

**Multiple District 306**  
**2023-2024**  
**Guidelines for Service Reporting to the MyLion**

Determine if People Served is a required metric for your activity.

People Served is only required for service activities. There are many situations where a club, may want to report People Served in their service activities.

The guidelines below show how to calculate the number of people served during the various club service activities.

### **Service Activities**

#### **• A fundraiser**

Where the beneficiaries are known and present.

**Example:**A club raises money to donate to five school children as scholarships. If the students are present and receive their scholarships at the event, the club could report five beneficiaries. If the Club make this scholarships in monthly wise and the children who benefited attend to receive the scholarships Club can report it monthly and as five beneficiaries. If the Lions and the beneficiaries are not participated it I a one time project and people serve are only five.

#### **• Donation of dry rations**

For a example a club donate dry rations parcels for families in need.

**Example:**A Lions Club provides ten dry rations parcels containing 10 kg of rice along with other essential food items to ten families. It can be assumed to be for a family of five members based on our consumption patterns.  
**Then the club can report 500 beneficiaries. (10 Parcels x 10 Families x 5 Members per family =500) .**

#### **• Awareness program**

Where club conduct any type of awareness program, the number of People Served is the number of people attended to the program.

**Example:**A club conduct Diabetes awareness program in school & 100 students participated the session. **The club could report 100 beneficiaries under diabetes category.**

#### **• One time service activity**

One-time activity serves beneficiaries one time, and end when the project is completed. These activities can sometimes last more than one day, however, they do not regularly repeat.

**Example:**A club organizes a diabetes screening project and screened 100 people in two days. The club can report 100 beneficiaries under diabetes category.

#### **• Recurring activities**

Recurring activities are those that regularly repeat, such as cleaning up a highway once a month.

**Example:** Each highway clean-up can be reported as one activity. The number of motorists who use the highway on the day of each clean-up should be reported as the number of People Served for that activity. This category is applied for such as beach cleaning & other recurring activities.

- **Ongoing Activities**

When reporting ongoing activities, first determine the most appropriate time frame for each service report. This may be monthly for a transport vehicle, annually for a school, or quarterly for a health clinic. Report the activity at the chosen interval, counting only the beneficiaries served during that time.

**Example:** A club built a class room for school attending by 100 students each year could be reported once per year, with 100 beneficiaries reported each time.

- **Multiple clubs serving together.**

Participating clubs should discuss and agree upon the approach in advance of service reporting.

**Example:** If one Club initiated the project and did most of the planning, Lions may prefer that club report the activity. If all Clubs participated about equally, Lions may prefer that each club report the activity. Club should ensure that metrics, such as People Served, are not reported multiple times. Otherwise, the total number of beneficiaries can be divided among the clubs considering how many people from their Lions Club were served in that project.

- **District or multiple district initiatives.**

Sometimes, a district or multiple districts will recommend that all clubs conduct a certain type of service in a given year.

**Example:** The District Governors might request that all Clubs in their district focus on diabetes screenings. Clubs that conduct diabetes screenings should report them as individual Club activities. The number of beneficiaries are the people they screened at their project

- **Activities that serve multiple causes.**

When reporting, select the primary cause served, or break the activity into multiple activities and report them separately.

**Example:** If a Club providing vision screening and diabetes screening at a health camp, and serve them with meals or refreshments during the time, Club can report the vision and diabetes screenings as two separate activities and providing meals as a hunger project. Number of beneficiaries are the number of participants for a each project.

- **Conducting online awareness program.**

When Lions clubs organize an online program (via Zoom, Google Meet, Teams, Skype, Etc.), the event organize Club can report the number of participants as a people served, participants may report that they attended this event.

**Example:** One club organize a health awareness program via Zoom, and 100 people attended. An organized club can report serving 100 people.

- **Posting awareness leaflets / banners / hoardings via social media.**

If the Lions club wishes to post a awareness leaflets via social media and report people served, the following steps should be taken.

- The Lion Logo (must) and the District Governor's logo (optional) , District and the Club name should appear on the leaflet
- Leaflets can be posted to at following social media groups (Facebook, WhatsApp, Viber, Instagram, Twitter, etc)
- Take a screenshot of the published media and report on it.
- Club can report for Facebook -Number of likes & comments / For WhatsApp, Viber, Instagram, Twitter, Number of people in the particular group may be the number people served under selected category

**Example:** If a Club posted an awareness leaflet on their own Facebook page, the club can report the number like and comment they received as a people served under particular service category. If a Club posted an awareness leaflet on WhatsApp, Viber, Instagram, Twitter, Number of people in the particular group will be the beneficiaries under selected category

- **Placing and displaying Name Boards, different types of Awareness Boards (hoardings) etc. on the sides of the highways**

**Example:** If a Lions Club erects & displays an awareness signboard on the side of the highways it is considered a one-time activity. For such projects, only the number of passengers/pedestrians using the road on the day of installation of the boards can be counted as beneficiaries. Also, if the board is repaired and restored on a certain date by the Lions Club, the number of people using the road on that day can be reported as a new project. (Pl. see the International Guidelines-Measuring service impact for Lions)

- **Tree planting and care.**

Tree Planting and Tree Care are popular service activities conducted by Lions and Leos, however, determining the number of People Served by these activities can be difficult and confused. In the MyLion, all Lions Clubs can report the number of trees planted or cared by the Club in each project. All tree planting and distribution projects should be reported in MyLion under the Environment category.

