

LOS GATOS LIONS HANDBOOK

The purpose of this handbook is to give all members, new and current, and overview of the Club's structure and fund raising activities.

BACKGROUND:

The Los Gatos Lions Club has been serving the local community since 1946. Throughout our fifty-five years history we have focused on supporting sight conservation, the hearing impaired, diabetes and the needs of the town of Los Gatos.

Listed below are some of the events and groups that we support.

Los Gatos Children's Holiday Parade	Billy Jones Railroad
Boy Scout Troop 539	Santa Clara Valley Blind Center
Santa Clara Valley Diabetes Society	Lions Eye Foundation
Eyeglass Collection	Drug Awareness
Civic Improvements	Local Scholarships
Senior Citizens	Student Speakers
Youth Camp and Activities	

In order to support the above groups, the majority of funds are raised at four major events.

1. White Cane Day
2. The Annual Car Raffle
3. Los Gatos High Snack Shack
4. Cioppino Feed

In addition, we sponsor the Children's Holiday Parade. All members are expected to work at these five events.

Other events that members are encouraged to attend are the Board of Directors Installation, visitations to other Lion's Clubs in the District and the District 4C-6 annual Convention.

The Convention is our opportunity to participate in the contesting for such awards as Best Club in the District, Scrapbook, Bulletin, Visitations and other fun filled races or challenges.

Los Gatos is one of the largest and strongest Clubs in District 4C-6, with a long history of civic activities. The reason for our success over the years is the attitude and commitment of the membership and the leadership of our past Presidents, who stay involved and active in the Club. They are a great source of information. Their names can be found in the front section of the Club Directory.

The Los Gatos Lions Club has a reputation for working hard and playing hard, its one of our strengths.

COMMITTEE'S

Most Club activities are organized through a committee structure. At the beginning of each year the incoming President will solicit the committee preference of all members. This is the best way for new members to become quickly involved in the Club's activities.

Listed below are the committee's and a brief description.

AMERICANISM

Visits local elementary schools usually in February, distribute U.S. flags and gives a brief history of our flag. Additionally they rotate with other clubs in the District at the swearing in ceremony for new U.S. citizens.

ATHLETIC EVENTS/ YOUTH ACTIVITIES

Organizes Club athletic events, assists in the annual "Wildcat Shootout" basketball tournament at the Los Gatos High School.

BULLETIN

Keeps members up to date, on a weekly basis, regarding Club activities and information. There are twelve members, each responsible for one month's bulletins.

CAR DRAWING

Oversees the ticket sales for a car raffle. This event is one of our largest fundraisers.

CONSTITUTION & BYLAWS

Maintains the Club's bylaws in conformity with Lions International and the Internal Revenue Service. Makes any changes that are recommended by the Board of Directors.

CHARITABLE CONTRIBUTIONS

Reviews requests and recommends contributions to charitable organizations.

CHILDREN'S HOLIDAY PARADE

Provides logistics support for the Los Gatos Children's Holiday Parade. This is one of our major events.

CIOPPINO

Plans and organizes the Cioppino Feed and Silent Action. This event has become a major fundraiser and it is held annually, usually in February.

CIVIC IMPROVEMENTS

Works with the town of Los Gatos and the local schools to organize any civic improvement projects. This is a good opportunity for members to volunteer their time and labor. This gives our Club visibility as strong supporters of the community.

CLUB PROPERTY

Maintains the Club property and storage area, in order to keep it a serviceable for work projects and social events.

COMMUNITY SERVICES SUPPORT

Coordinates the providing of Lion's service such as cooking, for any group approved by the Board.

DISTRICT 4-C CONVENTION

Plans the Club's participation in the annual 4C-6 convention and oversees the details of convention activities. The hospitality suite also responsible for the advertising and coordinating attendance at the MD-4 and International Conventions.

DIABETES

Works with the Diabetes Society in raising funds, attendance at their annual luncheon and helping with their public blood-screening program. Diabetes is a major cause of sight impairment.

DISASTER RELIEF

Has the responsibility of maintaining an inventory of skills and equipment owned by each Club member. This committee will coordinate activities is we are challenged by any emergency community event.

