

MD5M

District Governor
Service Partner Helpful Information



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Welcome

You will soon be starting an exciting year. It will be filled with activities; one you will enjoy with many wonderful experiences and memories to be made.

You and your District Governor (DG) will be representing Lions Clubs International (LCI) in your District. This is an honor and large responsibility. To assist you, here are some helpful suggestions:

- Enjoy yourself. This is a special year for you also.
- Be yourself. Let others know who you are. Always wear your name badge and wear it on the right side.
- Use common sense as a guide.
- As you assist the DG, you will find it helpful to use a calendar of events. Keep it current and list all obligations. Work with the DG to determine which events are a must attend, nice to have you attend or optional.
- Use this document as a reference for the events you will be attending during the coming year.

The information in this manual has been developed by Past International Directors (PID), CCs (CC), DG and Service Partner (SP) of Lions MD5M.

If you have any questions or concerns, please feel free to contact the CC, any Past District Governor (PDG) or the SP of a PDG. We are all here to support you working as a team to ensure success.

Calendar of Events

Year Begins on July 1st

June

DG Elect (DGE) Seminar (Chicago, Illinois)
LCI Convention

July

Council of Governors (COG) Meeting

September

USA/Canada Lions Leadership Forum
Leader Dog Visit

October

1st and 2nd Vice District Governor (VDG) Training
SP Event (Consider having as a time to bond)
COG Meeting
Thanksgiving for Vision

January

5M1 District Convention
5M4 District Convention
5M5 District Convention
5M6 District Convention
5M7 District Convention
5M9 District Convention
5M10 District Convention
5M11 District Convention

February

5M-2 District Convention
5M3 District Convention
5M8 District Convention
5M13 District Convention
DGE Training - LCI

March

DGE Training & Foundation Tours
SP Event
Friendship Dinner with DGEs
COG Meeting

April/May

MD5M Multiple Convention
COG Meeting

June/July

LCI Convention

Uniforms

The COG has established important policies regarding uniforms for the DGs and SP. The dress policies are provided in the MD5M Policy Manual available on the MD5M website (<https://lionsmd5m.org>). The policies include:

1. The dark blue blazer with white shirts or blouses and gray pants or skirts is designated as the official uniform for DGs and their SP. These are commonly known as “blues”.
2. Your DG group will choose a matching tie and scarf to be worn with the official uniform. Traditionally, a set will be provided for:
 - a. CC and their SP
 - b. MD5M Executive Secretary and their SP
 - c. ID or Immediate Past International Director (IPID), if applicable.

Check with the CC and the Executive Secretary if set is needed for their SP.

3. Your DG group may decide to have their own informal uniform such as matching polo shirts and pants. Traditionally, shirts have been provided and paid for by the DG group for the CC, MD5M Executive Secretary and their SP. Again, check with them if a shirt is needed for their SP.
4. Communication will be provided as to where uniforms and other items can be purchased/ordered from.
5. The LCI Convention parade dress for MD5M DGs, DGEs, and their SP will be communicated prior to the Convention. The decision as to which uniform (items, i.e., head coverings) will be determined and communicated by the CC.

When to Wear

The uniform will be worn for most DG events.

First Time for the Blues

The "blue" uniform will be worn for the first time at the Saturday night banquet at the MD5M Convention which is held in the spring prior to the LCI Convention. This event provides a photo opportunity to document the beginning of your DG year.

DGE Training at the LCI Convention

During the DGE training period, wear your uniform to all scheduled events, except for the DGE Seminar Celebration Banquet which is formal attire. (Go to www.lionsclubs.org type DGE Seminar in the Search box for more information.)

Wear your uniform to all plenary sessions during the Convention. When planning what to pack for the Convention, it is suggested to have several white shirts, blouses or tops. Make sure you have comfortable walking shoes. If flying, it is advised to pack your uniform in your carry-on bag in case of lost or missing luggage.

DG patches are to be sewn on the DGE blazer just prior to the Convention. The patch should be sewn on the left side pocket. The MD5M Executive Secretary will provide the patches to you.

