

Lions Clubs International Service Activity Report Frequently Asked Questions



Q: How do I add an activity?

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

The screenshot shows the MyLCI website interface. At the top left is the Lions Clubs International logo and the text 'MyLCI'. To the right is a 'Support Center' button. Below the logo is a navigation bar with 'Home', 'My Lions Club', 'My District', and 'My Multiple District'. A dropdown menu is open under 'My Lions Club', with 'Service Activities' highlighted by a red rectangular box. Other menu items include Members, Club Info, Officers, Statements/ Dues, Activity Goals, Signature Activities, Reports, Data Download, and Membership Cards. The main content area is divided into three columns: 'My Club' (showing club name, founding year, meeting schedule, address, and website), 'My Info' (showing secretary name and correspondence addresses), and a 'My Tasks' column with various input fields.

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

The screenshot shows the 'Service Activities' page on MyLCI. At the top left is the Lions Clubs International logo and the text 'MyLCI'. To the right is a 'Support Center' button. Below the logo is a navigation bar with 'Home', 'My Lions Club', 'My District', and 'My Multiple District'. The page title is 'AUSTIN MORNING (39025) Service Activities'. Below the title is a red-bordered box containing an 'Add Activity' button and a 'View/Print' button. To the right is a search bar labeled 'Find' and a dropdown menu labeled 'Activities'. Below this is a section titled 'Current Fiscal Year Service Activities - 1 Activities found'. It includes a 'Show 30' dropdown, 'Page 1 of 1', and a 'Sort by Date' dropdown. The main content area is a table with columns: 'Lions Go Kart Unit Parades', 'Fundraising', 'Fundraising Event / Campaign', and 'July, 2012'. The table contains one row of data with the following details: 'The club participated in 5 parades with the Austin Lions Go Kart Unit. 10 members with 4 hours each parade. \$3000 income'. The 'Fundraising' column shows: 'Number of Lions: 10', 'Number of Lion Hours: 40', and 'Funds Raised (USD): 3000'. To the right of the table are two buttons: 'Edit Activity' and 'Delete Activity'.

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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.

MyLCI Support Center

Home My Lions Club My District My Multiple District

AUSTIN MORNING (39025)

Add Activity

Basic Activity Information

Fiscal Year: 2012-2013

Month: November

Signature Activity: None

Activity Type: Select Type

Activity Title:

Activity Description:

Select an Activity Type.

Assistance to Individuals

- aid to the elderly / disabled
- aid to the vision / hearing impaired**
- 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

Click an Activity Type to select it.

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Type the title and description of your activity. Based on the activity type selected, you will be able provide measurements 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. This 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. It is divided into two main 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), and a text field for 'Activity Type' (set to 'other disaster preparedness & relief') with a 'Select Type' button. Below these are two text input fields: 'Activity Title' and 'Activity Description', both highlighted with red boxes. The 'Detailed Activity Information' section contains a list of checkboxes: 'Share this story' (checked), 'District-wide Activity', 'Engaging our Youth campaign', 'Sharing the Vision campaign', 'Relieving the Hunger campaign', and 'Protecting our Environment campaign'. To the right of these checkboxes is a table with four rows: 'Number of Lions', 'Number of Lion Hours', 'Funds Donated', and 'Funds Raised', each with a corresponding input field containing the number '0'. This table is also highlighted with a red box. At the bottom left, there is a red arrow pointing to the text 'Images (File types - .jpg, .gif, .png. File size less than 4 MB.)'.

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.

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A screenshot of a web application's 'Select an Activity Type' dropdown menu. The menu is titled 'Select an Activity Type.' and contains a grid of activity categories. The categories are: 'water / sanitation services', 'environment preservation services', 'other environmental services', 'Fundraising' (with sub-items 'Fundraising Event / Campaign' and 'other fundraising'), 'Health & Wellness' (with sub-items 'diabetes awareness / education', 'diabetes screening', 'Strides Walk', 'hearing aid recycling', 'hearing screening', 'vision screening', 'hearing ear dogs', 'guide dogs', 'eyeglass recycling', 'health / support services', 'health education', and 'medical mission'). The 'Health & Wellness' category and its sub-item 'guide dogs' are highlighted with a red border. A red arrow points to a blue information icon and the text 'Click an Activity Type to select it.' at the bottom of the menu.

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.

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.

Lions Clubs International Service Activity Report Frequently Asked Questions



Add Activity

Basic Activity Information

Fiscal Year: 2012-2013
Month: November
Signature Activity: None
Activity Type: [Select Type]
Activity Title:
Activity Description:

Detailed Activity Information

Share this story
 District-wide Activity
 Engaging our Youth campaign
 Sharing the Vision campaign
 Relieving the Hunger campaign
 Protecting our Environment campaign

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.

