



Report a Service Activity

Service Activities can be reported in two ways

- an already created service activity
 - a service activity created instantly
-

- Activity already created

- Already has an entry on the Report Activity Page
- Contains participants
- Uses pages 3 through 8

- Report Service Activity instantly

- There is no entry on the Report Activity Page
- Uses pages 9 through 19

Report a Service Activity

Reporting your service is a way to celebrate your impact on your community.

The screenshot displays the MyLion web application interface. At the top, there is a navigation bar with the MyLion logo, a 'Support' link, a 'Messages' icon, and a dropdown menu. The main navigation menu includes 'Home', 'New Activity', 'Report Activity' (highlighted with a red box), 'My Activities', and 'Metrics'. Below the navigation bar, the main content area features a dark blue header for 'Orland Park' with three key metrics: '288 People Served', '7 People Served Per Member', and '8 Service Activities Completed'. A red arrow points from the 'Report Activity' button in the navigation bar to the '288 People Served' metric. Below the metrics, there are four action cards: 'Learn' (See how we're uniting our global service around five areas of need.), 'Discover' (Browse service activities happening in your area and around the world.), 'Act' (Get started on a new service activity for your club and community.), and 'Celebrate' (See impact on display by exploring the latest service reporting data.). Underneath these cards is an 'Upcoming Activities' section with a single activity card for 'android 12345' on 'Nov 30, 2018'. The footer contains three columns: 'Service Activities' (Create, My Activities, Metrics), 'Resources' (Contact Us, Privacy Policy, Terms of Use), and 'Lions Clubs International' (300 W. 22nd Street, Oak Brook, IL 60523-8842 USA, +1 (630) 468-6900).

Reporting a service activity that was planned in MyLion and completed

Select an unreported activity




Support Messages

MyLion Home New Activity Report Activity My Activities Metrics

Report Activity











+ Create Past Activity to Report

Unreported Activities

-  Report
Holiday Food Drive
Orland Park
Nov 23, 2018
-  Report
Raise Awareness (past)
Orland Park
Jun 21, 2018
-  Report
Diabetes Support
Orland Park
Jun 19, 2018

PREVIOUS Page 1 of 1 NEXT FIRST LAST

Reported Activities

-  VIEW
clean up
Orland Park
Nov 11, 2018
-  VIEW
Diabetes35
Orland Park
May 9, 2018 - May 14, 2018
-  VIEW
Environment35
Orland Park
May 9, 2018 - May 14, 2018
-  VIEW
PedCancer35
Orland Park
May 9, 2018 - May 14, 2018
-  VIEW
Environment15
Orland Park
Apr 30, 2018
-  VIEW
Diabetes15
Orland Park
Apr 30, 2018
-  VIEW
PedCancer15
Orland Park
Apr 30, 2018
-  VIEW
Vision23
Orland Park
Mar 9, 2018 - Mar 14, 2018
-  VIEW
Hunger23
Orland Park
Mar 9, 2018 - Mar 14, 2018
-  VIEW
Other23
Orland Park
Mar 9, 2018 - Mar 14, 2018

PREVIOUS Page 1 of 4 NEXT FIRST LAST

Service Activities Resources Lions Clubs International
Create Contact Us 300 W. 22nd Street

Share the service details. Click Continue.

Need help with the numbers? Download the Service Reporting Guide for assistance.

The screenshot shows the MyLion service reporting interface. At the top, there is a navigation bar with 'MyLion' and menu items: Home, New Activity, Report Activity, My Activities, and Metrics. Below the navigation bar, there are buttons for '< GO BACK' and 'CONTINUE'. A progress indicator shows five steps: 1. Create, 2. Type, 3. Details, 4. Share, and 5. Preview. The main form is titled 'Celebrate and Share!' and contains several input fields and toggle switches:

- How many people were served? (input field)
- Optional: How many people served were under 18? (input field)
- How many volunteers participated? (input field)
- Optional: Were any Leos or Non-Members present? (toggle switch, currently 'No')
- Total Volunteer Hours (input field)
- Planning & Fundraising hours (input field)
- Number of Direct Service Hours (input field) with a note: "You can change this number. We calculate this by multiplying the volunteer count by the activity duration."
- 0 Total hours (input field)
- Community Outcome (text area)
- Was this activity funded by an LCIF grant? (toggle switch, currently 'No')

