

# 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.

<b>CLUB MAILING ADDRESS:</b>

<b>PRESIDENT:</b> 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
<b>FIRST CLUB VICE PRESIDENT:</b> 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
<b>SECOND CLUB VICE PRESIDENT:</b> 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
<b>SECRETARY:</b> 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
<b>TREASURER:</b> 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
<b>MEMBERSHIP CHAIRPERSON:</b> 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

<b>CLUB LCIF COORDINATOR:</b> 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
<b>CLUB SERVICE CHAIRPERSON:</b> 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
<b>CLUB MARKETING COMMUNICATIONS CHAIRPERSON: NAME (Last, First)</b>		*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
<b>CLUB ADMINISTRATOR:</b> 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 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](mailto: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>**