

-A-

Academy Awards of Lionism	358	Public Relations
Account balances, club & district	567	Accounts Receivable
Activity forms, Annual (A-1)		
on-line tech support	244	Information Systems
receipt and processing	240	Data Control
general information	314	International Activities
Address change		
club member	249	Club Records & Billing
club officers	239	Data Control
district governor (EN)	344	English Language
(FI, FR, GE, IT, SW)	346	Eurafrican
(SP, PO)	349	Ibero-American
(CH, JA, KO)	352	Pacific Asian
district LCIF chairperson	296	LCIF Donor & Fin. Serv.
employees & retirees	216	Human Resources
officers & directors (past & present)	212	Travel & Admin Serv
Address Labels	233	Data Control
Advertising in THE LION	368	Advertising & Production
in Convention program	281	Convention
Affiliate membership	340	Membership Operations
Affinity, credit card - USA & Canada	214	Treasurer's Office
outside USA & Canada	214	Finance
Affordable Hearing Aid Program	394	LCIF Humanitarian Prog.
Anniversary, club & member		
recognition by headquarters	374	Travel & Admin Serv
Annual Activity Forms (A-1)		
on-line tech support	244/661	Information Systems
receipt and processing	240	Data Control
general information	314	International Activities
Annual corporate returns, info	299	Legal
Annual report		
LCI	214	Treasurer's Office
LCIF	386	LCIF Communications
Anthems, country	358	Public Relations
Applicants, prescreening	216	Human Resources
Area Forums information	212	Travel & Admin Serv
Articles for THE LION	365	THE LION Magazine
Artwork, camera ready	405	Club Supplies Sales

-A- (con't)

ASCAP	281	Convention
Associate membership	340	Membership Operations
Attendance pins	405	Club Supplies Sales
Audio-visual programs		
orders	405	Club Supplies Sales
information	363	Public Relations
Awards		
Academy Awards of Lionism	358	Public Relations
Ambassador of Good Will	203	President's Office
Certificate of Appreciation	203	President's Office
Certified Guiding Lion	379	New Clubs & Market
Club President Excellence	357	English Language
Extension	379	New Clubs & Market
Head of State	203	President's Office
Int'l. Order of the Lion medal	203	President's Office
keys	340	Membership Operations
LCIF Friends of Humanity	386	LCIF Communications
LCIF Helping Hands	386	LCIF Communications
Leadership medal	203	President's Office
Medal of Distinction	203	President's Office
Medal of Honor (posthumous)	359	P.R. & Production
Medal of Merit	203	President's Office
monarchs & chevrons	405	Club Supplies Sales
Presidential medal	203	President's Office
100% District Governor (EN)	357	English Language
(FI, FR, GE, IT, SW)	346	Eurafrican
(SP, PO)	349	Ibero-American
(CH, JA, KO)	352	Pacific Asian

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Balances, club & district accounts	567	Accounts Receivable	past officers & directors, staff	215	Human Resources
Bank letters, correspondence			Camera ready artwork		
notices USA & non USA	226	Accounting	clipart	363	Public Relations
Bank statements			logo on disk	244	Information Systems
non USA	656	Accounting	Campaign SightFirst		
USA	220	Budget & Auditing	contributions, pledge balances	404	LCIF Donor & Fin Serv
Banner patches			recognition wall	392	LCIF Development
club, charter anniversary			Campaign SightFirst II		
(10, 25, 50, 75 years)	356	Membership Operations	information	526	LCIF CSF II
MJF, contributing members	404	LCIF Donor & Fin. Serv.	donations & pledges	404	LCIF Donor & Fin Serv
Bequests & wills	392	LCIF Development	Camps, special needs		
Billing			health, sight, hearing, etc.	316	Program Development
charter fees	375	New Clubs & Market	Camps, Int'l. Youth Exchange	330	Youth Programs
club supplies	405	Club Supplies Sales	Campus Chairpersons	522	New Clubs & Market.
entrance fees	313	Club Records & Billing	Campus Clubs	522	New Clubs & Market.
Leo levy	324	Youth Programs	Cancellation of club (EN)	345	English Language
membership dues	313	Club Records & Billing	(FI, FR, GE, IT, SW)	346	Eurafrican
semi-annual per capita	313	Club Records & Billing	(SP, PO)	350	Ibero-American
unpaid invoices (headquarters)	266	Purchasing	(CH, JA, KO)	352	Pacific Asian
Biographical information,			Candidates for		
officers/directors	358	Public Relations	district governor (EN)	389	English Language
BMI	281	Convention	(FI, FR, GE, IT, SW)	346	Eurafrican
Board Meeting			(SP, PO)	349	Ibero-American
future dates & locations	282	Convention & Board Meet	(CH, JA, KO)	352	Pacific Asian
planning & on-site inspections	282	Convention & Board Meet	international director	299	Legal
Board member information	201	Travel & Admin Serv	second vice president	299	Legal
Board policy manual			Catalog orders	405	Club Supplies Sales
(publication & supplements)	299	Legal	Cataract related information	318	Program Development
Boundaries, Lions clubs	305	New Clubs & Market	Certificate of insurance	202	Legal
Braille information	318	Program Development	Certificate of Appreciation, President's	203	President's Office
Budgets			Certification of convention delegates	247	Club Records & Billing
board members/PIPs/PIDs	201	Travel & Admin Serv	Certified Guiding Lion Program	379	New Clubs & Market.
district governors/ hdqtrrs/field staff	220	Budget & Auditing	Certified List (MD & District Totals)	234	Club Records & Billing
Bulletin contest (Newsletter)	372	Public Relations	Chairperson's challenge	392	LCIF Development
Bylaws					
booklets	202	Legal			
interpretations	299	Legal			

