



Lion Ranjith Fernanco MAF/MJF
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Monthly Circular – July

Leadership Through Excellence

8th July 2021

Dear Cabinet Officers/Club Presidents/Secretaries/Treasurers/GMT Leaders

Congratulations ! participation

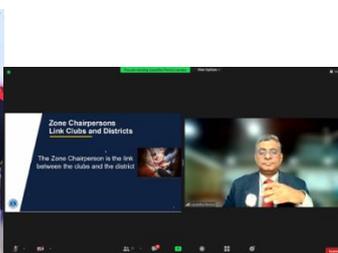
First of all , I extend my best wishes for your new position in executing your plans in an excellent manner for excellence !

Please also take a serious note to take all precautionary steps and safety measures in carry out your duties as a responsible citizen of the country , responsible member of the Lions club international and more importantly as a responsible family member of your own family



Thank you for, Key Cabinet Officers , Regional Cabinet officers, Region Chairpersons , Zone Chairpersons , District Chairpersons , all Club officers and all club members for making our start in a phenomenal way It is amazing for your efforts in executing of 319 projects at the very first day of 1st July 2021 !!

I hope that you are excited to embrace the experience of your position in the incoming year . Yes , of course! it is challenging but it paved a way to demonstrate your leadership skills to a greater extent. **A smooth sea never made a skilled sailor.** Tough times are like physical exercise , you may not like it while doing it. But tomorrow you will be stronger because of it.



I hope that key Club officers , Region Chairpersons , Zone Chairperson and GAT team would have participated for the workshop we held through Zoom platform. We also gave the opportunity to participate to workshops organized by the multiple District 306.

As the new cabinet office bearer , you may be a senior / seasoned lion or an Ice breaker for the new position. Nevertheless, our team will help you and guide you for achieving Excellence. Please follow basics in lionism first and develop your leadership skills while serving to the community for sustainable results.





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1. Infoamtion Collection and Google form

As you are aware, for the first time in history , I have introduced a “Google form” as an effective data collection method from cabinet officers and Key club officers.

- a) Key cabinet officers (Just Click) <https://forms.gle/h123WLehzaWPjwhE7>
- b) Regional Officers <https://forms.gle/wjYQiqgZCAvM4L1d8>
- c) Key Club officers <https://forms.gle/P7h59XCdnrPV4dQT7>
- d) Ladies Association (link sent to Chairperson of the Association)

By selecting the relevant link , you personal data can be submitted with photos. Then, such information is Direct stored in my “Google Drive” as a Data Base which can ,in turn. be used as final database for the printing of District Directory.

By clicking above link , you may go to the respective posts for uploading your details .

We have noticed the reasons for not getting the emails are mainly due to errors in email addresses. If any Lions who are not familiar with Google form, You may fill it up for them. Anyone can send Google form for someone .

District Project Diary <https://forms.gle/EaBSJTwhisBGEQVR8>

I made the above link for “**District projects and event information** “. This is for updating future projects and events for our information and records .

Please update your planned events / projects for our awareness.

This form can be updated by

- a) Cabinet officers
- b) Regional officers
- c) GAT team
- d) Key club officers

Please make use of the google form as a method of data collection from your own club members . It is easy and accurate . Please feel free to ask from me if you need any assistance of making a link.

Please sent the Google form immediately which will take only five minutes of your time . It will help to maintain accurate date in our records.

I am also in the process of preparing a e- Directory for your use . This will be issued in near future .

I am in the process of being finalized the District Directory using the information, collected through the Google form . If I do not receive your Google form on or before 17th July , I am compelled to use available sources for getting your information





