



# MONTHLY MEMBERSHIP REPORT

Reporting  
Month/Year:

mm/yy

Name of club:	Club Number:	District Number:
Secretary's Name:	Secretary's Member ID:	

List membership changes below. Select transaction code and complete required fields.

**Transaction Codes:** A - Add New Member  
 C - Add Transfer Member  
 E - Member Information Change

**B - Add Returning member**  
**D - Drop Member**

No Membership Changes

Transaction Code:	First Name:	Last Name:	
Member Number:	Male Female Other	Birth date: mm/dd/yy	Postal Address:
City:		State or Province:	Postal code:
Country:			
(A) Add New Member (C) Add Transfer Member	(A) Sponsor Name: _____ Sponsor Member ID: _____ Sponsor Club No: _____		(C) Former Club Name: _____
(D) Drop Member	(D) *Drop Reason Key Code:		Former Club No: _____
(A) Add New Member or (E) Member Information Change	Email:		Fax:
	Phone Work:	Home:	Mobile:
Fee/Dues discounts (select 1 - see notes on page 2)	*Student - Student Key Code: _____ Young Adult		**Birth date verification required for Student, Young Adult, Leo-Lion and Former Leo.  Birth Date Verification Code: _____
	Leo-Lion	Leo Club Number: _____ Leo Start Date: _____ End Date: _____	
	Former Leo	mm/yy mm/yy	
	**Family Membership Key Codes: 1 _____ 2 _____ 3 _____ 4 _____		
Member First Name: _____		Last: _____	

Transaction Code:	First Name:	Last Name:	
Member Number:	Male Female Other	Birth date: mm/dd/yy	Postal Address:
City:		State or Province:	Postal code:
Country:			
(A) Add New Member (C) Add Transfer Member	(A) Sponsor Name: _____ Sponsor Member ID: _____ Sponsor Club No: _____		(C) Former Club Name: _____
(D) Drop Member	(D) *Drop Reason Key Code:		Former Club No: _____
(A) Add New Member or (E) Member Information Change	Email:		Fax:
	Phone Work:	Home:	Mobile:
Fee/Dues discounts (select 1 - see notes on page 2)	*Student - Student Key Code: _____ Young Adult		**Birth date verification required for Student, Young Adult, Leo-Lion and Former Leo.  Birth Date Verification Code: _____
	Leo-Lion	Leo Club Number: _____ Leo Start Date: _____ End Date: _____	
	Former Leo	mm/yy mm/yy	
	**Family Membership Key Codes: 1 _____ 2 _____ 3 _____ 4 _____		
Member First Name: _____		Last: _____	

CONTINUE ADDITIONAL MEMBERSHIP ON SEPARATE SHEETS

Club President's Signature \_\_\_\_\_

Mail To:

Lions Clubs International – Attn: Member Service Center, 300 W. 22nd St. , Oak Brook IL 60523-8842 USA  
 Email: MemberServiceCenter@lionsclubs.org Fax: 630-706-9295



## Discount Programs and Key Codes

### Leo-Lions and Former Leos

All former Leos who served for at least one year and one day receive an initiation fee waiver. Former Leos between the age of legal majority through age 35, are considered Leo-Lions, and pay only half international dues (age verification is required, use birth date verification code).

### Young Adults

Young Adults (through age 30) joining a Leo-Lions club are eligible to receive a fee waiver and pay half international dues (age verification is required, use birth date verification code).

### \*Student Members

Enrolled students from the age of legal majority through age 30 joining any type of Lions club qualify for the Student Member Discount and pay no initiation fee and half international dues. Use the key codes below to confirm proof of enrollment (age verification is required, use birth date verification code).

#### Student Key Codes:

#### Document used to verify enrollment:

TR – Transcript                      CS - Class Schedule                      OT - Other                      BL - Bill

### \*\*Birth Date Verification

DR – Driver's License                      PP – Passport                      BC– Birth Certificate                      SC – State Identification Card

### Transfer Members

Members in good standing who transfer within 12 months from one club to another are considered transfer members and pay no initiation fee. The officers of the former club will be notified of the desire to transfer. The transfer will be completed when the member is dropped or in 30 days whichever is sooner.

### \*Drop Reason Key Codes:

DD - Drop Deceased                      DM - Drop Moved                      DN - Drop Non-Payment of Dues                      DO - Drop Other  
DR - Drop Resigned in good standing                      DT - Drop Transferred in good standing

### \*\*Family Membership

The Family Membership Discount Program provides a special dues discount when family members join a Lions club together. The first family member pays full international dues (called the "Full Dues Family Member"), and up to four additional family members pay only half the international dues. All family members pay the one-time initiation fee. The Family Membership Discount Program is available to family members who are:

- eligible for Lions membership,
- currently in or joining the same club, and
- living in the same household and related by birth, marriage or other legal relationship. Common household family members include parents, children, spouses, aunts and uncles, cousins, grandparents, in-laws and legal dependents. Same-household residency is not required for family members under age 26 who are pursuing higher education or serving in the military.

Use the key codes below to report (1) Full Dues/Discounted Dues (2) Relationship to the Full Dues Member, (3) Document used for relationship verification, and (4) Document used for address verification.

### Family Membership Key Codes

#### 1) Full Dues/Discounted Dues

F - Full Dues Family Member                      D - Discounted Dues Member

#### 2) Relationship to Full Dues Member

SP – Spouse/Partner                      SB – Sibling                      CD – Child                      GP – Grandparent  
UC – Uncle                      AT – Aunt                      PT – Parent                      CN – Cousin  
IN – In-Law                      MS – In Military or School                      OL – Other Legal

#### 3) Verification of Relationship

ML – Marriage License                      BC – Birth Certificate                      NT – Notary                      OT – Other  
RS – Certificate of Religious Sacrament (Baptism, First Communion, Confirmation, Bar Mitzvah, Bat Mitzvah, Bris, Etc.)

#### 4) Verification of Address (showing common last name/address)

ST – Government Issued/State/Province Identification Card                      BS – Bank Statement  
NT – Notary                      BL – Bill                      DL – Driver's License                      PP - Passport  
OT - Other