairperson e-Book](#)
- ▶ [Certified Guiding Lion Program](#)
- ▶ [USA/Canada Lions Leadership Forum](#)
- ▶ [Lions University](#)
- ▶ MDA Rules of Audit
- ▶ District A4 Constitution & Bylaws
- ▶ District A4 Policy & Procedures Manual

# Resources Available for Region and Zone Chairs

- ▶ [Zone and Region Chairperson e-book](#)
- ▶ [Zone Chairperson Workshop](#)
  - The Role and Responsibilities of the Zone Chairperson
  - Zone Goal Setting and Action Planning
  - Problem-Solving
  - Assessing Club Health
- ▶ [Certified Guiding Lion Program](#)
- ▶ [Challenges and Opportunities Worksheet](#)
- ▶ [Improving Lions Club Quality](#)
- ▶ [Model District Governor's Advisory Committee Meetings Guide](#)
- ▶ [District Governor's Advisory Committee Meeting Report](#)

# Homework for Region Chairs

- ▶ Contact the Zone Chairs in your Region to offer your assistance and support as soon as possible.
- ▶ Contact the committee chairs that are under their responsibility to offer your assistance and support as soon as possible.

# Region Chair Cabinet Reports

- ▶ Since you have just started, here are a few things you can report on for the first cabinet meeting:
  - ▶ You attended your first training
  - ▶ You contacted your committee chairs
  - ▶ Perhaps you contacted a club that is in arrears
  - ▶ Followed up with your two zone chairs regarding setting up club visitations
- ▶ Your reports to cabinet should include a brief summary of your club visitations (if any) and any issues.
- ▶ Be careful about the information you include about a club in your report.



# Homework for Zone Chairs

- ▶ Make contact with your clubs to offer assistance and support as soon as possible.
- ▶ Set dates for your District Governor's Advisory Committee Meetings as soon as possible.
- ▶ Set a schedule for your visits to clubs as soon as possible.
- ▶ Notify the DG, 1<sup>st</sup> VDG, 2<sup>nd</sup> VDG and RC of your District Governor's Advisory Committee Meeting and club visitation dates and locations.

# Zone Chair Cabinet Reports

- ▶ Since you have just started, here are a few things you can report on for the first cabinet meeting:
  - ▶ You attended your first training
  - ▶ You are setting up dates for your Governor's Advisory Committee Meetings
  - ▶ You have made contact with your clubs
  - ▶ You are setting dates for your club visitations
- ▶ Your reports to cabinet should include a brief summary of your club visitations, District Governor Advisory Meetings and any issues.
- ▶ Be careful about the information you include about a club in your report.

# Region and Zone Chair Club Visitations

- ▶ The message we are conveying to clubs is " We are here to assist you" and "What can we do to help your club?"
- ▶ Before going, take a look at the club's service activities and membership (available on MyLion)
- ▶ What are you looking for? Service, Membership, and Leadership
- ▶ Service: What activities are they doing for their community?
- ▶ Service: Is one of the activities part of the 5 Global Causes (Environment, Childhood Cancer, Hunger, Sight, Diabetes)
- ▶ Membership: Does the club have the membership it needs to serve their community?
- ▶ Membership: Is there tension amongst the members?
- ▶ Membership: Do all members feel like they have a role to play?

# Region and Zone Chair Club Visitations

- ▶ Leadership: Is there training that the club would like?
- ▶ Leadership: Who are the leaders in the club? Remember some may be the quiet leaders
- ▶ If you see that a club is having an issue or are struggling, please let the Governor, Vice Governors, and Global Action Team know as soon as possible.
- ▶ Are there any issues that you have encountered that you need help with or have questions about?



# District A4 Region Chair Visitation Report



# Lions Clubs International – District A-4

## Region Chairperson Visitation Report

Region Chairperson:	Club Visited:
Region:	Date:
Number of Members:	Number Present:

Please review all information available prior to your visit, eg. MMR's, SAR's, DG newsletters, websites.

