

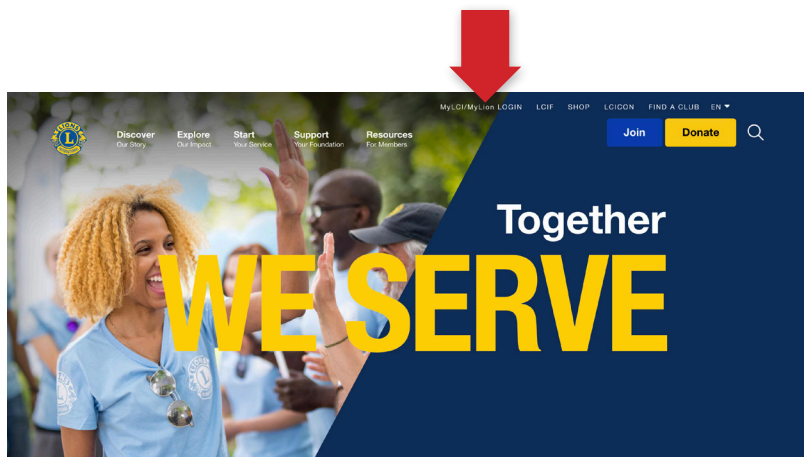


How to report and
celebrate service

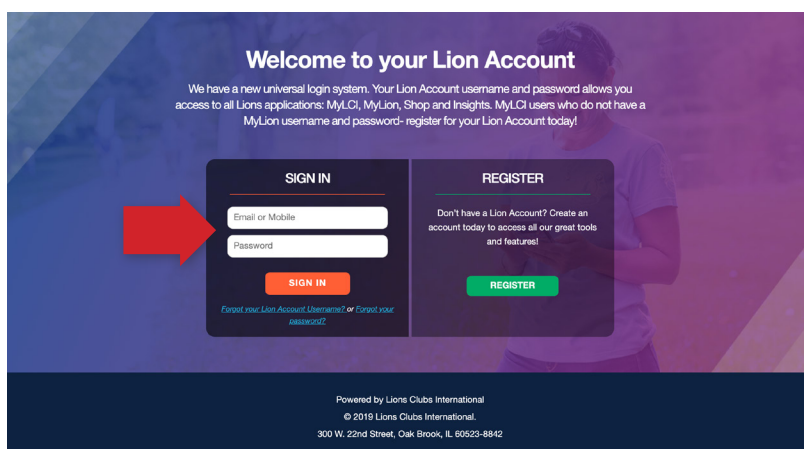


Lions Clubs International

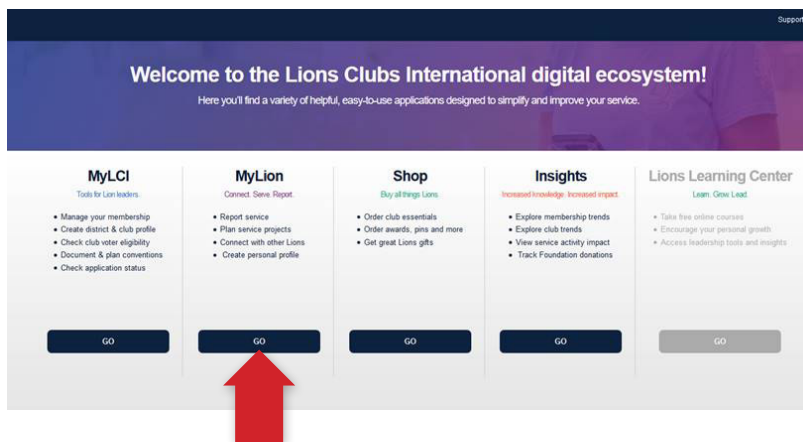
1. On lionsclubs.org, click on the MyLCI/MyLion text in the top right-hand corner



