

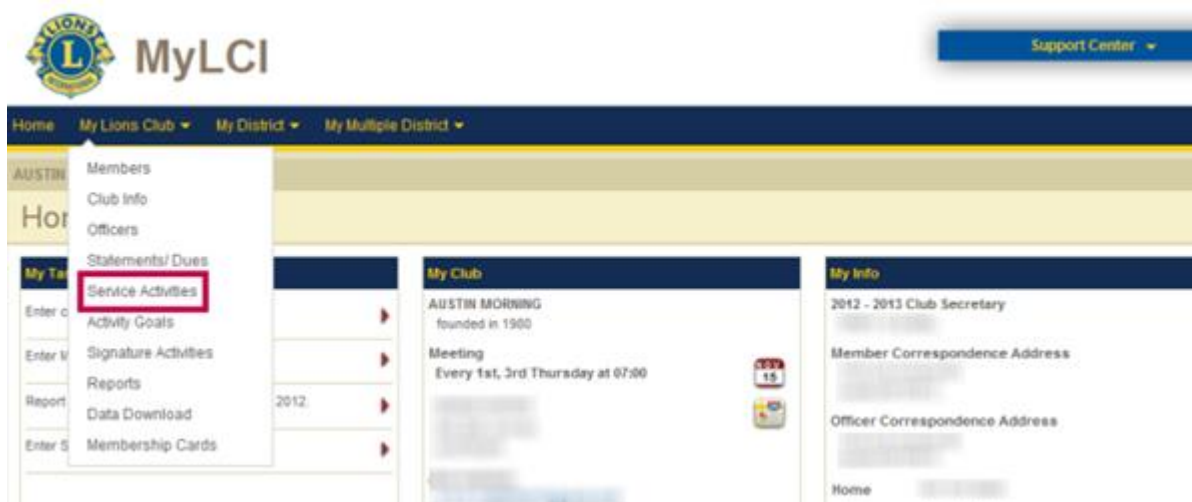
# Lions Clubs International Service Activity Report Frequently Asked Questions



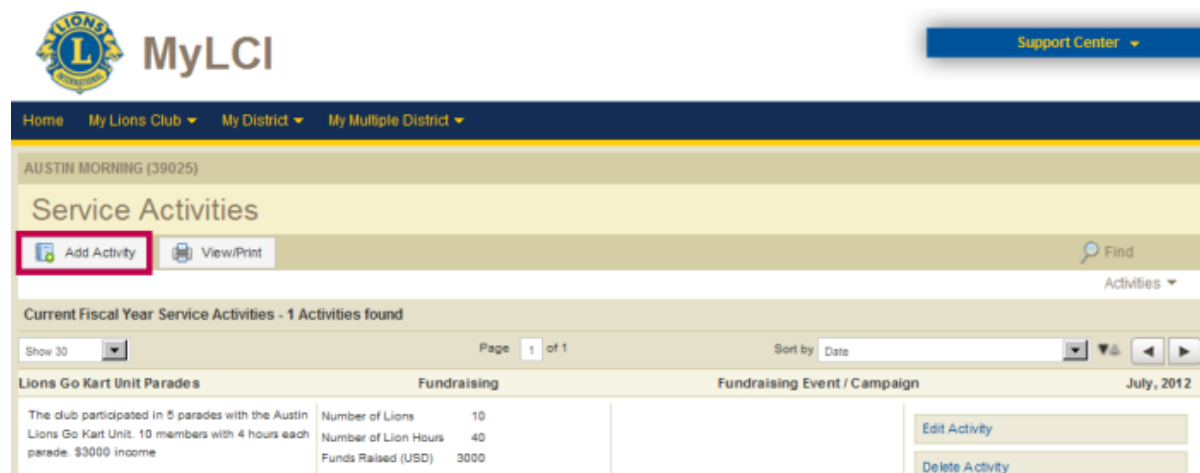
## Frequently Asked Questions

**Q:** How do I add an activity?

**A:** From the My Lions Club or My Leo Club menu, select Service Activities.



From the Service Activities page, click the Add Activity button.



