

## Monthly Service Activity Report

Monthly Service Activity can be reported only on line at MyLCI. Activities are arranged by the month in which they were done. The report can be submitted any time from July 1 of the current lion year until July of the following year but it is generally easier to report as soon as convenient after they are performed. If the club has no activities in a given month, no report is to be submitted. (Note this differs from Monthly Membership report which is to be done every month.). There is **no** End of Year report or summary.

Prepare before your logon to MyLCI. (If you are inactive more 15 minutes after logon, you may be dropped.) Report only one activity per report.

### Collect the following:

1. Date of activity
2. **Activity Type from this list. [New 2018]**
1. Statistical data from table below. Not all apply. Based on the activity type selected, you will be able provide measurements related to your service activity. Numerical data added here will be included in your summary.

#### Service Activities

Diabetes  
Environment  
Hunger Relief  
Childhood Cancer  
Vision  
Other

#### Meetings / Administrative Activities

Meetings / club visitations  
Training  
Conventions & other events  
Other administrative duties

#### Donations

Donations to LCIF  
Non-LCIF Donations

#### Fundraising

Fundraising Event / Campaign

Number of Lions/Leos  
Number of Lion/Leo Hours\*  
Number of people served  
Funds raised  
Funds donated  
Trees planted

\*Note: To calculate **Lion Hours**, multiply the number of Lions by hours worked

2. A title and description for your activity. It is ok to repeat numbers here, but these will not appear in summary unless added under activity type. See example below where this has happened.  
Include eyeglass count in description as they are not currently included in statistics above.\*\*
3. Up to two pictures related to your activity (optional)

\*\* We suggest that each pair of eyeglasses you collect be reported as one service beneficiary. = This means 100 eyeglasses will be equal to 100 beneficiaries. (= People served, but not as number of eyeglasses. Which will no longer show in summary

Glasses recycle	November 1, 2018	Vision
Leos packed 750 eyeglasses for Danbury Lions Club.		
Number of Leos: 32	Number of Leo Hours: 40	Number of People Served: 750

## Sign In at MyLCI

1. Under My Club, select Service activities
2. Add activity and fill with data you have collected.
3. Don't worry about Signature activity for now.
4. Add pictures using browse
5. And SAVE your report.,

### Add Activity

**Basic Activity Information**

Fiscal Year: 2018-2019

Activity Date:

Signature Activity: None

Activity Type:

Activity Title:

Activity Description:

**Detailed Activity Information**

Share this story

District-wide Activity

Images (File types - .jpeg, .gif, .png. File size less than 4 MB.)

See how to view activities of current month, current year, last year, the year before last, other clubs, and the whole district in the last page.

# Service Activities reporting is Important

## 1. For LCI

- a. Service Activities Reports are important when we (LCIF) partners with Foundations like Gates, Clinton, Carter, Pfizer, Alcon, Hilton, Johnson & Johnson, Novo, etc. We/They need to have a traceable record of service hours and dollars donated. The first question the foundations ask is, "What contributions are your clubs making world-wide?" "How many service hours are they putting in?" , "How many dollars have been raised?" "Can they raise the matching grants?"  
If we can partner with other Foundations, that means less pressure on clubs and Lions to raise the entire amount to continue the work that is being accomplished around the globe. That means that when we need grants and funds for our own programs and projects, more funding will be available. A matching grant increases your clubs contribution
- b. Service Activities are best filed soon after they are complete. There is no longer an annual report to do. Clubs can download a single document with the entire year's activities. Two previous years are available.
- c. National and international guests to our district often comment on all the wonderful things that our district is doing. Their information is usually from the Service Activities report. We could look even better if more of the Lion Club activities were reported.

## 2. For the District

- a. District officers have access to the Service Activity Reports as soon as they are reported.
- b. When clubs are not reporting, the question is? "Do they not know how, or are they not doing anything." If the former we can offer help: if the latter, there may be a problem which needs considerable help.
- c. It has become much easier to file the reports online than it was previously and the reporting is in real time. It is your clubs' opportunity for bragging rights. The information is also used to augment and add to our programs. It is the sharing of successful fundraisers, service projects and programs.

## 3. For your Club

- a. Service actives reports are available for the previous two years. That gives your new club officers time to see what has been reported in the past years. You can download and save these reports as part of your club's archive.



Lions Clubs of D23A  
Connecticut, USA  
On the web: [District23a.org](http://District23a.org)

Ernest Harrington, Webmaster  
[Webmaster@District23a.org](mailto:Webmaster@District23a.org)  
203-664-1315

TO VIEW A SUMMARY OF ALL OF THE ACTIVITIES YOU HAVE REPORTED  
IN THE CURRENT AND IN THE PREVIOUS TWO YEARS

Logon to account:

<https://mylci.lionsclubs.org/>

Click on underlined items.

**My Lions Club** in menu

**Service Activities** –from Drop down

[View current month and new menu item]

**Find Activities**, to the right side

**Advanced search** →

**Search** at bottom and see current years activities.

If you want a copy click [View/Print](#) to get PDF with summary.

And now the fun begins. Please notice the dropdown ▼ at the end of each line.

- Click the one after **Fiscal Year** to get two previous years of reports.
- Click the dropdown after **Club** to get other clubs in your district.
- Click the dropdown after **Club**, select the blank at the top of the list and get all clubs in one report.
- Your turn.

Advanced Search	
Constitutional Area	U.S. and Affiliates, Bermuda and Bahamas
Multiple District	Multiple District 23
District	District 23 A
Club	Your club name is here
Fiscal Year	2018-2019
Month	
District-wide Activity	
Campaign Activity	
Activity Category	
Search Text:	
<input type="button" value="Search"/> <input type="button" value="Cancel"/>	