

District 25-D

Emergency Preparedness Policy Manual

May, 2014



Included within:

1. Beginning Procedure
2. What materials to gather
3. Telephone numbers
4. Blank pages
5. Receipt envelope

Emergency Preparedness

NOTIFICATION TO DISTRICT GOVERNOR IS FIRST

- What needs to be reported? The number affected by the disaster.
- Who may report disaster? Any PDG in the affected area.
 Zone Chair. Club President from the disaster area.
- What next? Basically follow the DG's directions from this point

*** DISTRICT GOVERNOR IS FINAL AUTHORITY ON ALL DECISIONS! ***

- What DG does next? SUBMIT APPLICATION FOR GRANT.
 If possible, e-mail pictures of the disaster with application.
- Notify Emergency Preparedness Chair. They form a plan.
- Notify Cabinet Treasurer. Monies must be run through the
Books with proper record keeping.
- Notify Cabinet Secretary. Helps DG & EPC to keep a record.
- Money can only be released upon approval from LCIF. Then
The district may distribute funds and replace funds from
Grant money.

Here it is recommended to hold a meeting with all helpers so everyone is on the same page.

DISTRIBUTE THE GRANT

Important Numbers

Lions International Headquarters

300 W. 22nd Street

Oak Brook, Ill 60523-8842

630-571-5466

Fax 630-571-8890

Lions of Indiana State Office

8780 Purdue Road

Indianapolis, In 46268

317-824-1024

Fax 317-824-9608

LCIF

Wesley Gathings Regional Programs Specialist Humanitarian Prog. Division
Lions Clubs International Foundation

300 W. 22nd St.

Oak Brook, Ill60523

630-468-6887

Fax 630-706-9128

Wesley.Gathings@lionsclubs.org



Indiana Department of Revenue
Indiana Government Center North Indianapolis, Indiana 46204
Indiana Not-For-Profit Tax Registration Certificate
(This certificate may not be used to collect sales tax)

Form NFP-1
State Form
(R/ 9-02)

Date Issued
12/13/2002

Taxpayer ID No.
0001084917 000 0

XX

LIONS INTERNATIONAL DISTRICT 25-D
8780 PURDUE RD
INDIANAPOLIS, IN 46268

- Organization exempt from payment of Sales Tax.
- Organization not exempt from sales tax.

SALES TAX EXEMPT

(Detach Here)

This Taxpayer Identification Number (TID) may be used in making purchases exempt from sales tax, provided the merchandise is to be used for purposes as explained in Information Bulletin 10. This Taxpayer Identification Number (TID) may be used on Sales Tax Exemption Certificates (ST-105) when making qualified purchases.

I. Purchases by Not-For-Profit Organizations

A. Purchases for own use

In order to qualify for Sales Tax exemption on purchases as a not-for-profit organization, the following conditions must prevail:

1. The organization must be named or described in I.C. 6-25521. This includes organizations organized and operated exclusively for one or more of the following purposes:

Religious Fraternal Literary
Charitable Educational Civic
Scientific

2. Also included are the following specifically named not-for-profit organizations:

Labor Unions Public Schools
Licensed Hospitals Parochial Schools
Churches Pension Trusts
Monasteries Business Leagues
Convents Student Cooperative Housing

3. The article purchased must be used for the same purpose as that for which the organization is being exempted. Purchases for the private benefit of any member of the organization or for any other individual are not eligible for exemption. Purchases used for social purposes are never exempt.
4. The fact that an organization is being exempted by the Federal Government or by the State of Indiana for Sales Tax purposes does not necessarily mean that a purchase made by a not-for-profit organization is exempt.

B. Purchase for resale

Tangible personal property purchased for resale by not-for-profit organizations is eligible for Sales Tax exemption.

C. Purchases by social organizations

Purchases of tangible personal property by organizations organized and operated predominantly for social purposes are not exempt. If over fifty percent (50%) of its expenditures are for, or related to, social activities such as food and beverage services, golf courses, swimming pools, dances, parties, and other social activities, the organization will be considered to be predominantly organized and operated for social purposes.

If the organization has been classified as a social organization or a water corporation, this Taxpayer Identification Number (TID) MAY NOT be used for exemption from sales tax on items purchased for the purpose of the organization.