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-C- (con't.)

Calling cards, officers, directors,

Change of Address  
club member

249 Club Records & Billing

club officers	239	Data Control	letter in good standing	529/299	Legal
employees & retirees	216	Human Resources	liability insurance	202	Legal
LCIF district & MD chairperson	296	LCIF Donor & Fin Ser	member address changes	249	Club Records & Billing
officers & directors (present & past)	212	Travel & Admin. Serv	mergers (EN)	654	English Language
Change of name			(FI, FR, GE, IT, SW)	346	Eurafrican
club member	249	Club Records & Billing	(SP, PO)	349	Ibero-American
employee	216	Human Resources	(CH, JA, KO)	353	Pacific Asian
Charter			name change	306	New Club & Market.
anniversary patches			officers, current	240	Data Control
(10, 25, 50, 75)	356	Membership Operations	officers manual (EN)	654	English Language
cancellation list (EN)	345	English Language	(FI, FR, GE, IT, SW)	346	Eurafrican
(FI, FR, GE, IT, SW)	346	Eurafrican	(SP, PO)	349	Ibero-American
(SP, PO)	350	Ibero-American	(CH, JA, KO)	353	Pacific Asian
(CH, JA, KO)	353	Pacific Asian	officers orientation kits	558	Program Design & Devel
club charter application	306	New Clubs & Market	President's Excellence Award (EN)	357	English Language
date of approval	306	New Clubs & Market	(FI, FR, GE, IT, SW)	346	Eurafrican
member applications	306	New Clubs & Market	(SP, PO)	350	Ibero-American
member list	249	Club Records & Billing	(CH, JA, KO)	353	Pacific Asian
monarchs	405	Club Supplies Sales	president & secretary packets	388	Advertising & Prod.
replacement	307	New Clubs & Market	protests	305	New Club & Market.
Chevrons	405	Club Supplies Sales	released from status quo (EN)	545	English Language
25, 50 and above	322	Membership Operations	(FI, FR, GE, IT, SW)	346	Eurafrican
Club			(SP, PO)	350	Ibero-American
account history ledgers	567	Accounts Receivable	(CH, JA, KO)	353	Pacific Asian
billing, questions on	567	Accounts Receivable	retreat suggestions(EN)	357	English Language
Branch	306	New Clubs & Market	(FI, FR, GE, IT, SW)	346	Eurafrican
cancellation (EN)	345	English Language	(SP, PO)	350	Ibero-American
(FI, FR, GE, IT, SW)	346	Eurafrican	(CH, JA, KO)	353	Pacific Asian
(SP, PO)	350	Ibero-American	roster	249	Club Records & Billing
(CH, JA, KO)	353	Pacific Asian	safety officer form	202	Legal
Campus	522	New Clubs & Market	tax information	529	Legal
charter	306	New Clubs & Market	twinning	316	Program Development
emblem use	529	Legal	Colors, Lions Official	405	Club Supplies Sales
evaluations	356	Membership Operations		576	Graphics
Federal I.D. number - LCI	529/299	Legal	Combined Federal campaign	392	LCIF Development
Federal I.D. number - LCIF	383	LCIF			
	<b>-C- (con't.)</b>			<b>-C- (con't.)</b>	
Club (con't.)			Community Needs Assessment		
histories	250	Club Records & Billing	standard	522	New Clubs & Market.
incorporation	529	Legal	youth issues	320	Lions Svcs for Children
			Complaints		

