

CREATING SERVICE REPORTS How to Create/Report a Service Activity.

ANY Lion/Leo can create a service activity and input details. Final submission must be done by an [authorized officer](#) (President, Secretary, Service Chair and Administrator in your club)

1. Log into the Lion Portal
2. Click Service from the top menu.



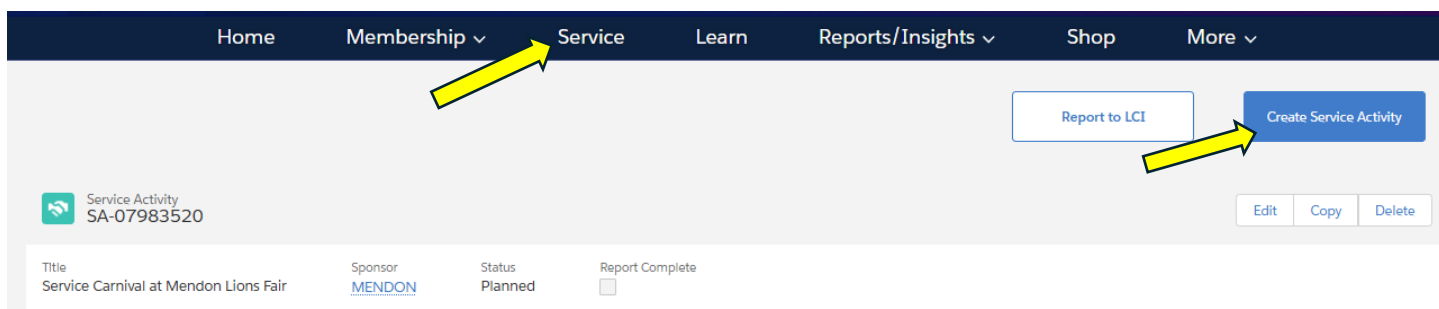
The screenshot shows the Lion Portal dashboard. The top navigation bar includes Home, Membership, Service, Learn, Reports/Insights, Shop, and More. A yellow arrow points to the 'Service' menu item. Below the navigation bar, there are five summary cards: Total People Served* (873), Total Volunteers (59), Total Volunteer Hours* (174.5), Total Funds Donated* (\$0.00), and Total Funds Raised* (\$4,900.00). A yellow arrow points to a blue 'Create Service Activity' button in the top right corner. A note below the cards states: '*These values represent the capped numbers that have been reported to LCI'.

3. You can view previous Reports to avoid duplicate reporting by clicking on the Service Activity ID in Blue. This will open in a new Browser Tab. There are filters to choose from on the left.

Total (9) Records per Page 50

End Date	Title	Service ...	Start Date	Report ...	Report ...	Activity ...	Sponsor	Servi...	Cau
Jul 18, 2025	Circus	SA-07662241	Jul 17, 2025	✓	Reported	Lions Club	MENDON	Fundraiser	You
Jul 29, 2025	Volunteer as Sighted Guide for DOT Training	SA-07749193	Jul 29, 2025	✓	Reported	Lions Club	MENDON	Service P...	Visi

4. When done viewing other reports, Click on Browser tab named "Manage my Activities" or Click Service from the top menu and then Click on the Blue Service Activity Button.



The screenshot shows the 'Service' page in the Lion Portal. The top navigation bar includes Home, Membership, Service, Learn, Reports/Insights, Shop, and More. A yellow arrow points to the 'Service' menu item. Below the navigation bar, there are two buttons: 'Report to LCI' and 'Create Service Activity'. A yellow arrow points to the 'Create Service Activity' button. Below the buttons, there is a service activity card for 'Service Activity SA-07983520'. The card includes a title 'Service Carnival at Mendon Lions Fair', a sponsor 'MENDON', a status 'Planned', and a 'Report Complete' checkbox.

5. Enter a title for the Service Activity and Activity Type. The types are Donation, Meeting, Fundraiser, Service Project

Service Activity for: MENDON

*Enter a title for the Service Activity

Town Island Cleanup

*Select the Activity Type

Service Project

Previous Next

6. The Activity will be assigned an ID and the Report to complete will appear:

The screenshot displays the 'Service Activity' creation interface. At the top right, there are buttons for 'Report to LCI' and 'Create Service Activity'. Below these is a summary card for 'Service Activity SA-07753242'. The card shows the title 'Town Island Cleanup', sponsor 'MENDON', status 'Draft', and a 'Report Complete' checkbox. Below the summary card are two tabs: 'Details' and 'Image Gallery'. The 'Details' tab is active, showing a form with the following fields:

Information	
Record Type	Service Project
Title	Town Island Cleanup
Sponsor	MENDON
Start Date	
Cause	
Description	
Signature Activity	<input type="checkbox"/>
Status	Draft
Report Complete	<input type="checkbox"/>
Activity Level	Lions Club
End Date	
Project Type	
Funded by an LCIF Grant	<input type="checkbox"/>

To the right of the details form is an 'Image Preview' section with an 'Upload Images' button and a message: 'Use the Upload Images tab to begin uploading Images.'

