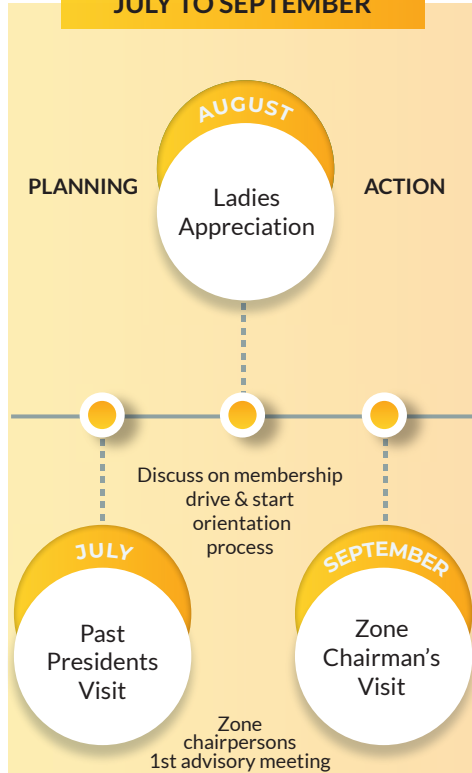


# LIONS CLUBS YEAR PLANNER

## 1st QUARTER JULY TO SEPTEMBER



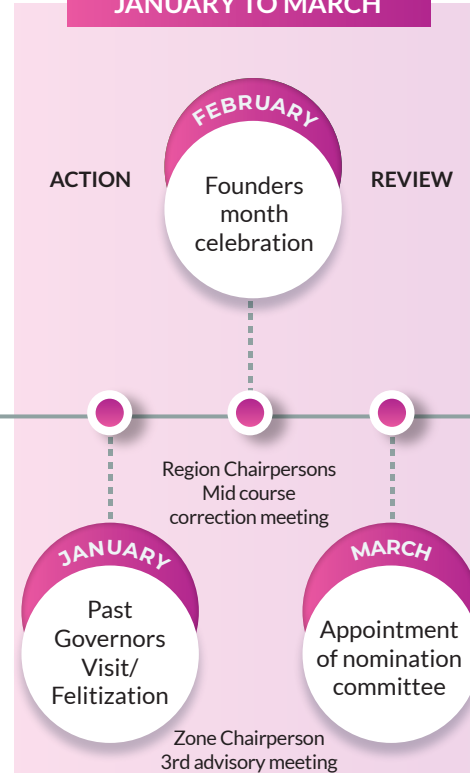
- Submit Year Planner and outline the activities/actions needed.
- Submit estimates for approval.
- Discuss progress report.
- Collect membership fees for the first quarter and remit to International.
- Previous year auditing.
- Submit reports.

## 2nd QUARTER OCTOBER TO DECEMBER



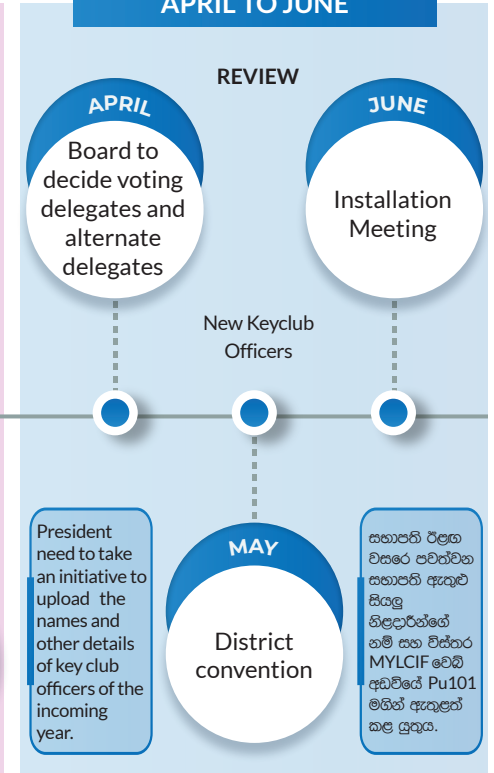
- Submit reports.
- Membership drive.
- Submit reports to Cabinet Secretary/ Cabinet Treasure/ KPE.

## 3rd QUARTER JANUARY TO MARCH



- Identify shortfall and make corrective actions.
- Collection of dues for the 2nd quarter and make payment to International by 31st January.
- Nomination for 2nd Vice District Governor, (before 60 days of the convention)
- Nominate delegates for District Convention.

## 4th QUARTER APRIL TO JUNE



- Monthly meeting before 15th April.
- Finalize club accounts by June.
- Daft accounts to be submit to the Board by June 5, 2021 and for Club Auditor
- Submit reports.
- Secretary/ Treasure to close up files/ Accounts & Hand them over to new Secretary/ Treasure respectively.