



New Club Branch - Submit with Notification of Club Branch (CB-1)

Existing Club Branch

Submit this form, along with any new member applications, to the parent club president to request approval of new branch members, update contact information of existing members or drop members. The parent club secretary should include this report with its Monthly Membership Report to International Headquarters. If MyLCl is used, this report does not need to be submitted to International Headquarters, except in the case of a new Club Branch.

Date: \_\_\_\_\_ District: \_\_\_\_\_

Parent Club Name: \_\_\_\_\_ Parent Club Number: \_\_\_\_\_

Club Branch Name: \_\_\_\_\_

PLEASE PRINT OR TYPE MEMBER INFORMATION. TRANSACTION CODES AND DROPPED MEMBER REASONS ARE LISTED ON BACK.			
Transaction Code	First Name	Last Name	Year of Birth
			Gender <input type="checkbox"/> M <input type="checkbox"/> F
Address		City	State/Province
			Zip/Postal Code
Country	E-mail		Phone
Is This Member A Transfer? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Name of Former Club and Member Number	Sponsor Name and Club Number	
		Dropped Reason	
Transaction Code	First Name	Last Name	Year of Birth
			Gender <input type="checkbox"/> M <input type="checkbox"/> F
Address		City	State/Province
			Zip/Postal Code
Country	E-mail		Phone
Is This Member A Transfer? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Name of Former Club and Member Number	Sponsor Name and Club Number	
		Dropped Reason	
Transaction Code	First Name	Last Name	Year of Birth
			Gender <input type="checkbox"/> M <input type="checkbox"/> F
Address		City	State/Province
			Zip/Postal Code
Country	E-mail		Phone
Is This Member A Transfer? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Name of Former Club and Member Number	Sponsor Name and Club Number	
		Dropped Reason	
Transaction Code	First Name	Last Name	Year of Birth
			Gender <input type="checkbox"/> M <input type="checkbox"/> F
Address		City	State/Province
			Zip/Postal Code
Country	E-mail		Phone
Is This Member A Transfer? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Name of Former Club and Member Number	Sponsor Name and Club Number	
		Dropped Reason	

Attach additional forms if more space is needed.

Signature of Parent Club President or Secretary

Date

**Transaction Codes:**

- A: New
- B: Reinstated (If dropped over 12 months add as new)
- C: Transfer (If dropped over 12 months add as new)
- D: Dropped from Membership
- E: Change of Address, Phone or E-mail
- F: Change of Name (Indicate former name in parentheses)

**Dropped Member Reasons:**

- 1: Resigned in Good Standing (Personal reasons)
- 2: Non-Payment of Dues
- 3: Non-Attendance
- 4: Non Attendance and Non-Payment of Dues
- 5: Transferred in Good Standing (Use form ME-20)
- 6: Moved (Dues unpaid)
- 7: Deceased
- 8. Other (Please specify): \_\_\_\_\_

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**New club branches send the completed form to:**  
Membership and New Club Operations Department  
Lions Clubs International  
300 W. 22nd Street  
Oak Brook, IL 60523 USA  
Fax: 630.571.1691  
E-mail: newclubs@lionsclubs.org

**Existing club branches send the completed form to:**  
Club and Officer Record Administration Department  
Lions Clubs International  
300 W. 22nd Street  
Oak Brook, IL 60523 USA  
Fax: 630.571.1687  
E-mail: stats@lionsclubs.org