7. Enter Details: Dates, Cause, and Project Type.

If your activity does not fit one of the Cause Drop-down choices, choose “Other Humanitarian Service” and then the appropriate Project Type.

On Checkboxes:

Check “Signature Activity” if the activity for which the club was formed.

Check “Funded by an LCIF Grant” if the project is supported by a Grant.

8. Enter Required Metrics (for a Service Activity), this will be different for Meetings, Donations, and Fundraisers

Required Metrics

People Served ⓘ	People Served - Capped ⓘ
<input type="text"/>	0 <i>This field is calculated upon save</i>
Total Volunteer Hours ⓘ	Total Volunteer Hours - Capped ⓘ
<input type="text"/>	0.00 <i>This field is calculated upon save</i>
Total Volunteers ⓘ	
<input type="text"/>	

9. For People Served, [see this Resource](#): or

[https:// 15lions.org/pages/uploads/Membership/MeasuringServiceImpact.pdf](https://15lions.org/pages/uploads/Membership/MeasuringServiceImpact.pdf)

Note that “people Served” is capped at 3,000 and Volunteer hours are capped at 1200.

10. Additional Metrics and Details Fill as desired

11. Click the Blue Save Button then cursor up to the top of the screen

12. When your Report is complete, upload photos then Click the Blue Save button below.

Report to LCI | Create Service Activity

Service Activity SA-07753242 | Edit | Copy | Delete

Title: Town Island Cleanup | Sponsor: MENDON | Status: Draft | Report Complete:

Details | Image Gallery

* = Required Information

Information

Record Type: Service Project

* Title:

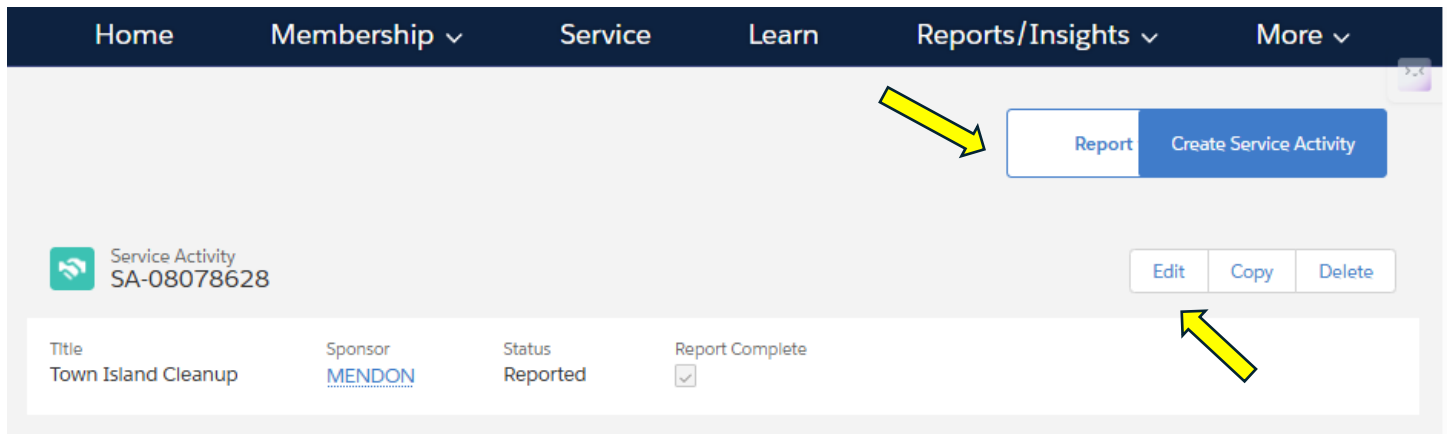
Status: Draft
This field is calculated upon save

Report Complete:

Image Preview | Upload Images

Use the Upload Images tab to begin uploading images.

13. If you hold [an office with authority to report](#), press the White Box on the top that says ‘Report’.



If you do not, ask your authorized officer to check that box.

14. You may Edit, Copy, or Delete the Activity after Submitting. Be sure to press the Blue Save button afterwards.

15. You may want to click Service on the Top menu again to see your activity in the list for your club – Celebrate!