



Lions Services for Children Worldwide Symposium Program

Rules of Audit

PREFACE

The Board of Directors approved the *Lions Services for Children Worldwide Symposium Program*. The funds are approved for the organization of a symposium or conference that will promote activities supportive of Lions' health and education services for children in need.

The *Lions Services for Children Worldwide Symposium Program* allows for financial assistance for four (4) symposiums per constitutional area, per fiscal year. The program provides for expense assistance of up to US\$1,000 per symposium. Funds are approved for the organization of a symposium or conference that will promote activities supportive of Lions' health and education services for children in need.

An application for financial assistance must be submitted by a district or multiple district. A district application must be signed by the district governor, and a multiple district application must be signed by the council chairperson. Applications from individual clubs will not be accepted. A district or multiple district will be allowed expense assistance for one symposium every three years. *Note: Preference will be given to districts or multiple districts who have not received expense assistance during the pilot phase of the symposium program (July 1, 2005 through June 30, 2008.)*

Funds will be available on a first-come, first-served basis. Applications will be reviewed, and districts and multiple districts will receive a response from the Health & Children's Services Department at Lions Clubs International within 30 days after receipt of the application. To be considered for expense assistance, the formal application must be sent to the International Activities and Program Planning Division at Lions Clubs International Headquarters in Oak Brook, Illinois, USA.

In the event that expense assistance funding is still available as of March 1 in the current fiscal year of the program, then requests for applications will be extended to all districts and multiple districts. In this case, applications from districts or multiple districts who have received prior funding for children's symposiums will be considered. Further, all applications will be approved on a first-come, first-served basis, and a constitutional area may be approved to receive expense assistance for more than four (4) symposiums held within the fiscal year.

In cases of approved applications for symposium expense assistance, and where reimbursement is sought, all expenses should be submitted to the International Activities and Program Planning Division on the attached Lions Services for Children Worldwide Symposium Program Expense Claim form. International Headquarters will reimburse only expense claims bearing the proper signature of the appropriate individuals. The district governor must sign the

expense claim form submitted by the district. The council chairperson must sign the expense claim form submitted by the multiple district. Expense claims shall not exceed US\$1,000.

Allowed expenses include facility rental, audio/visual equipment, food and beverages at the symposium, postage, advertising and publicity, speaker expenses, office supplies, and printing of invitations, posters, and flyers. (Original receipts must be attached to the expense claim form.)

Disallowed expenses include personal expenses, alcoholic beverages, medical insurance, expenses not properly documented as outlined below, and expenses that exceed the budgeted allowance.

The budget is limited.

1. List all eligible expenses on the Lions Services for Children Worldwide Symposium Program Expense Claim form on a daily basis and attach original receipts.
2. List the monetary amount for each item in the national currency used. Reimbursement will be made in the local currency equivalent at the exchange rate when the expense was incurred or in US dollars, as determined by Lions Clubs International.
3. Upon completion of the symposium, mail the claim form, supporting documentation and final report to the International Activities and Program Planning Division at Lions Clubs International Headquarters within **60 days and prior to June 30** of the fiscal year in which the symposium is held. If the claim form is received after either of these dates, no reimbursement will be considered.
4. Any questions concerning reimbursement should be addressed to:

Lions Clubs International
International Activities and Program Planning Division
Attention: Health & Children's Services Department
300 West 22nd Street
Oak Brook IL 60523 USA
Tel: (630) 571-5466, ext. 320 Fax: (630) 571-1692
E-mail: Children@lionsclubs.org

Note: Lions Clubs International provides no medical insurance coverage to its members whether on Lions business or not. Therefore, when traveling on personal or Lions business, it would be wise to make sure you have sufficient medical insurance coverage. Many individual group medical insurance plans do not cover the insured outside their own country, and sometimes even out of their own city, state or province. This is especially true of the USA Medicare insurance, which is effective in the USA only, and is probably true in many government sponsored and individual medical plans.

This is a personal matter, which varies from individual to individual, so please be sure to carefully examine your own situation and that of family members and friends.