

**POLICY MANUAL  
ADDENDUM #2**



**FALL RALLY HANDBOOK Version 1.4  
Approved May 31, 2014**

**LIONS CLUBS INTERNATIONAL MULTIPLE DISTRICT N**

**NEW BRUNSWICK  
PRINCE EDWARD ISLAND  
NOVA SCOTIA  
NEWFOUNDLAND  
THREE BORDER CLUBS IN MAINE, USA**

**NOTE:**

- Wherever the word “chair,” “chairperson” or “he” or “she” appears in this document, it is to be interpreted to mean male or female gender
- Wherever the word “Council” appears in this document that indicates the Multiple District Council of Governors
- Wherever the term MD N appears in this document that indicates Multiple District N
- A copy of this handbook is to be provided to the Host Rally Committee

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# INTRODUCTION

The Lions of MD N have suspended the current Fall Conference for a three year period beginning with the lions year July 1, 2014 and replace it with a three year Pilot Program aimed at providing lions with quality training, fun, fellowship, and affordable costs to both the individual lions and our Multiple District.

In year 1 and year 2 Council will seek feedback using an approved feedback form provided to attendees at registration upon which they may express their opinions, ideas, suggestions and concerns. Attendees return their completed forms by the conclusion of each event. All Responses are tabulated onto a master sheet which then is forwarded to Council within three weeks of the event's conclusion. In year 3 attendees will be required to complete the feedback form and return their responses by the conclusion of the final afternoon seminar on Saturday.

## NAME

**Fall Rally**

## DATE, TIME AND LOCATIONS

### Year 1 of the Pilot Program

- Date: Any Weekend from September 19-21, 2014 to November 7-9, 2014 with the exception of Thanksgiving.
- Time: Friday later afternoon to Sunday noon
- Locations: Two Fall Rally Events:
  - Host 1: N-2, for Sub-Districts N-1 and N-2. Weekend is decided by Host in consultation with District Governor's from both Districts.
  - Host 2: N-4, for Sub-Districts N-3 and N-4. Weekend is decided by Host in consultation with District Governor's from both Districts.

- Notes:
  - I. The chair for the Fall Rally should be the MD Convention Committee Member from the Sub-District hosting the rally.
  - II. Each Host Sub-District must consider a centralized location for the rally keeping in mind room costs, adequate meeting space, travel time and travel costs.
  - III. A rotating pre-set schedule for Sub-Districts is in effect and published in their Rally Handbook. A site selected by the Fall Rally Host Governor(s) and Convention Committee Chair should be in place 1 year in advance of the two Fall Rally events and 3 years in advanced of the Combined Rally.
  - IV. The District Governors of both Districts in both year one and two may decide to have his/her Cabinet Meeting after the Fall Rally concludes. If so the Rally will end with the Saturday night banquet and the Cabinet meeting will begin Sunday and continue as required. If the venue will be occupied past noon on Sunday, prior time extension must be booked.

### **Year 2 of the Pilot Program**

- Date: Any Weekend from September 18-20, 2015 to November 6-8, 2015 with the exception of Thanksgiving.
- Time: Friday later afternoon to Sunday Noon
- Locations: Two Fall Rally Events:
  - Host 1: N-1, for Sub-Districts N-1 and N-2.
  - Host 2: N-3, for Sub-Districts N-3 and N-4.
- Notes as listed in year 1 apply as well to year 2.

### **Year 3 of the Pilot Program**

- Date: Any Weekend from September 16-18, 2016 to November 4-5, 2016 with the exception of Thanksgiving.
- Time: Friday later afternoon to Sunday noon
- Locations: One Fall Rally/Conference for all four Sub-Districts:
  - Host: District N-3
- Notes
  - I. Notes I, II and III apply to year 3.
  - II. Note IV may only apply to the Host Sub-District.
  - III. Note V: Council may decide to have a Council Meeting in advance of the Combined Rally activity, with the meeting scheduled for early Friday afternoon.

