

Club Secretary Training

District Contacts

Ed Harper, District Secretary

Edharper46268@peoplepc.com

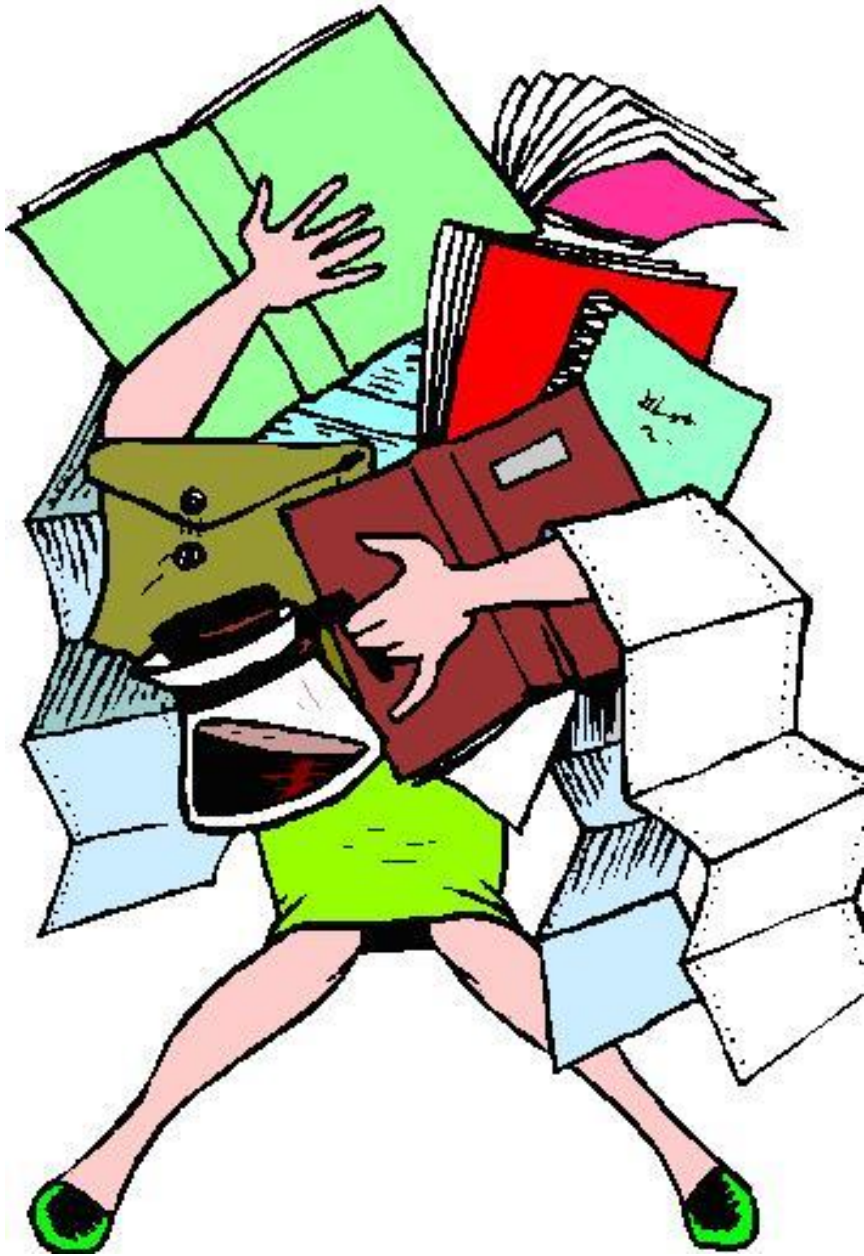
317-363-8333

Andrea Feeney, District Administrator

babycakesisu@yahoo.com

317-519-8280





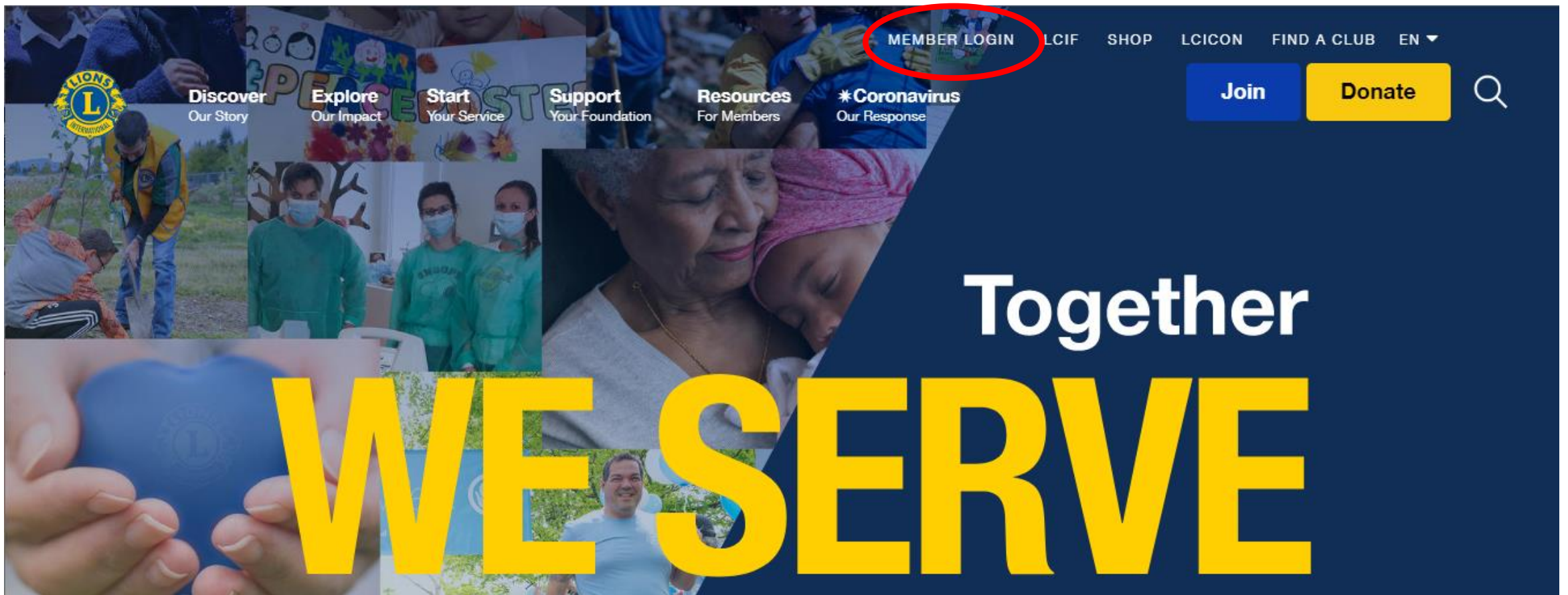
General Responsibilities of a Club Secretary

