

## **MULTIPLE DISTRICT 14 STATE PROJECTS**

### **PURPOSE:**

This policy sets forth guidelines for becoming an MD 14 annual state project.

### **GENERAL:**

1. A clear mission statement shall be provided for each proposed program. The mission statement, as outlined by the Constitution and By-Laws of Lions Clubs International and Multiple District 14, shall include measurable objectives by which the proposed program may be evaluated. These objectives shall include interim benchmarks by which periodic progress may be measured.
2. The project must provide services for individuals, groups, humanitarian organizations or research projects.
3. The majority of the Board of Directors of a foundation or humanitarian organization shall be Lions in good standing in a Lions club in good standing.
4. Any foundation or humanitarian organization that wishes to be considered as a project in Multiple District 14 shall be approved by the Council of Governors and be placed on the ballot at the State Convention and must receive an affirmative majority vote.

The following foundations and groups have this approval:

- a. PA Lions Sight Conservation and Eye Research Foundation
  - b. PA Lions Hearing Research Foundation
  - c. Lions of Pennsylvania Foundation
  - d. Leader Dogs for the Blind
  - e. Pennsylvania Lions Beacon Lodge Camp
5. The approved foundation or project shall submit a certified audit to the Council of Governors annually by the third Council of Governors meeting.
  6. Any approved state project wishing to conduct a special fundraising project shall receive approval of the Council of Governors. The duration of the program shall be no more than three years following its approval, unless extended by action of the Council of Governors.
    - a. A special fundraiser shall be considered as any project dealing with a capital improvement project or a project for a specified cause.
    - b. Any annual or new fundraiser that shall be conducted for budgetary purposes shall not be considered a special project.
    - c. Any state approved state projects will not enter into a contract with a professional fundraising group for any fundraising projects.
    - d. A project report on the operation of the special fundraising shall be reported at a Council of Governors Meeting and to the delegates at the State Convention.

7. Guidelines for being considered an annual state project:
- a. Multiple District service program or project shall address a definite humanitarian need and is relevant to the service mission of Lions clubs in Multiple District 14. It also may include cooperation with other humanitarian organizations.
  - b. Proposals submitted by Lions sub-districts must have been adopted and implemented by at least 50% of the sub-districts in MD 14.
  - c. Proposals submitted by non-Lions groups or organizations must demonstrate relevance and application of the program to Lions Clubs International mission statement. The proposed program should not duplicate or conflict with any existing MD 14 program.
  - d. The duration of the fundraising program shall be no more than three years following its approval, unless extended by action of the Council of Governors. The approved term shall expire at the end of the MD 14 fiscal year.
  - e. A comprehensive budget shall be prepared and submitted prior to consideration of the program, detailing projected costs, need for administrative staff and any funding requirements. If the program is approved, a budget status report shall be submitted to the Council of Governors annually at the third Council Meeting.
  - f. Public relations shall include a descriptive plan for promoting Lionism and a public awareness of the program.
  - g. All programs including cooperation with other organizations (non-Lions) shall include a defined leadership role for Lions.

A progress report on the operation of the program shall be presented annually to the Council of Governors at the third council meeting and to the delegates at the general session at the State Convention

8. All Lions, non-Lions groups or charitable organizations not considered a state project who wish to solicit each sub-district individually shall:
- a. Contact each District Governor in writing for permission to solicit each Lions, Lioness and Leo club in the sub-district and copy the letter to the Lions State Office.
  - b. The project must be approved by the District Cabinet and recorded in the district minutes. The District Governor shall then grant permission in writing to the organization and copy the letter and district minutes (section pertaining to the approval) to the Lions State Office.
  - c. Projects that are conducted annually in the sub-district are excluded from the above procedure.

All Lions, non-Lion groups or charitable organizations not following the above outline are not permitted to solicit contributions from Lions, Lioness and Leo clubs in Multiple District 14.