- **Planting of trees**

The number of people served by tree planting and caring is calculated using international guidelines and base on environmental websites for how much oxygen a tree produces, how much oxygen a person consumes, and type of crops produce by the trees.

According to international standards, a mature plant is one that has reached the age of three years and above. These mature plants are producing the maximum amount of Oxygen and other crops for the benefit of the society. **But we must realize that depending on the size of the tree we distribute or plant, within a year there will be no benefit to the environment or food.** However, given motivation to Lions for promote tree planting activities, we consider all benefits can start from the beginning of the planting.

According to the guidelines given by the International Officer at the meeting recently held with ID Mahesh, MCC Kaushal, MD-GST Coordinator PDG Ranjith , MD -LCIF Coordinator & Past MD-GST Coordinator PCC Chamindu, MD Marketing Chairperson & Past GAT Area Leader PDG Shyama and the District GST Co-ordinators, number of people serve for tree planting Is two (2) for one tree. Otherwise, Club can take the number of trees planted or distributed as the number of people served.

### **Home Gardening**

According to the foods crisis in our country most Districts and Clubs promotes the home gardening projects. Considering our consumption patterns, the types of plants used in home gardening and their fruits, the number of beneficiaries can be determined with a reasonable assumption.

**Example:** If a club distributes 5 plants or seeds in each category of chilli, brinjal, lady fingers, and tomato etc. (total 5 plant X 4 categories) to promote home gardening, can assume 20 beneficiaries can be benefited under the hunger category. But inform that it is not appropriate to report the same project under environment category .

### **Organ Donation**

Often an organ can be donated to only one other person. And in some cases, there are cases where several organs of one person are donated to several other people.

**Example:** If a Lion donated one kidney to any other person, the beneficiaries are one. The Lions Club cannot assume that his/her family members will benefit from this organ donation.

### **Calculations for contingent services**

When calculating the beneficiaries for contingent services, strive for accuracy based on factors such as your maturity, knowledge, experience, and acceptance. of the external society.

#### **• Meetings**

Clubs can report all their meeting related to Lion's activities. in this category. This includes, monthly club meetings, monthly director board meetings, meetings with local authorities regarding Lion's service activities, club installation, attending club school, any district & multiple district meeting,

#### **• Maximum people served cap**

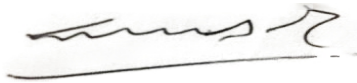
Lions Clubs International has introduced a cap of 3000 people served on individual service activity reported through MyLion. Therefore, club can allocate a maximum of 3000 people served to any single service activity. In cases where a service project benefits more than 3,000 people, a Lions Club can report the total number of beneficiaries.

### **Very Important**

I would like to emphasize that it is very important to carry out service projects and report those projects to the international as well as reporting them on time too. **The projects implemented by the Lions Clubs can be reported to the International at any time until the end of the Lionstic year, but it is more appropriate to report immediately after the completion of a project. In order to be considered for evaluation in the service areas at the Multiple District Annual Convention, all**

**Lions Clubs must have reported the services rendered in the respective months to the International before the last day of the following month. Kindly request the DG Team and the District GST Coordinators to inform the Clubs about these criteria and follow them up.** Timely reporting of projects will reduce omissions and provide proper insight to you as well as to the Multiple District and the international about the services provided by your district during the respective periods. Therefore I kindly request to guide the Lions Clubs in your District to do the service reporting in a timely manner. Kindly be informed that monthly service reporting is considered an important factor in the Multiple District evaluations regarding service reporting.

These instructions are for your guidance only. The main objective of this is to guide the fair reporting of service beneficiary enumeration in all the Sub-Districts of our Multiple District 306 according to the same methodology. **Even though as the Multiple District GST Coordinator, I issued these guidelines for your easy understanding and reporting, following the International Guidelines is more important and applicable since we can't overrule the International Guidelines.** Please understand it is very difficult to give a 100% correct system to enumerate the number of beneficiaries in some service areas. Therefore, I kindly request you to make reasonable calculations and an accurate figure in the best possible way while reporting service projects and to be honest the reporting.



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