general	201	Travel & Admin Serv	certification	247	Club Records & Billing
items ordered through THE LION	368	Advertising & Prod.	Credit Card, Affinity - USA & Canada	214	Treasurer's Office
Computer disks for purchase	244	Information Systems	outside USA & Canada	214	Finance
Computer print-out information	241	Information Systems	Cultural Activities	500	Program Development
Constitution & bylaws			Cumulative membership summary		
booklets	202	Legal	changes	249	Club Records & Billing
interpretation	529/299	Legal	distribution	356	Membership Operations
Contests					
int'l banner/trading pin information	358	Public Relations			
int'l banner/trading pin submission	256	Club Supplies Sales			
int'l. newsletter/publicity/website/ photography/P.R. idea	358	Public Relations			
Peace Poster					
information & video	358	Public Relations			
contest kits	405	Club Supplies Sales			
Contributing memberships	404	LCIF Donor & Fin Serv.			
Convention					
arrival/departure change date	284	Registration & Housing			
board & committee meetings	282	Convention & Board Meet			
DGE housing/registration	284	Registration & Housing			
display of projects	380	Conv. Serv. & Meet. Log.			
exhibitors	380	Conv. Serv. & Meet. Log.			
delegation events	285	Registration & Housing			
future convention bids	281	Convention			
housing	283	Registration & Housing			
invitation letter	281	Convention			
MJF luncheon & LCIF center	386	LCIF Communications			
parade	281	Convention			
registration	284	Registration & Housing			
shuttle bus	283	Registration & Housing			
sponsorship	280	Convention			
trading pins	405	Club Supplies Sales			
voting (delegates)	312	Club Records & Billing			
CORE 4 diabetes grant	638	LCIF Sight Programs			
	<b>-C- (con't.)</b>				
CORE 4 habitat grant	553	LCIF Human. Prog.			
Costume, lion (vendor name)	388	Advertising & Prod.			
Council Chairperson badges	405	Club Supplies Sales			
Credentials committee					
response letter of request	282	Conv. & Board Meet			

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Date of club charter approval	306	New Clubs & Market
Decals		
past international directors	212	Travel & Admin Serv
present & past dist. governors (EN)	654	English Language
(FI, FR, GE, IT, SW)	346	Eurafrican
(SP, PO)	350	Ibero-American
(CH, JA, KO)	353	Pacific Asian
Deceased		
member for necrology service	234	Club Records & Billing
officers & directors (present & past)	201	Travel & Admin Serv
retirees	218	Human Resources
Delegate		
certification	247	Club Records & Billing
response to convention letter	283	Registration & Housing
Deposit Slips, non-USA banks	567	Accounts Receivable
Diabetes & health related topics	318	Program Development
Diabetic eye disease video - LEHP	638	LCIF Sight Programs
Diamond Challenge Program	322	Membership Operations
Disaster relief funds	506	LCIF Humanitarian Prog
Director candidates	299	Legal
Directory, International	405	Club Supplies Sales
Disk of membership	549	Information Systems
Display of projects at convention	380	Conv Serv. & Meet. Log.
District		
chairperson information (EN)	654	English Language
(FI, FR, GE, IT, SW)	346	Eurafrican
(SP, PO)	350	Ibero-American
(CH, JA, KO)	353	Pacific Asian
convention dates	234	Club Records & Billing
convention reports (EN)	343	English Language
(FI, FR, GE, IT, SW)	346	Eurafrican
(SP, PO)	350	Ibero-American
(CH, JA, KO)	353	Pacific Asian
crest/patch	405	Club Supplies Sales
governor badges (EN)	654	English Language
(FI, FR, GE, IT, SW)	346	Eurafrican
(SP, PO)	350	Ibero-American
(CH, JA, KO)	353	Pacific Asian

**-D- (con't.)**

District (con't.)

officers pins (EN)	654	English Language
(FI, FR, GE, IT, SW)	346	Eurafrican
(SP, PO)	350	Ibero-American
(CH, JA, KO)	353	Pacific Asian
governor-elect curriculum	578	Prog. Design & Devel.
governor-elect information (EN)	654	English Language
(FI, FR, GE, IT, SW)	346	Eurafrican
(SP, PO)	350	Ibero-American
(CH, JA, KO)	353	Pacific Asian
governor-elect expense claims	220	Budget & Auditing
governor-elect housing/registration	284	Registration & Housing
governor-elect seminar	578	Prog. Design & Devel.
governor 100% Award (EN)	357	English Language
(FI, FR, GE, IT, SW)	346	Eurafrican
(SP, PO)	350	Ibero-American
(CH, JA, KO)	353	Pacific Asian
governor expansion team leader		
report	356	Membership Operations
gov. expense claims & reports (EN)	343	English Language
(FI, FR, GE, IT, SW)	346	Eurafrican
(SP, PO)	350	Ibero-American
(CH, JA, KO)	353	Pacific Asian
governor extension award program	379	New Clubs & Market
governor information & manual(EN)	654	English Language
(FI, FR, GE, IT, SW)	346	Eurafrican
(SP, PO)	350	Ibero-American
(CH, JA, KO)	353	Pacific Asian
governor order forms(EN)	654	English Language
(FI, FR, GE, IT, SW)	346	Eurafrican
(SP, PO)	350	Ibero-American
(CH, JA, KO)	353	Pacific Asian
governor recaps	567	Accounts Receivable

