



District 19F & Zone Secretary Training



Welcome!

Let's start off with a few important websites to know:

- **!NEW!** Lion Account Website – <https://myapps.lionsclubs.org/>
 - This is where you will log in to access MyLCI (membership), MyLion (service activities), Shop (Club supplies), and Insights.
- Lions of MD19 – <https://www.lionsmd19.org>
 - This is where you download the Secretary Manual
- Lions International – <https://lionsclubs.org>
 - This is a good site for learning more about Lionism

On the MD19 Lions site

- Download the Secretary manual under the “Toolbox” >> “Learning” tabs
- Find more information about Awards & Rules
- Also download forms for Club Visitation, the LCI Club Officer Report (PU101), etc.



MULTIPLE DISTRICT NINETEEN  **LIONS CLUBS INTERNATIONAL**

Home About Districts Clubs Calendar Toolbox Past... Awards F.A.Q. Be A Lion Contact

MD19: Serving Lions Clubs In British Columbia, Northern Idaho And Washington Since 1922

Nested in the beautiful Pacific Northwest, at the southwest corner of Canada and the northwest corner of the United States, Multiple District 19 began its tenure as District 19 of Lions Clubs International in 1922. MD19 is a multi-national organization comprised of 9 Lions Clubs International districts serving 12,000 Lions, Lioness and Leos in 450 clubs in the Province of British Columbia, Canada, and the States of Idaho and Washington in the United States.

Founded in 1917, Lions Clubs International is the largest and most active community service organization in the world. There are now more than 1,400,000 Lions and 46,000 Lions Clubs in 210 countries and geographic areas worldwide.

Save The Date...

- **Leadership Development Opportunity** — Give your Lions and Leo club members the skills they need at a District 19-H Leadership Development program on January 26, 2019, 8:30 A.M. to 5:00 P.M., at the Whatcom Educational Credit Union Center, 5659 Barrett Road in Ferndale, Washington. The cost: \$35.00, which includes lunch! Download a program flyer [here](#). Contact District H Leadership chair Rosemary Small by phone at 604-469-171, or email to rosemary.small24@aol.com, or 1st VDG Patty Allen by phone at 253-905-6025 or email to pattyouallen@gmail.com. Register early! Seating is limited.
- **Winter Council Of Governors Meeting** — The Winter Council of Governors Meeting will be held Saturday, February 2, 2019, at the LaQuinta Inn & Suites, 1425 East 27th Street, in Tacoma, Washington U.S.A — Pre-counsel meeting Friday evening, February 1, 2019.
- **Lions Learning Forum** — The 2019 Lions Learning Forum will be held 

Secretary Handbook

THIS SHOULD BE ONE OF THE FIRST ITEMS YOU LOOK AT!

- Monthly checklist sheet (p. 4)
- Overview of Duties & Responsibilities (p. 6)
- Tips for the Incoming Secretary (p. 9)
- Samples of forms and correspondence
- How to report different membership occurrences
- How to keep attendance and award records

Multiple District 19



Secretary's Handbook
Prepared by MD19 Leadership Team
© MD19 Lions Leadership Team

Preparing for Your Year

1. Have a meeting with the outgoing Club Secretary.
2. Check the current membership list.
3. Make sure the membership roster is up to date.
4. Check with the Club Treasurer on Lions Clubs International dues and Multiple District 19 dues.
5. Check members dues payments.

Preparing for Your Year (cont.)

6. Check about upcoming Club Members Awards.
7. Check with the outgoing Secretary about all incoming and outgoing correspondence.
8. Talk with your new President.
9. Make sure all accounts and dues to LCI and MD19 are up-to-date.

Duties & Responsibilities of the Club Secretary

1. Work closely with the President.
2. Record the Minutes of each meeting.
3. Keep all members records up-to-date.
4. Report changes of addresses and names in MyLCI.
You will use the MyLion login to reach MyLCI.
5. Make monthly membership report to Lions International before the end of each month. **MyLCI**
6. Read all correspondence at Club & Board meetings.

Duties & Responsibilities of the Club Secretary (cont.)

7. Attend all Zone meetings and give Club report.
8. Attend annual MD19 Fall Convention.
9. Attend annual District 19F Spring Conference.
10. Order all Club supplies.
11. Do a Lions Clubs International Service Activity Report monthly. **Do this online at MyLion.**

Duties & Responsibilities of the Club Secretary (cont.)

