

# 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, place 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 (PIO), CCs (CC), DGs and Service Partners (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/July

- LCI Convention
- 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

## November

- 5M 13 District Convention

## 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
- DGE Training (LCI) – St. Charles, IL

## March

- Foundation Tours (SPs invited) & DGE Training
- SP Orientation & Events
- Friendship Dinner
- COG Meeting

## April/May

- MD5M Multiple Convention
- COG Meeting

# Uniforms

The COG has established important policies regarding uniforms for the DGs and SPs. The attire policies are provided in Chapter 13 of the MD5M Policy Manual available on the MD5M website (<https://lionsmd5m.org>). The attire includes:

1. A dark blue blazer, white shirt or blouse, gray pants or skirt and black shoes are designated as the official uniform for DGs and their SPs. These are commonly known as "blues".
2. Your DG group will choose a matching tie (pocket square optional) and scarf to be worn with the official uniform. Traditionally, a set will be provided for:
  - a. CC and their SP
  - b. MDM5 Executive Secretary and their SP
  - c. ID or Immediate Past International Director (IPID), if applicable.

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

3. Your DG group may decide to have their own informal uniform such as a matching polo shirt and pants. The polo shirt should have the MD5M logo on it. Traditionally, shirts have been provided and paid for by the DG group for the CC, MD5M Executive Secretary and their SPs. Again, check with them if a shirt is needed for their SPs.
4. Chapter 13 of the M5M Policy Manual contains who the designated supplier for the uniforms is.
5. The LCI Convention parade dress for MD5M DGs, DGEs, and their SPs 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 MD5M Parade Consultant, CC, CCE, or designated Lion.

## First Time for the Blues

The DGE and spouse/companion shall wear the DG standard uniform during the Saturday night banquet at the MD5M Multiple Convention without the DG patch. They shall also wear their uniform at the LCI DGE School (held in February/March) and at all functions of the International Convention unless other provisions are set by LCI.

## 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. Formal attire for MD5M is the white jackets. (Go to [www.lionsclubs.org](http://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 or blouses. 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, women have additional options as outlined in Chapter 13 of the MD5M Policy Manual. The MD5M Executive Secretary will provide the patches to you.

## COG Meetings

DGs and their SPs are required to 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 DG Visits

You should 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 code will be at the Forum. The CC will indicate when to wear your uniform and when you can dress Lions casual. For meals or activities outside of the Forum, your group may decide to wear your alternate uniform, if you have one. It is not necessary to wear your uniform during travel. For the Saturday evening banquet you either wear your uniform or be in more formal attire (suits/dresses).

## 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, brunch, and luncheons, unless otherwise informed by the host DG. If a Saturday banquet is being held, dress may be more formal, you can wear your uniform. Contact the host DG regarding his/her preference for banquet dress.

When in doubt refer to Chapter 13 of the MD5M Policy Manual for dress code.  
When the DG is required to wear the uniform, the SP should wear their uniform.

## COG Meetings

### Meeting Schedule

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

Locations are subject to change.

## Hospitality Rooms

During all COGs, a hospitality room has been hosted for DGs, 1st and 2nd VDGs and their SPs. MD5M officers, committee members, instructors, and their SPs 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 SPs are responsible for the hospitality room. The SPs 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 SPs will have training. The SPs of the 1st and 2nd VDGs have the option of hosting a hospitality room. This included providing lunch during the training. The hospitality room is available to the 1st and 2nd VDGs, SPs, training staff and guests. Friday evening prior to the COG meeting, the hospitality room is turned over to the DGs and SPs. The 1<sup>st</sup> and 2<sup>nd</sup> VDGs may determine to have meals catered, go out for dinner and/or some meals may be provided as part of the training.

Likewise, the DGEs and SPs will have training prior to the March COG meeting. The DGEs SPs are responsible for the hospitality room up until the Friday night Friendship Banquet. The DGEs and SPs will determine how they wish to operate the hospitality room and what meals and beverages will be provided.

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

- Split into four groups with each group taking responsibility for one COG meeting.
- Selected an organizer and determined responsible parties for each event and who will bring what.
- As a group decide who will be responsible for each event. Depending on the number of SPs, you may contribute to more than one event.
- If a DG does not have a SPs, 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 SPs. The SPs 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 SPs. 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 may or may not be supplied, it is up to the DGs and their SPs to determine what those will be. It is suggested, bottled water be provided. Be clear in communications as to 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. The purpose of the event is to bring the DGEs and their SPs together to celebrate with the DGs and their

SPs. Historically, the DGs SPs 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 – it has been customary for the DGs to provide a small gift to the DGEs.

#### 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, if being held at the hotel where the training and COG are being held.
- Invitations should be sent to: The CC, trainers, MD5M Executive Secretary, Past International President (PIP), IDs and PIDs in the district including their SPs. These individuals cover the cost for their meals.

### 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 SPs. 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

### MDSM 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

The DGE, and their SP wear their DG uniform without the DG patch.

### LCI Convention

The LCI Convention is held in late June or early July. DGE training is held for one day 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. LCI covers the cost of the DGE to attend.

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

## **DG Information**

- This is your LCI Convention as sitting DGs and SPs.
- 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 there are designated hotels) 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 SPs. 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:

- If not given to you at the DGE training in St. Charles, your "official" DG and SP name badges. The DG has an "elect" ribbon 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 SPs during the training period.
- 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, 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 SPs 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 SPs will stay during the training and convention will not be the same hotel as the official MD5M delegation convention hotel (if there is one assigned).

### **Meal Allowance/Per Diem**

A per day meal allowance (less group meals) for DGEs will be sent in April. SPs 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](http://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, this is completed on the registration form.

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 DGEs and formal evening wear or white dinner jackets, as appropriate, for SPs.

### **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 official convention events 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 SPs will be reviewed at the Convention meeting during the MD5M Multiple Convention. The parade dress is in Chapter 13 of the MD5M Policy Manual.
- The MD5M Parade Consultant, CC, CCE, or designated Lion 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 SPs 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 SPs 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.
  - DGEs and their SPs 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.
- Designated seating is not provided for you, plan to arrive early if you wish to sit together as a group.
- 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**

- The past international president will plan for an ID to attend your convention.
- 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**

- Providing issues of your district's newsletter to the ID gives them 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 SP are responsible for choosing an appropriate gift for the ID and their SP. If possible, the gift should be something that represents your area, state, or province. If you need ideas, ask a PDG what they did. IDs appreciate a donation to LCIF in their name. 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 SP 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 an itinerary of the 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 SPs 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.

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

## **MD5M Convention**

As sitting DGs and SPs, this is "your" Multiple District Convention. The CC and SP are the hosts following the same protocol as the district conventions. 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. 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 SPs as you can.
- Your district may include SPs 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

[MD5M Lions \(lionsmd5m.org\)](http://lionsmd5m.org)

Governing Documents

Multiple District Calendar

[www.lionsclub.org](http://www.lionsclub.org)

District Websites

