

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.

The screenshot shows the MyLCI website interface. The top navigation bar includes 'Home', 'My Lions Club', 'My District', and 'My Multiple District'. A dropdown menu is open under 'My Lions Club', with 'Service Activities' highlighted in a red 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 displays club information for 'AUSTIN MORNING' (founded in 1980), meeting details (Every 1st, 3rd Thursday at 07:00), and contact information for the 2012-2013 Club Secretary, Terry G. Zabel.

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

The screenshot shows the 'Service Activities' page for 'AUSTIN MORNING (39025)'. The 'Add Activity' button is highlighted in a red box. Below the button, there is a search bar and a dropdown menu for 'Activities'. The page displays 'Current Fiscal Year Service Activities - 1 Activities found'. A table shows one activity: 'Lions Go Kart Unit Parades' (Fundraising) for July 2012. The activity details include: 'The club participated in 5 parades with the Austin Lions Go Kart Unit. 10 members with 4 hours each parade. \$3000 income'. The table also lists 'Number of Lions: 10', 'Number of Lion Hours: 40', and 'Funds Raised (USD): 3000'. There are 'Edit Activity' and 'Delete Activity' buttons next to the activity entry.

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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.

The screenshot shows the 'Add Activity' page in MyLCI. 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 red box highlights the 'Month' dropdown, and another red box highlights the 'Select Type' button next to the 'Activity Type' dropdown. Below these are fields for 'Activity Title' and 'Activity Description'.

The screenshot shows a dialog box titled 'Select an Activity Type.' with a close button (X) in the top right corner. It contains two main sections: 'Assistance to Individuals' and 'Community & Cultural Activity'. Under 'Assistance to Individuals', there are eight options: 'aid to the elderly / disabled', 'aid to the vision / hearing impaired' (highlighted with a red box), 'aid to disadvantaged children', 'aid to homeless', 'other assistance to individuals', 'aid to military families', 'aid to disadvantaged families', and 'aid to disadvantaged children'. Under 'Community & Cultural Activity', there are eight options: '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', and 'social / community event'. At the bottom, a blue bar contains an information icon (i) and the text 'Click an Activity Type to select it.' with a red arrow pointing to the text.

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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.

A screenshot of the 'Add Activity' web form. The form 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' (2012-2013) and 'Month' (November), a dropdown for 'Signature Activity' (None), and a text field for 'Activity Type' (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 for various options: '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. A red arrow points to the 'Images' upload section at the bottom left, which includes 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 dropdown menu titled "Select an Activity Type." The menu is organized into several categories: "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 the "guide dogs" sub-item are highlighted with red boxes. 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.

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A screenshot of the 'Add Activity' form. The form is divided into two main sections: 'Basic Activity Information' and 'Detailed Activity Information'. The 'Basic Activity Information' section includes fields for 'Fiscal Year' (set to 2012-2013), 'Month' (set to November), 'Signature Activity' (set to None), 'Activity Type' (with a 'Select Type' button), 'Activity Title', and 'Activity Description'. The 'Detailed Activity Information' section includes a 'Share this story' checkbox (checked), a 'District-wide Activity' checkbox (unchecked), and four campaign checkboxes: '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.

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.

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The screenshot shows the 'Service Activities' page. At the top, there are buttons for 'Add Activity' and 'View/Print', with 'View/Print' highlighted by a red box. Below the buttons 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 'Lions Go Kart Unit Parades', 'Fundraising', and 'Fundraising Event / Campaign'. The table contains one activity entry for 'July, 2012' with details on the number of Lions, Lion Hours, and Funds Raised. To the right of the table are buttons for 'Edit Activity' and 'Delete Activity'. The footer contains copyright information for 2012 Lions Clubs International and links for 'Contact Webmaster' and 'Online Directory (Password Required)'.

Q: How do I edit an activity?

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

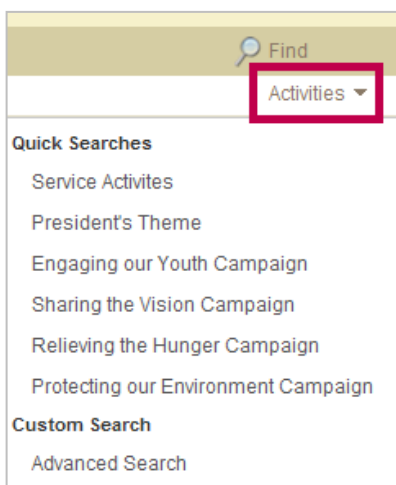
This screenshot is identical to the previous one, but with a red box around the 'Edit Activity' button and a red arrow pointing to it from the right. This highlights the specific action mentioned in the answer to the question above.

Q: How do I search for activities?

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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.



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.