On the right side, there is a 'Service Reporting Guide' sidebar. It features an image of food items and a title 'Service Reporting Guide'. The text in the sidebar explains the importance of sharing impact and provides two questions to guide reporting:

1. What is a reportable service activity?
2. What data should be reported?

A button 'Download the Reporting Guide' is located at the bottom of the sidebar. At the bottom of the form, there are buttons for '< GO BACK' and 'CONTINUE'. The footer contains three columns of links: 'Service Activities' (Create, My Activities, Metrics), 'Resources' (Contact Us, Privacy Policy, Terms of Use), and 'Lions Clubs International' (300 W. 22nd Street, Oak Brook, IL 60523-8842 USA, +1 (630) 468-6900).

Notice your progress. →

**Confirm your
participant list.
Click Continue.**

Support Messages Chagon Chung

MyLion Home New Activity Report Activity My Activities Metrics

< GO BACK CONTINUE

1 Cause 2 Type 3 Details 4 Share 5 Preview

Confirm Participants

You've already logged how many people volunteered at the activity, now recognize individuals for their contributions! Confirmed participants will see their personal service impact on the Metrics dashboard.

CLUBS Search Groups

- ORLAND PARK (My Club) Lions Club
- BELLWOOD Lions Club
- CHICAGO LOGAN SQUARE Lions Club
- CHICAGO INDO US Lions Club
- CHICAGO WINDY CITY Lions Club
- Chicago Ridge Lions Club
- CHICAGO EAST SIDE Lions Club
- GLENWOOD Lions Club
- BRIDGEVIEW Lions Club
- BERWYN Lions Club
- CHICAGO SOUTHEAST Lions Club
- SOUTH HOLLAND Lions Club
- CHICAGO ECUADORIAN Lions Club

INDIVIDUALS Search Individuals

PARTICIPANT LIST 49

- Gail Anton
- Steve Anton
- Elizabeth Batchelor
- Thomas Bell
- Jim Bianchi
- Gail Blummer
- Sharon Brindza
- Reginald Brutus
- Daniel Calandriello
- Michael Carroll
- Gail Christoffer-Baruch
- Ryan Collins
- Frank Dorian

Review the information. Click Report.

Support Messages Chagon Chung

MyLion Home New Activity Report Activity My Activities Metrics


< GO BACK REPORT

1 Cause 2 Type 3 Details 4 Share 5 Preview

You're almost done! Review your details before you submit.

Holiday Food Drive
Nov 23, 2018
12:25 PM - 12:25 PM

CAUSE: Hunger
LOCATION: Glenview, IL, USA
ACTIVITY OWNER: Chagon Chung



IMPACT

METRICS:

500	People Served
100	Total Number of Volunteers
500	Total Volunteer Hours
400	Planning & Fundraising hours
100	Number of Direct Service Hours

DESCRIPTION

INVITES

Gail Anton	Steve Anton	Elizabeth Batchelor	Thomas Bell	Jim Bianchi
Gail Blummer	Sharon Brindza	Reginald Brutus	Daniel Calandriello	Michael Carroll
Gail Christoffer-Baruch	Ryan Collins			

PREVIOUS Page 1 of 5 NEXT FIRST LAST

Click Submit and you're done!