**Table 1: Rotating Schedule for the Three Year Pilot**

<b>Lions Year</b>	<b>Existing Fall Conference</b>	<b>New Fall Rally</b>	<b>New MD Fall Rally/Conference</b>	<b>New Fall Rally</b>	<b>Convention</b>	<b>Year</b>
		Mainland		Nfld-Labrador		
2014-15	N2	N2		N4	N2	2015
2015-16	N1	N1		N3	N4	2016
2016-17	N3		N3		N1	2017 (LCI 100 Yrs)

## **PRIORITIES SPECIFIC TO THE RALLY**

1. Efforts must be coordinated within both the N1, N2 and N3, N4 Rally Groups, between both the Mainland and Newfoundland-Labrador Groups, with the Multiple District and its committees.

All three levels have their advantages: e.g. The Rally Groups assure a well-organized weekend at best pricing. Both geographical groups share ideas on training and the MD ensures funding applications are complete and fair in sharing any training Seminar or Institute Funds.

2. Host Club(s) must make every effort to obtain the best competitive pricing for Rally events and may decide to move venues from Hotels to local service groups or Community Institutions that provide equivalent arrangements at lesser costs.
3. Provide quality and enjoyable training programs aimed at helping lions improve club skills and help assure leadership roles at the club, zone, regional and district levels. Mixed in would be sessions with a 'Hands on Approach' Units and Round Table Discussions. On occasion a session may include a module from the Leadership Institute Program.
4. Funding that we already access from LCI has its purpose already defined – to divert any of these funds at this time does not seem to serve any useful purpose. However, at the MD N level all budgets except that of Council Chair and MD-GLT can be freed up to the extent that MD N will advance each Rally \$1,000.00 in funds to be used to defray organizational and training costs. These funds will not be used in the Net Proceeds sharing formula.

This money will be shown as a separate line item designated to Rally in the budget.

5. It is crucial that Public Relations promote both locations for the Fall Rally and its training sessions. Moreover Public Relations should generate enthusiasm for the new Fall Rally.
6. Emphasis will be placed on Education, Training and Camaraderie. An urgent Council or Business Meeting, if required, and Sub-District Cabinet Meetings, will be delegated to the early Friday afternoon or Sunday morning.
7. No Sub-Districts' Fall Conventions are to take place on either side of the Fall Rally, within a two-week time frame.
8. Forgo an official LCI Guest for the Fall Rally. Instead, each Rally Committee may invite an alternative local Guest. Some examples being:
  - a) A Lion who has taken LCI educational and training programs, and can generate enthusiasm and pump-up the audience.
  - b) A regionally known person with excellent speaking abilities on entertaining subjects.
  - c) A unique cultural personality from the area in great demand as an after-dinner speaker.
9. A Rally Feedback Survey will be provided to all participants at the Rally for completion. It should contain questions directly related to Rally Goals and provide opportunity for Lions to relate the strengths and weaknesses of the Rally Program and offer their suggestions for the improvement of Future Rallies. The same survey should be provided to all participants at both rallies.

# AN EXAMPLE WEEKEND FORMAT

## Friday

5:00 PM – 7:00 PM	Registration & Survey Form Handout
7:00 PM – 8:30 PM	Meet and Greet
8:45 PM – 11:45 PM	Entertainment

## Saturday

9:00 AM – 9:15 AM	Opening
9:15 AM – 10:15 AM	Seminar
10:15 AM – 10:45 AM	Break
10:45 AM – 11:45 AM	Seminar
2:00 PM – 2:55 PM	Seminar
3:00 PM – 3:55 PM	Seminar
6:00 PM – 7:00 PM	Meet and Greet
7:00 PM – 9:00 PM	Banquet, with Local Speaker (not Lions International); Survey Form Collected

## Sunday

9:00 AM – 12:00 Noon	District Cabinet Meeting – Room 1
9:00 AM – 12:00 Noon	District Cabinet Meeting – Room 2

## Notes:

1. MD Convention Committee Member will act as MC for the Opening of the Seminars, the Noon Luncheon and the Banquet.
2. The Seminars on Saturday afternoon may be combined for an all afternoon seminar or a hands-on activity.
3. Hospitality Book will include
  - a. Meet and Greet
  - b. Banquet
  - c. Registration Fee

Noon Luncheon Tickets will be sold separately.