# Lions Clubs International Service Activity Report Frequently Asked Questions



From the Add Activity page, select the reporting month from the drop-down list (default is the current month). Click the Select Type button to choose the activity type that best describes your service activity.

The screenshot shows the 'Add Activity' page in the MyLCI system. The 'Basic Activity Information' section includes a 'Fiscal Year' dropdown set to '2012-2013', a 'Month' dropdown set to 'November', a 'Signature Activity' dropdown set to 'None', and an 'Activity Type' dropdown which is currently empty. A 'Select Type' button is located to the right of the 'Activity Type' dropdown. Below these are fields for 'Activity Title' and 'Activity Description'.

The 'Select an Activity Type' dialog box displays two categories of activities:

- Assistance to Individuals**
  - aid to the elderly / disabled
  - aid to the vision / hearing impaired (highlighted)
  - aid to disadvantaged children
  - aid to homeless
  - other assistance to individuals
  - aid to military families
  - aid to disadvantaged families
- Community & Cultural Activity**
  - art / cultural event
  - sports / recreation event
  - facility improvement / construction
  - civic services
  - food / clothes / toy collection
  - education / language / literacy
  - assistance to school
  - drug awareness
  - food bank / food distribution
  - other community & cultural activity
  - summer / recreation camp
  - social / community event

At the bottom, a blue bar contains an information icon and the text: "Click an Activity Type to select it." A red arrow points to this text.

# Lions Clubs International Service Activity Report Frequently Asked Questions



Type the title and description of your activity. Based on the activity type selected, you will be able to provide data related to your service activity, such as the Number of Lions, Number of Lion Hours, People Served, Funds Donated/Raised, etc. This data is optional.

You can also upload images of your service activity. Adding images is optional.

- up to two (2) photographs can be added to your report
- maximum photo size is 4MB
- accepted file types: .jpg, .gif, and .png.

The screenshot shows the 'Add Activity' form with the following sections:

- Basic Activity Information:** Fiscal Year (2012-2013), Month (November), Signature Activity (None), Activity Type (other disaster preparedness & relief), Activity Title (text input), and Activity Description (text area).
- Detailed Activity Information:** A list of checkboxes for sharing and campaign types, and a table for numerical data.
- Images:** A section for uploading photos, with a red arrow pointing to it.

Detailed Activity Information	
<input checked="" type="checkbox"/> Share this story	
<input type="checkbox"/> District-wide Activity	
<input type="checkbox"/> Engaging our Youth campaign	
<input type="checkbox"/> Sharing the Vision campaign	
<input type="checkbox"/> Relieving the Hunger campaign	
<input type="checkbox"/> Protecting our Environment campaign	

Number of Lions	0
Number of Lion Hours	0
Funds Donated	0
Funds Raised	0

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

# Lions Clubs International Service Activity Report Frequently Asked Questions



**Q: How do I select the appropriate activity type?**

**A:** There are ten different activity categories that include the most common areas of service for Lions. After reviewing the activity categories, select the activity type that best describes your project.

Although there may be more than one activity type that would be appropriate for your activity, use your own judgment when determining which activity type best describes your project.



**Q: How do I calculate Lion Hours?**

**A:** The report is designed to measure direct service hours. Clubs should only include hours that were devoted to the actual service project. For example, if there were 3 Lions involved in the service project and they each dedicated 2 hours, the Lions hours would be calculated as follows: (3 Lions x 2 Hours) = 6 Lion Hours.

# Lions Clubs International Service Activity Report Frequently Asked Questions



**Q: How do I calculate Funds Donated and Funds Raised?**

**A:** Funds Raised is the sum of all money that was collected at a fundraising event or activity, whereas Funds Donated is the total amount of money given to a particular organization, cause, or individual in need.

