

URGENT! THIS IS YOUR 2025-2026 LIONS CLUBS OFFICER REPORTING FORM

- Reporting newly elected club officers is extremely important to ensure that the new officers receive the information and material they will need in preparation for the coming year.
- Please only use this form if the new Lion Portal is not available. The deadline to update new officers is May 15.
- Changes in club officers during the fiscal year should be entered in the new Lion Portal or sent to International Headquarters.

CLUB NO.:	NAME OF CLUB:	COUNTRY:
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* Member numbers are found on the Semi-Annual Membership Dues Invoice.
 # Provide updated home address information in the local mailing format.
 Lions mail will be sent to the home address unless SEND MAIL TO CLUB ADDRESS is checked below.

CLUB MAILING ADDRESS:

PRESIDENT: NAME (Last, First)		*MEMBER NUMBER:	PREFERRED CONTACT PHONE NUMBER:	
Addr Line 1			cell home business	
Addr Line 2				
E-MAIL ADDRESS:	SPOUSE/ADULT COMPANION NAME:		send mail to:	home address club address
FIRST CLUB VICE PRESIDENT: NAME (Last, First)		*MEMBER NUMBER:	PREFERRED CONTACT PHONE NUMBER	
Addr Line 1			cell home business	
Addr Line 2				
E-MAIL ADDRESS:	SPOUSE/ADULT COMPANION NAME:		send mail to:	home address club address
SECOND CLUB VICE PRESIDENT: NAME (Last, First)		*MEMBER NUMBER:	PREFERRED CONTACT PHONE NUMBER	
Addr Line 1			cell home business	
Addr Line 2				
E-MAIL ADDRESS:	SPOUSE/ADULT COMPANION NAME:		send mail to:	home address club address
SECRETARY: NAME (Last, First)		*MEMBER NUMBER:	PREFERRED CONTACT PHONE NUMBER:	
Addr Line 1			cell home business	
Addr Line 2				
E-MAIL ADDRESS:	SPOUSE/ADULT COMPANION NAME:		send mail to:	home address club address
TREASURER: NAME (Last, First)		*MEMBER NUMBER:	PREFERRED CONTACT PHONE NUMBER	
Addr Line 1			cell home business	
Addr Line 2				
E-MAIL ADDRESS:	SPOUSE/ADULT COMPANION NAME:		send mail to:	home address club address
MEMBERSHIP CHAIRPERSON: NAME (Last, First)		*MEMBER NUMBER:	PREFERRED CONTACT PHONE NUMBER	
Addr Line 1			cell home business	
Addr Line 2				
E-MAIL ADDRESS:	SPOUSE/ADULT COMPANION NAME:		send mail to:	home address club address

CLUB LCIF COORDINATOR: NAME (Last, First)		*MEMBER NUMBER:	PREFERRED CONTACT PHONE NUMBER cell home business send home address mail to: club address	
Addr Line 1				
Addr Line 2				
E-MAIL ADDRESS:	SPOUSE/ADULT COMPANION NAME:			

CLUB SERVICE CHAIRPERSON: NAME (Last, First)		*MEMBER NUMBER:	PREFERRED CONTACT PHONE NUMBER cell home business send home address mail to: club address	
Addr Line 1				
Addr Line 2				
E-MAIL ADDRESS:	SPOUSE/ADULT COMPANION NAME:			

CLUB MARKETING COMMUNICATIONS CHAIRPERSON: NAME (Last, First)		*MEMBER NUMBER:	PREFERRED CONTACT PHONE NUMBER cell home business send home address mail to: club address	
Addr Line 1				
Addr Line 2				
E-MAIL ADDRESS:	SPOUSE/ADULT COMPANION NAME:			

CLUB ADMINISTRATOR: NAME (Last, First)		*MEMBER NUMBER:	PREFERRED CONTACT PHONE NUMBER cell home business send home address mail to: club address	
Addr Line 1				
Addr Line 2				
E-MAIL ADDRESS:	SPOUSE/ADULT COMPANION NAME:			

CLUB MEETING INFORMATION

If there are changes in your meeting information, indicate the changes below or enter via the new Lion Portal >> My Club >> Club Details.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
EACH WEEK							
1ST WEEK							
2ND WEEK							
3RD WEEK							
4TH WEEK							
ALTERNATE WEEKS							
HOUR							

Meeting Place:	
Street Address:	
City:	

If club website address has changed:

Club Website URL:	
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SUBMISSION INSTRUCTIONS

A) This form can be submitted by the current club president or secretary

As the current (select one) Club President Club Secretary

I certify that the above information is correct.

My Name:

My Member Number:

Electronic Signature:

Complete and submit this form to MemberServiceCenter@lionsclubs.org with "PU101" in the subject line. Your primary email address will serve as your electronic signature. Once the submission is received, please allow 7-10 business days for processing.

OR

Written Signature:

The person who submits this information should print this form, sign below and fax to 630-571-1687 or mail to:

Lions Clubs International
Member Service Center
300 West 22nd Street
Oak Brook, IL 60523-8842 USA

Signature: _____

Please remember that the new Lion Portal is the preferred and fastest method for updating club officers. To access the new Lion Portal website, please go to <https://www.lionsclubs.org/en>