

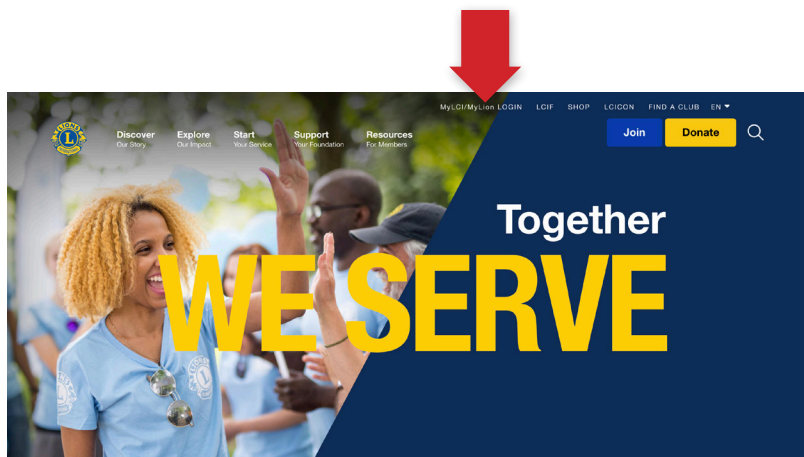


How to report and
celebrate service

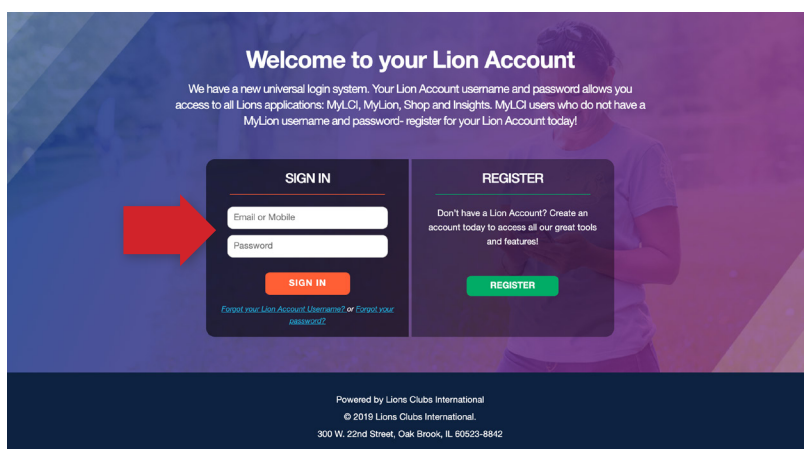


Lions Clubs International

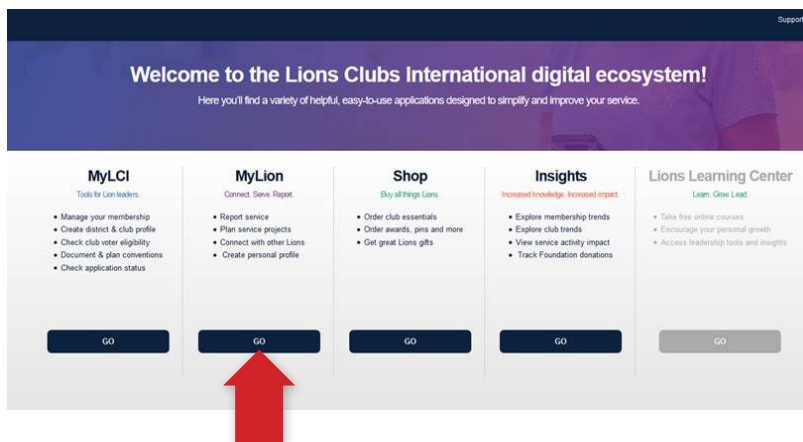
1. On lionsclubs.org, click on the MyLCI/MyLion text in the top right-hand corner



