

## MONTHLY MEMBERSHIP REPORT

The Monthly Membership Report (MMR) is used by every Lions club to report monthly membership changes. The report is submitted to International Headquarters either by mail, fax or online through a membership site on the association's Web site. A password is required to use the membership site on the Web site. Requests for passwords or questions can be directed to [wmmr@lionsclubs.org](mailto:wmmr@lionsclubs.org).

The paper report has three identical sheets; the first one to be mailed to the International Headquarters, the second to the district, and the third to be kept in the club's own file.

The paper version of the Monthly Membership Report must be received at International Headquarters by the 20<sup>th</sup> of the current month.

The electronic version of the Monthly Membership Report (WMMR) must be filed by 12:00am Central Standard Time, by the last day of the current month. A chart of the dates that a report can be filed is shown below:

<u>Month</u>	<u>MMR Reporting</u>	<u>WMMR Reporting</u>
July	July 1 – July 20	July 1 – July 31
August	August 1 – August 20	August 1 – August 31
September	Sept 1 – Sept 20	Sept 1 – Sept 30
October	Oct 1 – Oct 20	Oct 1 – Oct 31
November	Nov 1 – Nov 20	Nov 1 – Nov 30
December	Dec 1 – Dec 20	Dec 1 – Dec 31
January	Jan 1 – Jan 20	Jan 1 – Jan 31
February	Feb 1 – Feb 20	Feb 1 – Feb 28
March	March 1 – March 20	March 1 – March 31
April	April 1 – April 20	April 1 – April 30
May	May 1 – May 20	May 1 – May 31
June	June 1 – June 20	June 1 – June 30

As a club makes changes to their membership online, these changes occur automatically. Changes can continue to be made during this time as often as they wish. The report is cut off on the last day of each month, and no further changes can be made for that month. They must be included in the next month's report.

**PLEASE NOTE:** A club cannot file future reports months ahead. If a month's report is missed, the transaction should be included in the next month's paper submission or entered into WMMR.

Both the paper and electronic Monthly Membership Report must be submitted each month even when there are no changes in membership. Full membership lists are not required monthly, but one complete list should be submitted to the Club & Officer Records Administration Department once a year to ensure agreement of club and international records.

It is important that the district governor distributes copies of the membership report to various district officers as needed. The clubs in the district submit only one copy each to the governor for distribution within the district.