- Club correspondence
- Contact person for your Club and District Officers
- Recording and distribution of Board/Club meeting minutes
- Distribution/printing of District Newsletter for general Club Membership
- Entering of new Club Members on the LCI Website
- Monthly Membership Reporting (MMR) – even if there are no membership changes
- Monthly updating of Club Membership roster
- Entering new Club Officers upon election (April 15th-May 1st)
- Monthly reporting of Club events, activities and fundraisers
- Club meeting agendas
- Handling of money (some Clubs)
- Maintain attendance records for Club
- Distribution of Club advertisements/correspondence
- Maintain Club supplies (new member kits/Club pins/awards)

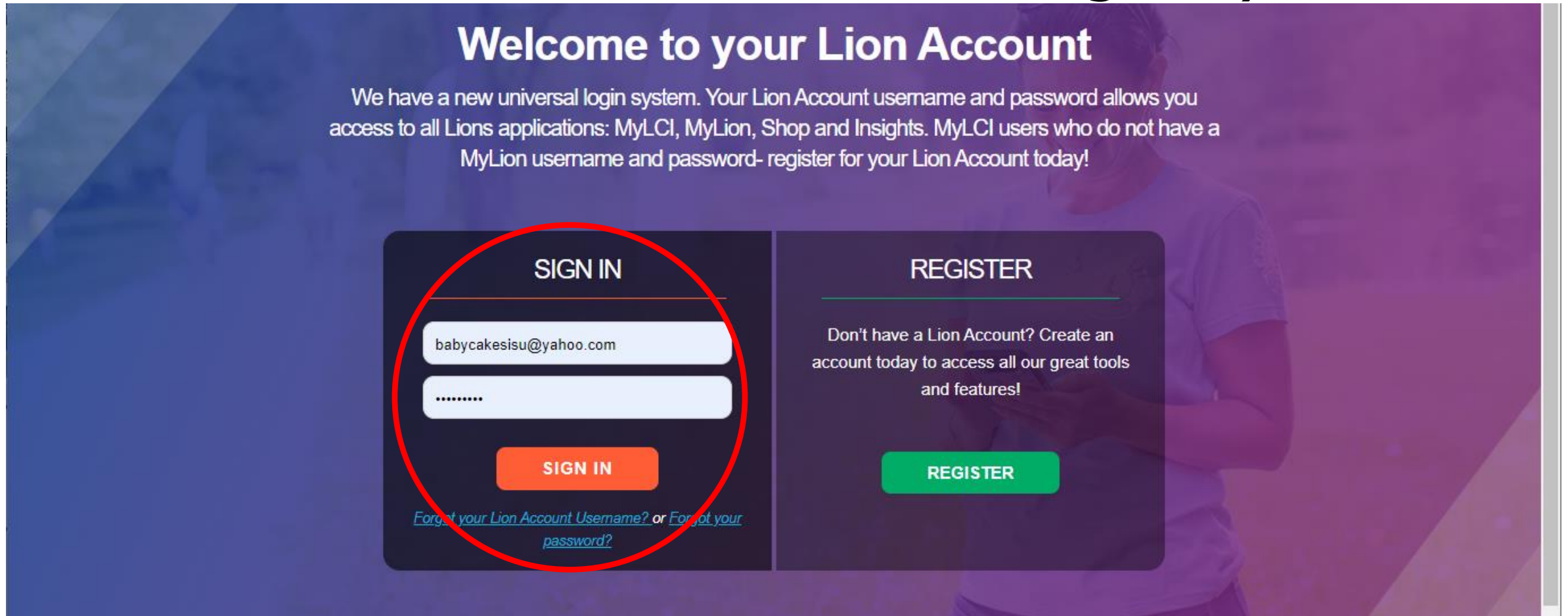
Using the Lions Club Website

www.lionsclub.com

Signing in to MyLCI/MyLion



If you have a MyLion/MyLCI account, enter your sign in info. If you don't have one, click register (you will need an e-mail address to register).



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

[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!



Welcome to the Lions Clubs International digital ecosystem!

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

MyLCI

Tools for Lion leaders.

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

GO

MyLion

Connect. Serve. Report.

