



## Getting started:

- Adviser
  - Who is the faculty adviser?
  - Who is the Lion adviser?
  - Role of advisers
  - Best way to contact advisers?
  - Substitute or co-advisers?
  
- Officers
  - How many officers will you need?
  - What will be expected of each officer?
  - How will officers be selected? Voting, by appointment, some voted/some appointed...?
  
- Members
  - Size of club, manageability
  - Age range
  - Cutoff date for new members?
  - Expectations for:
    - Attending meetings
    - Attending service projects
  
- Meetings
  - Date
  - Time
  - Location
  
- Costs
  - Club dues
  - T-shirts, lanyards, name tags, or other LEO paraphernalia
  
- Communication
  
- Projects & Fundraisers



## Things to do every year:

- Review club policies and expectations
- Review goals for the club
- Determine if officer positions need to be modified
- Elect new officers (either at the end of the current school year or the beginning of the new school year)
- Officer & Membership Form (LEO 72) - Deadline: May 1st (or as soon as new officers are selected)
- Hold a club fair, post recruitment flyers, pass out invitations, etc.
- Collect membership forms (LEO 50)
- Create/update a spreadsheet of all members and their information: contact information, emergency contact information, grade level, birthdates, etc.
- Input/update information in [MyLCI](#)
- Pay your club dues
- Determine which projects/events the club will most likely participate in
- Determine if club will participate in the District 50 LEO service project
- Determine if club will participate in the District 50 LEO Convention



## Things to do every month:

- Hold officer meeting prior to each general member meeting
- Communicate upcoming projects to members
- Determine necessary materials/equipment for upcoming service projects
- Submit Service Report for each service project completed
- Organize photos and brief summary of event in a scrapbook - this will be turned in at the District Convention
- Notify District Officers and/or District Chair of upcoming events; especially if you would like other LEO Clubs to participate
- Send at least one representative AND adviser to attend District meeting (or participate via the web)