**-D- (con't.)**

District (con't.)				-E-	
stationery supplies (EN)	654	English Language		E-Learning	558 Leadership
(FI, FR, GE, IT, SW)	346	Eurafrican		E-mail	244 Information Systems
(SP, PO)	350	Ibero-American		Eagle Scout certificate	324 Youth Programs
(CH, JA, KO)	353	Pacific Asian		Edu-Kits (UNICEF)	
team leader report	356	Membership Operations		donations	404 LCIF Donor & Fin Serv
Women's Membership Chairperson	339	Membership Programs		information	320 Lions Servs for Children
Dogs, Leader/Guide	500	Program Development		Elections Committee questions	236 Information Technology
Donations	404	LCIF Donor & Fin Serv		Emblem, Lions Logo	
Dual Membership	303	Extension & Membership		fundraising seals	405 Club Supplies Sales
Dues				orders	405 Club Supplies Sales
balance	567	Accounts Receivable		other inquiries	529 Legal
breakdown	313	Club Records & Billing		Emergency grants	506 LCIF Humanitarian Prog.
initiation fee	234	Club Records & Billing		Emerging Lions Leadership Institute	597 Institutes & Seminars
semi-annual per capita	234	Club Records & Billing		Employee	
statement	567	Accounts Receivable		address/name changes	216 Human Resources
Duplicate Lions Club charter	307	New Clubs & Market		benefits/insurance/pension	219 Human Resources
				verification, current/former	216 Human Resources
				Endowment gifts/policy	392 LCIF Development
				Engraving	405 Club Supplies Sales
				Environment	500 Program Development
				Environmental Activities	500 Program Development
				Environmental Photo Contest	500 Program Development
				Estate gifts	392 LCIF Development
				Eulogies	234 Club Records & Billing
				Excellence in Effort (SightFirst)	318 Program Development
				Expense claims	
				district governor (EN)	343 English Language
				(FI, FR, GE, IT, SW)	346 Eurafrican
				(SP, PO)	350 Ibero-American
				(CH, JA, KO)	353 Pacific Asian
				officers/directors (present & past)	201 Travel & Admin. Serv.
				DG reimbursement checks	220 Budget & Auditing
				Extension awards	379 New Clubs & Market
				Extension chairperson	306 New Clubs & Market
				Extension kits	306 New Clubs & Market
				Extension survey	306 New Clubs & Market
				Eye banks information	318 Program Development

Eyeglass drop off	316	Program Development
Eyeglass assistance	316	Program Development
Eyeglass Recycling Centers	318	Program Development

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Fact & history sheets	372	Public Relations
Family membership	303	Extension & Membership
Federal		
I.D. number/club	529	Legal
1099 forms	226	Accounting
club tax return questions	529	Legal
withholding forms (W-4)	219	Human Resources
Five Star Program	356	Membership Operations
For All the World to See grants	553	LCIF Humanitarian Prog
Forums information	212	Travel & Admin Serv
Founder's Membership Growth		
Award program	356	Membership Operations
Fountain (Lion)	261	Club Supplies Sales
Friendship banners	405	Club Supplies Sales
Fundraising		
ideas	252	Club Supplies & Dist
disk	252	Club Supplies & Dist
project/legality	529	Legal
seal (for items not from catalog)	252	Club Supplies & Dist.

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Gift preferences					
officers	290	Travel & Admin Serv	Habitat for Humanity	553	LCIF Humanitarian Prog
directors	291	Travel & Admin Serv	Health related topics	318	Program Development
Gifts-in-kind	392	LCIF Development	Hearing & Speech	318	Program Development
Give the Gift of Sight program	372	Public Relations	Hearing aids (recycled)	318	Program Development
Glaucoma video - LEHP	638	LCIF Sight Programs	Hearing Aids Program, Affordable	394	LCIF Humanitarian Prog
Glasses (recycled)	287	International Activities	Healthy Club Tool Box	390	Membership Programs
Good Standing Letters	529	Legal	Histories, club	250	Club Records & Billing
Grants	580	LCIF Humanitarian Prog.	History ledgers, club & district	567	Accounts Receivable
Group Tours			Hometown Day (LensCrafters)	372	Public Relations
club	215	Human Resources	Honor Roll for LCIF	404	LCIF Donor & Fin Serv
district	357	English Language	Honorary members	234	Club Records & Billing
general	215	Human Resources	Housing	283	Registration & Housing
Guide dogs	500	Program Development	How Does Your Club Rate	356	Membership Operations
Guiding Lion program	379	New Clubs & Market	Humanitarian Award nomination form	386	LCIF Communications

