

Lions Leadership Application Instructions:

The MD20 Leadership Institute (LLI) will be accepting 30 students this year. We are making applications available early so Lions have ample time to apply and so we have a settled student list by mid-September. If you are interested in attending, please apply early.

Please fill out ALL fields of the application. Incomplete applications will need follow-up and will not be considered complete until all information is available.

Applications are complete when the application and payment of tuition is received. Tuition this year will be \$375.00. . *If you choose to have a private room, an additional \$230.00 is required.*

Tuition can be paid either by check or Credit Card.

- If paying by check, send the check (Payable to ‘**Lions Multiple District 20**’) to:
 - PDG Dennis Hardy
21 Gair St
Piermont, NY 10968
- If paying by Credit Card, fill out the Credit Card Authorization Form and send it directly to the state office at:
 - Lions Clubs of NYS & Bermuda
200 Gateway Park Dr., Bldg A
North Syracuse, NY 13212

If paying by Credit Card, the application should still be sent to PDG Dennis Hardy. You may send a copy to both the state office and PDG Dennis but one copy MUST go to PDG Dennis Hardy.

If paying by credit card, at the bottom of the application you will see the following line:

Amount Paid _____, Tuition paid by Credit Card

Please mark the box indicating CC payment. In all cases, enter the total payment made, including the private room fee if applicable.

NOTE: Many districts have scholarship money available, so check with your District Governor. The MD20 Association of Past District Governors also awards \$100.00 to each district that sends a student(s) to the Institute. No matter how the tuition is handled, payment must be made before the seat is allocated.

LATE WITHDRAWALS: Withdrawals from the Leadership Institute after October 9th 2019 (2 weeks prior to the start of the LLI) will be considered ‘late withdrawals’ and will be assessed one night’s room charge. Withdrawals prior to this date will have no withdrawal fee charged. *If a student does not notify us of their withdrawal but does not attend, tuition will be forfeit.*

If more than 30 applications are received, those applications completed after the quota is filled will be put on a “wait list”. Should someone be forced to drop out for any reason, you will be invited to attend in the order your application was completed.

Important:

During the Institute, students will be expected to attend ALL sessions and activities related to the LLI. This includes classroom sessions and activities, mentoring sessions and meals. Guests can attend the final banquet on Saturday night but all other LLI activities are for Students, Faculty, and Mentors only. Guest meal charges for the final banquet must be paid before the start of the Institute on Thursday afternoon.

Final Checklist:

1. Is your application complete?
 - a. Are ALL required signatures on the application? (you, your club president, your District Governor)
 - b. Are all food allergies and special dietary needs listed?
 - c. Did you complete the section of the application indicating the amount paid (total, including private room fee) and whether you are paying by check or credit card?
2. Has payment been handled correctly?
 - a. If paying by credit card, the credit card authorization form, along with a copy of the application should be sent to the state office. The state office's mailing address is on the Credit Card Authorization form and included with this document.
 - i. Note: In ALL cases, a copy of the application must be sent to PDG Dennis Hardy at the address on the application.
 - b. If you are paying by check, the application, along with a check for the amount listed on the application, must be sent to PDG Dennis Hardy at the address on the application.
 - i. If the tuition is being paid by you Club, District, or some other source, please indicate that on you application and arrange for them to make payment using the same procedures outlined above for payment by credit card or check. Your application will not be complete until payment is received.