The screenshot shows the MyLion web application interface. At the top, there is a navigation bar with 'MyLion' and a dropdown menu, and a secondary navigation bar with 'Home', 'New Activity', 'Report Activity', 'My Activities', and 'Metrics'. Below this is a progress indicator with five steps: 1. Create, 2. Type, 3. Details, 4. Share, and 5. Preview. A warning message states: 'You're almost done! Review your details before you submit.' The main content area displays details for a 'Holiday Food Drive' activity on Nov 23, 2018, from 12:25 PM to 12:25 PM. The cause is 'Hunger', the location is 'Glenview', and the activity owner is 'Chagon'. A modal dialog titled 'Report Now' is overlaid on the page, containing the text: 'By reporting your service, your service impact will be included in the total LCI service metrics.' and two buttons: 'SUBMIT' and 'GO BACK'. Below the modal, the 'IMPACT' section lists metrics: People Served (500), Total Number of Volunteers (100), Total Volunteer Hours (500), Planning & Fundraising hours (400), and Number of Direct Service Hours (100). The 'DESCRIPTION' section is empty. The 'INVITES' section lists ten users: Gail Anton, Steve Anton, Elizabeth Batchelor, Thomas Bell, Jim Bianchi, Gail Blummer, Sharon Brindza, Reginald Brutus, Daniel Calandriello, Michael Carroll, Gail Christoffer-Baruch, and Ryan Collins. At the bottom right, there is a pagination control showing 'Page 1 of 5' with buttons for 'PREVIOUS', 'NEXT', 'FIRST', and 'LAST'.

Reporting a service activity that was **NOT** previously created in MyLion

Select Report Activity

The screenshot shows the MyLion web application interface for 'Orland Park'. The top navigation bar includes 'Home', 'New Activity', 'Report Activity' (highlighted with a red box), 'My Activities', and 'Metrics'. The main content area displays statistics for the current LCI Fiscal Year: 288 People Served, 7 People Served Per Member, and 8 Service Activities Completed. Below this are four action cards: 'Learn', 'Discover', 'Act', and 'Celebrate'. The 'Upcoming Activities' section shows a single activity titled 'android 12345' scheduled for 'Nov 30, 2018'. The footer contains links for 'Service Activities', 'Resources', and 'Lions Clubs International' contact information.

Support Messages

MyLion

Home New Activity **Report Activity** My Activities Metrics

Orland Park

288 People Served >

7 People Served Per Member >

8 Service Activities Completed >

Current LCI Fiscal Year

Learn
See how we're uniting our global service around five areas of need. >

Discover
Browse service activities happening in your area and around the world. >

Act
Get started on a new service activity for your club and community. >

Celebrate
See impact on display by exploring the latest service reporting data. >

Upcoming Activities

android 12345

Nov 30, 2018

Service Activities

Create
My Activities
Metrics

Resources

Contact Us
Privacy Policy
Terms of Use

Lions Clubs International

300 W. 22nd Street
Oak Brook, IL 60523-8842 USA
+1 (630) 468-6900

Select Create Past Activity to Report

Support Messages

MyLion Home New Activity **Report Activity** My Activities Metrics

Report Activity

+ Create Past Activity to Report

Unreported Activities

 Report	 Report	 Report
Holiday Food Drive Orland Park Nov 23, 2018	Raise Awareness (past) Orland Park Jun 21, 2018	Diabetes Support Orland Park Jun 19, 2018

PREVIOUS Page 1 of 1 NEXT FIRST LAST

Reported Activities

 VIEW	 VIEW	 VIEW	 VIEW	 VIEW
clean up <input type="checkbox"/> Orland Park Nov 11, 2018	Diabetes35 Orland Park May 9, 2018 - May 14, 2018	Environment35 Orland Park May 9, 2018 - May 14, 2018	PedCancer35 Orland Park May 9, 2018 - May 14, 2018	Environment15 Orland Park Apr 30, 2018
 VIEW	 VIEW	 VIEW	 VIEW	 VIEW
Diabetes15 Orland Park Apr 30, 2018	PedCancer15 Orland Park Apr 30, 2018	Vision23 Orland Park Mar 9, 2018 - Mar 14, 2018	Hunger23 Orland Park Mar 9, 2018 - Mar 14, 2018	Other23 Orland Park Mar 9, 2018 - Mar 14, 2018

PREVIOUS Page 1 of 4 NEXT FIRST LAST

Service Activities Resources Lions Clubs International
Create Contact Us 300 W. 22nd Street

Select the type of activity. Click Continue.

Available reporting options are:

- Service Activity
- Fundraiser

Note: Meetings are not reportable.

Support Messages Chagon Chung

MyLion Home New Activity Report Activity My Activities Metrics

Select the type of activity

Service Activity Fundraiser

Service Activity

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.

