



District 19C Tools You Can Use, Issue No. 2



Happy August! The following is the latest edition of "Tools You Can Use". I hope that you find the information helpful. As always, I'll try to keep this short in the hopes that you'll be able to read and store the information that much easier.

Reports, Reports, Reports...

Just to clarify things about monthly reporting:

1. If you do your MMR on the LCI website, online, you do not need to do another manual MMR for MD19. Just save a copy of the MMR from the LCI website, send it to MD19 and you're all done with MMRs for the month!
2. If you need to do a manual MMR because you don't have internet, or just don't want to do the report online, you can use a hard copy form, but you need to mail it by the 20th of the month to LCI and MD19 to be assured that it will be "on time". If you need forms, give me a call.
3. All clubs need to do a VAD. You can find a copy on the MD19 website. Find it by clicking this link: <http://www.lionsmd19.com/forms/reports/reports.htm>. Be sure to check this website if you haven't done so recently. The VAD form has changed and is not the same as last year.
4. The Activity Report on the LCI secretary's reporting website is not the same report as the VAD. The VAD should be filled out and sent to MD19 monthly. The Activity Report can be found on the LCI website and input monthly, weekly, daily, or annually, as you prefer. You do not need to send a copy of the Activity Report to anyone until the end of the Lions year.
5. Please provide electronic copies to the following email addresses, or mail the hard copies to:
 - a. MD19, MD19Lions@LionsMD19.com
 - b. DG Dave Pratt, 19C.DGDave@comcast.net
 - c. Cabinet Secretary, LionJ.Pratt@comcast.net
 - d. 1st VDG Dan Comsia, DanComsia@comcast.net
 - e. Your Zone Chairperson

Club Committee Lists: The Club Secretary's Manual indicates that clubs should forward a list of club committee chairpersons to LCI. This is an old requirement that should be deleted from the manual and is no longer correct. Sorry for the confusion, but you do not need to forward these lists to LCI.

Visitation Reporting: When you're filling out your VAD, please note that a visitation requires 2-6 Lions (not including the District Governor – darn!) who visit another club's meeting or project. Visitations DO NOT include participation in planning meetings, such as those for district or zone committees, MD19 meetings, etc. Those should be recorded as "Activities" on the VAD, not visitations. Only check off the "program" box for a visitation if one of your visiting Lions gave the primary program for the meeting that was attended.

Calling for help! Never forget that you can call on me whenever you need help. Your zone chairmen are available just as easily, but if you can't reach him and you need some assistance, give me a yell!

I hope this information is helpful. If you have any questions at all, please don't hesitate to give me a call.

DG Dave (360-400-1746)