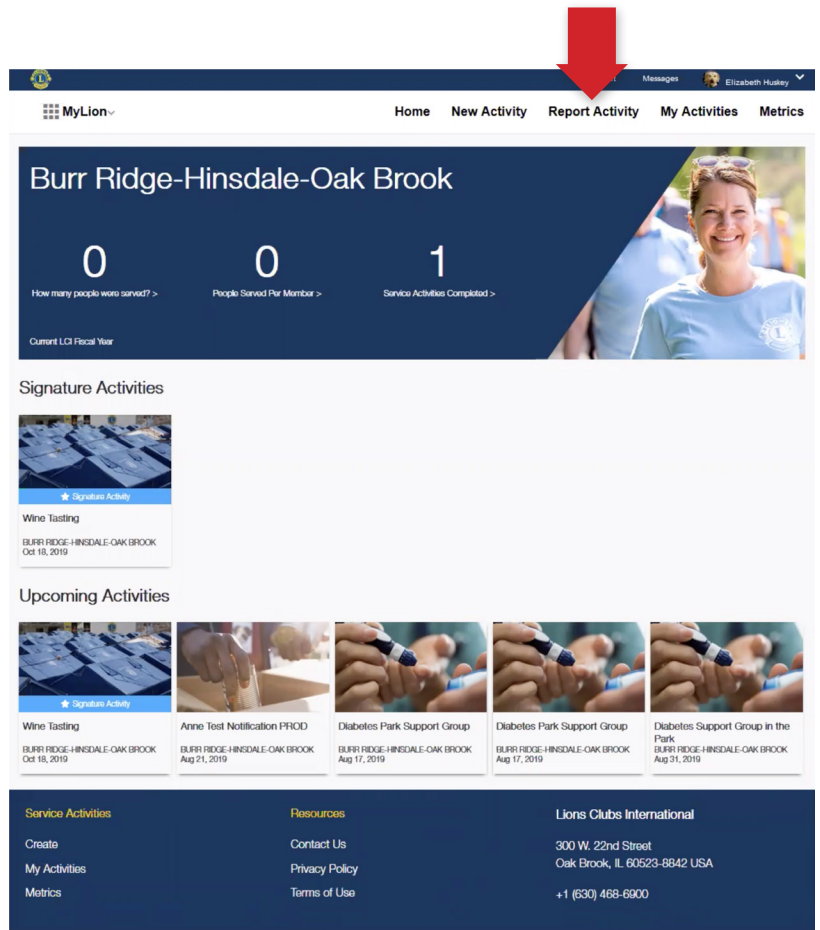
2. Login to your Lion Account



3. Select MyLion®



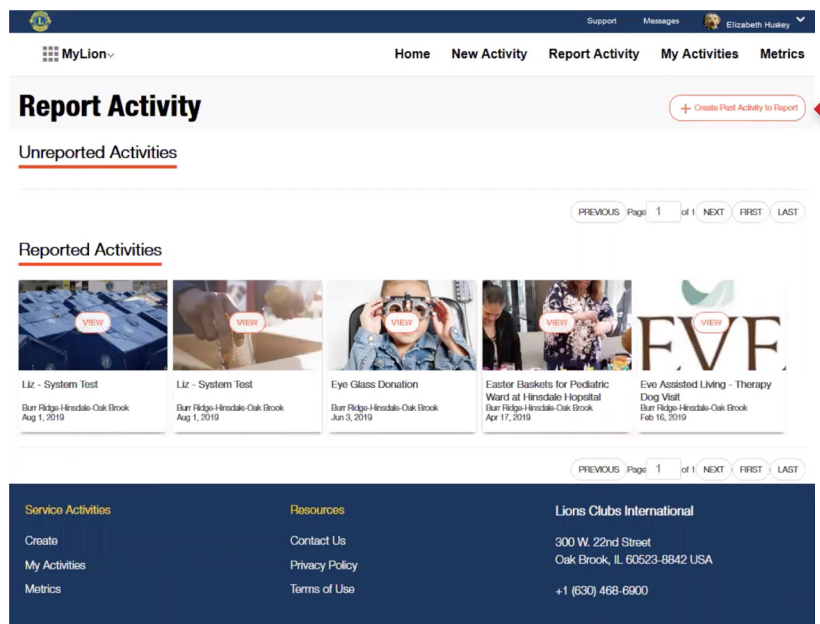
4. Select the “report activity” option at the top of the page



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. The dashboard features a header with the club name and three statistics: 0 people served, 0 people served per member, and 1 service activity completed. Below this are sections for Signature Activities (Wine Tasting) and Upcoming Activities (Anne Test Notification PHOD, Diabetes Park Support Group, and Diabetes Support Group in the Park). 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. The page is divided into two sections: 'Unreported Activities' and 'Reported Activities'. The 'Reported Activities' section displays a list of activities with 'VIEW' buttons, including 'Liz - System Test', 'Eye Glass Donation', 'Easter Baskets for Pediatric Ward at Hinsdale Hospital', and 'Eve Assisted Living - Therapy Dog Visit'. 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 application interface. At the top, there is a navigation bar with links: Home, New Activity, Report Activity, My Activities, and Metrics. Below the navigation bar, the main content area is titled 'Select the activity type.' and features three buttons: 'Service Activity', 'Fundraiser', and 'Meeting'. A red box labeled 'A.' highlights the 'Service Activity' button. To the right of these buttons is a large blue sidebar with the heading 'Service Activity' and a description: 'A service activity is any hands on projects that serve the community. It can be a one day activity or it can span multiple days.' At the bottom of the sidebar is a 'CONTINUE' button. A red arrow labeled 'B.' points to this 'CONTINUE' button. At the bottom of the page, there is a footer with links for 'Service Activities', 'Resources', and 'Lions Clubs International'.