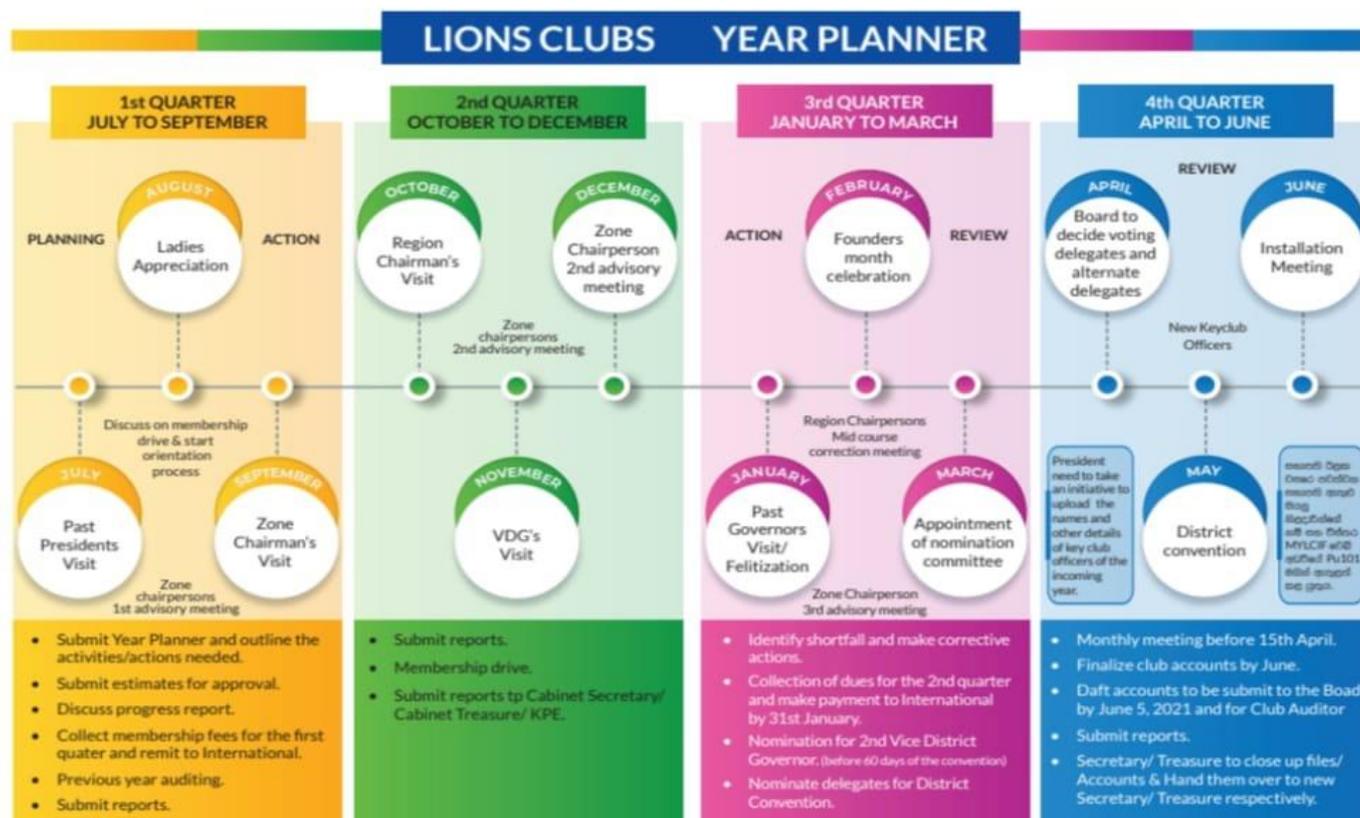
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2. Action Plan Membership Drive

Please make an action plan understanding your role to play in this year .

Club officers, you need to make a Full year plan now and organize the things to do . Having organised , you need to implement and follow up projects and events although you assigned the task for other members . Divide your plan for main four quarters and plan it is such away focusing the things to perform in the relevant quarter. (Please refer Annexure 1 and 2-suggested action plan summery and year plan summery –(extracted from my guide book))



Please pay continues attention on "Zero Drop" Initiate an impressive membership drive for member retention to gain a Net growth

Please follow up monthly progress with out waiting for the end of year results.





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I have enclosed the “Point scheme” for your reference . Point Scheme is an art of recognition . Point table is enclosed (Annexure 3 and 4).

3. Data Base

I have already prepared a Data base , based on the information filled in your Google form . Please remember to mention your Member ID for all correspondence and payment purposes. I will use your **Member ID** as the main link in accessing your information.

Not only for this year , I recommend you to use it for future communication as well. Lets start from this year.

For your reference I will send a list indicating your membership number for making things easier.

4. Governors Logo and photos

Governors Logo, Photos, Governors Bio data Cabinet Secretary, Treasurers Photos are enclosed for your directory/ future reference. (Annexure 5,6,7,8,9 and 10)

5. HAND BOOK on successful Lionistic Year

In line with the concept “ where there is a need there is a lion” . As a Cabinet Secretary , having identified the need for our own Lions in their learning curve as a quick refence on Key aspects of operational activities and formalities , I have complied a book for your use. You can use it as an operational manual.

This book is also complied focusing new members who are in the orientation process.

I am happy to see your enthusiasm to read the book and I will arrange to deliver the books during month of July .

The book is written by me in bilingual with the mix of both Sinhala and English.

I also have developed an” e- book version”using the state- of -art technology which can be viewed in your mobile turning pages as a turning a book.