CONTINUE

Service Activities

Create
My Activities
Metrics

Resources

Contact Us
Privacy Policy
Terms of Use

Lions Clubs International

300 W. 22nd Street
Oak Brook, IL 60523-8842 USA
+1 (630) 468-6900

CONTINUE

Support Messages Chagon Chung

MyLion Home New Activity Report Activity My Activities Metrics

< GO BACK CONTINUE

1 Cause 2 Type 3 Details 4 Share 5 Preview

Select the cause that your activity impacted.

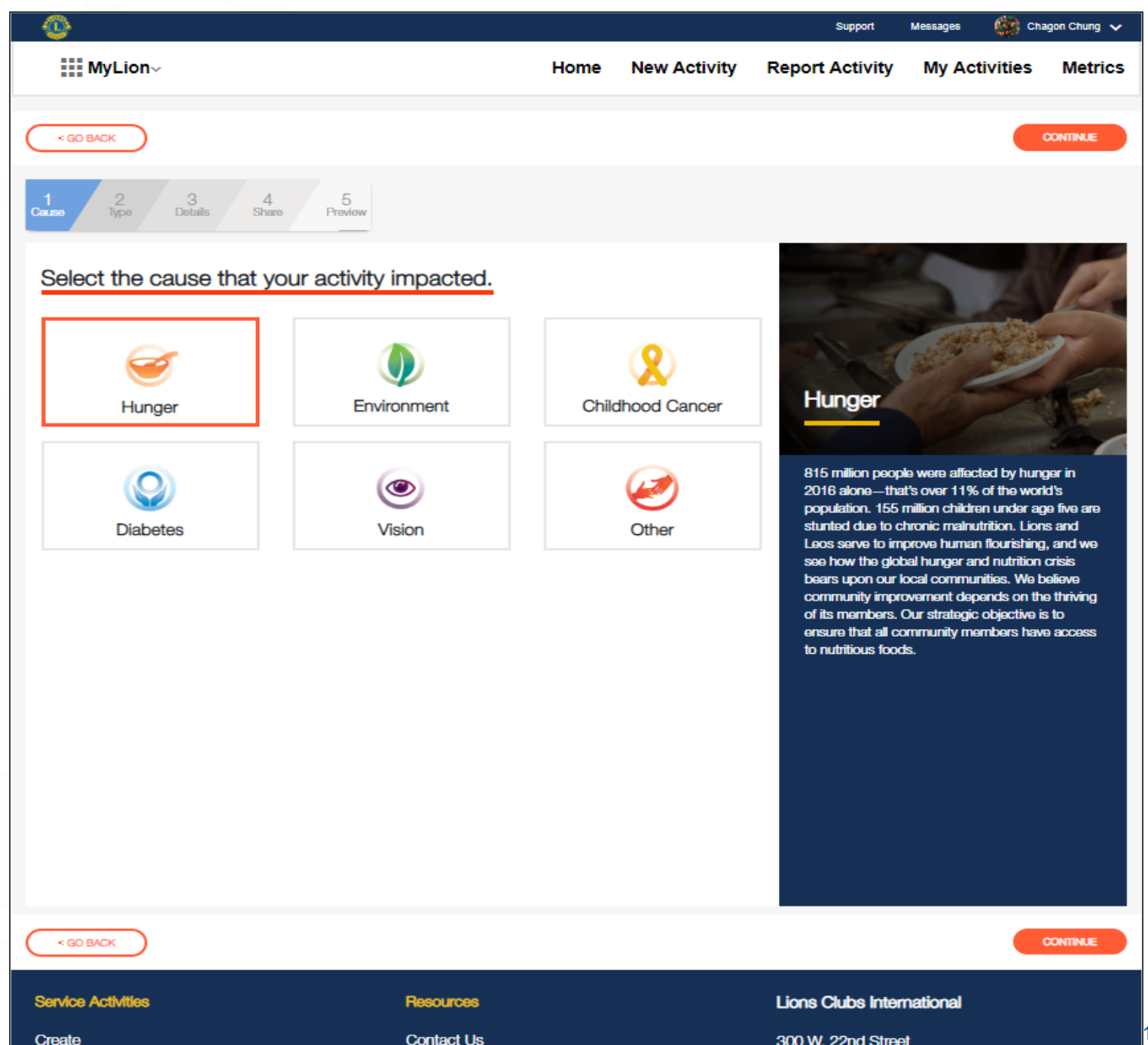
Hunger Environment Childhood Cancer

Diabetes Vision Other

< GO BACK CONTINUE

Service Activities Resources Lions Clubs International

Create Contact Us 300 W. 22nd Street



Hunger

815 million people were affected by hunger in 2016 alone—that's over 11% of the world's population. 155 million children under age five are stunted due to chronic malnutrition. Lions and Leos serve to improve human flourishing, and we see how the global hunger and nutrition crisis bears upon our local communities. We believe community improvement depends on the thriving of its members. Our strategic objective is to ensure that all community members have access to nutritious foods.

Select the cause that your activity impacted. Click Continue.

Choose the project type being reported. Click Continue.

Need help with the numbers? Download the reporting guide for assistance.

The screenshot shows the MyLion web application interface. At the top, there is a navigation bar with the MyLion logo and a user profile for Chagon Chung. The main navigation includes Home, New Activity, Report Activity, My Activities, and Metrics. Below the navigation, there are buttons for '< GO BACK' and 'CONTINUE'. A progress indicator shows five steps: 1 Cause, 2 Type, 3 Details, 4 Share, and 5 Preview, with '2 Type' being the current step. The main content area is titled 'Choose a project planner that applies or choose Other.' and features four options: 'Food Collection Initiative', 'Direct Food Service', 'Children's Nutrition Breakfast', and 'Other'. The 'Food Collection Initiative' option is selected and highlighted. To the right, a detailed view of the 'Food Collection Initiative' is shown, including a description: 'Food Distribution: A week-long food collection initiative that mobilizes