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I Am A Lion Program	390/339	Membership Programs
Incorporations, clubs & districts	529	Legal
Induction Day, Worldwide	522	New Clubs & Market
Induction of new members	356	Membership Operations
Insider, The	371	Public Relations
Installation of officers (EN)	654	English Language
(FI, FR, GE, IT, SW)	346	Eurafrican
(SP, PO)	350	Ibero-American
(CH, JA, KO)	353	Pacific Asian
Institutes - Lions Leadership	597	Institutes & Seminars
Institute participant surveys	597	Institutes & Seminars
Insurance		
coverage for employees	219	Human Resources
for club events, liability	202	Legal
gifts of	395	LCIF Development
Interclub (equipment exchange program)	500	Program Development
International Coop. & Understanding	500	Program Development
International		
directory	405	Club Supplies Sales
news exchange	364	THE LION Magazine
Performance Festival	500	Program Development
President's program	286	International Activities
Relations	500	Program Development
Internet	244	Information Systems
Invitation letters to visit Headquarters	215	Human Resources
Invoices		
owed by clubs & districts	567	Accounts Receivable
owed by association	226	Accounting

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JAYCEE service credit	356	Membership Operations
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**-K-**

Key Awards  
Kits, New Member

340 Membership Operations  
405 Club Supplies Sales

LCIF general information	386	LCIF Communications
LCIF Recognition room	386	LCIF Communications
Leader Dogs, guide	500	Program Development
Leader Network	385	Leadership Admin.
Leadership training		
curriculum & training materials	578	Program Design & Devel
DGE Seminar curriculum	578	Program Design & Devel
Funding support	385	Leadership Admin.
Institute information/deadlines	597	Institutes & Seminars
Institute participant surveys	597	Institutes & Seminars
Lions Leadership Institutes	597	Institutes & Seminars
Lions Learning Center	558	Program Design & Devel
MD & SD Development Chairperson		
Lions leadership	385	Leadership Admin.
orientation kit	558	Program Design & Devel
MERL Chairpersons Seminars	387	Institutes & Seminars
Regional Lions Leadership Institute	385	Leadership Admin.
Legacy of Lions Membership Growth		
Award program	356	Membership Operations
LEHP (videos & program)	638	LCIF Sight Programs
LensCrafters programs	372	Public Relations
Leo Clubs		
New Member kits	325/510	Youth Programs
organization kits	324/330	Youth Programs
publications	324/330	Youth Programs
Leo transfer forms	356	Membership Operations
Licensing/Lions logo	252	Club Supplies & Dist.
Life membership	235	Club Records & Billing
Lioness		
catalog sales	405	Club Supplies Sales
conversion historical record form	322	Membership Operations
conversion pins	356	Membership Operations
receipt of conversion form	249	Club Records & Billing
other inquiries	304	Ext. & Membership
Lions Clubs International Stamp Club	237	Information Technology
Lions credit card - USA & Canada	214	Treasurer's Office
outside USA & Canada	214	Finance
Lions Day with the United Nations	316	Program Development
	<b>-L- (con't.)</b>	
Lions Learning Center	558	Program Design & Devel

