Congratulations on taking the first steps in forming a new club. This guide will provide you with step-by-step instructions on completing the new club application process.

This guide will include:
- Naming of a club
- Who can process the application
- The application stage process
- Club Charter approval process
- Club chartering tips
New Club Application Submission: Choosing a name

The first step in the application process is choosing a name. The following guidelines will help to support your name choice.

- A proposed Lions Club or club branch must be known by the actual name of the “municipality” or its equivalent governmental subdivision in which it is located.

- Campus clubs can use the college or university name as its “municipality.”

- “Distinguishing designation” for clubs located in the same municipality may be any name which clearly identifies the club from other clubs. Distinguishing designation will be added after the municipality. *Ex. Oakbrook Sight Lions Clubs*  

- “Host Club” shall be title for parent club in municipality

- Lions Clubs cannot be named after living individuals

- No Lions Club may add “International” as a distinguishing designation to its name

- If including a company’s name, documentation must be provided by company prior to club approval
Charter Application Process
New Club Application Submission: District Application Process

The information below provides details on who can process the new club application on the district and club level.

<table>
<thead>
<tr>
<th>Application Entry</th>
<th>Charter Member Entry</th>
<th>Guiding Lion Entry</th>
<th>Application Approval</th>
<th>Club Payment through MyLCI</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Governor</td>
<td>District Governor</td>
<td>District Governor</td>
<td>District Governor</td>
<td>New Club Treasurer</td>
</tr>
<tr>
<td>Coordinating Lion</td>
<td>Coordinating Lion</td>
<td>Coordinating Lion</td>
<td>Coordinating Lion</td>
<td></td>
</tr>
<tr>
<td>District GMT Coordinator</td>
<td>District GMT Coordinator</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sponsoring Club President</td>
<td>Sponsoring Club President</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sponsoring Club Secretary</td>
<td>Sponsoring Club Secretary</td>
<td>New Club President</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>New Club Secretary</td>
</tr>
</tbody>
</table>
New Club Application Submission: MyLCI

New Club Charter Applications are submitted online through MyLCI. The following steps should be taken for new club application submission.

Step 1: Log In to MyLCI. You can access MyLCI through the www.lionsclubs.org website and click on the MyLCI tab in the top panel.
New Club Application Submission: MyLCI

Step 2: **Universal Log In Page:**
You will be directed to the Lions Club International Universal Log in page. Choose the **GO Button** under “MyLCI Tools for Lion Leaders”.

Welcome to the Lions Clubs International digital ecosystem!
Here you’ll find a variety of helpful, easy-to-use products designed to simplify and improve your service.
New Club Application Submission: MyLCI

Step 3: Click on the “My Lions Clubs” Tab and click on the new club applications from the dropdown. Click on the add club button.

Tip: To access the new club throughout the process use this step.
Step 4: Pending Submission - Enter all of the listed information. Be sure to click the club criteria, submit to District Governor, and the save button to move the application to the next stage.

The application is made up of 6 simple sections:

1. New Club Information
2. Sponsoring Club
3. New Club Officers
4. Estimate of Charter Members
5. Club Criteria
6. Comments
Charter Application Steps

You have started the new club application. There are several steps to getting the club chartered. This information will serve as a guide to assist in the following:

- Application stages
- New Club Application dashboard
- Entering new or transfer members
New Club Application Submission: MyLCI

New Club Application Approval Steps. There are six steps.

Application Tips
• The application is not final until submitted for Pending Approval
• Communication and visibility throughout the process
  o Notification emails
  o Tasks in Home page task panel
  o Comments
New Club Application Dashboard Information

The information below will appear on the sponsoring club/districts dashboard and was designed to keep the sponsoring club and district informed during the chartering process.

**Club Name & Number**
- Lions Club

**District & Country**
- AGRA CENTRAL

**Date entered in MyLCI**
- Created Date 6/12/20

**Days Pending**
- Days Pending 1

**Counts:** Member & Officer count can be entered once LCI Authorizes.

**Charter Fees:** Charter fees will be based on membership count. Charter fees can be paid at LCI Final Approval.

**Staff Coordinator:** LCI staff member that will support the application through chartering.

**Authorizations:** DG/CL authorization required to move app for LCI review. LCI Authorization - initial review process of application by LCI Staff.

**Guiding Lion:** District Governor must submit to complete application.
New Club Application Submission: Pending completion Stage Adding Members

Once the application has been reviewed for **LCI Authorization**, it moves to **Pending Completion Stage**. In this stage members are added and Guiding Lion information is entered.

**Step 1**: Click on the view member tab.

**Step 2**: Click on the “add member” a member drop down

**Step 3**: Choose New Member or Transfer member
New Club Application Submission: Adding Members

**Step 1:** Enter in all member information

**Step 2:** Enter Membership information.

**Step 3:** Enter contact information. Email addresses are very important to help with communication from headquarters

**Step 4:** Enter comments if needed and click save to add to club record.
New Club Application Submission: LCI Final Approval Stage

Once the members have been added and the Guiding Lion entered, the application moves to LCI Final Approval. This is the final stage before the club is chartered.

During this stage the following will take place:

- Final confirmation of all members status by LCI Coordinator.
- District enters Guiding Lion if not entered.
- District or Sponsoring club submits final payment.
New Club Application Submission: Chartering

Congratulations!!! The application process is complete, and the club is now chartered. The following steps will be completed for the newly chartered club.

- Chartering materials will be sent to the District Governor
- Charter materials include: Charter Member Pins, Charter Member Certificates, Charter Certificate, Sponsor Patch, and Letter from International President
- The new club charter night should be planned with the new club sponsor and Guiding Lion.
- New members entering the club within 90 days of the charter date will be considered “charter members”.
- Training for new officers should take place with Guiding Lion
New Club Application Submission Tips

• Allow time for charter material production and shipping.

• Clubs will be able to obtain a bank account and tax-exempt status in countries where applicable once the club has been chartered.

• To expedite the application process, view comments in MyLCI and follow processing instructions.

• Applications need to be completed by June 20th to be considered in the current fiscal year.

• New Club Processing Team will monitor the application through the point of chartering.
Club Chartering Support

For questions regarding the new club chartering process email newclubs@lionsclub.org.
Thank you