12. Attend Officers Training.
13. Keep member records and awards sheet up-to-date.
14. Following Club Officer Elections, report the outcome in two places:
 - a. Online at My LCI
 - b. PU101 form found on MD19 website, which should be returned to the MD19 office no later than May 15
15. Complete the MD19 Club Activities Summary by July 25.** **See Handbook page 8 for information.**

MD19 Club Officer Form

PU101, found at MD19 Lions website

URGENT! THIS IS YOUR 2018-2019 LIONS CLUBS OFFICER REPORTING FORM

- Reporting newly elected club officers is extremely important to ensure that the new officers receive the information and material they will need for the coming year. You may report the new officers using the MyLCI Website or by mailing this printed form to International Headquarters (deadline May 15). Mailing instructions follow.
- Changes in club officers during the fiscal year should be entered in MyLCI or sent to International Headquarters.

CLUB NO.:	NAME OF CLUB:	COUNTRY:
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* Member numbers are found on the Semi-Annual Membership Dues Invoice.
Provide updated home address information in the local mailing format.
Links mail will be sent to the home address unless SEND MAIL TO CLUB ADDRESS is checked below.

CLUB MAILING ADDRESS:

PRESIDENT: NAME (Last, First)	MEMBER NUMBER:	PREFERRED CONTACT PHONE NUMBER:
Addr Line 1		<input type="checkbox"/> cell <input type="checkbox"/> home <input type="checkbox"/> business
Addr Line 2		
E-MAIL ADDRESS:	SPOUSE/ADULT COMPANION NAME:	send mail to: <input type="checkbox"/> home address <input type="checkbox"/> club address

FIRST CLUB VICE PRESIDENT: NAME (Last, First)	MEMBER NUMBER:	PREFERRED CONTACT PHONE NUMBER:
Addr Line 1		<input type="checkbox"/> cell <input type="checkbox"/> home <input type="checkbox"/> business
Addr Line 2		
E-MAIL ADDRESS:	SPOUSE/ADULT COMPANION NAME:	send mail to: <input type="checkbox"/> home address <input type="checkbox"/> club address

SECOND CLUB VICE PRESIDENT: NAME (Last, First)	MEMBER NUMBER:	PREFERRED CONTACT PHONE NUMBER:
Addr Line 1		<input type="checkbox"/> cell <input type="checkbox"/> home <input type="checkbox"/> business
Addr Line 2		
E-MAIL ADDRESS:	SPOUSE/ADULT COMPANION NAME:	send mail to: <input type="checkbox"/> home address <input type="checkbox"/> club address

SECRETARY: NAME (Last, First)	MEMBER NUMBER:	PREFERRED CONTACT PHONE NUMBER:
Addr Line 1		<input type="checkbox"/> cell <input type="checkbox"/> home <input type="checkbox"/> business
Addr Line 2		
E-MAIL ADDRESS:	SPOUSE/ADULT COMPANION NAME:	send mail to: <input type="checkbox"/> home address <input type="checkbox"/> club address

TREASURER: NAME (Last, First)	MEMBER NUMBER:	PREFERRED CONTACT PHONE NUMBER:
Addr Line 1		<input type="checkbox"/> cell <input type="checkbox"/> home <input type="checkbox"/> business
Addr Line 2		
E-MAIL ADDRESS:	SPOUSE/ADULT COMPANION NAME:	send mail to: <input type="checkbox"/> home address <input type="checkbox"/> club address

MEMBERSHIP CHAIRPERSON: NAME (Last, First)	MEMBER NUMBER:	PREFERRED CONTACT PHONE NUMBER:
Addr Line 1		<input type="checkbox"/> cell <input type="checkbox"/> home <input type="checkbox"/> business
Addr Line 2		
E-MAIL ADDRESS:	SPOUSE/ADULT COMPANION NAME:	send mail to: <input type="checkbox"/> home address <input type="checkbox"/> club address