4. The Rally expense and costs should be held to
  - a. Meeting Rooms, if necessary.
  - b. Audio/visual equipment, if necessary.
  - c. Meet and Greet (food only). Wine or spirits must be from donated sources or covered by the sale of the drink.
  - d. Nominal Dinner speaker costs (Max \$250- see rule 2 page 10).
  - e. Nominal presenter thank you.
  - f. Nominal gratuity to Rally Chair and Host Coordinator.
  - g. Agenda's printed and available at registration, detailed timelines, topics and presenters.

# **MULTIPLE DISTRICT CONVENTION COMMITTEE**

The following information was taken from the Convention Handbook, version 6.5, but it equally applies to a successful Fall Rally. Whenever the word Convention is used we may substitute the word Rally. Any wording that is applied strictly to the Convention Handbook has been removed.

## **Section 1**

The Multiple District “N” Convention Committee consists of one member representing each sub district in the Multiple District as appointed by their respective District Governors under Article VII Section 3 of the Constitution & By-Laws.

### **The Duties of the Committee**

The duties of the Committee shall be the planning and management of the annual Multiple District Convention in accordance with the policies approved by and authority granted by the Multiple District Council.

The Committee Chair is the member representing the sub District hosting the Convention in a given year and is responsible to oversee and supervise all aspects of the planning and implementation of the convention in accordance with the policies and procedures outlined in this handbook.

## **Section 2**

Once a site has been selected and a club or clubs have been assigned to organize the event the Chair will ensure that a Host Committee Coordinator, Secretary and Treasurer are appointed as an executive group together with the Convention Chair. The executive group ensures that appropriate host sub-committees are in place to organize and carry out the various functions required for a successful event.

For example: The Registration sub-committee would collect all the registration fees, record the pertinent information and with a report would turn all monies over to the treasurer. Likewise, the registration sub-committee could approve a refund but the funds would be issued by the Treasurer. Where practical and feasible the Convention Chair and the Host Committee Coordinator may be the same person.

## **Section 3**

The Convention Committee shall submit a convention Budget to the Multiple District Council for approval at its meeting immediately following the conclusion of the Multiple District Convention; said budget may be amended at the Summer Council of Governors Meeting or at the request of the committee.

Liabilities not included in the budget may not be incurred by the committee without prior approval of the Council.

All attendees shall pay the registration fee of \$5.00 and such fee shall be included in the purchase of a full hospitality book. Only registered attendees shall be admitted to any session, activity or function of the Convention.



A Hospitality Book fee established by the committee and approved by the Council may be collected from each delegate, alternate and guest attending the Conference. Such fees together with other revenues shall be collected by the committee and disbursed in accordance with the approved budget and policies of the Multiple District Council.

The Chair shall present a statement of revenues and expenditures, together with all records, source documents, registration data, bank statements and Convention surplus to the Council Secretary Treasurer not later than 45 days after the close of the Convention. A full Convention report including a financial summary shall be submitted to the Multiple District Council.

