

## CLUB LCIF COORDINATOR MENTOR CHECKLIST

*The following training should be conducted by the Club Officer Mentor within 30 days*

Club Name: \_\_\_\_\_ Club Number: \_\_\_\_\_

Club LCIF Coordinator Name: \_\_\_\_\_

Club LCIF Coordinator Name Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### **Roles and Responsibilities (for full description, please see the Standard Form Club Constitution and By-Laws):**

1. Communicates the mission and success of LCIF and its importance to Lions Clubs International
2. Implements LCIF development strategies within the club
3. Collaborates with LCIF district coordinator to promote LCIF in the local area to ensure alignment with district goals.
4. Collaborates with the club service chairperson and the Global Action Team to support club initiatives.

**Resources:** Introduce the new LCIF club coordinator to the resources as noted below. (Material may be covered over multiple sessions):

- Provide a link to the LCIF Grants Toolkit. Explain that this page contains the resources necessary to become familiar with the grant programs LCIF offers. Encourage them to assess needs in the community and share information with others.
- Provide a link to the Ways to Give page on the LCI website to become familiar with the ways to donate to LCIF and share the information with others.
- Provide copy of the Club LCIF Coordinator Manual
- Provide additional resources, pledge forms, and other materials that the Club LCIF Coordinator might find helpful.

Club LCIF Coordinator correspondence from LCI: Encourage the club marketing communications chairperson to have a unique email on file to ensure that they don't miss out on important, helpful communication.