CLUB LCIF COORDINATOR: NAME (Last, First)	MEMBER NUMBER:	PREFERRED CONTACT PHONE NUMBER:
Addr Line 1		<input type="checkbox"/> cell <input type="checkbox"/> home <input type="checkbox"/> business
Addr Line 2		
E-MAIL ADDRESS:	SPOUSE/ADULT COMPANION NAME:	send mail to: <input type="checkbox"/> home address <input type="checkbox"/> club address
CLUB SERVICE CHAIRPERSON: NAME (Last, First)	MEMBER NUMBER:	PREFERRED CONTACT PHONE NUMBER:
Addr Line 1		<input type="checkbox"/> cell <input type="checkbox"/> home <input type="checkbox"/> business
Addr Line 2		
E-MAIL ADDRESS:	SPOUSE/ADULT COMPANION NAME:	send mail to: <input type="checkbox"/> home address <input type="checkbox"/> club address
CLUB MARKETING COMMUNICATIONS CHAIRPERSON: NAME (Last, First)	MEMBER NUMBER:	PREFERRED CONTACT PHONE NUMBER:
Addr Line 1		<input type="checkbox"/> cell <input type="checkbox"/> home <input type="checkbox"/> business
Addr Line 2		
E-MAIL ADDRESS:	SPOUSE/ADULT COMPANION NAME:	send mail to: <input type="checkbox"/> home address <input type="checkbox"/> club address

CLUB MEETING INFORMATION

If there are changes in your meeting information, indicate the changes below or enter via MyLCI >> My Lions Club >> Club Info.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Meeting Place:
EACH WEEK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Street Address:
1ST WEEK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City:
2ND WEEK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3RD WEEK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4TH WEEK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ALTERNATE WEEKS:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If club website address has changed:
HOUR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Club Website URL:

SUBMISSION INSTRUCTIONS

- A) This form can be submitted by the current club president or secretary

As the current (select one) club President club Secretary

I certify that the above information is correct.

My Name: _____

My Member Number: _____

Electronic Signature:

The person who submits this information should email this form to MemberServiceCenter@LionsClubs.org using his or her primary email address. Your email account will serve as your electronic signature.

OR

Written Signature:

The person who submits this information should print this form, sign below and fax to 630-571-1687 or mail to:

Lions Clubs International
Member Service Center
300 West 22nd Street
Oak Brook, IL 60523-8842 USA

Signature: _____

- B) Alternatively, next year officers can be submitted via the MyLCI Website: <http://imvld.lionsclubs.org>

Tips for Incoming Secretaries

1. Monthly membership reports are to be prepared and submitted each month (July through June). Due by the second-to-last day of the month.
2. MD19 dues are billed every six (6) months.
 - a. August and February
 - b. Both LCI and MD19 dues are based on Club membership rosters as of June 30 and December 31. (Membership count as reported in your monthly membership report.)

Tips for Incoming Secretaries

3. LCI dues are billed every six (6) months.
 - a. July and January
 - b. Dues should be paid within ten (10) days of receipt of bill
 - c. If not paid within 120 days, your Club could lose it's Club Charter
4. Pay LCI Club supply bills promptly upon receipt of statement

Tips for Incoming Secretaries

5. Lifetime members do not pay LCI dues, but do pay MD19 dues
6. Honorary members, if on monthly membership report, will pay LCI and MD19 dues.
7. LCI & MD19 will pro-rate new member dues
8. Student members, registered with LCI, pay half the amount of MD19 dues

MD19 Dues

\$9.30

per member semi-annually

(\$18.60/member/year)

What your Club pays to MD19 semi-annually is based on Club Membership reported to LCI by June 30 and December 31.

If Your Club Owes Money

Club accounts with LCI showing a balance due of more than \$50 **WILL NOT** be able to vote at:

- District 19 Conference
- Multiple District 19 Convention
- Lions International Convention

Let's Talk Membership

As Club Secretary you may face a variety of membership requests:

- New Members (p. 14)
- Family Memberships (p. 58 & 59)
- Transfer and Reinstated Members (p. 30 & 32)
- Student Members (p. 60 & 61)
- Dropped Members (p. 32 & 33)

New Members

- Make sure dues are paid, unless other arrangements have been made
- Add new member information to MyLCI for monthly membership reports. Be sure to include the new member's complete address.
- Start a Member Record and Member Ledger to keep track of attendance and awards. Keep the member's application form also.
- Credit the Lion who sponsored the new member on his/her Member Record/Award Record sheet. The sponsor is also included in the MyLCI information.
- Send a letter of welcome from the Club indicating the date of the next orientation.
- Advise Bulletin Editor and Roster Editor to add new member to mailing list.