Service Activities

Add Activity View/Print Find

Current Fiscal Year Service Activities - 1 Activities found

Show 30 Page 1 of 1 Sort by Date

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		Edit Activity Delete Activity

Show 30 Page 1 of 1 Sort by Date

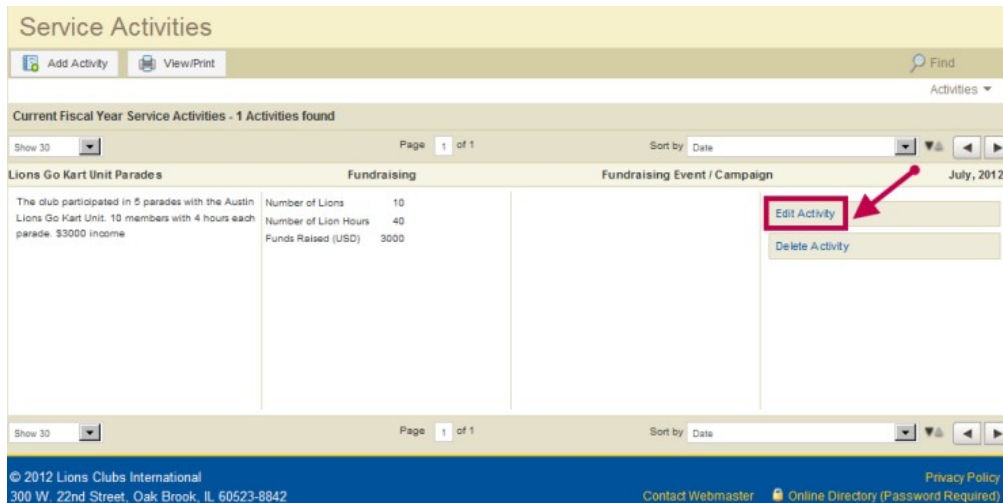
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Lions Clubs International Service Activity Report Frequently Asked Questions



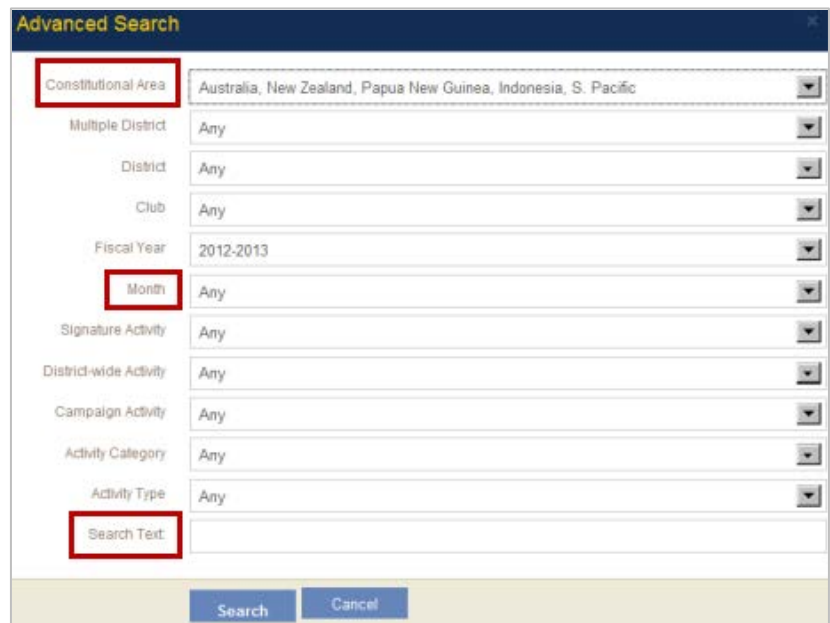
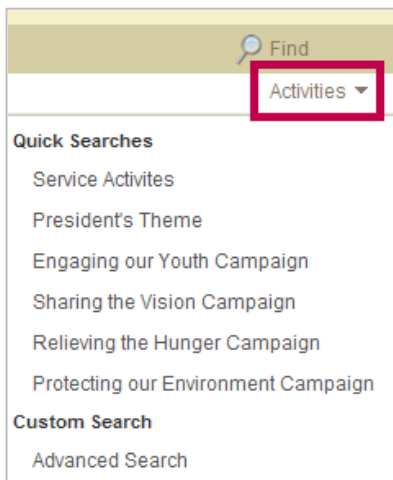
Q: How do I edit an activity?

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



Q: How do I search for activities?

A: MyLCI users can view shared activities using the search feature. From the Service Activities page select the 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.

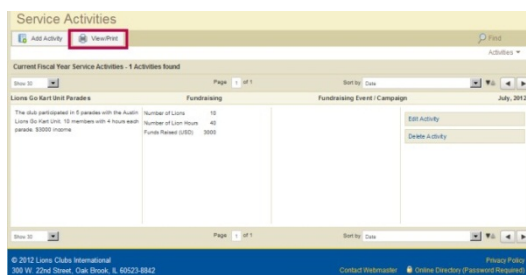


Lions Clubs International Service Activity Report Frequently Asked Questions



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 activity that can be saved or printed.