LCIF Emergency Grant Guidelines

TOPIC SUMMARY - 11/20/2013 - 25-D

Lions Clubs International Foundation (LCIF) Emergency grants provide immediate emergency relief assistance to victims of natural disasters through the service work programs of Lions clubs worldwide. Emergency grants in the amount of up to US\$10,000 are available to Lions districts for relief aid in the wake of tornadoes, hurricanes, earthquakes, typhoons, monsoons, ice storms, wildfires, flooding caused by excessive rains and similar natural disasters.

In addition to following the criteria listed in the Emergency grant application, applicants must follow these guidelines to ensure timely and efficient receipt of funds.

WHAT ARE IMMEDIATE NEEDS?

Emergency grant funds are limited to meeting disaster victims' most urgent and vital needs immediately following a disaster. Emergency grants are not intended for more long-term needs such as rebuilding homes and buildings or replacing household and personal belongings. (LCIF Standard grants may be available for long-term projects that address the need for vital community facilities.) Emergency grants address these immediate needs:

- food
- bottled water
- clothing
- blankets
- medicine and medical supplies
- cleaning supplies
- toiletries

DETERMINING NEEDS

Lions are encouraged to actively seek out and address the most pressing needs to maximize the use of funds. Lions are most appreciated when they make purchases and deliver supplies directly to victims. For instance, after the tornado in Joplin, Missouri, USA, Lions found out that a shelter had opened its doors to families left homeless from the tornado and was struggling to provide 120 additional meals each day. Lions used Emergency grant funds to take a staff member grocery shopping to ensure they purchased sufficient and correct supplies to meet their overwhelming needs. In Japan, Lions cooked hot meals and served to those left homeless as well as volunteer relief workers. After many days of eating canned foods, community members were appreciative of the hot meal. This is an opportunity for Lions to deliver a hands-on relief activity within their community. Be creative!

WORKING WITH PARTNERS

Lions are encouraged to work with partner organizations, such as the Red Cross, to combine efforts and have greater impact on devastated communities. However, Emergency grant funds are not available to present to another party; Lions must utilize the funds directly.

DISTRIBUTION [This information came from DG Jane Ford.]

The grant may be used only for its requested, intended purpose(s). The 25-D grant request stated that it would be used for "food and life sustaining items for victims of the November 17, 2013 tornadoes and severe weather in District 25-D."

While an extension may be granted, the Grant should be utilized within thirty days of grant approval. Any remaining funds are to be returned to LCIF.

The District Governor is responsible of providing a full accounting to LCIF of all funds, including all receipts, recipients, and purposes for which the funds were used.

(The following is from the Lions ACF97 Program manual (Ed-92), for Providing Emergency Response & Assistance.)

HONOR THE "CODE OF CONDUCT"

In 1994, the International Red Cross and Red Crescent Movement adopted a Code of Conduct for relief aid workers. Principal commitments of the code are:

- The humanitarian aid imperative is first and foremost.
- Aid is provided regardless of race, creed, or nationality of the recipients and without adverse distinction of any kind. Aid priorities are calculated on the basis of need alone.
- Aid is not to be used to further a particular political or religious standpoint.
- Aid is not to be used as an instrument of government foreign policy.
- Aid agencies should respect culture and custom.
- Aid agencies should attempt to build disaster response on local capacities.
- Ways should be found to involve program beneficiaries in the management of relief aid.
- Relief aid should strive to reduce future vulnerabilities to disaster as well as meeting basic needs.
- Aid agencies are accountable to persons in need of assistance as well as to those who provide resources.
- Aid agencies should refer and recognize disaster victims as dignified human beings, not as hopeless objects.

Lions are encouraged to follow these standards of conduct and register their compliance at:

www.lionsclubs.org/~/media/Files/Code_of_Conduct.pdf

(The following information came directly from the Emergency Grant Criteria & Application form (lcf47.pdf).)

EMERGENCY GRANT PROGRAM OBJECTIVE:

The objective of the Emergency Grant Program is to provide immediate emergency relief assistance to victims of natural disasters through the service work programs of Lions clubs worldwide. Lions Clubs International Foundation

(LCIF) Emergency grants are available for relief aid in the wake of tornadoes, hurricanes, earthquakes, typhoons, monsoons, ice storms, wildfires, flooding caused by excessive rains and similar natural disasters. Emergency grants are not applicable for drought, infestations, disease outbreaks, man-made disasters, political strife or random acts of violence.