- Report service
- 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



MyLCI

Support ▾

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

BEN DAVIS (9716) - District 25 F - IN UNITED STATES



Home

My Tasks

View your active members ▶

View your dropped members ▶

View your new members ▶

View your pending transfers ▶

My Club

BEN DAVIS (9716)
founded in 1951

Meeting

Every 2nd, 4th Thursday at 19:00

Microtel Inn & Suites
5801 Rockville Road
Indianapolis, IN 46224

club website

<http://www.bendavislions.org>



My Info

2020 - 2021 Club Second Vice President
Andrea L Feeney (4752880)

Club

BEN DAVIS (9716)

Member Correspondence Address

1833 Sandoval Ct.
Indianapolis, IN 46214

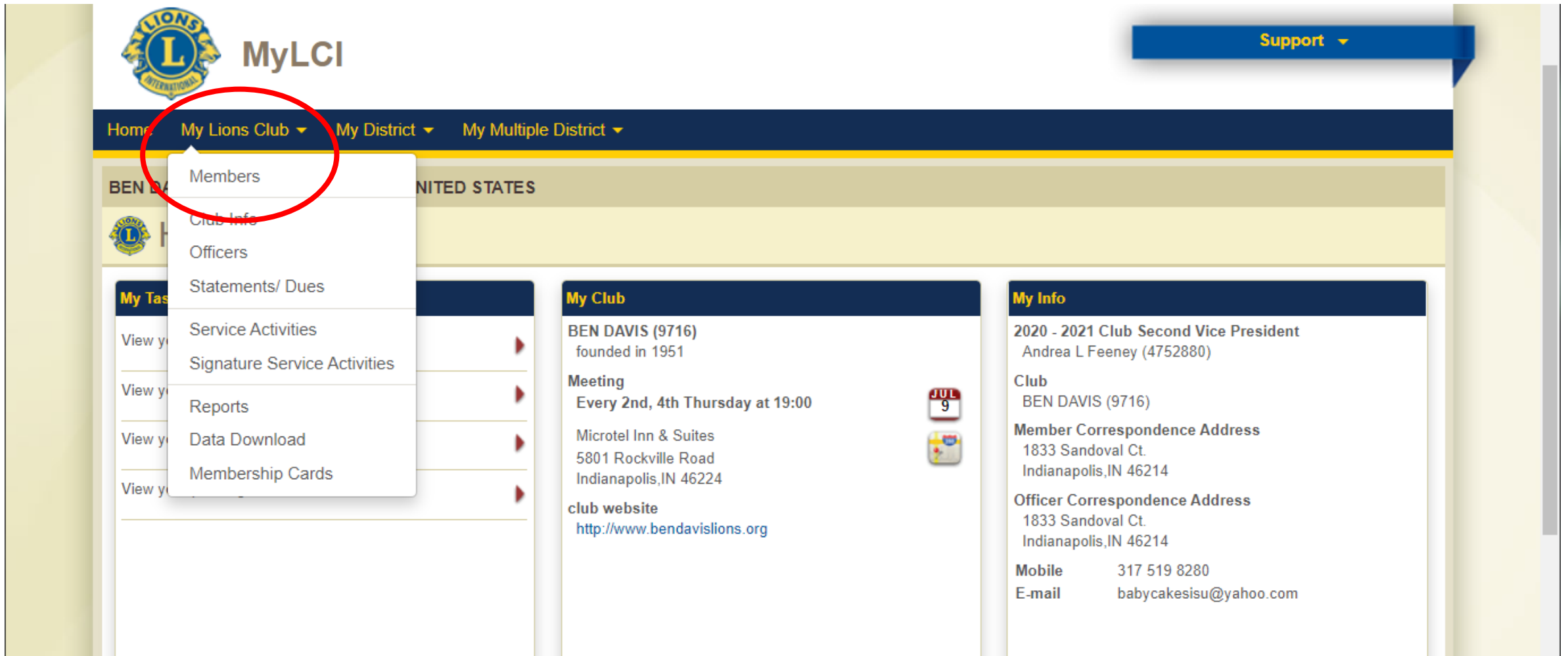
Officer Correspondence Address

1833 Sandoval Ct.
Indianapolis, IN 46214

Mobile 317 519 8280

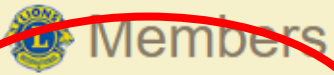
E-mail babycakesisu@yahoo.com

Adding a New Member



The screenshot displays the MyLCI website interface. At the top left is the Lions International logo. To its right is the text "MyLCI". In the top right corner, there is a blue button labeled "Support" with a downward arrow. Below the logo, a navigation bar contains links: "Home", "My Lions Club", "My District", and "My Multiple District", each with a downward arrow. The "My Lions Club" link is circled in red, and a dropdown menu is open below it, listing the following options: "Members", "Club Info", "Officers", "Statements/ Dues", "Service Activities", "Signature Service Activities", "Reports", "Data Download", and "Membership Cards". The "Members" option is highlighted. The main content area is divided into three columns. The left column, titled "My Tasks", lists several tasks with "View your" text and right-pointing arrows. The middle column, titled "My Club", provides information for "BEN DAVIS (9716)", including its founding year (1951), meeting schedule (Every 2nd, 4th Thursday at 19:00), address (Microtel Inn & Suites, 5801 Rockville Road, Indianapolis, IN 46224), and club website (<http://www.bendavislions.org>). To the right of the meeting schedule are two small calendar icons showing "JUL 9". The right column, titled "My Info", lists the user's role (2020 - 2021 Club Second Vice President), name (Andrea L Feeney (4752880)), club (BEN DAVIS (9716)), member correspondence address (1833 Sandoval Ct., Indianapolis, IN 46214), officer correspondence address (1833 Sandoval Ct., Indianapolis, IN 46214), mobile number (317 519 8280), and email (babycakesisu@yahoo.com).

