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.
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.
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.
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.
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.
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.

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: 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.
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.
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.