Family Memberships

- The first member pays full annual dues (LCI + MD19 + any Club fees), and full applicable entrance fees (\$35)
- Up to four (4) family members in the same household and living in the same house each pay half the annual dues and full applicable entrance fees.
- More information about this in Handbook on pages 58 & 59.

Lions Membership Number

- ALL Lions members get a membership number.
- Individual membership numbers can be found at MyLCI.
- All Lions Clubs have a Club Number.
- Club numbers can be found on bills from LCI and MD19 and on MyLCI.
- Club numbers should be put on checks paid to LCI and MD19.

International Annual Club Activities Report

- Done online at MyLion.**
- Report deadline is July 25, 2019 for Club activities performed July 1, 2018—June 30, 2019.
- Send report to:
 - MD19 Office
 - District Governor
 - 1st & 2nd Vice District Governor
 - Zone Chairperson
 - Your Club President

Who Do I Notify?

- Member name and/or address change
 - Make the change on MyLCI
- Club Officer changes (President/Secretary/Treasurer/Membership Director)
 - Make the change on MyLCI
 - Also a good idea to send an email notification to MD19, District Governor, 1st & 2nd Vice District Governors, and Zone Chairperson
- Club meeting date and/or time changes
 - Make the change on MyLCI
 - Very important to notify MD19, District Governor, 1st & 2nd Vice District Governors, and Zone Chairperson

Secretary Excellence Award

To qualify, you must complete these items:

1. Attend Officer Training
2. Attend a minimum of 2 Zone Meetings
3. If unable to attend the 3rd Zone Meeting, a Club alternate must attend in your place
4. Attend District Conference
5. Attend MD19 Annual Convention
6. Club must be in good standing with MD19 as of June 30

Complete information regarding this award can be found on the MD19 website (www.lionsmd19.org) under contests and awards.

Other Awards

- Club Excellence Award
 - Send application to District Governor
- President Excellence Award
 - Send application to MD19 Office by July 25
- Membership Director Award
 - Send application to MD19 Office by July 25
- Check the Secretary Handbook on p. 13, 44-46 for full details on these awards
- Keep a copy of all correspondence and all forms!

Club Meeting Agendas

Sample of items an Agenda should include:

1. Club name
2. Date
3. Meeting called to order
4. Flag salute
5. Invocation
6. Introduction of guests
7. Break for meal (if any)
8. Call meeting back to order
9. Guest speaker
10. Secretary report
11. Treasurer report
12. Old business
13. New business
14. Closing remarks from members
15. Adjournment

A sample of an Illustrative Agenda Sheet can be found in the Handbook on p. 15 & 16.

Board Meeting Agenda

Sample items a Board Meeting agenda should include:

- Club name
- Date
- Call meeting to order (President)
- Flag salute (optional)
- Invocation (optional)
- Break for meal (optional)
- Call meeting back to order (President)
- Secretary report (as pertains to Board business)
- Treasurer report (as pertains to Board business)
- Old business (as pertains to Board business)
- New business (as pertains to Board business)
- Adjournment

All Club finances operate on the approval of the Board of Directors

Create a Lion Account

<https://myapps.lionsclubs.org/>

Welcome to your Lion Account

We have a new universal login system. Your Lion Account username and password allows you access to all Lions applications: MyLCI, MyLion, Shop and Insights. MyLCI users who do not have a MyLion username and password- register for your Lion Account today!