If you need the e book, please inform me. I will send through WhatsApp for your use.





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6.Regional Heads

This year we have set up a Regional leaders to ensure effective implementation of District mission and action . Regional heads needs to establish communication with regional officers and clubs effectively for getting things done for achieving better results.

Meetings

I hope you would have done Club officers installation by now . If not please do it during the month of July. If physical meeting is not possible , please arrange Zoom meetings.

Region Action meetings should be scheduled to be held in July / August .

Please use Virtual background for Zoom meeting (suggested sample is attached- Annexure 11)

Please Speak to Deputy Cabinet Secretary and DGCC Lion Anura Mendis for any issues connected to Reporting

Please send letters whenever possible for communication. I attached suggested letter head for your guidance- (Annexure 12)

7. WhatsApp groups

WhatsApp groups are formed for administrative communications purposes. Please make use of it for good purpose. I am in the process of adding all officers in the respective Regions under the umbrella of respective Province / Region as an effective communication tool . Other Main Cabinet officers are under separate categories.

And also WhatsApp groups are setup for Club Presidents , Secretaries and GAT team

Please make use of respective groups strictly for good purposes and avoid posting political and irrelevant posts which might lead to unwanted issues.

We have formed a mix / Chat group in WhatsApp for uploading project photos, wishes and other messages. When you post messages , Please post only 4 images of the projects .





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8. Reporting Club Activities

Please do reporting WMMR before 25th of July .

We request all club officers to report your Service Projects and Meetings to below mentioned websites and mobile apps.

8.1 Reporting to MyLion

You may login in to <https://myapps.lionsclubs.org/>
or by **MyLion** Mobile App

8.2 District Website and Mobile App

You May Login in to Website <https://lionsdistrict306c2.org/login>
or by **Lons306c2** Mobile App (Android phones only)

District Reporting website & Mobile App are now open.

Brows our district website to download

<https://lionsdistrict306c2.org/page/downloads>

9. Nethasetha Hospital and Cataract Operations

Nethsetha Hospital, Rathnapura is a project of Lions Club International/LCIF for Cataract operation in response to the initiative of IPD Asoka De Z Gunasekera and PDG Buddheni De Z Gunasekera.

Please carefully identify the needy people who are less income earners for cataract operation.

Please speak to Lion Dr. Malarvili Anton on 777889868 for further details or to the DGSPC/ or Region Chairperson in this regard .

Dates allocated by the Hospital for this year will be

Aug 3rd and 24th
Sep 7th and 28th
Oct 5th and 26th
Nov 2nd and 23rd
Dec 7th and 28th

Lions Clubs International Foundation (**LCIF**) mission is to support the efforts of Lions clubs in serving communities globally, giving hope and impacting lives .



Please contact your Region Chairperson and your Regional DGSPC – Sight First . District Governors Chief Coordinator – Lion Dr.Malarvili Anton liaise with the Hospital Authorities allocating the date for visiting of patients / operations.





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As we are lions , lets make our efforts to prevent avoidable blindness. In this year we set up regional wise capacity building to offer our coordination/ assistance for avoiding blindness . This shows your kindness and goes a long way. **Be a rainbow for someone else dark clouds.**

Club Administration

Club administration is the most important aspect of the District administration. Please pay more attention on Club activities of your own club and clubs assigned to you.

Please use the following TIPS as a suggested guide line for the month of July **“THINGS TO DO” list**

I suggest to use my Hand book for as a reference book and as an operational Manual .

1. Make arrangements for **installing your officers** of the club. You may invite a senior Cabinet Officer to install club officers. Or invite one of your Regional Heads . Invite your own Region Chairmen or Zone Chairman .

ඔබ මෙම මස තුළ එම කාර්යය ඉටු කිරීමට කටයුතු කරන්න. ඒ සඳහා ඔබ ප්‍රදේශයේ නියෝජ්‍ය කැබිනට් ලේකම්වරයෙකු/ භාණ්ඩාගාරකවරයකු හෝ ඔබගේ ප්‍රදේශයේ ප්‍රාදේශීය සභාපතිවරයකුට හෝ කලාපීය සභාපතිවරයකුට ආරාධනා කරන්න.

2. **Take over** the Gong & Gravel , Club Banner, Lions Flag and documents from outgoing club officers; minute book, member list, bank statements/cheque books/vouchers/ list of outstanding dues and payments etc.