Council of Governor (COG) Meetings

DGs are required to wear their uniforms, SP also wear their uniforms. The exception is for the Friendship Banquet on Friday night of the March COG meeting. The invitation to the Friendship Banquet will include the suggested dress code.

District Events and District Governor (DG) Visits

You should plan to wear your uniform when attending special events in your District (e.g., anniversary dinners, charter nights) and usually when attending club meetings for the DG official visit. It is a good practice for the DG to confirm with the club on how to dress for the event.

USA/Canada Lions Leadership Forum

The CC will communicate what the dress will be at the Forum. They will indicate when to wear your uniform and when you can be Lions casual. For meals or activities outside of the Forum, your group may decide to wear your informal uniform if you have one. It is not necessary to wear your uniform during travel. You will want to be more dressed up for the Saturday evening banquet, you can wear your uniform.

Thanksgiving for Vision

As a DG you and your SP will receive an invitation to this event. Wear your uniform.

District Conventions

Wear your uniform during meetings, seminars, luncheons, and brunch unless otherwise informed by the host DG. Dress at the Saturday banquet may be more formal. Contact the host DG regarding his/her preference for banquet dress.

When in doubt refer to the Policy Manual for dress code. When the DG is required to wear the uniform, the SP should also wear their uniform.

Council of Governor (COG) Meetings

Meeting Schedule

July	Kelly Inn, St Cloud, MN
October	TBD
March	TBD - Twin Cities Area
April	MD5M Multiple Convention

Locations are subject to change.

Hospitality Rooms

During all Council meetings, a hospitality room has been hosted for DGs, 1st and 2nd VDGs and their SP. MD5M Officers, Committee Members, Instructors, and their SP are invited to the hospitality room. The hospitality room is open the night prior to the COG meeting through lunch the following day. You may choose to keep it open longer if you wish. The MD5M Executive Secretary reserves the hospitality room.

The current DG's SP are responsible for the hospitality room. The SP decide how they want to operate the hospitality room including which foods, beverages and

supplies to purchase and provide. The decision is yours to make.

Request multiple keys for the hospitality room and keep it locked when there is not someone present in the room.

Prior to the October COG meeting, 1st and 2nd VDGs and their SP will have training. The SP of the 1st and 2nd VDGs host a hospitality room. This included providing lunch during the training. The hospitality room is available to the 1st and 2nd VDGs, SP, training staff and guests. Friday evening prior to the COG meeting, the hospitality room is turned over to the DGs and SP.

Likewise, the DGEs and SP will have training prior to the March COG meeting. The DGEs SP are responsible for the hospitality prior to the Friday night Friendship Banquet.

In the past, the SP have handled the responsibility for the hospitality rooms in different ways depending on the number of SP. Some examples:

- Split into four groups with each group taking responsibility for one COG meeting.
- Selected an organizer and determined event by event who will be responsible for what.
- As a group decide who will be responsible for each event. Depending on the number of SP, you may contribute to more than one event.
- If a DG does not have a SP, they may still want to contribute to the hospitality room. If there is some type of distribution list, suggest including the DG as an fyi.

Funding of the hospitality room is determined by DGs and their SP. The SP may ask each DG to contribute an amount at the start of the year to help with expenses (\$25, \$50, etc.). A donation or tip jar can be set out in the hospitality room for those attending to contribute. This has been successful and helps greatly with expenses.

There are bins of supplies which are handed down from year to year. It is also up to you on how you would like to manage the bins.

- One DG and/or SP can store them all.
- Bins can be stored by multiple DGs and/or SP. If this method is used, suggest creating a list of who has what bin.
- Helpful to keep a running list of supplies which are in the bins. Remove supplies which are not used or are dated.

Beverages are supplied, but it is up to the DGs and their SP to determine what those will be. At a minimum, bottled water should be provided. Outside of water, determine if soda and/or alcohol will be available. However, be clear and communicate on what will be provided so those attending can plan accordingly. In the past, full bars have been provided or beer and wine only. This is up to you.

