

Monthly MMR and VAD Reporting Procedures with Distribution List

Typically, your MMR reports are submitted to LCI and MD19 in two different forms along with the VAD reports submitted to MD19 only. By Mail, this practice would not change. However, by Email we have a simplified online procedure that is acceptable by the MD19 office to save some time. Rather than completing two MMR reports with different formats & the same information, you can complete the LCI MMR, report it, attach the MD19 VAD report, and distribution list in one step with one email. This procedure is only a suggestion, but I hope that it will be useful in simplifying reporting for the upcoming year.

BY MAIL:

MD19 MMR & VAD to MD 19 Office

MD19 MMR Report - http://www.19a1.com/MMRVAD/MMR%20Guide_template.xls

MD19 VAD Report - http://www.19a1.com/resources_files/new_VAD_Template.xls

Step #1: Complete Monthly MD19 MMR and VAD Reports postmarked by the 20th of the current month and send to: **PO Box 66, Bellingham, Washington 98227**

LCI MMR to LCI Office

Step #2: If necessary, request a hard copy of the MMR from LCI by calling 630-571-5466 ext342 and send completed LCI MMR report to: **300-22nd st., Oak Brook, Illinois, 60523-8842** (post marked by the 20th to be considered on time)

BY EMAIL: (simplified online procedure)

LCI MMR & MD19 VAD to LCI and MD 19 Office

Step #1: - Complete the Monthly MD19 VAD Report

MD19 VAD Report - http://www.19a1.com/resources_files/new_VAD_Template.xls

Step #2: - Complete MMR Report on LCI website: <https://www3.lionsclubs.org/EN/RegisterLogin/HomeLogin.aspx> (You will need your personal Lions Membership No. & password)
CLICK on Run Report, FILE, SEND, Page by Email, THEN attach **MD19 VAD Report** from Step #1 to this Email and send it to: md19lions@lionsmd19.com and the appropriate parties in the distribution list below:

NOTE: Submit reports by the 25th of the current month; If you have not received a confirmation receipt by email or fax within 24 hrs, contact MD19 office @ 360-571-5466

DISTRIBUTION LIST

(Parties required indicated in **Bold**)

MMR	VAD	Distribution List	By Email	By Fax	By Mail
Yes	No	LCI	www.lionsclubs.org	630-571-8890	300-22nd Street, Oak Brook, Illinois, 605623-8842
Yes	Yes	MD 19 Office	md19lions@lionsmd19.com	360-715-0901	PO Box 66 Bellingham, Washington, 98227
Yes	Yes	District Governor	cecilf2@shaw.ca	604-738-3760	504-1505 West 2nd Ave., Van., V6H 3Y4
Yes	Yes	Zone Chairperson	cholee@shaw.ca	604-872-3838	1017 East 8th Ave., Van., V5T 1V1
Yes	Yes	Cabinet Secretary	tennysonchoo@gmail.com	604-325-7121	1754 Pepperridge Court, Bby., V5A 3V9
Yes	Yes	Council Chairperson (Courtesy Copy)	polly_voon@telus.net	N/A	408-4353 Halifax St., Bby., V5C 5Z4
Yes	Yes	Vice District Governor (Courtesy Copy)	ddl@shaw.ca	604-301-1136	111-8475 Ontario St., Van., V5X 3E8
Yes	Yes	Club President			
Yes	Yes	Club Copy			