APPLICATION AND CRITERIA REQUIREMENTS:

Emergency grants in amounts up to US\$10,000 are available to help Lions districts with the distribution of immediate relief aid to victims of serious natural disasters where 100 or more people have been displaced or affected. The district governor must submit the grant request for an Emergency grant and provide specific details on the damages sustained within their district. Individual clubs may not submit requests for Emergency grants. LCIF should receive this request from the district governor within 30 days of the disaster's occurrence. Requests received after this 30-day time period are not eligible for funding. To help meet this 30-day submission deadline, it is recommended that requests be submitted via e-mail, fax or phone.

The Chairperson of the LCIF Board of Trustees has approval authority for Emergency grants for amounts up to US\$10,000. Emergency grant funds are limited to providing immediate needs including the purchase of food, bottled water, clothing, blankets, medicine, and cleaning supplies. Emergency grant funds may not be used for non-immediate needs such as providing shelter, rebuilding damaged facilities and homes or replacing household and personal belongings lost as a result of the natural disaster. Please refer to the Emergency Grant Guidelines document available at www.lcif.org for more information on what is considered an immediate need. LCIF Standard

grants up to US\$75,000 are available for long-term reconstruction and rehabilitation projects for vital public facilities damaged during a disaster.

EMERGENCY GRANTS CRITERIA:

1. Grant requests will be considered for situations evidenced by an urgent need for water, food, clothing, medical supplies, blankets and cleaning supplies not available from other agencies. The district governor will provide a plan of action for a Lions-led relief effort that involves local Lions in distributing the LCIF-funded relief supplies.
2. An Emergency Grant request from any executive officer of Lions Clubs International shall be given priority based upon his/her personal witness to a natural disaster. Such grants shall be subject to all other Emergency grant criteria.
3. An Emergency grant recipient shall be obligated, as soon as reasonably possible, to supply all information required under the usual grant application process as a condition of acceptance of an Emergency grant.
4. LCIF shall not be a primary relief agency nor shall it seek to duplicate the work of such agencies in their efforts to meet immediate disaster needs, nor attempt to assume responsibilities of governments, insurance carriers or private efforts, except where flagrant and otherwise irremediable omission occur.
5. Emergency grants shall not be given or used to provide direct cash assistance to disaster victims. Numerous other agencies exist principally for that purpose and, in most cases; an Emergency grant is not sufficient to effectively provide for victim's needs.
6. Receipt of an Emergency grant will not necessarily preclude further application being made for matching under the Standard Grant Program for disaster reconstruction projects.
7. Emergency grant recipients are obligated to use grants funds for their original intended purpose within 30 days of receipt of the grants unless given an extension by LCIF. The grant must be used within this time period, immediately after which the district receiving the grant shall send LCIF any unused funds and a detailed grant report of how the funds were expended, along with appropriate receipts and supporting documentation. Outstanding final reports may delay the application process of subsequent requests.

DISASTER DETAILS:

The district governor should answer the following questions in detail. It is important that as much information as possible is provided about the damages sustained within the district. A delay in providing this information will delay processing of the Emergency grant request.

1. When and where did the disaster occur? (Specify cities, counties, villages, etc.)
2. What is the extent of the damage, deaths and injuries? How many homes and families were affected?
3. What current relief efforts are underway by the community, relief agencies and Lions?
4. What is the district's plan of action to purchase and distribute immediate relief aid such as food, clothing, blankets, bottled water, medical supplies and similar items with the LCIF Emergency grant funds?

When all information is received by LCIF from the district governor and if it meets the Emergency grant criteria, the request is presented to the LCIF Chairperson for consideration. Emergency grants are issued upon the approval of the Foundation's Chairperson within the guidelines of the grant criteria. LCIF will not reimburse Lions for money spent on relief efforts executed prior to grant approval.

CERTIFICATION BY DISTRICT GOVERNOR:

This is to certify that I have reviewed the LCIF Emergency Grant Criteria. I endorse the need for an Emergency grant and will do everything in my power to assure proper and efficient administration of the Emergency grant funds to purchase and distribute only food, clothing, blankets, bottled water, cleaning supplies, medical supplies and similar items through a Lions relief program.

From: "Gathings, Wesley" <Wesley.Gathings@lionsclubs.org>
To: <fjford23@frontier.com>; <ryunker@indy.rr.com>; <lozier@indy.rr.com>
Cc: "Byrd, KaSondra" <KaSondra.Byrd@lionsclubs.org>; "Futransky, Benjamin" <Benjamin.Futransky@lionsclubs.org>; "Daou, Rebecca" <Rebecca.Daou@lionsclubs.org>
Sent: Thursday, November 21, 2013 6:42 PM
Attach: EMR Final Report EN.pdf.pdf
Subject: APPROVED: LCIF Emergency Grant for District 25-D
Dear District Governor Ford,

Thank you for your emails and conversations containing details of the recent tornadoes in Indiana. LCIF Chairperson Madden has awarded an emergency grant of US\$10,000 to District 25-D as assistance towards tornado relief efforts. A grant check will be prepared and sent to each District per your instructions. Now that the grant is approved, you may use district funds to start the relief efforts until the funds arrive.