### ADMINISTRATION

Descriptor	Yes	No
Did the meeting start on time?		
Did the President follow a prepared agenda?		
Were any guests properly received and introduced?		
Does the club regularly send members to the Club Officer Training Session?		
Are LCI, MDA and District A16 dues paid?		
Are all accounts with LCI up to date?		
Does the secretary submit monthly MMR's on time?		
Does the secretary submit monthly SAR's on time?		
Does the club have an up to date website?		
Will the club be sending delegates to the District A16 Convention?		
Will the club be sending delegates to the MD"A" Convention?		

Please use this box to offer notes on any of the above Administration Items and especially note ways in which you can be of help.

### SERVICE

Briefly describe a recent or a planned service activity. Include the date and how the event was publicized.

### LEADERSHIP

Please record the name and contact information of any member whom you think has the potential to fill a leadership position beyond the club level.

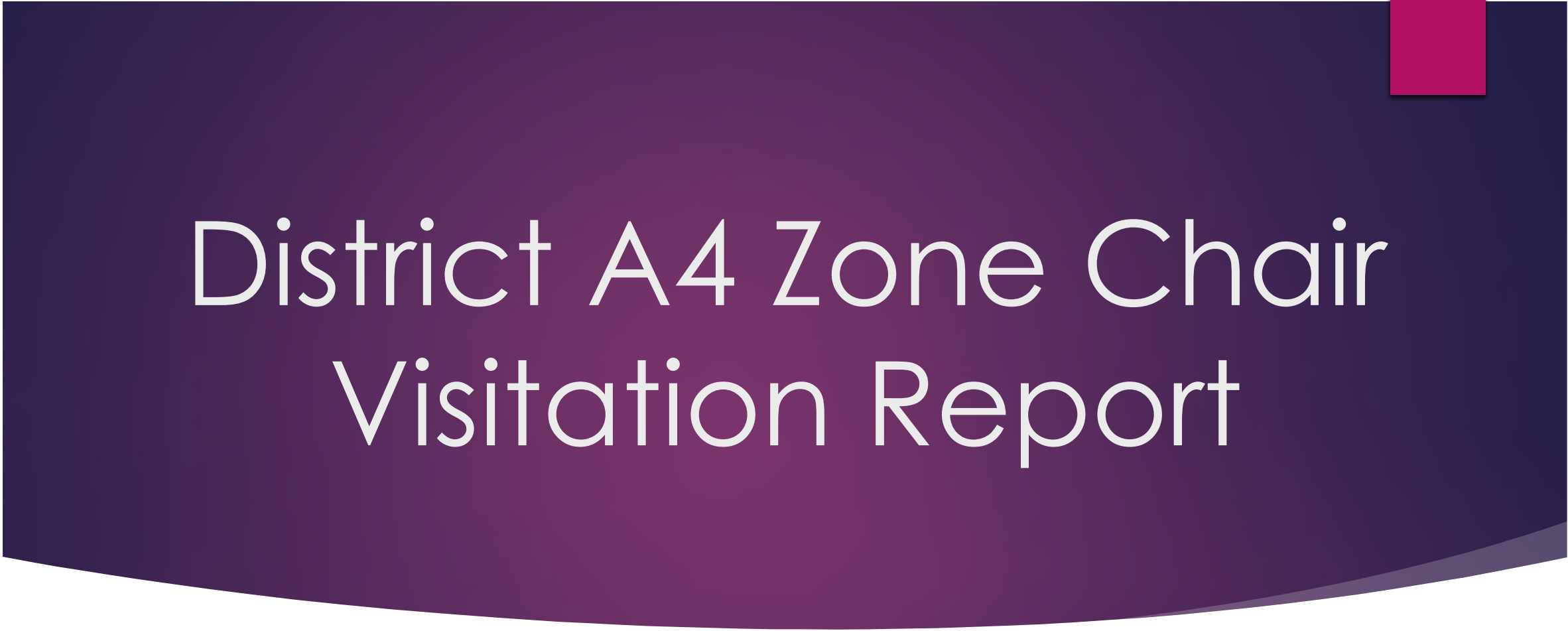
### GENERAL OBSERVATIONS

Signature of President

Signature of Region Chairperson

Distribute Copies to DG, 1<sup>st</sup> VDG, 2<sup>nd</sup>VDG, club records

Completed forms must be submitted with expense claim



# District A4 Zone Chair Visitation Report



Lions Clubs International - District A-4

Zone Chair Visitation Report

Zone Chairperson:	Club Visited:
Zone:	Date:
No. of Club Members:	Number of Members Present:

Please review all information prior to your visit (MMR's, SAR's, DG newsletters, website, Facebook)

**Administration**

Descriptor	Yes	No	Action if needed
Did the meeting start on time?			
Was there a prepared agenda?			
Was an official opening observed?			
Were guests properly introduced and recognized?			
Does the club have a Membership Committee and a Membership Plan?			
Did club officers attend training sessions?			
Did required club officers attend Zone Meetings?			
Does the club have an up to date website/Facebook page?			

**Service Support or Participation**

LCIF	LFC Dog Guides	BAIT	Vision Screening	Hunger	Environment
Diabetes Awareness	Childhood Cancer	Hearing Screening	Eff Speaking	Peace Essay	Lions Quest
Peace Poster	CNIB Lake Jo	Special Olympics	Eye Glasses	Lions Camps	
Reading Action	Youth Exchange	Memorial Forest	Be a Donor		

**District Support Request**

Program	Yes	No	Specifics
Additional Membership Support?			
Additional Leadership Training?			
Specific Committee Chair Visitation?			
Participation in Club Quality Initiative (CQI)			

**Future Actions/General Comments**

\_\_\_\_\_  
Zone Chairperson Signature

\_\_\_\_\_  
Club President Signature

Distribute Copies to DG, 1<sup>st</sup> & 2<sup>nd</sup> VDG's, Region Chairperson, Club Records

Completed forms must be submitted with expense claim



# District Governor Advisory Meetings (Zone Meetings)

- ▶ These meetings are meant to share information; from cabinet to clubs, but most importantly from clubs to cabinet.
  - ▶ “We are here to help you”, “How can we help your club?”
  - ▶ There should be four meetings each Lions year.\*
  - ▶ District Governor Advisory Meetings are to follow the GAT theme: Service, Membership, or Leadership. Consider inviting the GST, GMT and GLT Coordinators.
- \* Please have someone take the minutes of your meeting.

# District Governor Advisory Meetings Service

- ▶ What are the clubs doing?
- ▶ What are some of the activities that cabinet is doing?
- ▶ What do you do when you don't have enough Lions to do the activities?
- ▶ How can clubs promote their activities?

# District Governor Advisory Meetings Membership

- ▶ How do we increase our membership?
- ▶ Are members leaving? How do we fix it?
- ▶ Are we promoting our club in the community?
- ▶ How do we deal with conflict issues?

# District Governor Advisory Meetings Leadership

- ▶ Discuss training on various topics
- ▶ Discussion on how to deliver training
- ▶ Is there any training the club would like to have?

# Mentors

- ▶ The goal of a mentor is to help you achieve your personal development goals to help you realize your potential that your unique skills and knowledge offer.
- ▶ A mentor can assist you in any way you would like:
  - ▶ make you a better and more confident leader
  - ▶ increase your knowledge of Lions
  - ▶ deal with complex issues as they arise
  - ▶ asking for advice
  - ▶ travel with you
  - ▶ be a sounding board
- ▶ Please select a mentor to work with you. If you are both willing to work together, please let me know who your mentor is.



► Break for 10 minutes?