the community to donate nutritious food for subsequent sorting, packing and delivery to local food organizations'. It also lists 'WHAT YOU WILL ACHIEVE' (Support a local food organization by collecting nutritious food to benefit the community members it serves) and 'DURATION' (Event Duration: 1 week, Expected Planning Time: 1-2 months). A button 'Download the Full Planning Guide' is visible. At the bottom, there are buttons for '< GO BACK' and 'CONTINUE'. The footer contains links for Service Activities, Resources, and Lions Clubs International, along with contact information: 'Create', 'Contact Us', and 'Lions Clubs International, 300 W. 22nd Street, Oak Brook, IL 60521, USA'.

Add the Activity Details

Support Messages Chagon Chung

MyLion Home New Activity Report Activity My Activities Metrics

< GO BACK CONTINUE

1 Cause 2 Type 3 Details 4 Share 5 Preview

1. Activity Details

USE DEFAULT IMAGE EDIT CURRENT IMAGE

Activity Name *
Food Collection Initiative

Place name
Oak Brook food pantry

Address or Place *
300 22nd St, Oak Brook, IL 60523, USA

Start Date * 10/2/2018 Time 08 : 00 AM

End Date * 10/5/2018 Time 5 : 00 PM

Activity Description *
A week-long food collection initiative that mobilizes the community to donate nutritious food for

2. Privacy Settings

Who can see this?
Everyone Club Only me

< GO BACK CONTINUE

Service Activities

Create
My Activities
Metrics

Resources

Contact Us
Privacy Policy
Terms of Use

Lions Clubs International

300 W. 22nd Street
Oak Brook, IL 60523-8842 USA
+1 (630) 468-6900

Food Collection Initiative

A week-long food collection initiative that mobilizes the community to donate nutritious food for subsequent sorting, packing and delivery to local food organizations

WHAT YOU WILL ACHIEVE

- Support a local food organization by collecting nutritious food to benefit the community members it serves

DURATION

Event Duration: 1 week
Expected Planning Time: 1-2 months

Download the Full Planning Guide

Set Privacy Settings. Click Continue.

Select Who can see the activity?

- Everyone
- Just your Club
- Only me

Only me - will save the activity information as a draft until you are ready for others to see the activity.

Select Who can join the activity?