I appreciate your providing District 25-D's banking information, which has been added to the project file. We will expedite the check as soon as possible, sending it to Cabinet Treasurer, Bob Yunker, per your instructions.

Please remember that according to the board-established grant criteria, emergency grant funds must be used only to provide basic necessities -- such as food, clothing, blankets, bottled water, and medical supplies for those affected by the disaster. The LCIF funds may not be used to rebuild damaged structures or to provide housing for disaster victims. The amount of the grant is not sufficient to meet these needs and, in addition, other relief organizations and government agencies are better positioned to address such longer-term needs.

*Lions issued vouchers for the purpose of food, water, clothing and/or cleaning are strongly discouraged due to the difficulty of ensuring the purchase of eligible items and reporting. Using vouchers does not provide active Lions involvement nor give a strong Lions identity to the relief work as compared to hands on distribution of relief goods purchased by Lions in bulk. LCIF funds may not be used for the reimbursement of purchased goods or services.

If the grant funds are used for ineligible expenditures or handed over to another organization, the district will be asked to reimburse this amount to LCIF. Please contact LCIF if there are any questions regarding what qualifies as an eligible expenditure or an approved plan of action for the use of the grant funds.

Emergency grant recipients are obligated to use grants funds for their original intended purpose within 30 days of receipt of the grant unless given an extension by LCIF. The grant must be used within this time period, immediately after which the district receiving the grant shall send LCIF any unused funds and a detailed grant report of how the funds were expended, along with appropriate receipts and supporting documentation. Outstanding final reports may delay the application process of subsequent requests.

Remember that in terms of financial accounting at the district level, the LCIF grant should be noted in the district accounts, so that the income and expenditures can be included when the accounts are audited at the end of the year. The Emergency grant final report (attached) should be reviewed and approved by the district cabinet prior to submission to LCIF.

Feel free to contact me with any questions or concerns.

Best regards,

Wesley D. Gathings

3/16/2014

EMERGENCY GRANT CRITERIA & APPLICATION



Lions Clubs International
FOUNDATION

EMERGENCY GRANT PROGRAM OBJECTIVE:

The objective of the Emergency Grant Program is to provide immediate emergency relief assistance to victims of natural disasters through the service work programs of Lions clubs worldwide. Lions Clubs International Foundation (LCIF) Emergency grants are available for relief aid in the wake of tornadoes, hurricanes, earthquakes, typhoons, monsoons, ice storms, wildfires, flooding caused by excessive rains and similar natural disasters. Emergency grants are not applicable for drought, infestations, disease outbreaks, man-made disasters, political strife or random acts of violence.

APPLICATION AND CRITERIA REQUIREMENTS:

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The Chairperson of the LCIF Board of Trustees has approval authority for Emergency grants for amounts up to US\$10,000. Emergency grant funds are limited to providing immediate needs including the purchase of food, bottled water, clothing, blankets, medicine and cleaning supplies. Emergency grant funds may not be used for non-immediate needs such as providing shelter, rebuilding damaged facilities and homes or replacing household and personal belongings lost as a result of the natural disaster. Please refer to the Emergency Grant Guidelines document available at www.lcif.org for more information on what is considered an immediate need. LCIF Standard grants up to US\$75,000 are available for long-term reconstruction and rehabilitation projects for vital public facilities damaged during a disaster.

EMERGENCY GRANTS CRITERIA:

1. Grant requests will be considered for situations evidenced by an urgent need for water, food, clothing, medical supplies, blankets and cleaning supplies not available from other agencies. The district governor will provide a plan of action for a Lions-led relief effort that involves local Lions in distributing the LCIF-funded relief supplies.
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5. Emergency grants shall not be given or used to provide direct cash assistance to disaster victims. Numerous other agencies exist principally for that purpose and, in most cases; an Emergency grant is not sufficient to effectively provide for victim's needs.