# Expense Claims

- ▶ Portions of this section provided by Lion Mark Kelso, 2<sup>nd</sup> Vice District Governor, District A3

# What Can be Claimed?

- ▶ Per kilometre rate determined by Council Of Governors, currently 28 cents/km
- ▶ Bus, Airline, Ferry or Rail – economy only, ticket stub, copy of electronic verification or voucher showing price must be attached to claim



# What Can be Claimed?

- ▶ Accommodations -
  - ▶ Rate determined by Council Of Governors, currently \$75.00/day
  - ▶ Must have travelled 160 km one way or 5 hour round trip to be eligible (there are other restrictions)
  - ▶ Deviations are subject to preapproval from the Council of Governors
  - ▶ EXCEPTION – 2 Day meeting, cost of hotel must be less than cost of commute

# What Can be Claimed?

## ▶ Meals

- ▶ Rate determined by Council Of Governors, currently Breakfast \$8.00, Lunch \$10.00, Dinner \$15.00
- ▶ Claim only actual expense up to the above maximums
- ▶ Only eligible if no meal provided
- ▶ If no meal provided, indicate no meal provided on expense claim

# What Can be Claimed?

## ▶ Miscellaneous

- ▶ When used to expedite travel on behalf of the multiple district, highway, bridge, ferry tolls will be paid with receipt attached to claim
- ▶ Electronic tolls must be claimed within 30 days of receipt of the bill, up to 4 months after the charge occurred, copy attached to claim
- ▶ A reasonable amount will be allowed for Postage
- ▶ Can't claim envelopes.

# When Can You Make a Claim?

- ▶ The Rules of Audit specify what functions you can make a claim for.
- ▶ Rules of Audit apply to 1<sup>st</sup> Vice District Governor, 2<sup>nd</sup> Vice District Governor, Immediate Past District Governor, Region Chairpersons and Zone Chairpersons
- ▶ The table on the next slide shows when you can make a claim



# MDA Expense Claim Summary Table

	Cabinet Meetings	Region Rallies	Zone Meetings	Club Visits	Extension	District Officer training
District Governor	Covered by separate Rules of audit through LCI					
1st Vice District Governor	4 per year	1 per region	1 per Zone	*	Charter presentation new Club formation	N/A
2nd Vice District Governor	4 per year	1 per region	1 Per Zone	*	Charter presentation new Club formation	N/A
Region Chairperson	4 per year	own region	1 per Zone in own Region	1 x # Clubs in own Region **	Charter presentation new Club formation	1 x during Term ***
Zone ChairPerson	4 per year	own region	4 per year own Zone	1 per Club in own Zone	Charter presentation new Club formation	1 x during Term ***
Immediate Past District Governor	4 per year	N/A	N/A	N/A	N/A	N/A

\* only when representing District Governor claim through LCI

\*\* May claim 1 additional visit if preapproved by District Governor

\*\*\* Does not apply to Officer-Elect

# What Can Be Claimed?

## ▶ District Cabinet Meetings

- ▶ The 1st VDG, 2nd VDG, IPDG, RCs and ZCs may claim for attending four cabinet meetings in the district.
- ▶ **Note that here are five cabinet meetings (one cabinet meeting on Sunday morning at the District A4 Convention). Don't claim the nearest cabinet meeting to home.**

## ▶ Region Rally or Region Meeting (Not at District A4 Convention)

- ▶ The 1<sup>st</sup> VDG, 2<sup>nd</sup> VDG may claim for one (1) Region Meeting held in each Region.
- ▶ The RCs (if any) and ZCs may claim for attending one (1) Region Rally or Region Meeting.

# What Can Be Claimed?

## ▶ **Zone Advisory Meetings**

- ▶ 1st VDG, 2nd VDG, may claim for attending one (1) Zone Advisory Meeting in each zone in the district.
- ▶ The RC (if any) may claim for attending one (1) Zone Advisory Meeting for each Zone in his/her Region.
- ▶ The ZC may claim for four (4) Zone Advisory Meetings, which he/she holds in his/her Zone.

## ▶ **Extension Work**

- ▶ The 1st VDG, 2nd VDG, IPDG, RCs (if any) and ZCs may claim for a Charter Presentation occurring in the district (VDG), his/her Region (RC) in his/her Zone (ZC).
- ▶ The 1st VDG, 2nd VDG, IPDG and ZC may claim for the specific purpose of building a new club or rebuilding an established club when the DG deems such a visit will be of real value to the District and gives his/her prior approval for the visit.