DRUG AWARENESS

Acts as a liaison with the Police Department committee on drug abuse and also review requests for funding the Quest Program in Los Gatos schools. We currently fund programs for Fischer Middle School, St. Mary's and Hillbrook School.

FINANCE

Prepares the annual Club budget and presents it to the Board in July of each year. This committee oversees the Treasurer and monitors spending patterns in a relation to income. They meet in June and as necessary throughout the year.

HISTORIAN

Gathers news articles, pictures and other important trivia with the purpose of summarizing the Club's activities on a yearly basis, to include in the Club's history book. The history book is a permanent property of the Club.

VISITATIONS

Schedules visits to the other Clubs within the District during the competitive period for the Inerclub Visitations Contest. To qualify for an official visitation, our Club must have at least four members because of our size.

LEO'S

Responsible for helping high school teenagers organize and maintain a Leo's Club that mirror some of the parent Club's activities. The Los Gatos Leo's Club, that we sponsor, is fifteen years old.

LIONS EYE FOUNDATION

Promotes Life Memberships in the Foundation and acts as a liaison on all matters of mutual concern.

LION TAMER AND DRAWING

In charge of the weekly meeting setup and takedown of the banners~ podium, bell etc; Runs the drawing, maintains the members badges, flags and other meeting paraphernalia.

MEMBER SELECTION

Screens new membership applications, meets with the sponsoring Lion, checks on the personal reputation of the applicant, then recommends an invitation to the prospective Lion. Also, assist with new member orientation.

MEMBERSHIP RETENTION

Communicates and works with members in jeopardy of losing their membership due to not meeting the Club's 70% attendance rule, missing four consecutive meetings, or owing money to the Club. The goal here is to try to keep these members as Lions.

HOLIDAY PARADE

Coordinates the Children's Holiday Parade by scheduling and staffing the members. All members are expected to work on the Parade that is held on the first Saturday in December.

PUBLICITY PHOTOGRAPHER/ PR

This committee generates publicity for the Club through the local media and takes photos of Club events and activities for the President's Scrapbook.

PROGRAMS

Responsible for scheduling and introducing the guest speaker at our Wednesday meetings. Generally, there are twelve members that host one month a year.

REFRESHMENTS

Coordinates the refreshments for various Club activities and the Convention. Maintains an inventory of refreshments. We make several thousand dollars per year from the bar at the Cioppino Feed.

SCHOLARSHIP

Reviews and recommends scholarship applicants from Los Gatos H.S. There are six scholarships at \$1,000.00 each. These awards are given at the LGHS Senior Awards Night in June.

YOUTH ACTIVITIES

We support local Troup 539 by keeping their Scout Hut; located at the back of the LGHS property, by helping keep it in good repair as well as paying for their insurance and utilities.

SCRAPBOOK HULSE

Designs the President's Scrapbook that depicts the activities of the year in pictures, captions and clippings.

SENIOR CITIZENS

Works with the town's Senior Coordinating Council, and coordinates the Club's support of Senior Citizens.

SITE AND HEARING

Responsible for referrals to the Lions Eye Foundation, screens applicants for eye examinations, glasses, low vision aids or surgical procedures. Provides transportation when necessary and helps with the collection of used glasses that are distributed in other countries.

SNACK SHACK

One of our newest projects and a major fundraiser for the club all members are requested to participate. This committee manages the staffing and supplies for the Snack Shack at Los Gatos High School. The club runs the shack for all events at the field.

JUST BECAUSE

This committee plans social events for the Club, usually on a quarterly basis.

STUDENT SPEAKERS

Lions International sponsors a student speaker contest. This committee plans and works with the local high school speech teachers to set up the contest. Winners then go on to Zone and Regional competition. The subject each year is chosen by the MD-4 Student Speakers Committee.

WAYS AND MEANS

Reviews all suggested fund raising events and recommends to the Board. On first time events, this committee generally runs the event, such as the Lions/49ers basketball game.

WHITE CANES

This is one of our main fundraisers where the funds go to the sight conservation. This committee coordinates the annual White Canes Days public solicitation of funds, in front of public buildings, throughout the town of Los Gatos; Normally scheduled in October for each year. Every member is expected to participate in this event.