පසුගිය වසරේ නිලධාරීන්ගෙන් සංගමයේ බැනරය, කොඩිය සහ මිටිය සහ **"මිනිට්"** පොත භාරගන්න. ලිපි ලේඛන පොත්පත් ලබා ගන්න. ලදුපත්, ගෙවීම් පත්‍රිකා, සාමාජික ලේඛනය, ලැබිය යුතු/ ගෙවිය යුතු මුදල් ලේඛන හිසි පරිදි භාරගන්න.

3. Please prepare an **Administrative Budget** and a Project Budget for the year 2021/22 and get it approved at the 1st Board meeting.

ඉදිරි වසර සඳහා පරිපාලන හා ව්‍යාපෘති අයවැය ලේඛන සකස් කිරීමට කටයුතු කරන්න. එය ඊළඟ අධ්‍යක්ෂක මණ්ඩල රැස්වීමේදී අනුමත කර ගන්න.

4. **Collecting membership fees** is mandatory . (International and District) as you have to settle these bills by the end of August. You may collect bi-annual dues but it is more appropriate to collect full annual dues at the beginning of the year.

අගෝස්තු මාසය තුළ ඔබ සාමාජික මුදල් ජාත්‍යන්තරයට ගෙවිය යුතුව ඇත. විධිවිධ සාමාජික මුදල් විකතු කිරීමට කටයුතු කරන්න. ඔබට ප්‍රථමයෙන් වසර භාගයක සාමාජික මුදල් ගෙවිය හැකි වුවද, සම්පූර්ණ වසරේම සාමාජික මුදල් විකවර ගෙවීමට කටයුතු කරන්න.

5. Please prepare a **Project / Event / Visits plan for the year** with GAT team for the incoming year. I attached a summery of the year plan for your guidance. (Attached the format for your use- Please prepare your plan as per the format)





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ව්‍යාපෘති සැලැස්ම GAT සාමාජිකයන්ගේද සහය ඇතිව සාදන්න. ව්‍යාපෘති/පැමිණිම්/උත්සව වසර මුලදී GAT කණ්ඩායම සමග සකස් කරන්න. වසරේ ව්‍යාපෘති සාරාංශය සැලැස්මේ යෝජිත ආකෘතියක් මේ සමග අමුණා ඇත. මෙය කරුණාකර අනුගමනය කරන්න.

6. You need funds to perform humanitarian service projects. It is not practical to charge from your own club members all the times. Hence plan out a suitable fund raising program.

සමාජ සේවා ඉටු කිරීමට ඔබට මුදල් අවශ්‍යය. සෑම අවස්ථාවකදීම සාමාජිකයන්ගෙන් අය කිරීම වෙනුවට මුදල් විකතු කිරීමේ ව්‍යාපෘති සැලසුම් කරන්න.

7. Make arrangements for auditing the previous year accounts. You may appoint a senior, knowledgeable lion for auditing and submit the same to the Cabinet Treasurer and International before the end of September.

පසුගිය වසරේ ගිණුම් විගණනය කිරීමට කටයුතු කරන්න. ඒ සඳහා ඔබගේ සිංහ සමාජයේ ජ්‍යෙෂ්ඨ සිංහයකුට ආරාධනා කරන්න. විගණනය කල ගිණුම් සිංහ ජාත්‍යන්තරයට හා අප දිස්ත්‍රික්කයේ කැබිනට් භාණ්ඩාගාරිකතුමාට සැප්තැම්බර් මාසය අවසන් වීමට පෙර භාර දෙන්න.

8. Recognize the Immediate Past President . Please remember to recognize all Past Presidents . All Past Presidents in the club to be honored.

ඔබගේ මිලුග මාසික සභා රැස්වීමේදී හිටපු සභාපතිවරුන් ඇගයීමට කටයුතු කරන්න. පසුගිය වසරේ සභාපති පමණක් නොව පසුගිය සියළු සභාපතිවරුන් ඇගයීමට ලක් කරන්න.

9. Plan out projects of the club. Carry out projects identifying the need of the local community in line with the District Governors 5 point program .

ඔබගේ ව්‍යාපෘති සැලසුම් කරන්න. එසේ කිරීමේදී සිංහාධිපතිගේ 5 වැදෑරුම් වැඩසටහනට ප්‍රමුඛත්වය දී අවශ්‍යතා හඳුනාගෙන සේවා ලබා දෙන්න.

10. Prepare a membership budget projecting how many members are planning to recruit and what would be the end result at the end of the year. Closely monitor the progress continuously. Make sure no drops in each month.