BEN DAVIS (9716) - District 25 F - IN UNITED STATES



Add Member ▼ Report No Changes for Month ▼

Find Members ▼

Active Members - 32 Member(s) found

Show 30 ▼

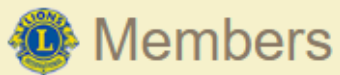
Page 1 of 2

Sort by Last Name ▼



| | | | |
|-----------------------|-----------------|-----------------|---------------|
| Mary Bowser (3863540) | At Large Member | Added 7/22/2019 | Family Member |
|-----------------------|-----------------|-----------------|---------------|

BEN DAVIS (9716) - District 25 F - IN UNITED STATES



Add Member ▼ Report No Changes for Month ▼

Find Members ▼

- New Member
- Returning Member
- Transfer Member

Page 1 of 2

Sort by Last Name ▼



| | | |
|-----------------|-----------------|---------------|
| At Large Member | Added 7/22/2019 | Family Member |
|-----------------|-----------------|---------------|

Member Address
5226 Heatherwood Dr
Indianapolis, IN 46237

Lion Since 12/12/2013
Gender Female
Date Of Birth 9/2/1958

Sponsor Smith, Marilyn (1454876)
Spouse/Companion Roger Bowser
Family Unit Roger Bowser (3863541)

[Edit Member](#)

Home My Lions Club My District My Multiple District

BEN DAVIS (5716) - District 25 F - IN UNITED STATES

Add Member

Member Information

Prefix

First Name

Middle Name

Last Name

Suffix

Gender

Date of Birth

Membership Information

Join Date

Member Type

Sponsor

Nickname

Occupation

Spouse/Companion

Member Correspondence Address

Country

☐ Show Preview

Contact Information

| | Country Code | Area Code | Phone | Extension |
|---------------|----------------------|----------------------|----------------------|----------------------|
| Work Phone | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Home Phone | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Mobile Phone | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Fax | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Primary Email | <input type="text"/> | | | |

Comments

☒ Mark this comment as private/internal use only

Enter New Member Information from the Member Application

Click SELECT SPONSOR. This will populate a list of all active members of your Club. Select member by clicking on the sponsor's name.

Be sure to include an e-mail address for the member if they have one.

Click SAVE to add new member. Member will be assigned a membership number and added to your membership list.

Editing a Members Contact Information

The screenshot displays the Lions Club website interface. At the top, a navigation bar includes links for Home, My Lions Club, My District, and My Multiple District. A dropdown menu is open under 'My Lions Club', with 'Members' highlighted. The main content area is divided into three columns: 'My Tasks' on the left, 'My Club' in the center, and 'My Info' on the right. The 'My Club' section provides details for Club BEN DAVIS (9716), including its founding year (1951), meeting schedule (Every 2nd, 4th Thursday at 19:00), and address (5801 Rockville Road, Indianapolis, IN 46224). The 'My Info' section lists the current officer, Andrea L. Feeney (4752880), as the 2020-2021 Club Second Vice President, along with her contact information and club website.

Below the main content, a detailed profile for member Andrea L. Feeney (4752880) is shown. The profile includes her role as 2020-2021 Club Second Vice President, her member address (1833 Sandoval Ct., Indianapolis, IN 46214, UNITED STATES), and her officer address (1833 Sandoval Ct., Indianapolis, IN 46214, UNITED STATES). Her contact details are listed as Mobile: 317-519-8280 and E-mail: babycakesisu@yahoo.com. The profile also shows her status as a Regular Member, added on 10/26/2017, with a sponsor of UHRIG, WILLIAM (1454883). On the right side of the profile, a list of actions is available: Edit Member, Drop Member, Create Family Unit, and View History. The 'Edit Member' button is circled in red.

| Andrea L. Feeney (4752880) | | Regular Member | Added 10/26/2017 |
|--|---|----------------------------------|------------------------------------|
| 2020-2021 Club Second Vice President | Lion Since 10/26/2017 | Sponsor UHRIG, WILLIAM (1454883) | Edit Member |
| <u>Member Address</u> 1833 Sandoval Ct. Indianapolis, IN 46214 UNITED STATES | Gender Female Date Of Birth 3/1/1980 | | Drop Member |
| <u>Officer Address</u> 1833 Sandoval Ct. Indianapolis, IN 46214 UNITED STATES | | | Create Family Unit |
| Mobile 317-519-8280 E-mail babycakesisu@yahoo.com | | | View History |

Edit Member

Member Information

Member Number: 4752880

Prefix:

First Name: Andrea
 [Change Member Information Request](#)

Middle Name: L

Last Name: Feeney

Suffix:

Gender: Female

Date of Birth: 03/01/1980
 ☒ Date of Birth is confirmed

Membership Information

Join Date: 10/26/2017

Member Type: Regular Member

Sponsor: WILLIAM UHIG (1434883)

Nickname:

Occupation:

Spouse/Companion:

Member Correspondence Address

Country: UNITED STATES

Address Line 1: 1833 Sandoval Ct.

Address Line 2:

Address Line 3:

City: Indianapolis State: Indiana Zip Code: 46214

☐ Show Preview

☒ Officer Correspondence Address Same as Member Correspondence Address

Officer Correspondence Address

Country: UNITED STATES

Address Line 1: 1833 Sandoval Ct.