6. Receipt of an Emergency grant will not necessarily preclude further application being made for matching under the Standard Grant Program for disaster reconstruction projects.
7. Emergency grant recipients are obligated to use grants funds for their original intended purpose within 30 days of receipt of the grants unless given an extension by LCIF. The grant must be used within this time period, immediately after which the district receiving the grant shall send LCIF any unused funds and a detailed grant report of how the funds were expended, along with appropriate receipts and supporting documentation. Outstanding final reports may delay the application process of subsequent requests.

DISASTER DETAILS:

The district governor should answer the following questions in detail. It is important that as much information as possible is provided about the damages sustained within the district. A delay in providing this information will delay processing of the Emergency grant request.

1. When and where did the disaster occur? (Specify cities, counties, villages, etc.)
2. What is the extent of the damage, deaths and injuries? How many homes and families were affected?
3. What current relief efforts are underway by the community, relief agencies and Lions?
4. What is the district's plan of action to purchase and distribute immediate relief aid such as food, clothing, blankets, bottled water, medical supplies and similar items with the LCIF Emergency grant funds?

When all information is received by LCIF from the district governor and if it meets the Emergency grant criteria, the request is presented to the LCIF Chairperson for consideration. Emergency grants are issued upon the approval of the Foundation's Chairperson within the guidelines of the grant criteria. LCIF will not reimburse Lions for money spent on relief efforts executed prior to grant approval.

CERTIFICATION BY DISTRICT GOVERNOR:

This is to certify that I have reviewed the LCIF Emergency Grant Criteria. I endorse the need for an Emergency grant and will do everything in my power to assure proper and efficient administration of the Emergency grant funds to purchase and distribute only food, clothing, blankets, bottled water, cleaning supplies, medical supplies and similar items through a Lions relief program.

District _____ Nature of Disaster _____

Date Disaster Occurred _____ Date of Request _____

District Governor Signature _____

Address _____

City _____ State/Province/Country _____

Telephone Number _____ Fax Number _____

E-mail Address _____

Jane Ford

From: "Gathings, Wesley" <Wesley.Gathings@lionsclubs.org>
To: <fjford23@frontier.com>; <ryunker@indy.rr.com>; <lozier@indy.rr.com>
Cc: "Byrd, KaSondra" <KaSondra.Byrd@lionsclubs.org>; "Futransky, Benjamin" <Benjamin.Futransky@lionsclubs.org>; "Daou, Rebecca" <Rebecca.Daou@lionsclubs.org>
Sent: Thursday, November 21, 2013 6:41 PM
Subject: LCIF Emergency grant application 25-D

Dear Governor Ford (25-D),

Thank for contacting LCIF about the possibility for an emergency grant to assist the Lions of District 25-D with relief activities for the tornadoes that are currently impacting Indiana.

With regards to your plan of action, there are a couple of points we would like to clarify. LCIF Emergency funds may not be used for the purchase of pet food or gasoline. However, other suggested items such as diapers, blankets, winter coats and boots are perfectly acceptable. I will contact you first thing tomorrow morning to provide an update as we discussed.

Sincerely,
Wesley

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Wesley D. Gathings
Regional Programs Specialist, International Programs Division
United States - Central - Mexico Area
Lions Clubs International Foundation
800 W. 22nd Street - 1st Floor - Chicago, IL 60620, USA
1-800-555-7667 / 773-850-4128 / Wesley.Daou@lionsclubs.org



Lions Clubs International
FOUNDATION

Jane Ford

From: "Rock, Catherine" <Catherine.Rock@lionsclubs.org>
To: <fford23@frontier.com>; <jimandsue1@comcast.net>
Sent: Monday, January 06, 2014 3:58 PM
Attach: GA13785-25-D Indiana 1-6-14.pdf
Subject: Grant GA13785/25-D

Dear Lions,

This message is to inform you that grant GA13785/25-D for tornado relief, is now closed. The attached letter is for your records.

Sincerely,

Cathy Rock

Humanitarian Programs Department
Lions Clubs International
300 W. 22nd Street, Oak Brook, IL 60523
Phone: (630) 468-6891
E-mail: ca.rock@lionsclubs.org

SAMPLE

LIONS CLUBS INTERNATIONAL FOUNDATION (LCIF) Emergency Grant Report Form

1. District _____ 2. Grant number _____ 3. Amount awarded _____
4. Type of disaster _____ 5. Date disaster occurred _____
6. Date emergency grant relief efforts completed _____
7. Number of direct beneficiaries broken down by type of service received _____
8. Final emergency grant budget. Itemize amount spent per category (attach additional sheets if needed).