සාමාජිකයන්ගේ වර්ධන පිළිබඳ පුරෝකථනයක් කරන්න. හිතර පසු විපරම් කරන්න. කිසිම සාමාජිකයකු ඉවත් නොවන බවට වග බලාගන්න. වසර අවසානයේ කෙතරම් සාමාජික සංඛ්‍යාවක් වැඩිකළ හැකිද යන්න පිළිබඳ නියමිත පුරෝකථනයක් කරන්න.

11. Plan for 100 days program. The 100 day program will help to serve a large number of needy people and I am sure this will help to multiply our service levels to a greater extent. Remember you will be recognized too. First , be a Rainbow in someone’s dark clouds .





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දින 100 වැඩසටහන ගැන අවධානය යොමු කරන්න. මෙහිදී අවශ්‍යතා ඇති බොහෝමයකට සේවාව සැලසේ. ඔබගේ සිංහ සමාජය හා ඔබවද මෙහිදී ඇගයීමට ලක් කෙරේ.

12. Change the signatories of the bank accounts. So that new officers can draw money. You should submit a company of the Board Resolution which the new officers were appointed.

නව නිලධාරීන්ගේ අත්සන් බැංකුවට ලබා දීමට කටයුතු කරන්න. ඒ සඳහා නිලධාරී මණ්ඩලය පත්කල මාසික රැස්වීමේ Minute සහ නව අත්සන් පත්‍රිකා බැංකුවට ලබා දෙන්න.

13. Prepare the Club Directory. This is important as it contains all the information of the lion members, club plan, committee appointments and meetings schedule etc. Endeavour to do a creative club directory. It will add value to your Club . Pl use google form if possible for data collection .

I enclosed the Governors logo , Theme and Governors 5 Point Program , Bio data of the Governor and Cabinet Secretary , Cabinet Treasurers photo for meeting your "Frequent ASKs " . If you need further please inform me.

ඔබගේ සිංහ සමාජයේ සිංහ නාමාවලිය සකස් කරන්න. එමගින් ඔබට හොඳ ආරම්භයක් ලබා ගත හැකිය. මෙහි ඔබගේ සිංහ සමාජිකයන්ගේ විස්තර, රැස්වීම් පවත්වන දින, විවිධ කමිටු සහ ඔබගේ සිංහ සමාජයේ අනාගත වැඩ කටයුතු අයත් වන බැවින් මෙය සිංහ සමාජයට වැදගත් ලේඛනයක් වේ. දැන්ම එකතු කිරීම සඳහා **Google Form** භාවිතා කරන්න.

14 Plan out the Line Officers and the Cabinet Officers visits. Get a time and Date from them as early as possible.

Please coordinate and get the assistance from Regional Heads and invite them for events to grace such occasions.

Decide the date Charter ceremony . Please speak to me for reservation.

රේඛීය නිලධාරීන්ගේ පැමිණීම සැලසුම් කරන්න.
දිනය සහ වෙලාව වෙන්කර ගන්න.
ප්‍රාදේශීය නායකයන්ට ඇරයුම් කරන්න.

රේඛීය නිලධාරීන්ට, ඔබගේ සිංහ සමාජයේ රැස්වීම්වලට ආරාධනා කරන්න. කලාපීය සභාපතිතුමාට අගේස්තු මාසයේදීත්, ප්‍රාදේශික සභාපතිතුමාට සැප්තැම්බර් මාසයේදීත්, උප සිංහාධිපතිවරුන්ට නොවැම්බර් සහ දෙසැම්බර් මාසවලදී ආරාධනා කිරීම වඩා උචිත වේ.

**Zone Chairman – September,
Region Chairman – October
Regional Heads – November
Vice District Governors – December
Charter ceremony – to decide**

I hope you would make use of the above for executing your role as a Cabinet officer and Club officer .





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Make sure whatever you are doing , you are going forward.

It always seems impossible , until it is done ,..Nelson mandala once said.

Alone we can do a little , together we can do so much.... Lets make an synergy to serve better. We make our efforts to give the opportunity to do things which you have not done ever before.

Thank you ,

Stay Safe and God Bless You !

Yours Sincerely in Lionism,

Ranjith Fernando

Lion Ranjith Fernando MJF
Cabinet Secretary 2021/22.



As a Complementary , Starting from Today I sent every day through WhatsApp an Inspiring Message, extracted from my recently published book on “ 365 days Reflections” – A daily dose of wisdom & Inspiration . This is just for your inspiration .



Enclosed

1. Action Plan summery
2. Year Plan Summery
- 3,. Point Table (Art of Recognition)
- 4 Governors Logo and Governors Photo, Bio data
5. Cabinet Secretary's and Cabinet Treasurer's Photo