- Everyone
- Any Lion or Leo
- Invite only

Support Messages

MyLion

Home New Activity Report Activity My Activities Metrics

< GO BACK CONTINUE

1 Cause 2 Type 3 Details 4 Invite 5 Preview

1. Activity Details

Club
Orland Park

Activity Name *
Healthy Living for Type 2 Diabetes

Place name

Address or Place *

Start Date * Time 08 : 00 AM

End Date * Time 5 : 00 PM

Activity Description *
A health and wellness event for people at risk of Type 2 diabetes that promotes healthy eating, meal

Please enter the missing information.

2. Privacy Settings

Who can see this?
Everyone Club Only me

Who can join?
Everyone Any Lion or Leo Invite Only

< GO BACK CONTINUE

USE DEFAULT IMAGE EDIT CURRENT IMAGE

Healthy Living for Type 2 Diabetes

A health and wellness event for people at risk of Type 2 diabetes that promotes healthy eating, meal planning, and physical activity education

WHAT YOU WILL ACHIEVE

1. Raise awareness and provide education for the community by promoting healthy living

DURATION

Event Duration: 1-2 hours
Expected Planning Time: 1-2 months

Download the Full Planning Guide

Share the service details. Click Continue.

Need help with the numbers? Download the reporting guide for assistance.

Support Messages Chagon Chung

MyLion Home New Activity Report Activity My Activities Metrics

< GO BACK CONTINUE

1 Cause 2 Type 3 Details 4 Share 5 Preview

Celebrate and Share!

How many people were served?
2000

Optional: How many people served were under 18?

How many volunteers participated?
365

Optional: Were any Leos or Non-Members present?
 No

Total Volunteer Hours
365

Planning & Fundraising hours
365

Number of Direct Service Hours
You can change this number. We calculate this by multiplying the volunteer count by the activity duration.

730 Total hours

Community Outcome
Food distributed to those in need within the community and surrounding areas.

Was this activity funded by an LCIF grant?
 No

< GO BACK CONTINUE

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

Service Activities
Create
My Activities

Resources
Contact Us
Privacy Policy

Lions Clubs International
300 W. 22nd Street
Oak Brook, IL 60523-8842 USA

Confirm Participants.
Click Continue.

Support Messages Chagon Chung

MyLion Home New Activity Report Activity My Activities Metrics

< GO BACK CONTINUE

1 Cause 2 Type 3 Details 4 Share 5 Preview

Confirm Participants

You've already logged how many people volunteered at the activity, now recognize individuals for their contributions! Confirmed participants will see their personal service impact on the Metrics dashboard.

CLUBS Search Groups

- ORLAND PARK (My Club)
Lions Club
- BELLWOOD
Lions Club
- CHICAGO LOGAN SQUARE
Lions Club
- CHICAGO INDO US
Lions Club
- CHICAGO WINDY CITY
Lions Club
- Chicago Ridge
Lions Club
- CHICAGO EAST SIDE
Lions Club
- GLENWOOD
Lions Club
- BRIDGEVIEW
Lions Club
- BERWYN
Lions Club
- CHICAGO SOUTHEAST
Lions Club
- SOUTH HOLLAND
Lions Club
- CHICAGO ECUADORIAN
Lions Club

INDIVIDUALS Search Individuals

PARTICIPANT LIST 49

- Gail Anton
- Steve Anton
- Elizabeth Batchelor
- Thomas Bell
- Jim Bianchi
- Gail Blummer
- Sharon Brindza
- Reginald Brutus
- Daniel Calandriello
- Michael Carroll
- Gail Christoffer-Baruch
- Ryan Collins
- Frank Dorian

Review the information. Click Report.

