



LEADERSHIP EXPERIENCE OPPORTUNITY

Sponsoring a Leo Club – Starting a New Leo Club

Club Types

There are two types of Leo clubs, community-based and school-based, and all Leo clubs must be sponsored by a Lions club.

Community Based Club – Members are all from the local area.

School Based Club – Members are all from the same school or college and must have permission from their principal or activities officer.

Club Tracks

The Leo Club Program offers a two-track approach to better help the needs of club members: Alpha and Omega.

Alpha Track is for youth between 12-18 years of age. This track focuses on the individual and social development of teens and pre-teens.

Omega Track is for youth between 18-30 years of age. This track focuses on the personal and professional development of young adults.

All Leo clubs must declare their club as either Alpha or Omega Leo Clubs. Track specific materials will be mailed to each club.

Financial Obligation

The Leo club organization fee is US\$100 or the national currency equivalent. This one-time fee includes:

- The costs involved in processing the Leo club application
- A certificate of organization
- A Leo club officers' kit
- A Leo club sponsor kit
- 20 Leo new member kits (including lapel pins, membership cards, and certificates, a welcome letter, and Leo decals) for the first 20 members of the club

NOTE: If there are more than 20 originating members in the new Leo club, each additional member is assessed the new member fee of US\$5 and provided with a new member kit. This fee is charged to the sponsoring Lions club at the time of certification (in addition to the US\$100 Leo club organization fee).

Lions clubs are also responsible for the annual Leo club sponsor levy of US\$90 or the national currency equivalent. The levy pays for Leo Club Program materials, mailings, club record maintenance, communications, awards, and Web site maintenance. The annual sponsor levy is prorated for clubs certified within the fiscal year.

Preliminary Procedures

- Step 1 Request a free Organization Kit from the Youth Programs Department (email: leo@lionsclubs.org).
- Step 2 Arrange a meeting with Lions club members to explain the responsibilities of Leo club sponsors. Explain that every Leo club must have an advisor. This advisor must be a Lion member of the sponsoring Lions club who enjoys working with young people. School-based Leo clubs often require a teacher or school administrator to serve as co-advisor.
- Step 3 Appoint three or more Lions to serve on a Leo club committee.
- Step 4 Determine if the new Leo club will operate in conjunction with a local school, church, or other community group. Often, outside agencies require the appointment of their own club leader or advisor. This agency must agree to fulfill Leo Club Program responsibilities.

Step 5 Obtain the names of potential Leos from schools, houses of worship, youth groups, and friends and relatives of Lions club members.

Organizing a New Club

Step 1 Announce the day and date for a Leo club formation meeting. Inform local young people about this meeting through notices sent to schools, religious youth groups, community programs, and the local media.

Step 2 The organization meeting should explain the philosophy of the Leo Club Program. Lions should be prepared to answer questions concerning: requirements for Leo club membership, the relationship to the sponsoring Lions club, and activities undertaken by Leos.

Step 3 Distribute the Application for Membership. The sponsoring Lions club can then submit a signed Leo Club Organization Report and the Leo club organization fee of US\$100, or national currency equivalent, to the Youth Programs Department at international headquarters. Only registered Leo clubs will receive a Leo club charter and Leo membership materials.

Step 4 After review of the applications by Lions, the new Leos can vote to accept:

- The original members, and elected club officers.
- The Leo Club Constitution and Bylaws.
- A specified amount of money for member fees.
- A day, place, and time for club meetings.

Launching the Club

Step 1 Plan the Installation Ceremony

Together, the Leo club officers and Lions on the Leo Advisory Committee plan the Leo installation ceremony as outlined in the Leo Club Officer Installation and New Member Initiation.

Step 2 Ceremony Invites

Invitees to the ceremony should include:

- Lions club members.
- Parents and friends of the new Leo club members.
- Representatives of outside agencies such as schools, religious youth groups, or community programs.
- Lions and Leo district officers.
- Local media representatives.

Step 3 The Ceremony

The highest-ranking Lions official presents the Leo Certificate of Organization to the club officers and the Leo club members receive their new member kits.

Online Resources

Sponsoring a Leo Club - <http://www.lionsclubs.org/EN/member-center/planning-projects/youth/leo-zone/sponsoring-a-leo-club/start-a-new-club.php>

Application for Membership - <http://www.lionsclubs.org/EN/common/pdfs/leo50.pdf>

Leo Club Organization Report - <http://www.lionsclubs.org/EN/common/pdfs/leo51.pdf>

Leo Club Constitution and Bylaws - http://www.lionsclubs.org/EN/common/pdfs/bpm_ch23.pdf

Leo Club Officer Installation and New Member Initiation - <http://www.lionsclubs.org/EN/common/pdfs/leo8.pdf>

Leo Club Advisor Resources - <http://www.lionsclubs.org/EN/member-center/planning-projects/youth/leo-zone/sponsoring-a-leo-club/advisor-resources.php>

Leo Club Service Projects and Campaigns - <http://www.lionsclubs.org/EN/member-center/planning-projects/youth/leo-zone/service-projects-campaigns/index.php>