**Q: How do I report Global Service Action Campaigns?**

**A:** Clubs that participate in activities related to the Global Service Action Campaign should select the appropriate campaign box when adding new activities.

A screenshot of the 'Add Activity' form. The form is divided into two sections: 'Basic Activity Information' and 'Detailed Activity Information'. In the 'Basic Activity Information' section, there are dropdown menus for 'Fiscal Year' (set to 2012-2013) and 'Month' (set to November), a dropdown for 'Signature Activity' (set to None), an 'Activity Type' field with a 'Select Type' button, and text input fields for 'Activity Title' and 'Activity Description'. In the 'Detailed Activity Information' section, there are several checkboxes: 'Share this story' (checked), 'District-wide Activity' (unchecked), and four campaign options: 'Engaging our Youth campaign', 'Sharing the Vision campaign', 'Relieving the Hunger campaign', and 'Protecting our Environment campaign'. A red arrow points to the campaign checkboxes, which are enclosed in a red rectangular box.

# Lions Clubs International Service Activity Report Frequently Asked Questions



**Q: How do I submit my monthly activity report?**

**A:** After entering the activity type, title, description, and relevant data and/or photos, click the Save button, at the bottom of the page. This will save the activity and appear in your activity list that can be viewed by your District Governor. The View/ Print button will allow you to view a version of your service activity that can be saved or printed.

The screenshot shows the 'Service Activities' web interface. At the top, there are buttons for 'Add Activity' and 'View/Print', with the latter highlighted by a red box. Below this is a search bar and a dropdown menu for 'Activities'. The main content area displays 'Current Fiscal Year Service Activities - 1 Activities found'. It includes a table with columns for activity type, date, and details. The first activity is 'Lions Go Kart Unit Parades' from July, 2012. The table contains the following data:

Lions Go Kart Unit Parades	Fundraising	Fundraising Event / Campaign	July, 2012
The club participated in 5 parades with the Austin Lions Go Kart Unit. 10 members with 4 hours each parade. \$3000 income	Number of Lions: 10 Number of Lion Hours: 40 Funds Raised (USD): 3000		<a href="#">Edit Activity</a> <a href="#">Delete Activity</a>

At the bottom of the page, there is a footer with copyright information for 2012 Lions Clubs International, contact details for the webmaster, and links to a privacy policy and an online directory.

**Q: How do I edit an activity?**

**A:** From the Service Activities page, click Edit Activity, add your changes and click Save.

This screenshot is identical to the one above, but with a red box around the 'Edit Activity' button and a red arrow pointing to it from the right. This highlights the button used for editing an activity.

# Lions Clubs International

## Service Activity Report

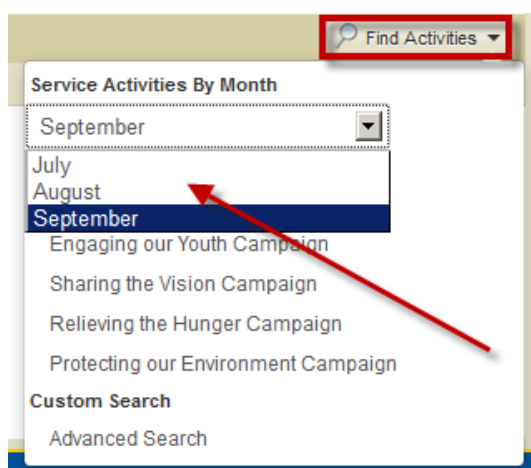
### Frequently Asked Questions

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**Q:** How do I search for activities?

**A:** By default, only the service activities for the current month will display on the Service Activities page. To view past months activities, select the Find Activities drop down arrow and select the specified month from the Service Activities by Month drop down list.



MyLCI users can view shared activities using the search feature. From the Service Activities page select the Find Activities drop down arrow and then select Advanced Search. From the Advanced Search page, clubs can search for activities using a variety of criteria including the activity type, geographic location, month/ year, or specific keywords.