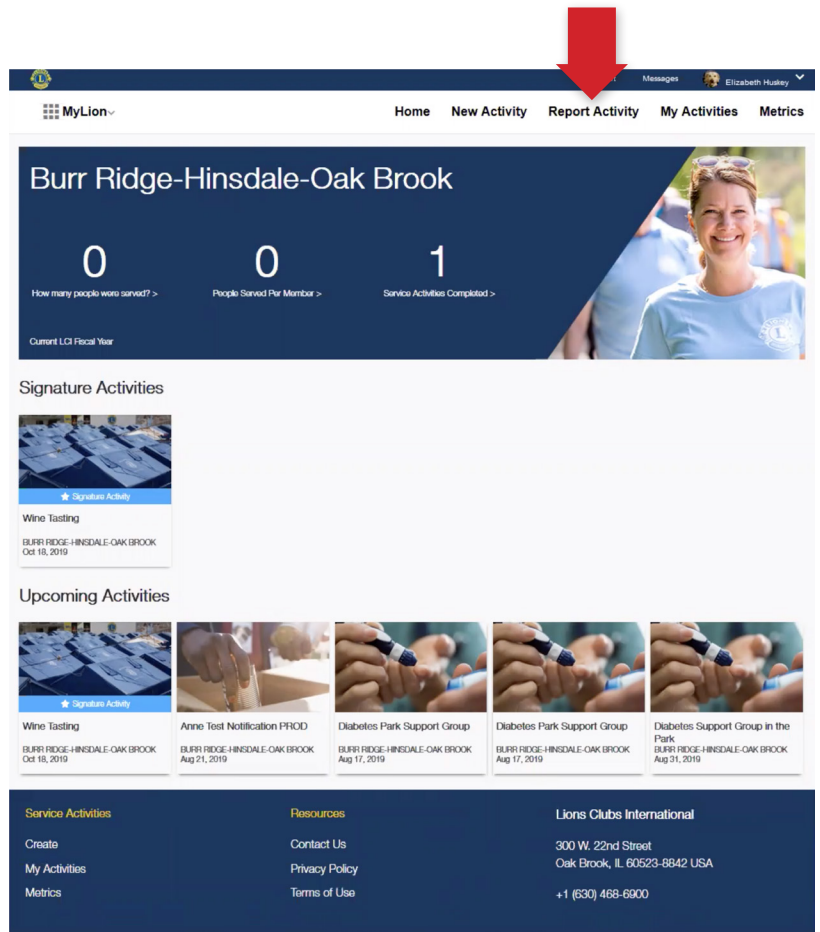
2. Login to your Lion Account



3. Select MyLion®



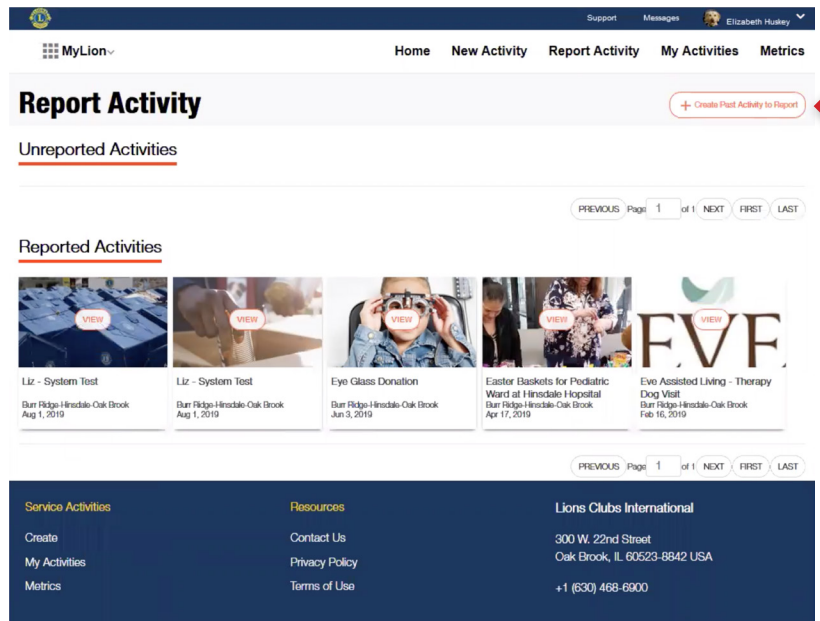
4. Select the “report activity” option at the top of the page



The screenshot shows the MyLion dashboard for the Burr Ridge-Hinsdale-Oak Brook club. The top navigation bar includes links for Home, New Activity, Report Activity, My Activities, and Metrics. A red arrow points to the 'Report Activity' link. Below the navigation bar, there's a header section with statistics: 0 How many people were served?, 0 People Served Per Member, and 1 Service Activities Completed. The main content area features 'Signature Activities' (Wine Tasting) and 'Upcoming Activities' (Anne Test Notification PHOD, Diabetes Park Support Group, etc.). The footer contains links for Service Activities, Resources, and Lions Clubs International contact information.

5. Click “create past activity to report”

(Must be a reporting officer)



The screenshot shows the 'Report Activity' page. The top navigation bar includes links for Home, New Activity, Report Activity, My Activities, and Metrics. A red arrow points to the 'Create Past Activity to Report' button. Below the navigation bar, there's a section for 'Unreported Activities' and a section for 'Reported Activities'. The 'Reported Activities' section shows a list of activities with 'VIEW' buttons. The footer contains links for Service Activities, Resources, and Lions Clubs International contact information.

6. (A) Select activity type

(B) Click continue

The screenshot shows the 'MyLion' web interface. At the top, there is a navigation bar with 'Support', 'Messages', and a user profile 'Elizabeth Hulley'. Below this is a secondary navigation bar with 'Home', 'New Activity', 'Report Activity', 'My Activities', and 'Metrics'. The main content area has a heading 'Select the activity type.' and three buttons: 'Service Activity', 'Fundraiser', and 'Meeting'. A red arrow labeled 'A.' points to the 'Service Activity' button. To the right, there is a large blue sidebar with a 'Service Activity' section, a description, and a 'CONTINUE' button. A red arrow labeled 'B.' points to this 'CONTINUE' button. At the bottom, there is a footer with 'Service Activities', 'Resources', and 'Lions Clubs International' contact information.