7. (A) Select your event type

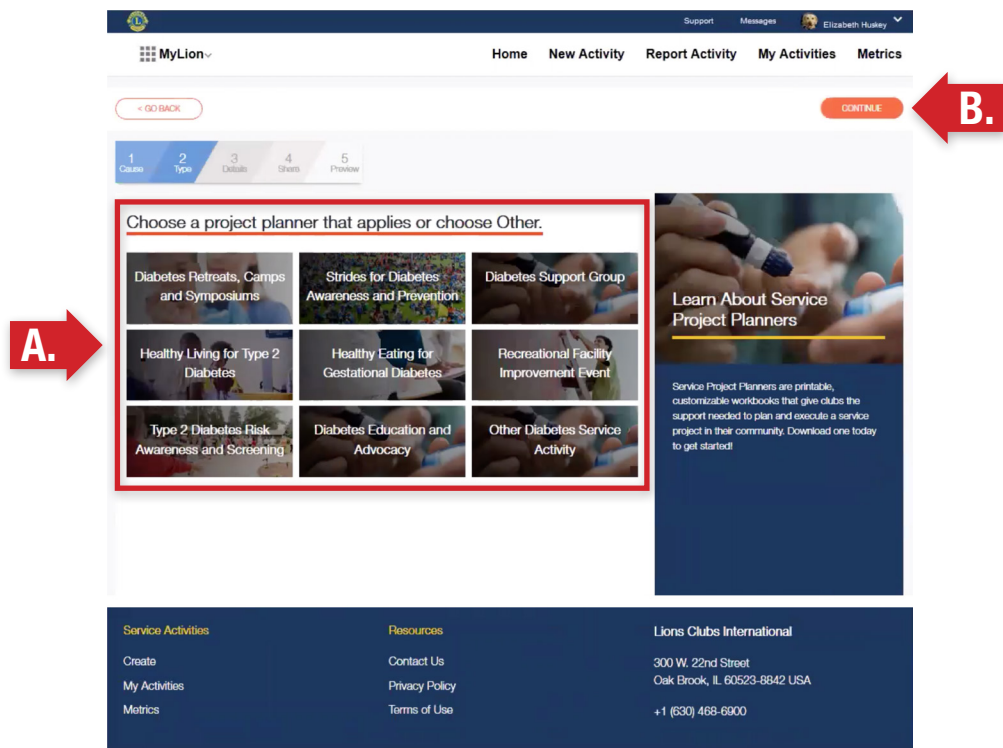
(B) Click continue

The screenshot shows the 'MyLion' web application interface. At the top, there is a navigation bar with links: Home, New Activity, Report Activity, My Activities, and Metrics. Below the navigation bar, the main content area is titled 'Select the cause that your activity impacted.' and features five buttons: 'Hunger', 'Environment', 'Childhood Cancer', 'Diabetes', and 'Vision'. A red box labeled 'A.' highlights the 'Hunger' button. To the right of these buttons is a large blue sidebar with the heading 'Learn As You Go' and a description: 'Don't see a specific global cause that aligns with what you and your club had in mind? Lions and Leos have great ideas for serving their communities. Get started by selecting Other and creating your own service activity that supports the causes you care about.' At the bottom of the sidebar is a 'CONTINUE' button. A red arrow labeled 'B.' points to this 'CONTINUE' button. At the bottom of the page, there is a footer with links for 'Service Activities', 'Resources', and 'Lions Clubs International'.



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

(B) Click continue



MyLion

Home New Activity Report Activity My Activities Metrics

< GO BACK CONTINUE

1 Cause 2 Type 3 Details 4 Steps 5 Preview

Choose a project planner that applies or choose Other.

Diabetes Retreats, Camps and Symposiums Strides for Diabetes Awareness and Prevention Diabetes Support Group

Healthy Living for Type 2 Diabetes Healthy Eating for Gestational Diabetes Recreational Facility Improvement Event

Type 2 Diabetes Risk Awareness and Screening Diabetes Education and Advocacy Other Diabetes Service Activity

Learn About Service Project Planners

Service Project Planners are printable, customizable workbooks that give clubs the support needed to plan and execute a service project in their community. Download one today to get started!