Lions Clubs International Signature Service Activities Frequently Asked Questions



Q: How do I add a signature service activity?

A: From the My District or My Lions Clubs menu, select Signature Service Activities. From the Signature Service Activities page, click the Add the Signature Service Activity button. Select the Activity Type, type the Activity Title and the Activity Description. Click the Save button.

A screenshot of a web form titled "Add Signature Service Activity". The form has a light yellow header. Below the header, there are three input fields: "Activity Type" with a "Select Type" button to its right, "Activity Title", and "Activity Description". At the bottom left, there is a "Status" section with a checked checkbox labeled "Active". At the bottom center, there are two blue buttons: "Save" and "Cancel".

Q: How do I add an existing signature activity to my monthly report?

A: From the My Lions Clubs Service Activities page, click the Add Activity button. From the Add Activity page, click the Signature Activity drop down arrow. Click on the Signature Activity title. The page will populate with predefined information about the activity. You can update the information that was populated into the window. Then add the other information about your activity and click Save.

A screenshot of a web form titled "Add Activity". The form has a light yellow header. Below the header, there is a section titled "Basic Activity Information". This section contains several fields: "Fiscal Year" (2012-2013), "Month" (January), "Signature Activity" (None), "Activity Type" (aid to disadvantaged families), "Activity Title" (Tree Planting), and "Activity Description". A red arrow points to the "Signature Activity" dropdown menu, which is currently open, showing a list of options: "None", "aid to disadvantaged families", "Food drives for the Months of November -December - January 2012", and "Tree Planting".

Lions Clubs International Signature Service Activities Frequently Asked Questions



Q: How do I remove a signature activity?

A: From the My Lions Club or My District menu, select Signature Service Activities. From Signature Service Activities page, click the Edit Activity button associated with the signature activity you would like to remove. From the Edit Signature Service Activity page, de-select the Status Active checkbox. That will remove the Signature Activity. No activities associated with the removed Signature Activity will be affected.

A screenshot of a web form titled "Edit Signature Service Activity" for user "ADRIAN EVENING (4418)". The form contains several input fields: "Activity Type" with a dropdown menu showing "aid to disadvantaged families" and a "Select Type" button; "Activity Title" with a text box containing "aid to disadvantaged families"; and "Activity Description" with a larger text box also containing "aid to disadvantaged families". At the bottom, there is a "Status" section with a checked checkbox labeled "Active". A red arrow points to this checkbox. Below the form are "Save" and "Cancel" buttons.

Q: How do I edit or delete signature service activities?

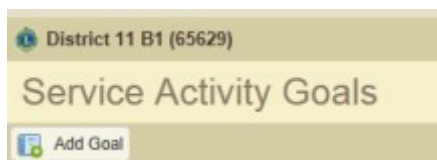
A: From the My Lions Club or My District menu, select Signature Service Activities. From Signature Service Activities page, click the Edit Activity button associated with the signature activity you would like to delete or edit. From the Edit Signature Service Activity page, you can update the information about the activity. To delete the Signature Activity, de-select the Status Active checkbox. That will remove the Signature Activity. Click the Save button.

Lions Clubs International Service Activity Goals Frequently Asked Questions



Q: How do I add an activity goal?

A: From the My Lions Club or My District menu, select Service Activity Goals. From the Service Activities Goals page, click the Add Goal button.



From the Add Service Activity Goal page, select the main program area from the drop down list. Then select the Activity Type from the next drop down list. Type the indicator that you want to achieve. Click Save.

A screenshot of the 'Add Service Activity Goal' form. It has a title bar 'Add Service Activity Goal'. Below it are two dropdown menus: 'Program Area' with 'Assistance to Individuals' selected, and 'Activity Type' with 'aid to the vision / hearing impaired' selected. Underneath is a section for 'Progress Indicator' with four input fields: 'Number of Lion Hours', 'Number of People Served', 'Funds Donated', and 'Funds Raised', each containing the number '0'. At the bottom are two buttons: 'Save' and 'Cancel'.

Q: How do I view progress toward my goal?

A: Progress toward your goal is automatically calculated as service activities are report (saved in MyLCI). From the My Lions Club or My District menu, select Service Activity Goals. From the Service Activities Goals page, the progress toward the goals you have added are displayed.

Lions Clubs International

Service Activity Goals

Frequently Asked Questions



Q: How do I view goals from previous years?

A: Only goals added for the current fiscal year are displayed in MyLCI. It is not possible to view goals from previous years.

Q: How do I remove a goal?

A: From the My Lions Club or My District menu, select Service Activity Goals. From the Service Activities Goals page, scroll to the goal you would like to delete. Click the Delete Goal button associated with that goal. On the Delete Goal page, click the Delete button.