Friendship Banquet

The Friendship Banquet is held the Friday night prior to the March COG meeting. The purpose of the event is to bring the DGEs and their SP together to celebrate with the DGs and their SP. Historically, the DGs SP have been responsible for planning this event. In addition to the banquet on Friday evening you can decide if you want to host a hospitality room after the event.

Planning

- Who(m) will oversee planning the event?
- Invitations
- Program
- Place Cards
- Decorations
- Gifts

Helpful Hints

- Theme can be based on where the International Convention is being held.
- The DG covers the meal cost for the DGE and their SP.
- The MD5M Executive Secretary will assist with the menu, banquet needs and secures the room.
- Invitations should be sent to: The CC, trainers, MD5M Executive Secretary, ID and PID in the District including their SP. These individuals cover the cost for their meals.
- It has been customary to have a small gift for the DGEs and SP.

Friendship Booklet

You may choose to have one or two people work on a friendship booklet which is provided at the October COG meeting. Included in the booklet are the CC, District, 1st and 2nd VDGs, Executive Secretary and ID (if applicable) and their SP. In addition to a photo, contact information is provided. This is your project, and you can determine how and what you want to do including distribution. Do you print or send via email? If printed, the cost is to be covered by the DG group.

Conventions

MD5M Convention

Held in April/May, location varies.

General

- Lions from all 12 districts in MD5M attend.
- Follow the program or hospitality book (if provided) for events and activities.
- Take part in as many of the activities as possible.

Saturday Night Banquet

This is the first time the DGE, and their SP wear their uniforms without the DG patch.

LCI Convention

The LCI Convention is typically held in late June or early July. DGE training is held for two days prior to the International Convention. Check the LCI website for the exact dates. In recognition of their installation as a DG, you are in a unique and honored group at the convention. This will be a very busy and exciting time for both of you. The CC can assist with any questions regarding dress and seminars at the International Convention.

Check with your District on any financial assistance provided for attending the International Convention.

You may also be interested in reviewing the Lions International website for additional information (www.lionsclubs.org).

DG Information

- This is your LCI Convention as sitting DGs and SP.
- You and the DG are responsible for making all registration, travel, and hotel arrangements.
- When you register, LCI will automatically book you in the assigned MD5M delegation hotel if you complete your registration prior to the announced deadline and there are rooms available OR you specify otherwise.

For details about this convention, plan on attending the Convention meeting held at the MD5M Convention.

DGE Information

Registration

LCI submits convention registration for DGEs and their SP. Registration confirmation will be mailed in March or April.

When you arrive at your convention hotel, you will receive instructions as to where you will obtain your registration materials. Your registration packet will contain:

- Your "official" DG and PIS name badges with an "Elect" ribbon for the DG which remains on their badge until the final plenary session. The DGEs take their oath of office during this final session.
- Agendas for DGE training and special events for SP during the training period.
- Convention name tags, agendas and hospitality books.

Logistics

The first logistics e-mail is sent out in the mail regarding registration, travel, DGE school schedule, hotel, etc. A second mailing will follow a few months before the convention.

Transportation

LCI will reimburse your transportation to the Convention, but there is a SP limit provided by LCI. You will be contacted by the travel agency regarding your travel. Do not initiate the contact.

Hotel Rooms

LCI books your room at your convention hotel and pays hotel room and tax expenses for approved nights.

You will be booked into one of the hotels where DGEs and their SP from other multiple districts are staying.

A confirmation of your convention registration and hotel reservation will be mailed to the DGE in April. Please bring the confirmation with you and present it at the front desk when you check in.

The hotel where the MD5M DGEs, and their SP will stay during the training and convention will not be the same hotel as the official MD5M delegation convention hotel.

Meal Allowance/Per Diem

A per day meal allowance (less group meals) for DGEs will be sent in April. SP do not receive a per diem.

Training Events

Please check the LCI website for the schedules and other information regarding the training (www.lionsclubs.org). Type in DGE Seminar in the Search Box.

Your official DG name badge with the attached "elect" ribbon or SP name badge (or otherwise designated invitation) is required for admission to these events. You and your DG can determine how you would like to be referred to.