Address Line 2:

Address Line 3:

City: Indianapolis State: Indiana Zip Code: 46214

☐ Show Preview

Contact Information

| | Country Code | Area Code | Phone | Extension |
|--------------|----------------------|----------------------|----------------------|----------------------|
| Work Phone | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Home Phone | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Mobile Phone | 317 | 519 | 8280 | <input type="text"/> |
| Fax: | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Primary Email: bobuclintgull@yahoo.com

Add or update any information needed. Click "Save" to save information.

Please be sure to update and include an e-mail addresses for all membership.

NOTE: There was a change to the Lions Club online system several years ago and the date of birth for all members defaulted back to a generic date. Verify the previous Club Secretary has updated and corrected the date of birth for Members.


Creating a Family Unit

It's important to have Family Unit listed because a Club is billed differently for State and International dues. A discounted rate is billed for members listed as a Family Unit.

Relationships recognized by LCI: Spouse, Child, Adoption, Parent, Grandparent, Sibling, In-Law, Aunt, Uncle, Cousin, Other Legal, and In Military or School.

NOTE: If for whatever reason, a member of a Family Unit is removed from your membership roll (transferred to another Club, member passed away, etc.), the website will notify you that the family unit has changed. The next time the Club is billed for dues, the amount due for that member will resort back to the "regular" billing rate.

| | | | |
|--------------------------------------|------------------------|----------------------------------|------------------------------------|
| ■ Andrea L Feeney (4752880) | | Regular Member | Added 10/26/2017 |
| 2020-2021 Club Second Vice President | Lion Since 10/26/2017 | Sponsor UHRIG, WILLIAM (1454883) | Edit Member |
| <u>Member Address</u> | Gender Female | | |
| 1833 Sandoval Ct. | Date Of Birth 3/1/1980 | | |
| Indianapolis, IN 46214 | | | |
| UNITED STATES | | | |
| <u>Officer Address</u> | | | Drop Member |
| 1833 Sandoval Ct. | | | Create Family Unit |
| Indianapolis, IN 46214 | | | View History |
| UNITED STATES | | | |
| Mobile 317-519-8280 | | | |
| E-mail babycakesisu@yahoo.com | | | |

 Family Unit

Select family member from your club (31)

Members eligible to be in Family Unit

| | |
|------------------|----------------|
| Brenda Carter | Philip Cole |
| Meredith Cunniff | Gregory Dodds |
| Dennis Elmore | CARL FINCHUM |
| Timothy Graves | JAMES GRAVES |
| MICHAEL HONEYMAN | Ruthann Kepler |
| LOUIS KLEIS | Cara Kowal |
| Deborah Kowal | Phyllis Lewis |


Members not eligible to be in Family Unit

| | |
|------------------|---------------|
| Mary-Bowser- | Roger-Bowser- |
| Jeffrey-Bulls- | Andy-Harris- |
| Kimberly-Harris- | Roger-Jordan- |
| Toni-Jordan- | Patsy-Uhrig- |
| WILLIAM-UHRIG- | |

Members in this Family Unit (1)

Andrea Feeney

Relationship: Head of Household
Date of Birth: 3/1/1980
New Family Unit

 At least one family member is required

Cancel Save

Select the family member, complete relationship verification.

Proof of Relationship recognized by LCI:
Marriage License, Birth Certificate,
Certificate or Religious Sacrament,
Notary, Other Forms of Verification.

Proof of Address recognized by LCI:
Government Issued ID, Drivers License,
Passport, Bill, Bank Statement, Notary,
Other Forms of Verification.

Relationship Verification: Brenda Carter

Relationship

Proof of Relationship

Proof of Address

Add Cancel

After you have completed the Relationship Verification information, click "Save", a confirmation page will populate, click "Go Back to Members" to go back to your membership roll.

Editing Club Info

The screenshot displays the MyLCI web interface. At the top, a blue header bar contains the text "Club Secretary Andrea Feeney" on the left and "Message Center My Profile ▾ Select a different title ▾ Logout" on the right. Below this is a white banner with the Lions International logo and the text "MyLCI". A blue button labeled "Support ▾" is positioned on the right side of the banner. A dark blue navigation bar below the banner contains the links "Home", "My Lions Club ▾", "My District ▾", and "My Multiple District ▾". The "My Lions Club" dropdown menu is open, showing a list of options: "Members", "Club Info" (highlighted in blue), "Officers", "Conventions", "New Club Applications", "Statements/ Dues", "Service Activities", "Signature Service Activities", "Reports", "Data Download", and "Membership Cards". A red circle is drawn around the "Club Info" option. The main content area has a light beige background and displays "UNITED STATES" in large letters. Below this, there is a search bar with the text "title(s) found". A pagination bar shows "Page 1 of 1" and "Sort by Rank". A table lists members, with the first entry being "McDonough, Timothy" with a term of "7/1/2020 -6/30/2021". A button labeled "End Officer Term" is visible next to the first entry. The left sidebar contains a "Select Title" dropdown, a "Current" dropdown, a "Show 30" button, and a "Club" section with a "Member" list. The member list includes "9121 Timothy McDonough, Indianapolis, IN 46231, UNITED STATES" and "9121 Timothy McDonough, Indianapolis, IN 46231, UNITED STATES". The bottom of the sidebar shows a "Home" link and the phone number "1-317-241-6790".

On this page you can update your Club meeting information, Club website, and upload a Club picture or logo.

Club Secretary Andrea Feeney Message Center My Profile Select a different title Logout

MyLCI Support

Home My Lions Club My District My Multiple District


BEN DAVIS (9716) - District 25 F - IN UNITED STATES

Club Information

Manage Club Branches

Club Information

Club Image



Upload Remove

Club Name BEN DAVIS

Club ID 9716

Charter Date 5/10/1951

Club District District 25 F (65733)

Club Tax ID 356063318

Web Address <http://www.bendavislions.org>

Note: If the Club Tax ID (FID#) listed above is incorrect or if you have recently changed your FID# with the IRS, contact the Legal Division at 630-203-3847. Thank you.