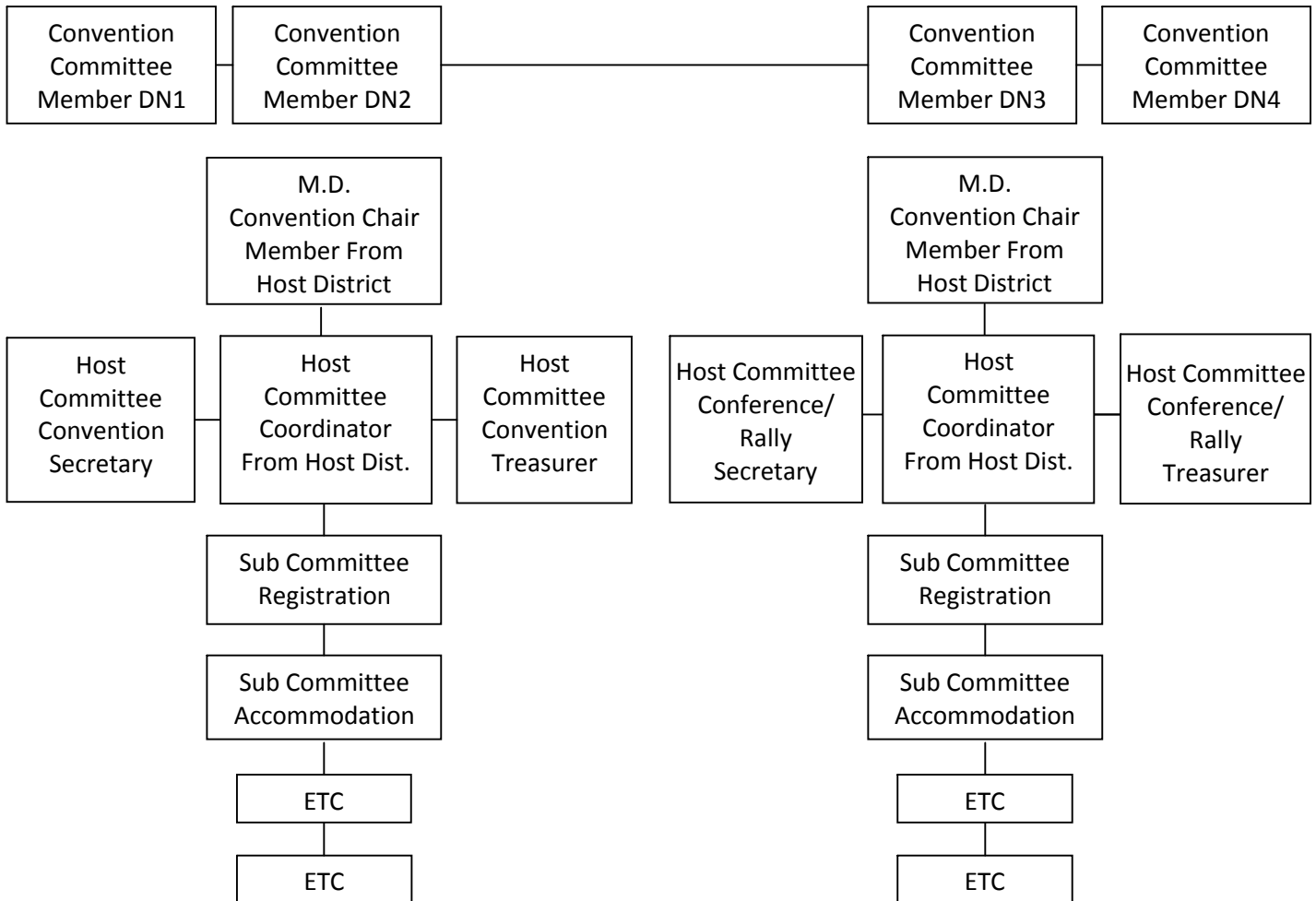
#### **Section 4**

The members of the Council shall be the officers of the annual Multiple District Convention. Once a District has been awarded a MD N Convention it is recommended that the following actions be applied.

1. The CHAIRPERSON in conjunction with the DG & Host Club President(s) ensures that the Host Committee Coordinator, Secretary and Treasurer are appointed and together with the District Convention Chair form the Executive Group.
2. Chairperson meets with the Executive Group and provides them with copies of the handbook and asks that they read the full handbook.
3. Executive Group makes arrangements to meet with the convention hotel and /or other facilities to get the blocked rooms confirmed, in writing.
4. The Executive Group selects Sub-Committees and provides them with a description of their duties as outlined in the handbook. Copies of these duties would be helpful to all Sub-Committee Coordinators.
5. The Chairperson meets regularly with the Executive Group and with each Convention Sub-Committee.
6. The Secretary ensures all Progress Reports and copies of the minutes of the full committee meetings are sent to the required people. Progress Report blank forms are included in this handbook.
7. All sub-committees are required to submit a preliminary budget to the Convention Treasurer. The Treasurer provides copies of all budgets to the Executive Group for review.
8. A draft budget should be prepared using a spreadsheet, or other table format, showing fixed costs for 150, 200, 250, 300 or more people.