# What Can Be Claimed?

## ▶ Club Visitations

- ▶ 1<sup>st</sup> VDG or 2<sup>nd</sup> VDG acting on behalf of the DG for an official club visitation completes and LCI expense claim and submits it to the DG for approval. DG submits to LCI.
- ▶ ZCs may claim (except for meals)\* for one visit to each Club in his/her Zone, excluding his/her own club.
- ▶ The Region Chairpersons' reimbursement (except for meals)\* shall be based on the number of clubs in each RCs Region.
- ▶ The duties and responsibilities of the RC shall be determined by the DG, having regard for the duties and responsibilities as outlined in the MDA and District A4 Policy Manuals, but not limited to those listed, recognizing that each District may have unique needs and therefore have a different use for that position.
- ▶ The RC may claim for one additional visit in the Region when such a visit has been previously authorized for good reason by the District Governor.


\* **only if no meals are served, Rules of Audit for meals apply**

# Restrictions

- ▶ Meals can only be claimed if you have to pay for them
  - ▶ It is expected that a meal will be provided by the Club on your official visit
  - ▶ Not applicable to Cabinet meetings, Region Rallies or Zone Meetings
- ▶ Cannot claim for visit or event in your own Club
- ▶ A claim can not be made if you are attending a meeting for the sole purpose of campaigning for a higher position in Lions.

# How Do You Make a Claim?

- ▶ You must complete a Multiple District A Expense Claim form
- ▶ Forward the completed form to the District Governor along with your Club Visitation reports
- ▶ Submit claims at the end of the month.
- ▶ Last Claim for the Lions year must be provided to District Governor no later than July 10th of the current year.



# MDA Expense Claim Form

LIONS CLUBS INTERNATIONAL Multiple District "A", 18-4182 Muskoka Road 169, Port Carling, ON P0B 1J0  
 treasurer@mdalions.org Phone 705-765-6092 Cell 705-706-3745  
**EXPENSE CLAIM**

*complete green areas*

Name: \_\_\_\_\_ District A: \_\_\_\_\_ Month: \_\_\_\_\_  
 Address: \_\_\_\_\_ Region: \_\_\_\_\_ Year: \_\_\_\_\_  
 \_\_\_\_\_ Zone: \_\_\_\_\_  
 Lions Club of \_\_\_\_\_ Postal Code: \_\_\_\_\_

*** RECEIPTS REQUIRED ***											
Date	OFFICERS SPECIFY:(1) Official Visit, (2)Cabinet Meeting, (3)Zone Advisory, (4)Region or Zone Rally, (5)Extension Visit, (7)Name of Club & Town visited. COMMITTEES SPECIFY: (a) Committee Name	Breakfast max. \$8	Lunch max. \$10	Dinner max. \$15	Long Dist.Calls	Stat. & Postage	Hotel max. \$75/day	Transport (Air-economy, R.R., Bus)	Kms travelled	Amount @ \$0.28	Total
<b>A-5 differential enter total kms here =&gt;</b>											
<b>Total</b>											

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Expense claims during Lions' year must be received by MD"A" Treasurer by July 31.  
 (Add your Title)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
 (District Governor / MDA Committee Chair)

For Office use only	
Account No.	
Verified by	
Cheque No.	
Date issued	
Minutes Rec'd	

**Officers and committee members to send two (2) copies of this form to Dist Gov or Committee Chair with receipts. District Governor / MDA Committee Chair to forward one (1) approved copy to District "A" Office with supporting vouchers Expense Claims not requiring receipts such as kilometre or meal claims may be submitted by E-Mail by the District Governor or MDA Committee Chair. District officers and MDA committee members may send by email . to their Governors/Committee chairs for approval**

# MDA Expense Claim Form Identity

LIONS CLUBS INTERNATIONAL Multiple District "A", 18-4182 Muskoka Road 169, Port Carling, ON P0B 1J0  
treasurer@mdalions.org Phone 705-765-6092 Cell 705-706-3745