7. (A) Select your event type

(B) Click continue

The screenshot shows the 'MyLion' web interface for selecting a cause. At the top, there is a navigation bar with 'Support', 'Messages', and a user profile 'Elizabeth Hulley'. Below this is a secondary navigation bar with 'Home', 'New Activity', 'Report Activity', 'My Activities', and 'Metrics'. The main content area has a heading 'Select the cause that your activity impacted.' and six buttons: 'Hunger', 'Environment', 'Childhood Cancer', 'Diabetes', 'Vision', and 'Other'. A red arrow labeled 'A.' points to the 'Hunger' button. To the right, there is a large blue sidebar with a 'Learn As You Go' section, a description, and a 'CONTINUE' button. A red arrow labeled 'B.' points to this 'CONTINUE' button. At the bottom, there is a footer with 'Service Activities', 'Resources', and 'Lions Clubs International' contact information.



8. (A) Choose a project planner that applies or choose other

(B) Click continue

A.

B.

9. (A) Fill in your activity details

(B) Select your privacy settings

(C) Upload an image

(D) Click continue

A.

C.

D.



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10. (A) Share the impact of your activity by filling in the requested fields
- (B) Click continue



[Home](#)
[New Activity](#)
[Report Activity](#)
[My Activities](#)
[Metrics](#)

[Support](#)
[Messages](#)

[< GO BACK](#)
[CONTINUE](#)

1 Create
2 Type
3 Details
4 Share
5 Preview

Celebrate and Share!

How many people were served? *

How many people served were under 18?

Total Funds Donated

Total funds donated to a non-LCIF cause in US Dollars

Number of Volunteers

Lion Volunteers

Leo Volunteers

Non-Member Volunteers

Total Volunteers *

Number of Volunteer Hours

Lion Volunteer Hours

Leo Volunteer Hours

Other Volunteer Hours

Total Volunteer Hours *

Community Outcome

Was this activity funded by an LCIF grant?
☐ No

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[CONTINUE](#)

Service Reporting Guide

Sharing your impact is important to members, to clubs and to our organization as a whole. It helps us chart our progress as an organization, tell our story to prospective partners and much more. From simple community service projects to large, comprehensive screening projects, reporting will shine a light on how—and where—local clubs are making a difference in their communities and in the world.

The Service Reporting Guide will help Lions and Leos to become familiar with the service activity data in MyLion™ by answering the following two questions:

1. What is a reportable service activity?
2. What data should be reported?

[Download the Reporting Guide](#)

Service Activities

[Create](#)
[My Activities](#)
[Metrics](#)

Resources

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Lions Clubs International

300 W. 22nd Street
Oak Brook, IL 60523-8842 USA
+1 (630) 468-6900



11. (A) Review the details of your activity

(B) Click “report”

A.

B.

MyLion

Home New Activity Report Activity My Activities Metrics

< GO BACK REPORT

1 Create 2 Type 3 Details 4 Share 5 Preview

You're almost done! Review your details before you submit.

Diabetes Camp for Kids
Aug 3, 2019 9:00 AM - Aug 4, 2019 12:00 PM

CAUSE: Diabetes
LOCATION: St. Mary's Catholic Church, 300 22nd St, Oak Brook, IL 60523, USA
ACTIVITY OWNER: Elizabeth Huskey

IMPACT

METRICS:

25	How many people were served?
0	How many people served were under 18?
15	Total Volunteers
0	Lion Volunteers
0	Leo Volunteers
0	Non-Member Volunteers
48	Total Volunteer Hours

DESCRIPTION
Worked with the area leaders to provide a learning camp for kids with diabetes to show healthy eating habits and share stories.

INVITES

Elizabeth Huskey

PREVIOUS Page 1 of 1 NEXT FIRST LAST

LOCATION
St. Mary's Catholic Church, 300 22nd St, Oak Brook, IL 60523, USA
[See on Map](#)

Map Satellite

Google

Map data ©2019 Terms of Use Report a map error

< GO BACK REPORT

Service Activities
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12. Click “submit” on the pop-up, and you’re done!

Elizabeth Huskey

PREVIOUS Page 1 of 1 NEXT FIRST LAST

LOCATION
St. Mary's Catholic Church, 300 22nd St, Oak Brook, IL 60523
[See on Map](#)

Map Satellite

Google

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Report Now

By reporting your service, your service impact will be included in the total LCI service metrics.

SUBMIT GO BACK

Watch the complete instructions at vimeo.com/showcase/mylion