Item	Amount	Item	Amount
Food/Water		Blankets	
Clothing		Other	
Medical Supplies			

TOTAL SPENT _____

9. Describe nature of the situation, detailing the need for an LCIF emergency grant. _____

10. How did the LCIF emergency grant funds help in providing relief to those affected? _____

11. How have the Lions relief efforts affected the people in your community? _____

12. How have the Lions relief efforts helped the community learn more about the work of your district? _____

13. How have the LCIF emergency grant and Lions relief efforts been publicized? _____

DID YOU REMEMBER TO INCLUDE . . .

- Original receipts for **all** items and supplies purchased with LCIF grant funds?
- Photos showing the Lions involvement in relief activities?
- If available, clippings of newspaper articles, CDs or DVDs (in English) publicizing the Lions relief efforts?
- Keep a copy of the **entire** report being sent to LCIF for the district files?
- Send report to LCIF via a traceable mail service (i.e., DHL, FedEx, UPS, Courier, etc.) to reduce the chance that the mailing will be lost in the mail?
- Evidence that the district cabinet has reviewed and approved the report?**

As the grant administrator, in signing this document, you certify that the information contained in this report submitted to LCIF details an accurate and factual accounting of the Lions relief efforts as carried out with LCIF grant funds. You further understand that LCIF will contact you with any questions regarding this final report.

Date: _____

Grant Administrator: Name (print) _____

Signature _____

Failure to submit a final report in a timely matter may affect the district's chances of applying for subsequent or future emergency grants. LCIF must first close out previous emergency grants before considering additional requests for assistance. Please contact LCIF with any questions regarding the completion and submission of this report.

*I insisted
more acknowledgment of
LCIF in letters. Because to
me the loss of Howard Co.*

The Howard County Lions Clubs
Acting in Partnership with
Lion Clubs International Foundation
"Are Reaching Out Above the Rubble"
To Help and Serve Howard County Residents with
Gift Cards for Tornado Disaster Relief

Hello Fellow Howard County Residents,

The members of the Lions Clubs of Howard County and the Lions Leadership in our Indiana District 25-D want you to know that we care and are very concerned for our fellow Howard County citizens. We know many lives and homes were swiftly and abruptly disrupted by the November 17th tornados that swept a stark path of damage across Kokomo and other parts of Howard County. We Lions are aware that many Howard County residents have a lot of clean-up and restoration work in front of them. After the tornado winds stopped ripping and roaring, damaged structures and rubble remain where solid homes and stately trees once stood. We Lions are not lingering long to ask... Why? We're moving forward with our LION sized SERVICE action plan to "Reach out Above the Rubble" and put some useful monetary resources into the hands of those who need this emergency relief purchasing assistance.

left out

Because YOU have been identified and verified as one of many Howard County tornado victims & families, we Lions are providing this \$___ (Wal-Mart / Lowes/Menards) gift card for your purchasing use and discretion.* Our intent is to provide YOU with this Lions-funded gift card so YOU can purchase those disaster relief items which YOU need most immediately and which will serve YOU and your family best.
* This card cannot be used to purchase alcoholic beverages, tobacco products or electronic games.

The Howard County Lions who have partnered together on this relief project include Lions from these clubs: Cassville, Greentown, Kokomo-Area, Kokomo-Noon, Northwestern, Russiaville and Taylor. Our common purpose is to serve the citizens of our communities. The motto of Lions around the world is "WE SERVE!" We are very pleased to be able to serve YOU with this gift. After you get through this season of disruption we would be very please to meet you and we invite you to visit your nearest Lions Club. Lion SERVICE is much more than sponsoring fish fries and tenderloin dinners. Those are delicious meals but we are happy to also share the sweet taste of helpful and intentional community service. We would certainly appreciate hearing your disaster recovery testimony. Please call me...when you can.

Sincerely, Lion Past District Governor Frank E. Rush – Northwestern Lions Club - phone 765-271-2625

*On the copy
that went out
several changes were
made.*



American Red Cross



Lions Clubs International FOUNDATION

Present this document to a Lion at the location during the time periods indicated below.

[] Walmart 1920 E Markland Ave., Kokomo, Indiana West Entrance
Monday, November 25, 2013 or Tuesday, November 26, 2013
Between 3:00 P.M. and 7:00 P.M.

[] Mijer 2301 E Markland Ave., Kokomo, Indiana East Entrance
Monday, November 25, 2013 or Tuesday, November 26, 2013
Between 3:00 P.M. and 7:00 P.M.