9. A preliminary budget is to be attached to Progress Report # 3 for review by the Council of Governors.
  
10. Financial information specific to the Fall Rally:
  - a) Hospitality Books including Registration fee are not to exceed \$45.
  
  - b) Guest Speakers including travel are not to exceed \$250. (Organizers going beyond that amount must use funds other than that collected from rally participants).
  
  - c) A complete financial report, including all source documents, must be submitted to the CST not later than 60 days after the close of the Rally.
  
  - d) Token "Thank you" gifts to guest speaker and presenters may be included in costs not to exceed \$75 per gift.
  
  - e) Upon approval of Audited Financial Reports, the Host Club(s) are entitled to 50% of Net Proceeds.
  
  - f) A small gratuity of \$100 should be awarded the Host Coordinator and Rally Chair.
  
  - g) The host committee is responsible to negotiate the best rate possible at sufficient locations as may be required. All accommodations are the responsibility of the person(s) staying in the room.
  
  - h) No committee rooms, meals, Hospitality Books or travel will be covered.
  
11. The final Convention Budget must be presented to the Council of Governors for review and approval.
  
12. The final Convention Registration Form must be presented to the Council of Governors for review and approval. This form must be approved by the Council before it is released. The approved registration form must be distributed to all Districts, and to the MD N Secretary-Treasurer and Communication Chair for publication in the MD N Newsletter and MD N Website
  
13. Promote the Convention through visitations throughout the MD.

## Multiple District N Convention Committee Org. Chart



The Executive group consists of the Convention Chair, the Host Committee Coordinator, Secretary and Treasurer. The Executive group may create any number of sub committees in order to accomplish convention planning and work activities over a 4 year period that concludes at the close of the Convention

### Convention Chairperson

The Host District Governor is initially responsible for appointing the Convention Committee Member. Together, the Host Governor and Convention Committee Member selects the convention site and the hosting club(s), and appoints both the Host Committee Coordinator and Secretary and Treasurer. The Convention Committee Member (referred to in this Handbook as Convention Chairperson), Host Committee Coordinator and Secretary and Treasurer form the 'Executive Group'.

The host club(s) president(s) is an ex-officio member of the Executive Group. The Convention committee member or his representative shall attend the MD N Convention held one year prior to their convention. The Host Committee Coordinator shall schedule regular meetings with the Executive Group and meet with other sub-committees whenever necessary.

The chairperson is responsible for setting and notifying all executive group members of all meetings. The Host Committee Coordinator is responsible for the activities of all sub-committees assuring that programs, budgets and progress reports are completed when required.

The Convention committee member together with the Host Committee Coordinator is responsible to select and book the venue for the convention. (See Appendices for Progress Reports) The Convention Chairperson shall be one of three signatories on the Convention Bank account.

### **Host Committee Secretary**

The Convention Secretary is to take minutes of all Executive Group meetings and is responsible for keeping records of all convention correspondence, committee memos and directives. The secretary shall forward the meeting minutes to the Executive Group, the MD N Convention Advisor(s) and the MD N Secretary-Treasurer.

The committee secretary shall notify the Executive Group and the MD N Convention advisor(s) of the date, place and time of said meetings. That notification is to be provided one month prior to each meeting.

### **Host Committee Treasurer**

Treasurer is responsible for preparing the budget and shall assist and coordinate all sub-committee budgets. The convention budget shall show the costs for each event. Budgets must be numbered and dated as revisions are made and is to be prepared in the host country's currency.

No later than the Council's May meeting in the year prior to which the Convention falls, the budget must be finalized to the point where the registration fee can be quoted to the Council of Governors.

Immediately following Council's approval of the registration fee, the MD N Secretary Treasurer will contact the convention chairperson to inform him that he may begin distributing the registration form.

The Treasurer must also open a Multiple District N Convention Bank Account that requires signatures of at least two of three Lions, who shall be the convention Chairperson, the Host Committee Treasurer and one Committee person. Any two of the three Lions, one of which must be the Convention Chair, who are not members of the same club, shall be required for checks authorizing the withdrawal of moneys from the Convention accounts.

