



# Student Member Certification Form

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

The application below must be completed and certified by the club secretary before the student dues membership will be accepted. If each student's information is not complete, this will delay approval of the Student Member Dues Rate. Refer to the Lions Clubs International Web site for additional information.

Student use       Club secretary use

Lions Club Name: _____				
Lions Club Number: _____		District Number: _____		
<b>Student Member:</b> <input type="checkbox"/> New member <input type="checkbox"/> Existing member		Member Number: _____		
School Name: _____				
First Name _____		Last Name _____		
Street Address _____	City _____	State/Province _____	Postal Code _____	Country _____
Gender: <input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth ____/____/____ MM   DD   YYYY		Anticipated Graduation Date: _____	
Verification Documents used: Enrollment _____    Age _____ (use key codes page 2)				

### Student Member Certification Form

By signing the Lions Clubs International Student Member Certification Form you are certifying that you are the club secretary and that you have verified enrollment and age of the student member receiving the student dues rate.

You acknowledge and certify that the above Lion is a student enrolled in an educational institution and between the ages of legal majority and 28. This Student Member Certification Form is not valid unless signed by the club secretary. If the signature of the club secretary is not on the certification forms, **THE STUDENT MEMBER RATE WILL NOT BE APPLICABLE.**

<b>Certification of Student Member within _____ Lions Club</b>	
<b><u>PLEASE PRINT</u></b>	
<b>Club Secretary's Name:</b> _____	<b>Date:</b> _____
<b>Club Secretary's Signature:</b> _____	<b>Date:</b> _____

Please send a copy of the completed form and Monthly Membership Report to:  
Lions Clubs International  
Club Records and Billing Department  
300 W. 22<sup>nd</sup> Street  
Oak Brook, IL 60523  
Fax: 630-571-1687

## **Student Member Definition**

**For the purpose of LCI's Student Member Dues Rate, eligible students shall be defined as:**

A student is an individual enrolled in an educational institution and between the age of legal majority in the jurisdiction in which they reside and through the age of 28.

## **Verification of Student Membership Eligibility:**

Club secretaries are responsible to review and certify original documents provided by students (proof of enrollment and age) for determining if they satisfy the student dues requirements.

For proof of student eligibility, club secretaries shall submit a paper or electronic Student Dues Certification Form to LCI whenever new student members are added to an MMR or WMMR. The certification form shall indicate the type of documents reviewed by the secretary and shall list the students individually.

## **Procedures for Certifying Student Members**

The certification form may be submitted on-line or by mail.

Key points to remember when filling out the Student Membership Certification Form:

- New members must be added on the Monthly Membership Report (MMR or WMMR) and the Student Member Certification Form at the same time, otherwise full entrance fee, international and district (single, sub, transitional, provisional, and/or multiple) dues will be charged.
- All information requested on the Student Member Certification Form must be provided otherwise certification will be delayed.
- Student members' date of birth is required.
- Use the key codes provided so as to facilitate accurate and consistent reporting of 1) Enrollment in an institution of higher education and 2) Document verifying age.
- For the Student Member Dues Rate to be reflected on the club's bi-annual bill, the Student Member Certification Form must be received by Lions Clubs International by the following dates:
  - November 30 for January 1 billing
  - May 31 for July 1 billing

If the Student Member Certification Forms are not submitted by these dates the members will be charged full international and district (single, sub, transitional, provisional, and/or multiple) dues.

## **KEY CODES**

### **1. Proof of Enrollment**

ID - Student Identification Card  
CS - Class Schedule  
TR - Transcript  
BL - Bill

### **2. Verification of Age**

DR - Drivers License  
SC - State Identification Card  
BC - Birth Certificate  
PP - Passport