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Membership (con't.)					
software	244	Information Systems	Name change		
Sustaining	304	Extension & Membership	club	306	New Clubs & Marketing
Mentoring Program	340	Membership Operations	club members	249	Club Records & Billing
Merchandise, order & information	405	Club Supplies Sales	employees	216	Human Resources
Merge, clubs (EN)	654	English Language	Necrology service	234	Club Records & Billing
(FI, FR, GE, IT, SW)	346	Eurafrican	New Century clubs	522	New Clubs & Market
(SP, PO)	349	Ibero-American	New club organization	306	New Clubs & Market
(CH, JA, KO)	353	Pacific Asian	New club invoicing questions	235	Club Records & Billing
MERL Chairpersons Seminars	597	Institutes & Seminars	New Horizon award		
MERL program for VDG	355	Membership Operations	Diabetes	318	Program Development
Miscellaneous billing on statement	233	Data Control	Youth	330	Youth Programs
Mission 30	306	New Clubs & Market.	New member		
Monarchs & chevrons	405	Club Supplies Sales	orientation/ceremony	356	Membership Operations
Monetary grants	292	LCIF Sight Programs	kits	405	Club Supplies Sales
MMR reports			kits, Leo Clubs	324	Youth Programs
completed	249	Club Records & Billing	recruitment	356	Membership Operations
blank forms	249	Club Records & Billing	New officer kits	388	Advertising &
software	549	Information Systems	Production		
Multiple District			News Exchange center	364	THE LION Magazine
chairperson report (EN)	654	English Language	Newsletters, contests	358	Public Relations
(FI, FR, GE, IT, SW)	346	Eurafrican			
(SP, PO)	350	Ibero-American			
(CH, JA, KO)	353	Pacific Asian			
convention dates(EN)	654	English Language			
(FI, FR, GE, IT, SW)	346	Eurafrican			
(SP, PO)	350	Ibero-American			
(CH, JA, KO)	353	Pacific Asian			
district/state offices information(EN)	654	English Language			
(FI, FR, GE, IT, SW)	346	Eurafrican			
(SP, PO)	350	Ibero-American			
(CH, JA, KO)	353	Pacific Asian			
leadership development chairperson	385	Leadership Admin			
membership chairperson	356	Membership Operations			
voting eligibility	234	Club Records & Billing			

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Officer					
attendance award forms	405	Club Supplies Sales	Parade information	281	Convention
reporting forms (PU-101)	240	Data Control	Paradyn Award	304	Extension & Memb
training materials	343	English Language	Password for MMR reports	661	Information Systems
Office, state/district/MD (EN)	654	English Language	Password for A-1 reports	549	Information Systems
(FI, FR, GE, IT, SW)	346	Eurafrican	Past		
(SP, PO)	350	Ibero-American	district governor's information (EN)	654	English Language
(CH, JA, KO)	353	Pacific Asian	(FI, FR, GE, IT, SW)	346	Eurafrican
100% Club President Excel award (EN)	357	English Language	(SP, PO)	350	Ibero-American
(FI, FR, GE, IT, SW)	346	Eurafrican	(CH, JA, KO)	353	Pacific Asian
(SP, PO)	350	Ibero-American	int'l. officers information	201	Travel & Admin. Serv.
(CH, JA, KO)	353	Pacific Asian	Patches		
100% District Governor award (EN)	357	English Language	for banners/charter anniversary	356	Membership Operations
(FI, FR, GE, IT, SW)	346	Eurafrican	for MJF recognition	404	LCIF Donor & Fin Serv
(SP, PO)	350	Ibero-American	100% contributing member	404	LCIF Donor & Fin Serv
(CH, JA, KO)	353	Pacific Asian	president's retention campaign	356	Membership Operations
Opening Eyes Prog./Special Olympics	593	LCIF Humanitarian Prog.	year round growth	322	Membership Operations
Outstanding Club Patch	500	Program Development	Payments		
			club & district accounts	567	Accounts Receivable
			toward MJFs	404	LCIF Donor & Fin Serv
			Payroll, all questions	219	Human Resources
			Peace Poster contest		
			information/questions/video	358	Public Relations
			kits	405	Club Supplies Sales
			Per capita, semi-annual bill	234	Club Records & Billing
			Perfect attendance, pins & tabs	405	Club Supplies Sales
			Personal preference list, officer		
			& directors	291	Travel & Admin Serv
			Photographs, officers/directors/PIPs/		
			PIDS	358	Public Relations
			Pins		
			contributing member	404	LCIF Donor & Fin Serv
			district governor cabinet (EN)	654	English Language
			(FI, FR, GE, IT, SW)	346	Eurafrican
			(SP, PO)	350	Ibero-American
			(CH, JA, KO)	353	Pacific Asian
			trading	405	Club Supplies Sales
			Melvin Jones Fellow	404	LCIF Donor & Fin Serv
			Planned giving	392	LCIF Development

**-P- (con't.)**

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Plaques					
Melvin Jones Fellow	404	LCIF Donor & Fin Serv			
to acknowledge LCIF grant	264	Purchasing	Quest (Lions-Quest program)	650	LCIF Lions-Quest
Posthumous Medal of Honor	359	Public Relations			
President's					
100% Excellence Award (EN)	357	English Language			
(FI, FR, GE, IT, SW)	346	Eurafrican			
(SP, PO)	350	Ibero-American			
(CH, JA, KO)	353	Pacific Asian			
kits	388	Advertising & Prod.			
letter for club anniversary	374	Travel & Admin Serv			
Membership Growth Awards	356	Membership Operations			
retention campaign	356	Membership Operations			
Presidential Awards					
Ambassador of Good Will	203	Travel & Admin Serv			
Certificate of Appreciation	203	Travel & Admin Serv			
Head of State Medal	203	Travel & Admin Serv			
Int'l. Order of the Lion Medal	203	Travel & Admin Serv			
Leadership Medal	203	Travel & Admin Serv			
Medal of Distinction	203	Travel & Admin Serv			
Medal of Merit	203	Travel & Admin Serv			
Presidents/Secretaries School Kit	367	Leadership			
Privileged member status	234	Club Records & Billing			
Programming questions & information	241	Information Systems			
Protocol seating arrangements	364	THE LION Magazine			
Protocol, speakers for district & club functions	291	Travel & Admin Serv			
Proud Lion trading pins	405	Club Supplies Sales			
PU-101 forms	239	Data Control			
Public Service announcements	363	Public Relations			
Publicity					
for the association	371	Public Relations			
for LCIF	386	LCIF Communications			
kits for officer visitations	358	Public Relations			

