

Project Right to Sight Procedure Manual

Life Memberships

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This procedure describes the process and method for creating and issuing Life memberships in the District 35 O Project Right to Sight Lions Entity

Project Right to Sight Life Membership Purpose

The purpose of the Life membership program is twofold. The first is to create awareness among the Lions of District 35 O of the functions and activities of the Project Right to Sight (PRTS) Lions used eyeglass recycle program are provided to people that cannot afford them, in Florida and throughout the world. This is a perfect outlet for the used eye glass collection performed by most Lions Clubs. The second is to raise money critical to support the activities of the PRTS entity.

1. How are Memberships Obtained

Any Lion or Lions club may nominate or request a Life Membership for their members or for any deserving person from their community. Typically a Club nominates Life Memberships when making annual donations to Project Right to Sight. Also a club or organization provides a life membership as a thank you for a speech or presentation by a speaker that talks about the Project Right to Sight programs or activities. When a nomination is received by Project Right to Sight, a PRTS officer prepares a Life Member application for each nominated recipient. Forms for this are available on line at projectrighttosight.org. The sponsor of the award provides a \$100 check to the Treasurer of PRTS after the certificates are prepared.

2. Preparation of the Life Member Certificate

Supplies Needed:

Certificate Holders (Foil Design 12 – 91/2)

Certificates (with 8 ½ by 11 – with border) Certificates have been prepared.

White or Brown envelopes (10 by 13)

Appropriate Award Foil Embossed Seals (1.5 in by 1.5 in round)

Mailing Envelopes – (11.5 by 15)

Small bubble mailer – to put pins in for safe mailing

A PRTS Club Officer prepares a Life Member application for each recipient

Using forms that are available on line at projectrighttosight.org

A PRTS board member prepares the application, being sure to have the correct president listed for PRTS as well as correct president listed for the recipients'

Lions Club and the year has been adjusted for the current Lion Year. A \$100 check is sent to the PRTS treasurer by the applicant or the applicants sponsor after the certificates are prepared. The certificates are mailed to the Club Secretary after the PRTS President has signed the certificates. The recipients Lions Club needs the Club President to sign the certificate before presentation to the new Life Member. The original applications are to be filed in the PRTS file cabinet at the Ocoee Warehouse, with the date prepared and the name of the preparer. The PRTS Board member is to send names of new Life Members to the Web Master of PRTS so the new Life Member can be added to the list on the Web site.