Service Activities Resources Lions Clubs International

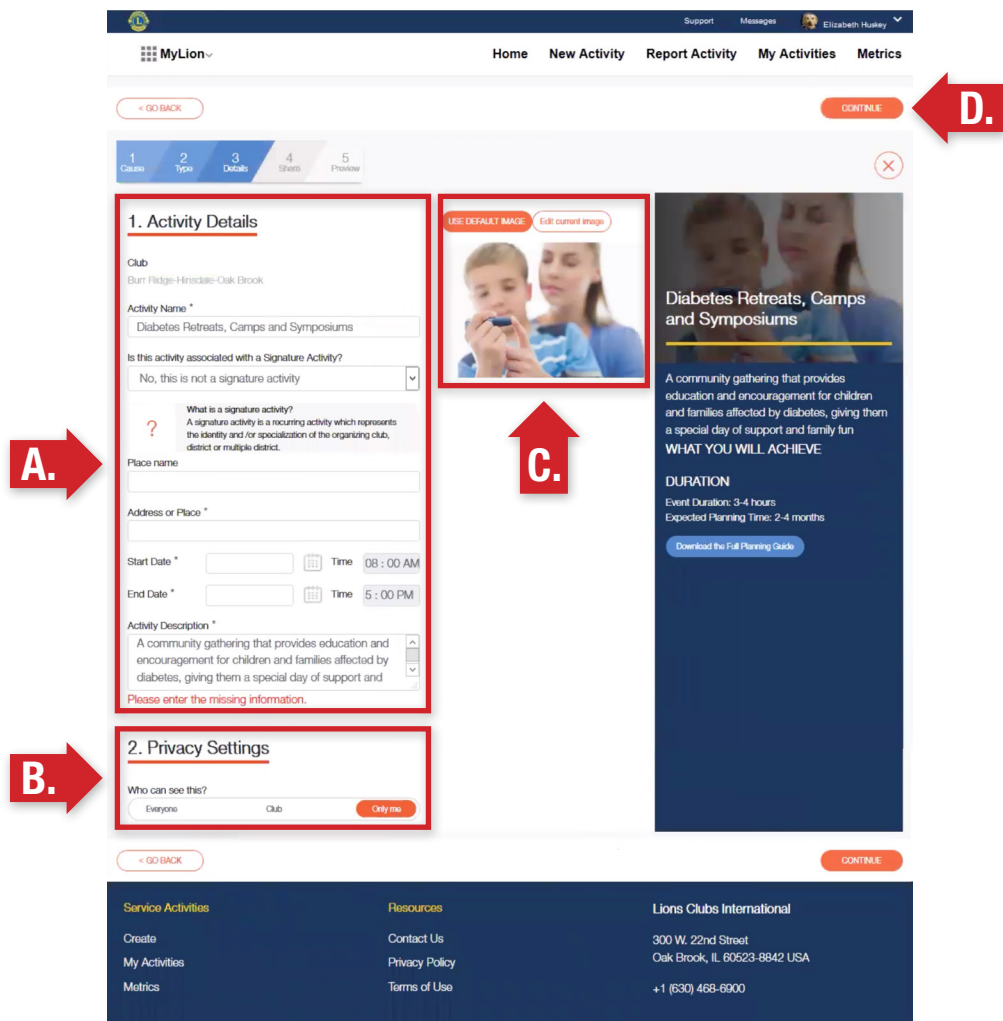
Create Contact Us 300 W. 22nd Street
My Activities Privacy Policy Oak Brook, IL 60523-8842 USA
Metrics Terms of Use +1 (630) 468-6900

9. (A) Fill in your activity details

(B) Select your privacy settings

(C) Upload an image

(D) Click continue



MyLion

Home New Activity Report Activity My Activities Metrics

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1 Cause 2 Type 3 Details 4 Steps 5 Preview

1. Activity Details

Club
Burr Ridge-Hinsdale-Oak Brook

Activity Name *
Diabetes Retreats, Camps and Symposiums

Is this activity associated with a Signature Activity?
No, this is not a signature activity

What is a signature activity?
A signature activity is a recurring activity which represents the identity and/or specialization of the organizing club, district or multiple district.

Place name

Address or Place *

Start Date * Time 08:00 AM

End Date * Time 5:00 PM

Activity Description *

A community gathering that provides education and encouragement for children and families affected by diabetes, giving them a special day of support and

Please enter the missing information.

2. Privacy Settings

Who can see this?
Everyone Club Only me

< GO BACK CONTINUE

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



MyLion

Support
Messages
Elizabeth Hueley

Home
New Activity
Report Activity
My Activities
Metrics

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

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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

Lions Clubs International

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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 Cause 2 Type 3 Details 4 Create 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

Map data ©2019 Terms of Use Report a map error

< GO BACK REPORT

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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

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