SIGN IN

Email or Mobile

Password

SIGN IN

[Forgot your Lion Account Username? or Forgot your password?](#)

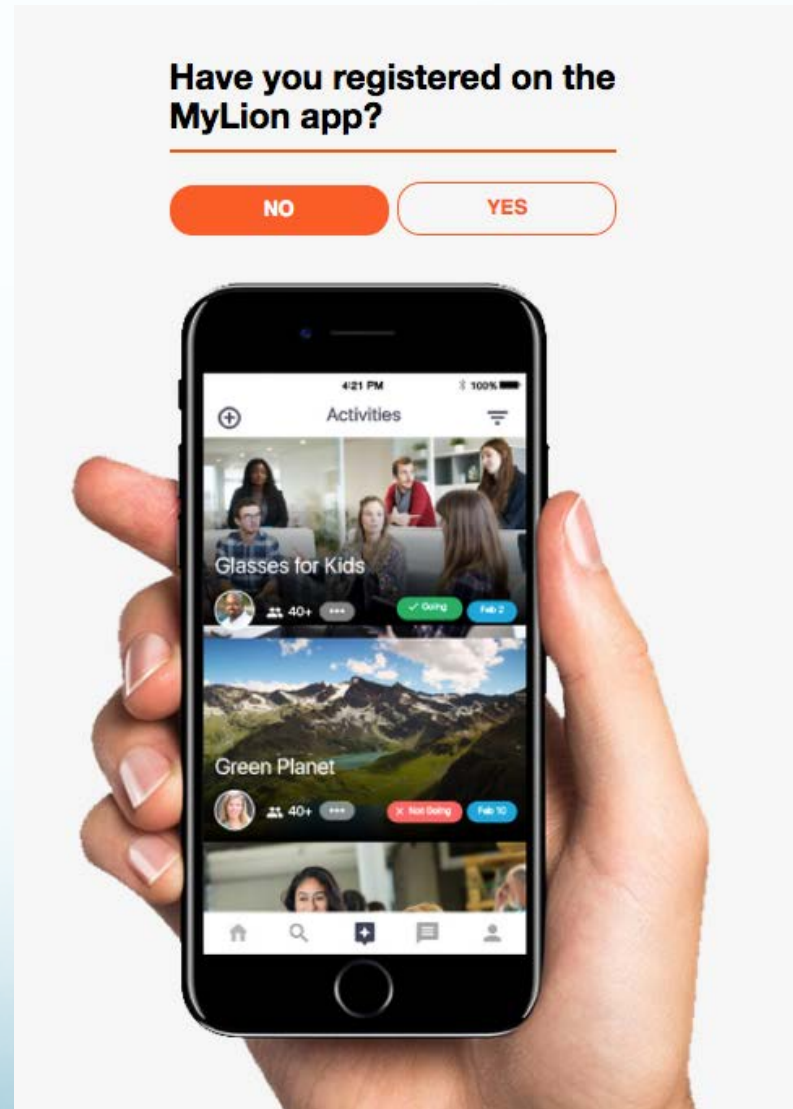
REGISTER

Don't have a Lion Account? Create an account today to access all our great tools and features!

REGISTER

Create a Lion Account

When you select “Register”



Create a Lion Account

- You will be taken to a screen to enter your information for a Lion Account
 - Be sure to have your Member Number on hand

Create a login to access MyLion web and MyLion mobile app.

Use your MyLion login to login now. You can use your email or phone number as your MyLion login.

Member ID

Date of Birth

Month Day Year

MyLion Login

Email Address Mobile Number

Password

Retype Password

Password should be at least 6 characters, include an uppercase letter, a lowercase letter, and a number.

I have read and I agree to the Lions Clubs International [Privacy Policy](#).

I have read and I agree to the Lions Clubs International [Terms of Use](#).

Create a Lion Account

Welcome to the Lions Clubs International digital ecosystem!

Here you'll find a variety of helpful, easy-to-use products designed to simplify and improve your service.

MyLCI

Tools for Lion leaders.

- Manage your membership
- Check club voter eligibility
- Document & plan conventions
- Check application status

GO

MyLion

Connect. Serve. Report.

- Report service
- Create district & club profile
- Plan service projects
- Connect with other lions
- Create personal profile

GO

Shop

Buy all things Lions.

- Order club essentials
- Order awards, pins and more
- Get great Lions gifts

GO

Insights

Increased knowledge. Increased impact.

- Explore membership trends
- Explore club trends
- View service activity impact
- Track Foundation donations

GO


Things to know for MyLCI...