The screenshot shows the MyLion web application interface. At the top, there is a navigation bar with the MyLion logo and menu items: Home, New Activity, Report Activity, My Activities, and Metrics. Below the navigation bar, there are two buttons: '< GO BACK' and 'REPORT'. A progress indicator shows five steps: 1 Cause, 2 Type, 3 Details, 4 Share, and 5 Preview. A red arrow points from the 'REPORT' button to the '5 Preview' step. Below the progress indicator, a message reads: 'You're almost done! Review your details before you submit.' The main content area is titled 'Food Collection Initiative' and includes the dates 'Oct 2, 2018 8:00 AM - Oct 5, 2018 5:00 PM'. It lists the cause as 'Hunger', the location as 'Oak Brook food pantry, 300 22nd St, Oak Brook, IL 60523, US', and the activity owner as 'Chagon Chung'. There is a photo of a person in a high-visibility vest standing next to a purple 'FOOD BANK' bin. Below the photo, the 'IMPACT' section is divided into 'METRICS' and 'COMMUNITY OUTCOME'. The metrics list: 2000 People Served, 365 Total Number of Volunteers, 730 Total Volunteer Hours, 365 Planning & Fundraising hours, and 365 Number of Direct Service Hours. The community outcome is 'Food distributed to those in need within the community and surrounding areas.' The 'DESCRIPTION' section states: 'A week-long food collection initiative that mobilizes the community to donate nutritious food for subsequent sorting, packing and delivery to local food organizations.' The 'INVITES' section lists ten users: Hannelore Alajoki, Philippe Beauzile, Patricia Crawford, Jiminez Allen, Gerald Bouey, Vauve Davis, Mary Badger, Sophia Brown, David Beauzile, Tena Brown, Claire Tester, and Erwin Cabela. At the bottom right, there is a pagination control showing 'Page 1 of 3' with buttons for 'PREVIOUS', 'NEXT', 'FIRST', and 'LAST'.

Click Submit and you're done!

The screenshot shows the MyLion web application interface. At the top, there is a navigation bar with the MyLion logo and links for Home, New Activity, Report Activity, My Activities, and Metrics. Below the navigation bar, there are buttons for '< GO BACK' and 'REPORT'. A progress indicator shows five steps: 1 Cause, 2 Type, 3 Details, 4 Share, and 5 Preview. A message states: 'You're almost done! Review your details before you submit.' The main content area displays details for a 'Food Collection Initiative' from Oct 2, 2018 8:00 AM to Oct 5, 2018 5:00 PM. The cause is 'Hunger', the location is 'Oak Brook food pantry, 300 22... Oak, IL 60523, US', and the activity owner is 'Chagon'. A modal dialog titled 'Report Now' is overlaid on the page, containing the text: 'By reporting your service, your service impact will be included in the total LCI service metrics.' and buttons for 'SUBMIT' and 'GO BACK'. Below the modal, the 'IMPACT' section lists metrics: 2000 People Served, 365 Total Number of Volunteers, 730 Total Volunteer Hours, 365 Planning & Fundraising hours, and 365 Number of Direct Service Hours. The 'DESCRIPTION' section states: 'A week-long food collection initiative that mobilizes the community to donate nutritious food for subsequent sorting, packing and delivery to local food organizations'. The 'INVITES' section lists ten users: Hannelore Alajoki, Philippe Beauzile, Patricia Crawford, Jiminez Allen, Gerald Bouey, Vauve Davis, Mary Badger, Sophia Brown, David Beauzile, Tena Brown, Claire Tester, and Erwin Cabela.

Support Messages Chagon Chung

MyLion Home New Activity Report Activity My Activities Metrics

< GO BACK REPORT

1 Cause 2 Type 3 Details 4 Share 5 Preview

You're almost done! Review your details before you submit.

Food Collection Initiative
Oct 2, 2018 8:00 AM - Oct 5, 2018 5:00 PM
CAUSE: Hunger
LOCATION: Oak Brook food pantry, 300 22... Oak, IL 60523, US
ACTMITY OWNER: Chagon

Report Now
By reporting your service, your service impact will be included in the total LCI service metrics.
SUBMIT GO BACK

IMPACT
METRICS:
2000 People Served
365 Total Number of Volunteers
730 Total Volunteer Hours
365 Planning & Fundraising hours
365 Number of Direct Service Hours

DESCRIPTION
A week-long food collection initiative that mobilizes the community to donate nutritious food for subsequent sorting, packing and delivery to local food organizations

INVITES
Hannelore Alajoki Jiminez Allen Mary Badger David Beauzile Claire Tester
Philippe Beauzile Gerald Bouey Sophia Brown Tena Brown Erwin Cabela
Patricia Crawford Vauve Davis