For all events during the training, except for the commencement night banquet, wear your uniform (unless there are other instructions). Attire for the DGE Seminar Celebration night banquet is white dinner jackets for the DGs elect and formal evening wear or white dinner jackets, as appropriate, for SP.

Convention Name Tags

It is important to wear your convention name tag as it is required for riding the convention shuttles and attending most convention events.

Shuttle Bus

Busses will operate during the four days of the convention from all participating hotels to official convention events.

Convention Center Activities

- Convention Seminars, Certification, Information
- ID and Officer Candidate Information
- Ticket Exchange/Purchase
- Pin Trading
- LCI Supplies
- Exhibits and Advertisers
- Concession Stands
- Opportunities to visit with Lions from all over the world

International Parade

- Final details regarding the parade attire for DGs, DGEs, and their SP will be reviewed at the Convention meeting during the MD5M Multiple Convention.
- The CC will communicate dress code, how to line-up for the parade and who will carry each banner.
- Be sure to wear comfortable walking shoes.

- Plan on spending a lot of time waiting. You will be asked to line up a long time before you march.
- Bring your camera. The parade is a great opportunity to meet friends and take pictures.

Plenary Sessions

- The DGEs and SP are expected to attend all the plenary sessions. Failure to do so puts the DGE and their SP at risk of having to reimburse LCI for their trip to the Convention.
- Be sure you have your registration packets before sessions begin. You will need your convention name tags for entrance to the plenary sessions.
- Wear your uniform to all sessions.
 - Traditionally, DGs and SP are presented with a tie and scarf by the International President (IP). This tie and scarf should be worn for the duration of the International convention.
 - DGE and their PIS should wear their year tie/scarf to all events. Exception: you will be presented with a tie and scarf by the IP Elect (IPE). This tie and scarf are to be worn AFTER the installation at the final plenary session.
- All MD5M delegation members, including DGs, DGEs, and their SP, are seated as a group. The MD5M seating area is usually designated by the blue snowman banners.
- Plan to be early to ensure you can locate the group and sit together.
- DGEs are installed at the final plenary session. The outgoing DGs or in their absence, the DGEs SP, removes the “elect” ribbon from the name badge.

International Show

Be sure to be early to ensure good seating. This event is free for registered convention attendees.

Seminars

Many educational and informational seminars are held throughout the Convention. Attend, as many as possible.

Receptions

You are likely to receive invitations to several evening receptions hosted by international delegations (e.g., Germany, Scandinavia) or honoring outgoing IDs. Although many people wear their DG uniforms to these receptions, many others choose to wear dinner jackets and/or formal evening wear.

Hospitality Books (If Provided)

The hospitality book includes several special discount coupons for events and attractions in the Convention city area. The LION Magazine includes specific information about these events and attractions. You are generally able to sign up for tours, etc. at the Convention Center or check your paperwork from LCI prior to going.

The hospitality book also includes a coupon for the International Show. You

may have to exchange this coupon for an actual ticket to the show.

Miscellaneous Convention Information

A meeting about the Convention will be held at the MD5M Convention. Plan to attend this meeting for convention updates and details regarding:

- DGE Seminar
- LCI Convention
- LCI Parade
- Plenary Sessions
- Voting for International Officers, Directors, and Constitutional Amendment

District Conventions

Most of the following applies to tasks and suggestions for the DG and was covered in his/her training sessions. However, this information may also be helpful to you as you assist the DG in planning one of the major events of your year as a DG's SP.

International Guest/Speaker

- Your current or immediate past MD5M ID will plan for an ID to attend.
- The International Speaker Request Form must be sent to LCI.
- If an ID is assigned to you before the USA/Canada Leadership Forum, you will be able to visit with him or her at a booth during the forum.

Communication Prior to the Convention

- Sending all issues of your District's newsletter to the ID provides them with valuable information about your District's activities and helps them to become comfortable with the people, clubs and interests of your District.
- Even though this information is set out in the formal speaker request sent to LCI by the DG, about four to six weeks prior to your convention, you may wish to send a letter/email to your ID and SP including the following information:
 - An overall agenda for the convention weekend.
 - Specific information about and expectations (e.g., are they expected to speak) for the events in which they will be participating.
 - The type of clothing appropriate for all the convention events, especially the dress requirements for the DG's Banquet.
 - It is appropriate for you to contact the IDs SP directly if you wish.