- You must have a Lion Account to enter the site
- There is a MyLCI training site to help with navigation
 - New officers have access to it beginning in mid-June
 - Training site is available at any time during your term in office
- Club Administrator
 - This is a new (optional) administrative role for a member of your Club
 - Club Admin's job is to assist the President/Secretary with tasks that are completed through MyLCI (or MyLion)
 - This is NOT a formal position recognized by LCI
- View pages 17 & 18 in the Secretary Handbook for more details on online reporting

MyLCI Home Page


“My Tasks”
box has a list
of monthly
items to
complete

Club Secretary Kaylee Frye Message Center My Profile Select a different title Logout

 **MyLCI** [Support Center](#)

Home My Lions Club My District My Multiple District

SERENITY (2002) - District 19 F - ID UNITED STATES

 **Home**

My Tasks

- Enter current year's officers. ▶
- Enter Membership Report for Nov 2017. ▶
- Report "No membership changes" for Nov 2017. ▶
- Enter Service Activities including any Centennial Service Challenge Activities for Nov 2017. ▶

My Club

SERENITY (2002)
founded in 1973

Meeting
Every 1st, 3rd Wednesday at 19:00

SERENITY LIONS CLUBHOUSE
1234 Main Street
A Town Near You, WA 12345

club website

My Info

CLUB SECRETARY
Kaylee Frye (1234567)

Club
SERENITY (2002)

Member Correspondence Address
**PO Box 555
Any Town, WA 12345**

Officer Correspondence Address
**PO Box 555
Any Town, WA 12345**

Home (555) 555-5555
Mobile (555) 555-5555
E-mail firefly@greatestshowever.fox

My Members

Membership Reporting Status

Month	J	A	S	O	N	D	J	F	M	A	M	J
Reported	✓	✓	✓	✓								

Membership Summary

Regular Member	30
Total	30

[More Membership](#)

My Service Activities

Recent Service Activity
Halloween Candy Distribution

2017-2018 Service Activity Summary

Total service activities	11
Number of Lion Hours	2642
Funds Raised (USD)	8750.00
Funds Donated (USD)	100.00

Centennial Service Challenge

Youth Vision Hunger Environment Diabetes

[More Service Activities](#)

My Officers

District Governor
Crystal F. Walk

Cabinet Secretary
VIVA M METZ

Cabinet Treasurer
JOHN FARBO

Region Chairperson

Zone Chairperson
MIKE J HESTON

[More Officers](#)

Membership Reporting

- If you need to add/drop/transfer members or update individual records:
 - Select “Enter Membership Report” from the “My Tasks” box
 - This brings you to the “Members” page for your Club

Club Secretary Melissa Smith Message Center My Profile ▾ Select a different title ▾ Logout

MyLCI [Support Center ▾](#)

Home My Lions Club ▾ My District ▾ My Multiple District ▾

SERENITY (2002) - District 19 F - ID UNITED STATES

Members

[Add Member ▾](#) [Report No Changes for Month ▾](#) [Find Members ▾](#)

Active Members - 30 Member(s) found

Show 30 ▾ Page 1 of 1 Sort by Last Name ▾ ◀ ▶

PARKER, PETER (5555554)		Regular Member	Added 1/1/1976
Member Address PO Box 1234 Anytown, USA 12345	Lion Since 1/1/1976 Gender Male Year Of Birth 1940		Edit Member Drop Member Create Family Unit View History

REYNOLDS, MALCOM (5555555) Regular Member Added 9/1/2007

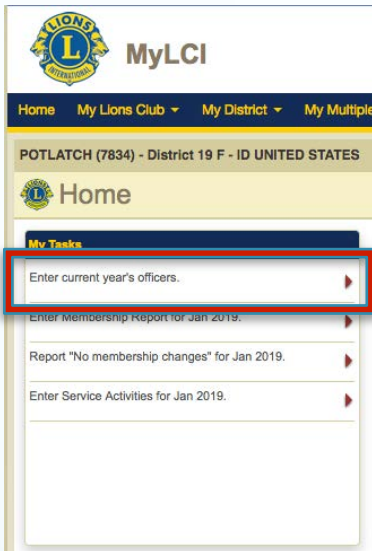
Membership Reporting

- If NO changes to membership for the month:
 - Select “Report No Membership Changes” or “Enter Membership Report” from the “My Tasks” box
 - At top of page, select “Report No Changes for Month”
 - Select month of report from drop down and confirm