Club Biography

Club Specialty None ☐ No change to Club Specialty

Note: Specialty Club categories can be updated once per fiscal year. Contact Membership Division at specialtyclubs@lionsclubs.org for assistance.

Meeting Location 1

Select this option if your club implements the majority of its meetings and logistics in an online or electronic platform.

Online Meeting Location ☐

Meeting Place Microtel Inn & Suites
 Clear Meeting Location

Country UNITED STATES

Address Line 1 5801 Rockville Road

Address Line 2

Address Line 3

City Indianapolis State Indiana Zip Code 46224

☐ Show Preview

Week of Month ☐ first ☒ second ☐ third ☒ fourth ☐ fifth

Day ☐ Monday ☐ Tuesday ☐ Wednesday ☒ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Time 19:00 For example, 09:30 (mornings) or 21:30 (evenings)

Note: Specialty Club categories can be updated once per fiscal year. Contact Membership Division at specialtyclubs@lionsclubs.org for assistance.

Meeting Location 1

Select this option if your club implements the majority of its meetings and logistics in an online or electronic platform.

Online Meeting Location ☐

Meeting Place Microtel Inn & Suites
 Clear Meeting Location

Country UNITED STATES

Address Line 1 5801 Rockville Road

Address Line 2

Address Line 3

City Indianapolis State Indiana Zip Code 46224

☐ Show Preview

Week of Month ☐ first ☒ second ☐ third ☒ fourth ☐ fifth

Day ☐ Monday ☐ Tuesday ☐ Wednesday ☒ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Time 19:00 For example, 09:30 (mornings) or 21:30 (evenings)

Meeting Location 2

Select this option if your club implements the majority of its meetings and logistics in an online or electronic platform.

Online Meeting Location ☐

Meeting Place
 Clear Meeting Location

Country

☐ Show Preview

Week of Month ☐ first ☐ second ☐ third ☐ fourth ☐ fifth

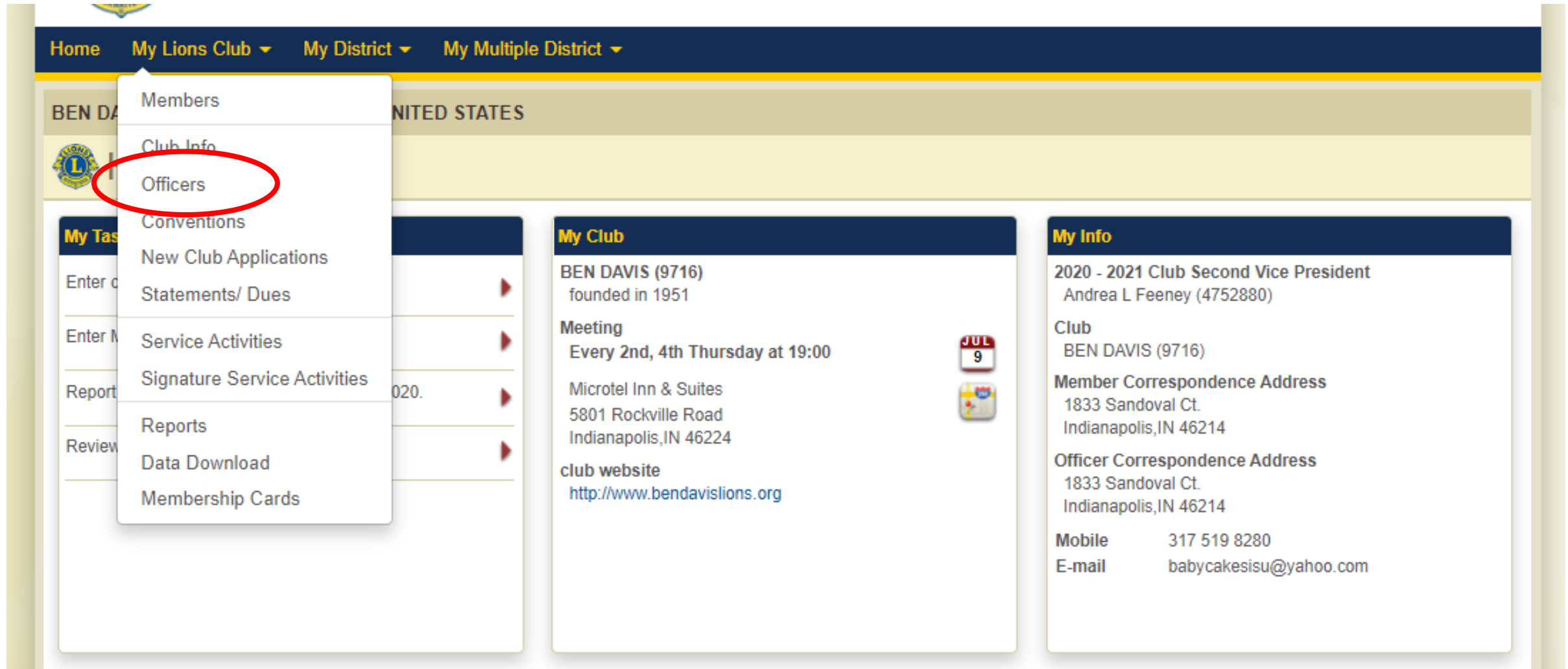
Day ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Time For example, 09:30 (mornings) or 21:30 (evenings)

