



Steps in Forming a Leo Club

Get a commitment from the local Lions club.

Secure a liaison from the local Lions club to attend Leo club meetings. Also secure an advisor from the school.

Set up an organizational meeting to talk to the prospective Leo members, letting them know about the history, motto, and activities of a Leo club. At the end of the meeting give prospective Leos an application to take home. There must be consent from the parent or guardian for the student to join the Leo club.

Have a follow-up meeting to secure officers. The club should have the following officers:

**President
Vice-president
Secretary
Treasurer
three board members**

Explain the duties of each of the officers. Then ask students if they would like to take a particular office. If there is interest by more than one student for a particular office, have a vote to determine who will hold that office. All of the officers will be on the board of directors.

Plan a charter night once 20 students have signed up for the club. Determine whether to hold the meeting at the school or at the local Lions club location. On charter night first induct all new members into the club collectively. Then individually induct each of the officers.

The club members need to decide when and where to meet. The club should meet at least twice per month; however, it could meet on a weekly basis. I would recommend that the meeting take place before school starts in the morning. Since several students arrive early, they could have a meeting prior to the start of school. Meetings following school are difficult to have. Meetings during noon hour are also difficult.

Meetings should follow a set agenda, prepared in advance by the president and secretary with some input from the advisor and liaison.

Lion Fred Runyan, who is the state Leo chair, highly recommends that the kids need to run the club, not the advisor or liaison. The Leos themselves should run the meetings, set the agendas, and determine the types of projects the club would like to undertake.