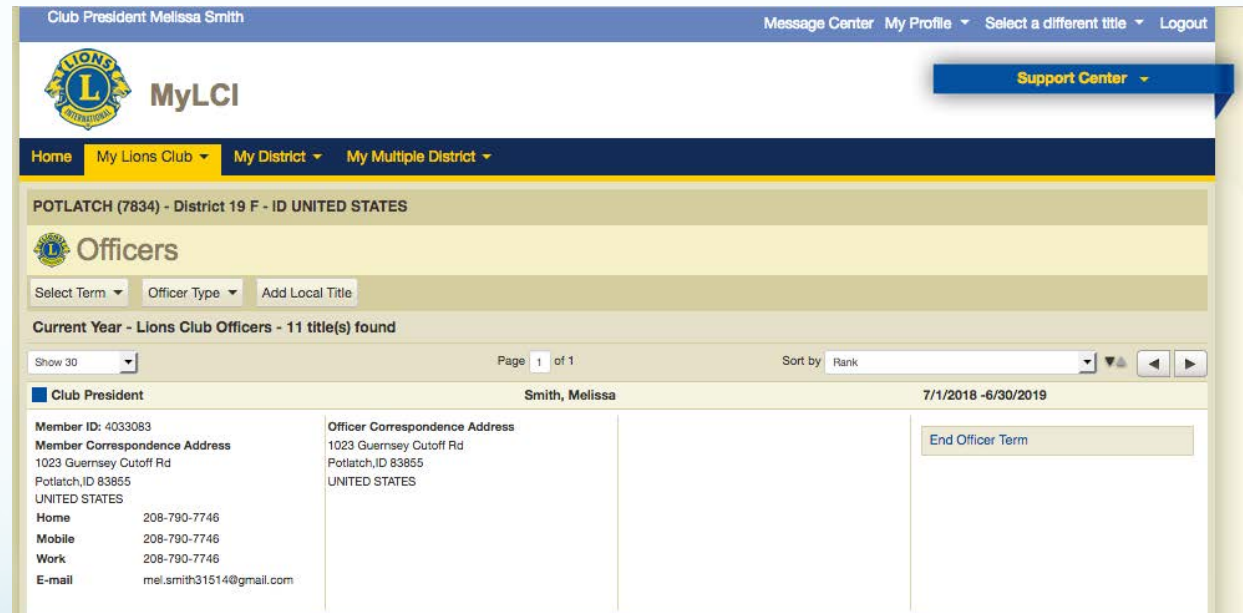
The screenshot shows a web application interface for reporting membership changes. At the top, it displays "- District 19 F - ID UNITED STATES". Below this is a header section with the "Members" title and a logo. The interface includes a navigation bar with "Add Member" and "Report No Changes for Month" buttons, and a "Find Members" search box. A dropdown menu is open, showing the months "September 2017", "October 2017", and "November 2017". The main content area shows a list of members, with one member's details visible: "Regular Member", "Added 1/1/1976", "Member Address: BOX 545, POPLATCH, ID 83855 0545", "Lion Since: 1/1/1976", "Gender: Male", and "Year Of Birth: 1940". There is an "Edit Member" button next to the member details.

Officer Report at MyLCI

From MyLCI home page, under My Tasks, select “Enter Next Year’s Officers”



The screenshot shows the MyLCI home page with the 'My Tasks' menu open. The first item, 'Enter current year's officers.', is highlighted with a red box. A red arrow points from this box towards the right, indicating the next step in the process.