# Lions Clubs International Service Activity Report Frequently Asked Questions



**Advanced Search**

Constitutional Area: Canada  
Multiple District: Multiple District 19  
District: District 19 I  
Club: VICTORIA CHINATOWN  
Fiscal Year: 2013-2014  
Month:   
Signature Activity:   
District-wide Activity:   
Campaign Activity:   
Activity Category:   
Search Text:   
Search Cancel

**Q: How do I view cumulative Service Activity reports?**

**A:** From the My Lions Club or My Leo Club menu, select Service Activities. From the Service Activities page, by default all service activities for the current fiscal year are displayed. The View/ Print button will allow you to view a version of your service activities that can be saved or printed.

**Service Activities**

Add Activity View/Print Find Activities

Current Fiscal Year Service Activities - 144 Activities found

Show 30 Page 1 of 5 Sort by Date

Members helping the elderly	Assistance to Individuals	aid to the elderly / disabled	January 2013
Members tagging the elderly to the doctor, shopping	Number of Lions: 4 Number of Lion Hours: 20 Number of People Served: 0 Funds Donated (USD): 0 Funds Raised (USD): 0 ✓ Shared		Edit Activity Delete Activity



# Lions Clubs International Service Activity Report Frequently Asked Questions



## LIONS CLUBS INTERNATIONAL My Service Activities

Nursing Home Bingo Game (Jan 2013)

aid to the elderly / disabled

Held a bingo game at Maison DeVille nursing home for the elderly

Number of Lions: 8	Number of Lion Hours: 24	Number of People Served: 51	Funds Donated: 93
Funds Raised: 0			

Members helping the elderly (Jan 2013)

aid to the elderly / disabled

Members taking the elderly to the doctor, shopping

Number of Lions: 4	Number of Lion Hours: 20	Number of People Served: 0	Funds Donated: 0
Funds Raised: 0			

selling raffle tickets (Jan 2013)

Fundraising Event / Campaign

we have an annual raffle. Five members sold tickets at the Houma Terrebonne Civic Center on Jan. 4th. \$188.00

Number of Lions: 5	Number of Lion Hours: 35	Funds Raised: 188
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**Q: How do print an activity report?**

**A:** From the My Lions Club menu, select Service Activities. From the Service Activity page click Find Activities and select Advance Search. From the Advanced Search page select the Activity month and click search. Your club activities for that specific month will display. To view and/or print the report, click View/Print.

# Lions Clubs International Service Activity Report Frequently Asked Questions



MyLICI navigation menu items:

- Home
- My Lions Club
- My District
- Members
- Club Info
- Officers
- Statements/ Dues
- Service Activities**
- Signature Service Activities
- Service Activity Goals
- Reports
- Data Download
- Membership Cards

Service Activities page details:

- Buttons: Add Activity, View/Print
- Search: Find Activities
- Current Fiscal Year Service Activities - 144 Activities found
- Table:
 

Members helping the elderly	Assistance to Individuals	aid to the elderly / disabled
Members taking the elderly to the doctor, shopping	Number of Lions: 4 Number of Lion Hours: 20 Number of People Served: 0 Funds Donated (USD): 0 Funds Raised (USD): 0	
✓ Shared		
- Quick Searches:
  - Service Activities
  - President's Theme
  - Engaging our Youth Campaign
  - Sharing the Vision Campaign
  - Relieving the Hunger Campaign
  - Protecting our Environment Campaign
- Custom Search:
  - Advanced Search**

Advanced Search dialog box fields:

- Constitutional Area: U.S. and Affiliates, Bermuda and Bahamas
- Multiple District: Multiple District 8
- District: District 8 S
- Club: HOUMA
- Fiscal Year: 2012-2013
- Month**
- District-wide Activity
- Campaign Activity
- Activity Category
- Search Text

Buttons: Search, Cancel

Service Activities page details:

- Buttons: Add Activity, **View/Print**
- Advanced Search - 13 Activities found