Authorized Signature _____ Number in family: ___ Doc.# ___

This document is valid only at the above locations during the time periods indicated above.

For problems or assistance or questions, please call Frank Rush 271-2625

Suggested items that may be included in your Lions sponsored purchase are:

- * food (essential)
- * bottled water
- * clothing (in season)
- * blankets
- * medicine and medical supplies
- * cleaning supplies
- * toiletries

Lions suggest that you make a list before going to the store so you will not forget something essential.

Items that may not be purchased are out of season items, and items that would not be considered essential to overcoming the emergency of your tornado disaster. Items such as tobacco, alcohol, firearms, and ammunition may not be included in your purchase. Anticipate that items will not be returnable, based on the store's policy for without a receipt return.

If you have special needs, advise a Lion.

Emergency resolution may not be possible, but your request will be considered.

If this form becomes lost, notify the Red Cross immediately. This document is required by the Lions.

Jane Ford

From: "Walters, Kathy" <Kathy.Walters@lionsclubs.org>
To: "Jane Ford" <fford23@frontier.com>
Cc: "Pena, Amy" <Amy.Pena@lionsclubs.org>; "Ancira, Esther" <Esther.Ancira@lionsclubs.org>
Sent: Monday, April 07, 2014 5:13 PM
Subject: RE: emergency preparedness question

Dear Jane Ford

We have a very English language Department and we need your assistance in order to be able to
provide a translation to the legal Division for reports. Please be advised that this Division is not responsible for
a General Liability Insurance Program for your organization. It is recommended that you contact your
coverage. The office you are in need of help to help you with this. We will be able to help you with this
coverage. We will be able to help you with this. We will be able to help you with this. We will be able to help you with this.

The following information will be provided to you and the Lions club within District 25-D.

Thank you for your information.

Very truly yours,

Kathy Walters
Executive Assistant
Legal Division
Lions Clubs International
800 W. 12th Street
Oak Brook, Illinois 60521-3840, USA
Phone: 630-468-6240
Fax: 630-706-9193
E-mail: Kathy.Walters@lionsclubs.org

IMPORTANT:
This e-mail and any files transmitted with it are intended only for the individual(s) named. If you are not the named addressee and have received this e-mail by mistake, please do not disseminate, distribute, copy, print, or otherwise use the information contained in this e-mail. If you have received this e-mail in error, please notify the sender by e-mail as soon as possible. If you are not the named addressee and have received this e-mail by mistake, please do not disseminate, distribute, copy, print, or otherwise use the information contained in this e-mail. If you have received this e-mail in error, please notify the sender by e-mail as soon as possible. If you are not the named addressee and have received this e-mail by mistake, please do not disseminate, distribute, copy, print, or otherwise use the information contained in this e-mail. If you have received this e-mail in error, please notify the sender by e-mail as soon as possible.

From: Jane Ford [mailto:fford23@frontier.com]
Sent: Monday, April 07, 2014 2:21 PM
To: Ancira, Esther
Subject: emergency preparedness question

Esther,
We are putting together an emergency preparedness manual and a question has come up . If a Lion is assisting people needing help and they get cut & need stitches. Who pays for that medical attention? I'm speaking about a disaster such as we had in Howard Co. last fall. Thanks DGJane Ford 25-D

4/9/2014

Office of the Indiana Attorney General

Consumer Protection Services

www.indiana.gov/Consumer

#1 Indiana Do Not Call List

1-888-834-9969

www.indianadonotcall.com

#2 National Do Not Call List

1.888.382.1222

www.DoNotCall.gov

#3 Consumer Complaint, Mediation Line, Identity Theft, Scams, & Fraud Prevention

1.800.382.5516

www.indianaconsumer.com

#4 Indiana Foreclosure Prevention Network (IFPN)

1.877.Get.Hope (1.877.438.4673)

www.877gethope.org

Salvation Army
Headquarters 317-937-7000
March 2014

Blackford County Volunteer Mary Hughes 765-348-1155
Served also by Delaware Co. 765-284-3361

Delaware County 1015 N. Wheeling, Muncie, In.
765-284-3361
Fax 765-284-2861

Grant County 359 N Bradner Ave., Marion, In 46952
765-664-6536
Fax 765-664-5320
Also served by Allen Co. 260-484-9336

Hamilton County Served by Social Serevices (Susan Salomon)
Marion Co office 317-224-1013
317-684-1441