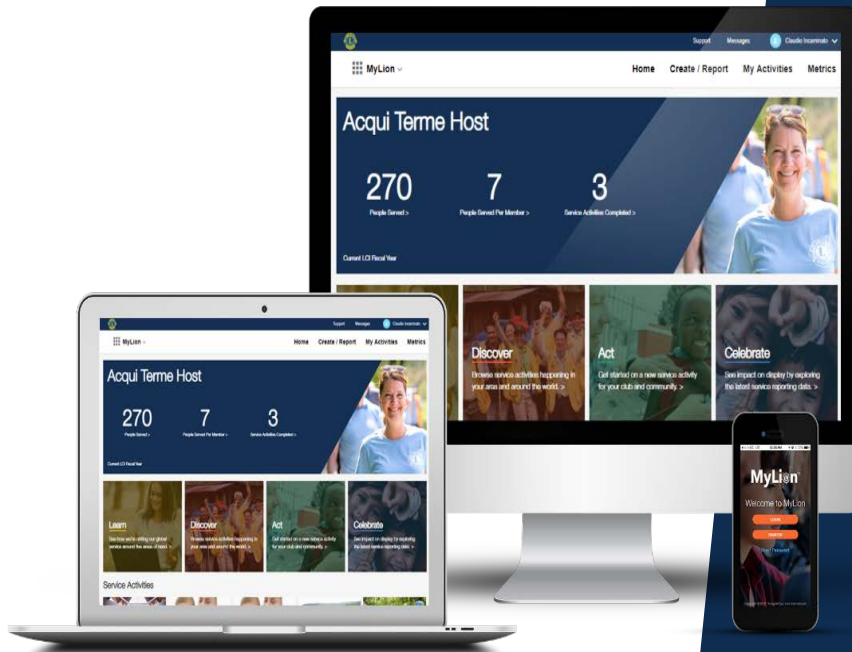


The screenshot shows the MyLCI 'Officers' page. The page header includes the user's name, 'Club President Melissa Smith', and navigation links like 'Message Center', 'My Profile', and 'Logout'. The main content area displays the club name 'POTLATCH (7834) - District 19 F - ID UNITED STATES' and the title 'Officers'. Below this, there are dropdown menus for 'Select Term' and 'Officer Type', and a button for 'Add Local Title'. A search result is shown for 'Current Year - Lions Club Officers - 11 title(s) found'. The first result is for 'Club President Smith, Melissa' with a term of '7/1/2018 -6/30/2019'. The page also includes a table with contact information for the officer.

Club President		Smith, Melissa	7/1/2018 -6/30/2019
Member ID: 4039083	Officer Correspondence Address	1023 Guernsey Cutoff Rd	End Officer Term
Member Correspondence Address		Potlatch, ID 83855	
1023 Guernsey Cutoff Rd		UNITED STATES	
Potlatch, ID 83855			
UNITED STATES			
Home 208-790-7746			
Mobile 208-790-7746			
Work 208-790-7746			
E-mail mel.smith31514@gmail.com			

From “Officers” page, select “Select Term” from the dropdown and then “Next Year”

MyLion



- **Plan, invite, and share** service activities with your club
- **Report** service activities if you are an officer
- **Find, connect and chat** with Lions and Leos from all over the world

MyLion will replace MyLCl service activity reporting starting July 1, 2019. All other MyLCl features will remain available.

Getting your Club ready for MyLion

- 1 **Update MyLCI** with member emails and cell phone numbers.
- 2 Club secretaries should **provide Lions with a copy of their Member ID.**
- 3 Contact mylion@lionsclubs.org if you need help.

Clear, consolidated information

Tell your service story

Use the activity details section to share more information about your service activity. Upload images and display what your club is planning or has achieved.



Control your privacy

We're committed to your privacy and security. MyLion gives you full control of who can view and join your activity.



Find more information whenever you need it

If you chose a titled activity, the details of the activity and the Service Project Planner will appear again on the side panel.



Invite people to your activity

Search and invite at any level

Make your service activity a success by inviting others to your service activity! Involve entire clubs in your district by selecting them in the Clubs column, or search for individuals.



Manage invitees with a few clicks

Add and remove invitees in the right column as you develop your activity.



Celebrate and share

Celebrate your impact

Reporting your service is a way to celebrate your impact in your community. Share how your service activity helped your community in a measurable way.



Share the story behind the numbers

The community outcome field helps you add details and depth to the lives you've impacted. Tell your story of kindness.



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?

Optional: How many people served were under 18?

How many volunteers participated?

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

Total Volunteer Hours
 Planning & Fundraising hours
 Number of Direct Service Hours
You can change this number. We calculate this by multiplying the volunteer count by the activity duration.

0 Total hours

Community Outcome

Was this activity funded by an LCIF grant? No

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

Congratulations!

This completes the Secretary Training.

We hope you were able to benefit from this training.



Melissa Smith
District 19F Public Relations
mel.smith31514@gmail.com
Phone: 208-790-7746

Larry Carley
District 19F Leadership Chair
larbal63@yahoo.com
Phone: 509-406-0621