**EXPENSE CLAIM**

*complete green areas*

Name:	<input type="text"/>	District A	<input type="text"/>	Month	<input type="text"/>
Address:	<input type="text"/>	Region	<input type="text"/>	Year	<input type="text"/>
Lions Club of	<input type="text"/>	Zone	<input type="text"/>		
		Postal Code	<input type="text"/>		

**Identify your Self;** - Complete all fields:

**Name and address** – required so that MDA can send you a cheque

**Club Name** – Insert as shown in MyLCI to ensure the correct club, not required but adding the Club number in brackets is not a bad idea

**Member District A** – 4

**Region** – 13, 22, 30, 41 as applicable

**Zone** – 13 North, 13 South, 22 West, 22 East, 30 West, 30 South, 41 North, 41 South as applicable

# MDA Expense Claim Form Purpose

Date	OFFICERS SPECIFY:(1) Official Visit, (2)Cabinet Meeting, (3)Zone Advisory, (4)Region or Zone Rally, (5)Extension Visit, (7)Name of Club & Town visited. COMMITTEES SPECIFY: (a) Committee Name

This section is used to detail the event that you are claiming for.

Date – use DD-MMM-YYYY as the format in this column, you need to fill in one line per event.

The second column is where you specify the event and where you are claiming for. Insert the type of event, name of club (club number) or city as applicable, committee name (this will not apply to Region or Zone Chairs).

- Examples-
- (1) Official Visit, Finch Lions (11111)
  - (2) Cabinet meeting, Russell Lions
  - (3) Zone Meeting, Zone 30 South, Brockville Lions
  - (4) Region Rally, Region 13, Stittsville & District Lions
  - (5) Extension visit, location of new Lions club

# MDA Expense Claim Form

## Meals

Breakfast max. \$8	Lunch max. \$10	Dinner max. \$15

As mentioned before only claim meals when you have to pay, i.e. they are not provided by the club you are visiting.



# MDA Expense Claim Form

## Miscellaneous Expenses

*** RECEIPTS REQUIRED ***			
Long Dist.Calls	Stat. & Postage	Hotel max. \$75/day	Transport (Air- economy, R.R., Bus)

**Miscellaneous expenses** - If you claim anything in this section you have to send your claim with receipts attached by mail or email to the DG who then sends it on.

# MDA Expense Claim Form Mileage

Kms travelled	Amount @ \$0.28	Total
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
=>	0.00	0.00

**Mileage** – insert the round trip km’s from your residence to the function location. The form automatically calculates the transportation entitlement. Use Google maps and the Club Addresses from the District Directory to figure out the round trip distance for this column. Remember you cannot claim for a visit or function in your own club.

# MDA Expense Claim Form District Governor Certification

Signature:	<input type="text"/>	Date:	<input type="text"/>
	(Add your Title)		
Approved by:	<input type="text"/>	Date:	<input type="text"/>
	(District Governor / MDA Committee Chair)		

Before sending the claim to the DG ensure that all sections are complete. You can digitally sign the form, use a cursive font to write your name or merely send from you registered (MyLCI) e-mail after you insert the date you have completed the form. The DG will confirm your claim and forward it to MDA. MDA is usually very good and you should receive a cheque within a week or so of filing your expenses.

Plan to send in a claim for every month that you attend a claimable event and do so before the 15<sup>th</sup> of the following month. I.E. a claim for January should be sent by February 10th, and in no case can a claim be sent to MDA after July 31st. A point to note is that if you do not claim for entitled functions the District will not be budgeted for those visits in the next Lions year. So SUBMIT your claims.

For Official Club Visits, attach (or send as an additional attachment) your official visitation report form(s). These forms must be filled in and sent electronically or by mail.

# District A4 District Officer Training

Thank you for participating!!!

Questions?

Email address: [james.johnston@magma.ca](mailto:james.johnston@magma.ca)