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Rebuilding Club program (EN)	357	English Language			
(FI, FR, GE, IT, SW)	346	Eurafrican	Safety Officer Club	202	Legal
(SP, PO)	350	Ibero-American	Salary verification	219	Human Resources
(CH, JA, KO)	353	Pacific Asian	Sales, catalog	405	Club Supplies Sales
Recap of accounts (district governor)	567	Accounts Receivable	Sales tax return	226	Accounting
Recruitment kits	405	Club Supplies Sales	Secretary kits	388	Advertising & Prod
Recycle for Sight			Scholarships	330	Youth Programs
collection materials	405	Club Supplies Sales	School in a box "Edu Kits"		
information/publicity materials	327	Public Relations	donations	404	LCIF Donor & Fin Serv.
Redistricting (EN)	342	English Language	information	320	Lions Servs for Children
(FI, FR, GE, IT, SW)	346	Eurafrican	School kit, club officers	367	Leadership
(SP, PO)	349	Ibero-American	Scouting, Eagle Scout certificate	324	Youth Programs
(CH, JA, KO)	353	Pacific Asian	Scouting general information	330	Youth Programs
Region Chairperson manual (EN)	654	English Language	Semi-annual per capita invoice		
(FI, FR, GE, IT, SW)	346	Eurafrican	incorrect dollar total	234	Club Records & Billing
(SP, PO)	350	Ibero-American	incorrect member count	249	Club Records & Billing
(CH, JA, KO)	353	Pacific Asian	Seminars		
Register			DGE	558	Leadership
member totals	249	Club Records & Billing	Lions Leadership Institute	597	Institutes & Seminars
membership list of clubs	249	Club Records & Billing	MERL chairpersons seminars	597	Institutes & Seminars
Reinstated service credit	340	Membership Operations	Senior Lions Leadership Institutes	597	Institutes & Seminars
Reinstatement of Lion members	249	Club Records & Billing	Service Activities Committee	286	International Activities
Reorganization of Lions Club (EN)	345	English Language	Service credit, Lions & Lioness	304	Ext. & Membership
(FI, FR, GE, IT, SW)	346	Eurafrican	Sight conservation program	318	Program Development
(SP, PO)	350	Ibero-American	SightFirst		
(CH, JA, KO)	353	Pacific Asian	campaign pledge & balances	404	LCIF Donor & Fin Serv
Requests for assistance	316	Program Development	Excellence in Effort Award	318	Program Development
Research, market	522	New Clubs & Market	program	393	LCIF Sight Programs
Retention of members	356	Membership Operations	Sight Night (LensCrafters)	372	Public Relations
Rose Bowl Parade	359	Public Relations & Prod.	Skills for Adolescence	648	LCIF Lions-Quest
Roster			Sleeping rooms - local	282	Conv. & Board Meet
club	249	Club Records & Billing	convention housing	283	Registration & Housing
disbanded club	250	Club Records & Billing	SODIS solar water disinfection	320	Lions Servs for Children
district & multiple district	236	Information Technology	Software		
magnetic media (roster on disk)	236	Information Technology	logo disk	244	Information Systems
Rules of audit			MR	549	Information Systems
district governors	220	Budget & Auditing	membership	244	Information Systems
officers & directors	201	Travel & Admin Serv			

-S- (con't)