## **Financial Report**

The convention chairperson shall call the Executive Group together shortly after the convention for their reports that shall include all relevant financial documents. A preliminary report is to be submitted to the Council Secretary-Treasurer before June 30. The final report is due in time for the Summer Council meeting. If there is a surplus, said surplus is to be submitted by cheque to the MD N Secretary Treasurer and is to be made payable to MD N.

The convention Treasurer shall submit a formal financial statement to the MD N office of the CST no later than 2 months following the close of the convention. Included with this statement shall be copies of all revenue information, including registration and donation revenues, deposits, etc., copies of all cancelled cheques, plus original receipts and/or other supporting documents. These documents must be itemized. The convention Treasurer shall make a copy of the full report including the supporting documents. This copy is to be provided to the convention chairperson.

## **Sub-Committees**

Sub-Committee coordinators are responsible for preparing committee budgets and for providing a copy of that budget to the convention Treasurer. They are to determine the manpower and material requirements necessary to carry out the duties of the sub-committee and to report all activities to the convention chairpersons.

## **Convention Net Proceeds**

The convention host club(s) is entitled to 50% of the net profit from the convention. The other 50% of the said net profit is distributed to the MD N Convention Reserve account. 100% of Net profit is to be provided by the Convention Committee to MD N with a cheque made payable to MD N with the Final Convention Report and Financial Summary. A check representative of the 50% share to the convention host club(s) will be issued on completion of audit verifications.

## **Hotel Reservations/Accommodations**

The convention Executive Group, in its negotiations with hotel management to designate their hotel as the Lions Convention Hotel, shall work toward having the hotel comp one of their best rooms available for the International guest.

The committee shall negotiate a block of the best hotel accommodation available at or close to convention rate for the MD N Council Chairperson, MD N Council of Governors, current and past International officers residing in MD N, MD Secretary Treasurer, District Governors-elect/candidates in that order and MD N Committee Chairs. They must also block rooms to be available for the Speakout Contestants and their chaperones.

NOTE: Any hotel room costs for the International guest are to be paid by the committee from its convention budget. The convention committee must make certain these hotel rooms are paid prior to

these individuals arriving to avoid any embarrassment to the guest or the committee. All others must confirm their reservations within the block and within the timeframe supplied by the Convention committee.

The convention committee shall block the best hotel accommodation available at the convention rate, in consultation with the MD N Global Leadership Chair for District Governors' Elect and Vice District Governors' Elect Training for the two days prior to the Convention.

## **Refund Policy**

The host convention committee may be asked for refunds. A standard refund policy is as follows:

1. Attempt to transfer the registration to another Lions member
2. Full refund if cancellation request is received by the host convention committee no later than 30 days before the convention

This policy must be printed on the registration form.

## **Flag Ceremony**

This committee is responsible for seeing that all flags to be posted are in good repair. Flag protocol is very specific - from left to right of the audience - CANADA, UNITED STATES, Host Province and Provinces is alphabetical order, then the LIONS flag.

The flags of USA and Canada are presented at the end with the host country's flag carried in and posted last. It is not a requirement that a description of each flag be given when each flag is presented but that is at the discretion of the host committee to do. If there is a flag of the state/province of the International guest, that flag should be carried in and posted along with the other flags. The Lions Clubs International flag, if available, is also to be posted with the other flags.

## Check List for MD N Conventions

This checklist is provided to ensure the smooth running of the Convention. Whenever a host committee has any questions to which they are unable to find an answer, they should contact their appointed MD N advisors to their committee or the MD N Council Chairman or to the appropriate Committee Chair.

