



Activity Report

Instructions and Form



Monthly SERVICE/FUNDRAISING Activity Reporting Form

Option 1—Follow instructions below to submit Activity Report online via Lions Portal

Option 2—Complete form on page 2 and submit to your club Secretary, Service Chair (club, District or Multiple District), Administrator (club or District) or Cabinet Secretary for Online Submission

Support your District Governor and Lions International by reporting activities!!

OnLine Submission Instructions

Please report each Service/Fundraising Activity conducted using the following guidelines:

Activity Name

Activity Level

Multiple District (may be pre-populated)

District

Club

Include Activity details:

Activity Duration (single day or multiple days)

Date

Activity Type (fundraiser, service project, meeting or donation)

Select 'Signature Activity' if applicable

Identify the Lions Cause supported by this activity (Hunger, Environment, Childhood Cancer, Diabetes, Vision or Other)

Select Project type-(currently a non-functional field)

Share Your Story: Indicate who will be able to see this report (Everyone, Multiple District, District or Club)

Write Your Story: Provide a description of the activity

Upload Photos as appropriate

(Complete form on back for Club or District Secretary)

ACTIVITY REPORT FORM

MONTH: _____ YEAR: _____

SUBMITTED BY: _____ Title: _____

- **Activity Name:** _____
- **Activity Level:** (Please check one) Club _____, District _____, Multiple District. _____
- **District:** _____
- **Club:** _____
- **Activity Duration:** (Please check one) Single Day _____, Multiple Day _____.
- **Date:** _____, 20_____
- **Activity Type:** (Please check one) Service project _____, FundRaiser _____, Meeting _____, Donation _____.
- **Signature Activity?** (Please check one) Yes _____ No _____
- **Cause:** (Please check one) Hunger _____, Environment _____, Childhood Cancer _____, Diabetes _____, Vision _____, Other _____

- **Project Type: (currently a non-functional field)** _____
- **Share:** Who can see this (intended audience) Everyone _____, MD _____, District _____, Club _____.
- **Story:** Please provide a brief description of the activity _____

- **Activity Name:** _____
- **Activity Level:** (Please check one) Club _____, District _____, Multiple District. _____
- **District:** _____
- **Club:** _____
- **Activity Duration:** (Please check one) Single Day _____, Multiple Day _____.
- **Date:** _____, 20_____
- **Activity Type:** (Please check one) Service project _____, FundRaiser _____, Meeting _____, Donation _____.
- **Signature Activity?** (Please check one) Yes _____ No _____
- **Cause:** (Please check one) Hunger _____, Environment _____, Childhood Cancer _____, Diabetes _____, Vision _____, Other _____

- **Project Type: (currently a non-functional field)** _____
- **Share:** Who can see this (intended audience) Everyone _____, MD _____, District _____, Club _____.
- **Story:** Please provide a brief description of the activity _____