Howard County 1101 S Waugh, Kokomo, In 46902-1736
765-459-4162
Fax 765-456-3849

Jay Co covered under Muncie LeeAnn Mengelt, manager
765-284-3361

Madison Co. covered under Indy Mary Meek, manager
317-684-1441

Randolph Co. covered under Muncie LeeAnn Mengelt, manager
765-284-3361

Tipton Co. covered under Kokomo No named manager
765-459-4162

American Red Cross

Headquarters
441 E. 10th St.
Indianapolis, 46020
317-684-4327
Fax 317-684-4328
Teresa Cummings

Blackford Co. covered under Muncie, LeeAnn Mengelt, manager
765-284-3361

Delaware Co. LeeAnn Mengelt, Manager
765-284-3361

Grant Co. covered under Ft. Wayne, Kimberly Stout, manager
260-484-9336

Hamilton Co. covered under Clinton Co, Kristi Chapman, manager
765-659-2921

Howard Co. covered under Kokomo , No named manager.
765-459-4162

Jay County

Volunteer Denise Brewster 260-726-4607
Also served by Delaware Co.

Madison County

1615 Meridian St., Anderson, In 46016-1834
765-644-2538
Fax 765-642-1727

Randolph County

Volunteer Ellen Craig (UMC) 765-584-8276
Also served by Delaware Co.

Tipton County

Volunteer Jaclyn Morton (Nazarene Church)
765-675-6217
Also served by Howard Co.

Life Stream
(The new InterUrban)

Office Locations

Delaware County (Main Office)

1701 Pilgrim Blvd.

Yorktown, In 47396

765.759.1121

Grant/Blackford County

1923 W. Fourth St.

Marion, In 46952

765.651.0040

Henry County (City Center)

100 So. Main, Suite 107

New Castle, In 47362

765.529.1606

Jay County

430 W. Lafayette St.

Portland, In 47371

260.726.6770

Madison County
2535 E. 10th St.
Anderson, In 46012
765.642.5175

Randolph County
325 S. Oak Suite 208
Winchester, In 47394
765.584.2179

Need A Lift?
1.888.589.1121
(to schedule a ride)

Contact Us :
Lifestreaminc.org
Or
mail@lifestreaminc.org

NEWSPAPERS

Blackford County

1. Hartford City News Times 765-348-0110

Delaware County

1. Muncie Star Press 1-800-783-2472
2. Indianapolis Star www.indystar.com

Other inquiries 444-4444

Subscriber customer services 1-800-357-2827

Or 444-4000

Grant County

1. Marion Chronicle 765-664-5111

Hamilton County

1. Indianapolis Star see above

Howard County

1. Kokomo Tribune 765-459-3121

Jay County

1. Commercial Review 260-726-8141
Fax 260-726-8143

Madison County

1. Herald Bulletin 765-622-1212
Fax 765-640-4815
Business Office 877-253-7755

Tipton County

1. Kokomo Tribune see above

Small Animal Shelter

Blackford Co.	765-348-5284 (after hours) call sheriff 765-348-0930
Delaware Co.	765-747-7851
Grant Co.	none listed
Hamilton Co.	765-534-3677
Howard Co.	765-452-6224
Jay Co.	260-726-4365
Madison Co.	765-644-6484
Randolph Co.	765-584-2800
Tipton Co.	765-675-1692

Animal Friendly Hotels

Delaware, Jay Co. === Holiday Inn

Delaware, Madison Co. === Days Inn, Super 8

Generally all Comfort Inns, Motel 6 and the above hotels are pet friendly

Some radio stations

WIBC 93.1	Indy News/Talk	1-800-571-9422	
WBSB 89.5	Anderson	765-285-5888	BSU owned
WBST 91.7	Portland	765-285-5888	BSU owned
WBST 92.1	Muncie	765-285-5888	
WCJC 99.3	Van Buren	765-664-6239	
WERK 104.9	Muncie	765-378-2080	
WHBU 1240 AM	Anderson		
WBSU 909.9	Marion	765-285-8937	Public Serve

Large Animals

It was suggested that people needing this service should contact :

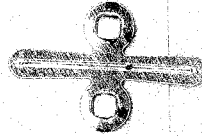
1. Vet
2. Police
3. County fairgrounds
4. Area animal rescue
5. Area farmers

WE SERVE

Committee Suggestions:

- #1. Review telephone numbers yearly.
- #2. Review manual every two (2) years
Or
Immediately following a disaster

Notes, Comments, Suggestions
Items needing review after the disaster



Thank You Notes