Songs, lyrics	405	Club Supplies Sales
Souvenir message from the president	203	Travel & Admin Serv
Speaker request forms	291	Travel & Admin Serv
Special Olympics	593	LCIF Humanitarian Prog
Sponsorship		
checklist of responsibilities	356	Membership Operations
convention	280	Convention
list	340	Membership Operations
new club	306	New Clubs & Market
Stamp Club	237	Information Technology
Stamps for the Wounded (veterans)	237	Information Technology
Statements, club	567	Accounts Receivable
Status of current membership	249	Club Records & Billing
Status Quo (EN)	345	English Language
(FI, FR, GE, IT, SW)	346	Eurafrican
(SP, PO)	350	Ibero-American
(CH, JA, KO)	353	Pacific Asian
Stop payment		
non-USA checks	226	Accounting
payroll checks	219	Human Resources
USA checks	220	Budget & Auditing
Subscriptions		
THE LION	234	Club Records & Billing
Supplies		
catalog	405	Club Supplies Sales
district governor-elect (EN)	654	English Language
(FI, FR, GE, IT, SW)	346	Eurafrican
(SP, PO)	350	Ibero-American
(CH, JA, KO)	353	Pacific Asian
district governor (EN)	654	English Language
(FI, FR, GE, IT, SW)	346	Eurafrican
(SP, PO)	350	Ibero-American
(CH, JA, KO)	353	Pacific Asian
Leo	405	Club Supplies Sales
member recruitment/retention	356	Membership Operations
Survey responses, market research	522	New Clubs & Market

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Tabs, MJF banner	404	LCIF Donor & Fin Serv
Tail Twister (EN)	654	English Language
(FI, FR, GE, IT, SW)	346	Eurafrican
(SP, PO)	350	Ibero-American
(CH, JA, KO)	353	Pacific Asian
Tax returns		
federal, for association	384	Budget & Auditing
federal, for LCIF	581	LCIF Donor & Fin Serv
federal, for club	529/299	Legal
tax status, clubs	529/299	Legal
Telephone operations & repair	680	Information Systems
The Insider	371	Public Relations
Tool Box, Healthy Clubs	390	Membership Programs
Top 25 clubs	249	Club Records & Billing
Tour of headquarters		
group/club	215	Human Resources
district	357	English Language
Transitional districts (EN)	342	English Language
(FI, FR, GE, IT, SW)	346	Eurafrican
(SP, PO)	349	Ibero-American
(CH, JA, KO)	353	Pacific Asian
Translation coordination		
correspondence(FI, FR, GE, IT, SW)	346	Eurafrican
(SP, PO)	350	Ibero-American
(CH, JA, KO)	353	Pacific Asian
publications	334	Dist. & Club Admin.
Transfer member form	356	Membership Operations
Travel		
district governor-elect	288	Travel & Admin Serv
officers	290	Travel & Admin Serv
directors/staff	288	Travel & Admin Serv
Travel & expense claims		
district governors (EN)	343	English Language
(FI, FR, GE, IT, SW)	346	Eurafrican
(SP, PO)	350	Ibero-American
(CH, JA, KO)	353	Pacific Asian

-T- (con't)

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Travel & expense claims (con't)		
district governors-elect	220	Budget & Auditing
officers/directors (present & past)	201	Travel & Admin Serv
Twining		
club, Lions & Leos	316	Program Development

Unidentified payments	567	Accounts Receivable
United Nations	500	Program Development
University clubs & kits	522	New Clubs & Market
Update newsletter	372	Public Relations
USA/Canada Leadership Forum info	212	Travel & Admin Serv
Used eyeglass program	318	Program Development

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Vendors to display at Convention	381	Conv. Serv. & Meet. Log
Vice district governor		
information (EN)	389	English Language
(FI, FR, GE, IT, SW)	346	Eurafrican
(SP, PO)	350	Ibero-American
(CH, JA, KO)	353	Pacific Asian
position specifics	529	Legal
Vice president candidate information	299	Legal
Video tapes		
contest, Peace Poster	358	Public Relations
convention highlights, order form	363	Public Relations
convention highlights	405	Club Supplies Sales
production	371	Public Relations
sales	405	Club Supplies Sales
Vision Screening assistance	316	Program Development
Vital information book	388	Advertising & Prod
Voting list, MD convention	234	Club Records & Billing

Web site	236	Information Technology
White Cane Day		
information	318	Program Development
supplies	405	Club Supplies Sales
where to send money	404	LCIF Donor & Fin Serv
Wills & Bequests	392	LCIF Development
	529	Legal
Women's Dist Membership Chairperson	339	Membership Programs
Workplace solicitation	395	LCIF Development
World Sight Day	372	Public Relations

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Year Round Growth Program	322	Membership Operations
Years of membership		
monarch chevrons	405	Club Supplies Sales
Young Leaders in Serv. Award	330	Youth Programs
Youth Exchange	330	Youth Programs
Youth information & programs	324	Youth Programs
Youth Outreach program	330	Youth Programs

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Zone Chairperson information (EN)	654	English Language
(FI, FR, GE, IT, SW)	346	Eurafrican
(SP, PO)	350	Ibero-American
(CH, JA, KO)	353	Pacific Asian
Zone Chairperson training	578	Program Design & Devel

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