Save Cancel

© 2020 Lions Clubs International 300 W. 22nd Street, Oak Brook, IL 60523-8842 Version : 19.4.2.0 Your Privacy Support Online Directory (Password Required)

Entering Club Officers



The screenshot displays the Lions Club website interface. At the top, a navigation bar includes links for Home, My Lions Club, My District, and My Multiple District. Below this, a user profile for BEN DAVIS is shown. A dropdown menu is open, listing various options: Members, Club Info, Officers (highlighted with a red circle), Conventions, New Club Applications, Statements/ Dues, Service Activities, Signature Service Activities, Reports, Data Download, and Membership Cards. The main content area is divided into three sections: My Club, My Info, and a central area for entering data. The My Club section provides details about BEN DAVIS (9716), including the founding year (1951), meeting schedule (Every 2nd, 4th Thursday at 19:00), and address (Microtel Inn & Suites, 5801 Rockville Road, Indianapolis, IN 46224). The My Info section lists the user's role (2020 - 2021 Club Second Vice President), contact information (Mobile: 317 519 8280, E-mail: babycakesisu@yahoo.com), and correspondence addresses (Member and Officer). A calendar icon indicates the current date is July 9th.

Home My Lions Club ▼ My District ▼ My Multiple District ▼

BEN DAVIS UNITED STATES

Members
Club Info
Officers
Conventions
New Club Applications
Statements/ Dues
Service Activities
Signature Service Activities
Reports
Data Download
Membership Cards

My Club

BEN DAVIS (9716)
founded in 1951

Meeting
Every 2nd, 4th Thursday at 19:00

Microtel Inn & Suites
5801 Rockville Road
Indianapolis, IN 46224

club website
<http://www.bendavislions.org>

My Info

2020 - 2021 Club Second Vice President
Andrea L Feeney (4752880)

Club
BEN DAVIS (9716)

Member Correspondence Address
1833 Sandoval Ct.
Indianapolis, IN 46214

Officer Correspondence Address
1833 Sandoval Ct.
Indianapolis, IN 46214

Mobile 317 519 8280
E-mail babycakesisu@yahoo.com

- Select position you are entering an officer for. Click "Add Officer". (#1)
- This will populate a list of all members eligible for this position (i.e. Regular Members). (#2)
- Click on appropriate members name. Click "Save". (#3)
- Click "Go back to Officers" to return to the list of your Club Officers. (#4)

#1

Club LCIF Coordinator Vacant

This position is currently vacant.

Add Officer

#2

Club LCIF Coordinator

| | |
|--|---|
| Brenda Carter (3760217) BEN DAVIS (9716) | Phillip Cole (2744806) BEN DAVIS (9716) |
| Meredith Curry (3816279) BEN DAVIS (9716) | Gregory Dodds (2766439) BEN DAVIS (9716) |
| Dennis Elmore (3824250) BEN DAVIS (9716) | Andrea Feeney (4752880) BEN DAVIS (9716) Club Second Vice President |
| CARL FINCHUM (1444181) BEN DAVIS (9716) | JAMES GRAVES (1444182) BEN DAVIS (9716) Club Director |
| Timothy Graves (4481326) BEN DAVIS (9716) Club Treasurer | MICHAEL HONEYMAN (1449525) BEN DAVIS (9716) |
| Ruthann Kepler (3855718) BEN DAVIS (9716) | LOUIS KLEIS (1449526) BEN DAVIS (9716) |
| Cara Kowal (4813051) BEN DAVIS (9716) | Phyllis Lewis (3670541) BEN DAVIS (9716) |
| Timothy McDonough (2744809) BEN DAVIS (9716) | Donald Mullen II (1864371) BEN DAVIS (9716) |

Select a member to serve in this position.

#3

Assign Officer

Fiscal Year 2020 - 2021

Officer Title Club LCIF Coordinator

Select a member to serve in this position.

Selected Member Andrea Feeney (4752880) Select Member

Save Cancel

#4

Confirmation

Assigned 2020 - 2021 Club LCIF Coordinator A

What would you like to do next?

Go back to Officers

Go to Home page


If you are required to end a current Club Officer's term for any reason, pull up your Club Officer List, select "End Officer Team" (#1). Click "End Term" (#2). This will populate a confirmation page (#3), click "Go back to Officers".

#1

| Club LCIF Coordinator | Feeney, Andrea | 7/1/2020 -6/30/2021 |
|--|----------------|----------------------------------|
| Member ID: 4752880 Member Address 1833 Sandoval Ct. Indianapolis, IN 46214 UNITED STATES Officer Address 1833 Sandoval Ct. Indianapolis, IN 46214 UNITED STATES Mobile 317-519-8280 E-mail babycakesisu@yahoo.com | | End Officer Term |

#2

BEN DAVIS (9716) - District 25 F - IN UNITED STATES

 **End Officer Term**


Officer to Remove Andrea Feeney (4752880)

Current Title Club LCIF Coordinator

Start Date 7/1/2020

[End Term](#) [Cancel](#)

#3

 **Confirmation**

Officer term for Club LCIF Coordinator Andrea Feeney has been ended.

What would you like to do next?

[Go back to Officers](#)

[Go to Home page](#)


One of the most important responsibilities as Club Secretary is entering Club Officers for the upcoming year.

Election entries should be submitted to MyLCI between **April 15th thru May 1st**.

To enter Club Officers for the upcoming year, you will click "Select Term" and click "Next Year" and enter just as described on the previous pages.