Gifts

The DG and PIS are responsible for choosing an appropriate gift for the ID and their PIS. If possible, the gift should be something that represents your area, state or province. If you need ideas, ask a PDG what they did. Many districts donate to a special Lions' Project the visiting ID prefers or LCIF. This could be in addition to a DG's gift. It is nice if the SP presents the gift to the IDs SP. The DG will receive information about the visiting IDs preferences, special needs or requests, etc. from LCI.

Hosts

Because you and the DG will be very busy during the convention, it is advisable to select a host(s) to assist with some of the responsibilities for escorting your International guests to and from Convention functions. If there

is a PID in your District, they will assist with hosting the ID and their SP.

Transportation

The host(s) should meet the ID and PIS at the airport when they arrive and transport them to the convention location. The host(s) should plan to accompany them back to the airport as well.

Convention Tips

- Verify the hotel room is ready for your International guest's arrival.
- It is customary to have a welcome basket and beverages placed in their hotel room. You will receive a list of their likes.
- Provide a schedule of Convention events.
- Ensure the SP knows when he/she is expected to speak or address a group of Convention participants.
- If possible, allow some time for the ID and SP to get settled in their room before becoming involved in Convention activities.
- Ask if the hotel room is satisfactory and if there is anything they need.
- If time permits, find out if there is anything special, they would like to do or see while visiting the community.
- Don't monopolize the IDs or SPs time as he/she is interested in meeting and talking with as many Lions, Leos and other Convention guests as possible.
- It is helpful to note when the IDs or SPs time is being monopolized by any one individual and tactfully "disengaging" the ID or SP as appropriate.
- Allow some time for relaxation.

Photographs

Because you will have many responsibilities, it is recommended you plan for someone or your District's photographer, to take photos for you rather than taking them yourself. It would be good to pick someone ahead of time to take photos of convention events, luncheons, seminars, award presentations, etc. It is appreciated if a small reimbursement is made to this individual.

Guest DGs

Provide other sitting DGs and VDGs with information about your convention plans and agenda. Let your fellow DGs and SP know what the dress is for the convention, especially for the Saturday banquet. Visiting DGs, VDGs and their SP will wear their uniforms for all convention events unless you tell them otherwise.

It is customary the visiting DGs, VDGs and SPs do not pay a Convention registration fee.

Have reserved seating at meals for visiting DGs, VDGs and their SP.

MD5M Convention

As sitting DGs and SP, this is "your" Multiple District Convention. The CC and SP host this Convention using essentially the same protocol as the District Convention. By this time, you will be familiar and comfortable with protocol and handling a convention.

Common Sense Reminders

- Attend as many District activities as you can. Lions want to meet and get to know you. Again, determine with your DG the must attend, nice for you to attend and optional events.
- Try to introduce yourself and acquaint yourself with as many Lions, and SP as you can.
- Your District may include SP of Cabinet members in its meetings, attend District Cabinet meetings when possible. Check with the SP of a past DG for help in determining how Cabinet meetings are handled.
- As you travel in your District, gifts may be presented to you and the DG.
- Instead of personal gifts, the DG may consider encouraging clubs to donate to a specific Lions project on his/her behalf.
- Be prepared to give a short thank you speech.
- A thank you note from you and/or the DG following each visit is appreciated.

Conclusion

The year of the DG is one requiring time, patience, organization, leadership and endurance. The same may be said for the SP. At times it can get overwhelming, it helps to be informed regarding time, energy and commitments required of both of you. Working together, you will meet wonderful people, develop new friendships and travel to new places. Remember to keep things in perspective, balance family, jobs, finances and Lions. This can also be a memorable and fun year – enjoy!!

Resources

<https://lionsmd5m.org> – Multiple District Calendar

www.lionsclub.org

District Websites