**Registration form:** Has been prepared by the committee and approved by the Council of Governors. Registration forms cannot be distributed until the Council gives its approval. Approval given on:

**Publicity/Public Relations:** Registration forms sent to the District Governors and to the MD N Secretary-Treasurer for placement in the respective newsletters and websites. All posters welcoming Lions to the Convention ordered and received. The local press contacted. Completed on

\_\_\_\_\_

**Host Couple for the Guest Speaker:** These people have been contacted and know what is expected of them. They have received the information to enable them to complete their task. Completed on

\_\_\_\_\_

**Registration and Information tables:** Placed in areas with lots of space.

Completed on \_\_\_\_\_

**Printing:** All items requiring printing have been done. These include all the items as noted in the handbook under Printing Committee. Completed on \_\_\_\_\_

**Decorations:** All decorations have been arranged for, placed where needed and arrangements made to remove them after the convention closes. Completed on \_\_\_\_\_

**Displays:** Are in an area that can be viewed without crowding. Completed on

\_\_\_\_\_

**Companion Program** (if one): All arrangements have been made for any golfing, tours, shopping, etc. Times for these activities are posted at the information desk. Completed on

\_\_\_\_\_

**Attendance Prizes/Gifts:** All items have been obtained and provided to the appropriate persons for presentation.

Completed on \_\_\_\_\_

**Friday Evening Social:** Tail Twisters know their responsibilities and have the necessary tickets, buckets, etc., with which to work. All entertainment has been confirmed with the Music/Entertainment committee. All other arrangements for this function have been completed. Completed on

\_\_\_\_\_

**Audio/Visual Equipment:** Microphones, viewing screens, computers, and all other items are available and working.

Completed on \_\_\_\_\_

**Music/Entertainment:** The music for the Flag Ceremony, the entertainment for the Friday evening Social, a piper for the District Governors' Banquet, and music for the Memorial Service have been arranged for and confirmed.

Completed on \_\_\_\_\_

**Flag Ceremony:** All flags have been checked and arrangements have been made to carry in the flags of Provinces of New Brunswick, Prince Edward Island, Nova Scotia, Newfoundland, the countries of USA, Canada and the LCI flag during the first business session of the convention. This should be practiced. These flags are to be posted in a prominent location. If there is a flag of the state or country of the LCI guest, that should be carried in and posted with the other flags. It's not required to read the history of the flags but it adds to the ceremony.

Completed on \_\_\_\_\_

The following items are in place prior to the start of the Opening ceremony:

1. Table podium or free standing podium with working mike
2. Ice water with glasses
3. Gong and gavel
4. LCI Flag set- if one is going to be used
5. Person who is to lead the national anthems has reserved seating
6. Chaplain has reserved seating
7. Reserved seating area for the Council of Governors, all of the MD N Past International Directors, and the International guest and all their companions. This seating may vary if other VIPs are present.

HAVE A GREAT RALLY  
The long Range Planning Committee



**Table 2: Multiple District N, Long Term Proposed Schedule of Rallies and Conventions for the next 12 years**

<b>Lions Year</b>	<b>Existing Fall Conference</b>	<b>New Fall Rally</b>	<b>New MD Fall Rally/Conference</b>	<b>New Fall Rally</b>	<b>Convention</b>	<b>Year</b>
		Mainland		Nfld-Labrador		
2014-15	N2	N2		N4	N2	2015
2015-16	N1	N1		N3	N4	2016
2016-17	N3		N3		N1	2017 (LCI 100 Yrs)
2017-18	N4	N2		N4	N3	2018
2018-19	N2	N1		N3	N2	2019
2019-20	N1		N1		N4	2020 (Can 100 Yrs)
2020-21	N3	N2		N4	N1	2021
2021-22	N4	N1		N3	N3	2022
2022-23	N2		N4		N2	2023
2023-24	N1	N2		N4	N4	2024
2024-25	N3	N1		N3	N1	2025
2025-26	N4		N2		N3	2026

**Notes:**

1. A change was necessary to get back into alternating the Convention between the mainland and Newfoundland and Labrador.
2. This Rotating Schedule covers the three year pilot project and projects for another nine years, in order to cover a full Fall Rally cycle of each District – N3, N1, N4 and N2.

FALL RALLY HANDBOOK

(Multiple District N Rally Handbook, Version 1.4)  
LIONS CLUBS INTERNATIONAL MULTIPLE DISTRICT N



***We Serve***



RALLY HANDBOOK

(Multiple District N Rally Handbook, Version 1.4)  
LIONS CLUBS INTERNATIONAL MULTIPLE DISTRICT N