Home My Lions Club ▼ My District ▼ My Multiple District ▼

BEN DAVIS (9716) - District 25 F - IN UNITED STATES

 Officers

Select Term ▼ Officer Type ▼ Add Local Title

Current Year
Next Year
Past Years

Page 1 of 1 Sort by Rank ▼

McDonough, Timothy 7/1/2020 -6/30/2021

Member ID: 2744809 Member Address End Officer Term

Dropping a Member

Drop reasons recognized by LCI: Drop Resigned in Good Standing, Drop, Non-Payment of Dues, Drop Non-Attendance, Drop Non-Attendance & Non-Payment of Dues, Drop Transferred in Good Standing, Drop Moved, Drop Deceased, Drop Other, and Drop Reached Maximum Age for Club Type.

Click "Save" and "Go Back to Members"

NOTE: It's important to enter dropped members within 10-15 days of the triggering event. Clubs are billed for dues based on membership totals as of December 30th and June 30th. Clubs will be billed for a member if they have not been dropped by those dates.

| | | | | | |
|--------------------------------------|------------------------|----------------|------------|------------------------------------|--------------------------|
| ■ Andrea L Feeney (4752880) | | Regular Member | | Added 10/26/2017 | |
| 2020-2021 Club Second Vice President | | Lion Since | 10/26/2017 | Sponsor | UHRIG, WILLIAM (1454883) |
| <u>Member Address</u> | | Gender | Female | Edit Member | |
| 1833 Sandoval Ct. | | Date Of Birth | 3/1/1980 | Drop Member | |
| Indianapolis, IN 46214 | | | | Create Family Unit | |
| UNITED STATES | | | | View History | |
| <u>Officer Address</u> | | | | | |
| 1833 Sandoval Ct. | | | | | |
| Indianapolis, IN 46214 | | | | | |
| UNITED STATES | | | | | |
| Mobile | 317-519-8280 | | | | |
| E-mail | babycakesisu@yahoo.com | | | | |

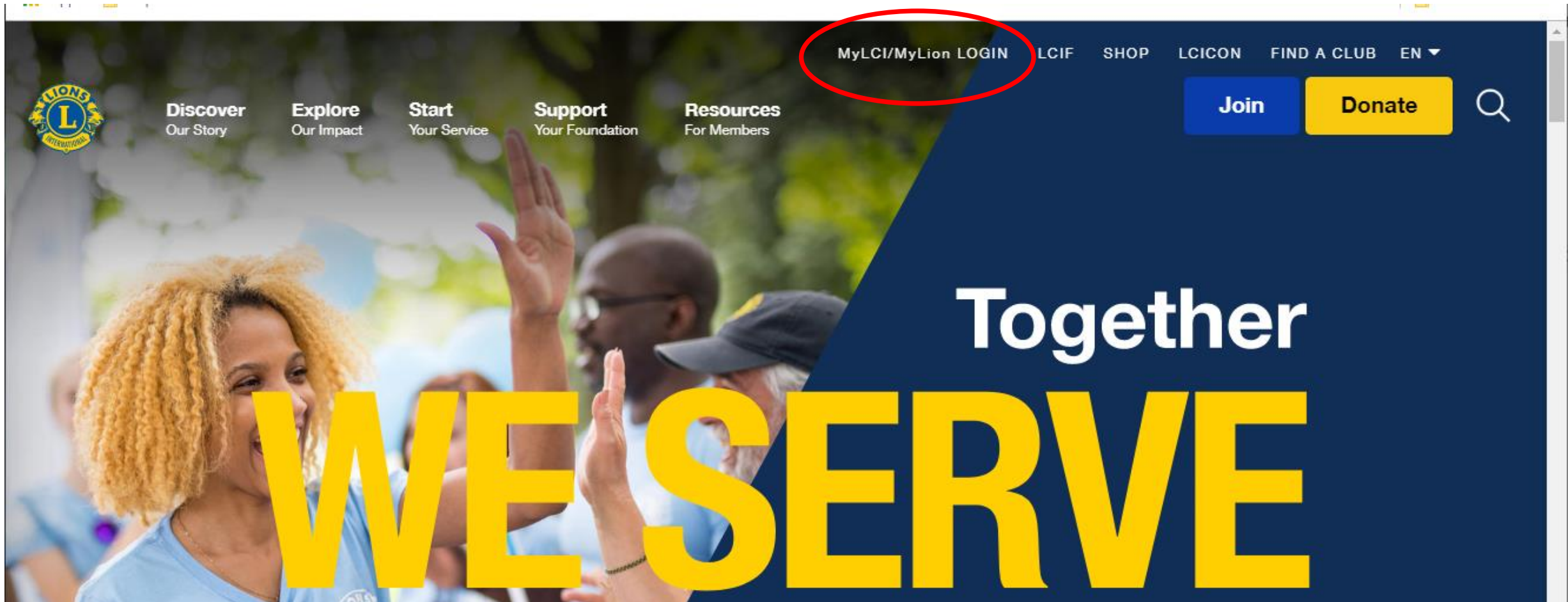


**Entering a PAST
service activity,
fundraiser, or
meeting**

Logging In

www.lionsclub.com

Signing in to MyLCI/MyLion



You will use the same Sign In information you used when you logged in and changed/monitored membership information.

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 Insight

SIGN IN

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

Select MyLion

Welcome to the Lions Clubs International digital ecosystem!

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

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Tools for Lion leaders.

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- Create district & club profile
- Check club voter eligibility
- Document & plan conventions
- Check application status

GO

MyLion

Connect. Serve. Report.

- Report service
- 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

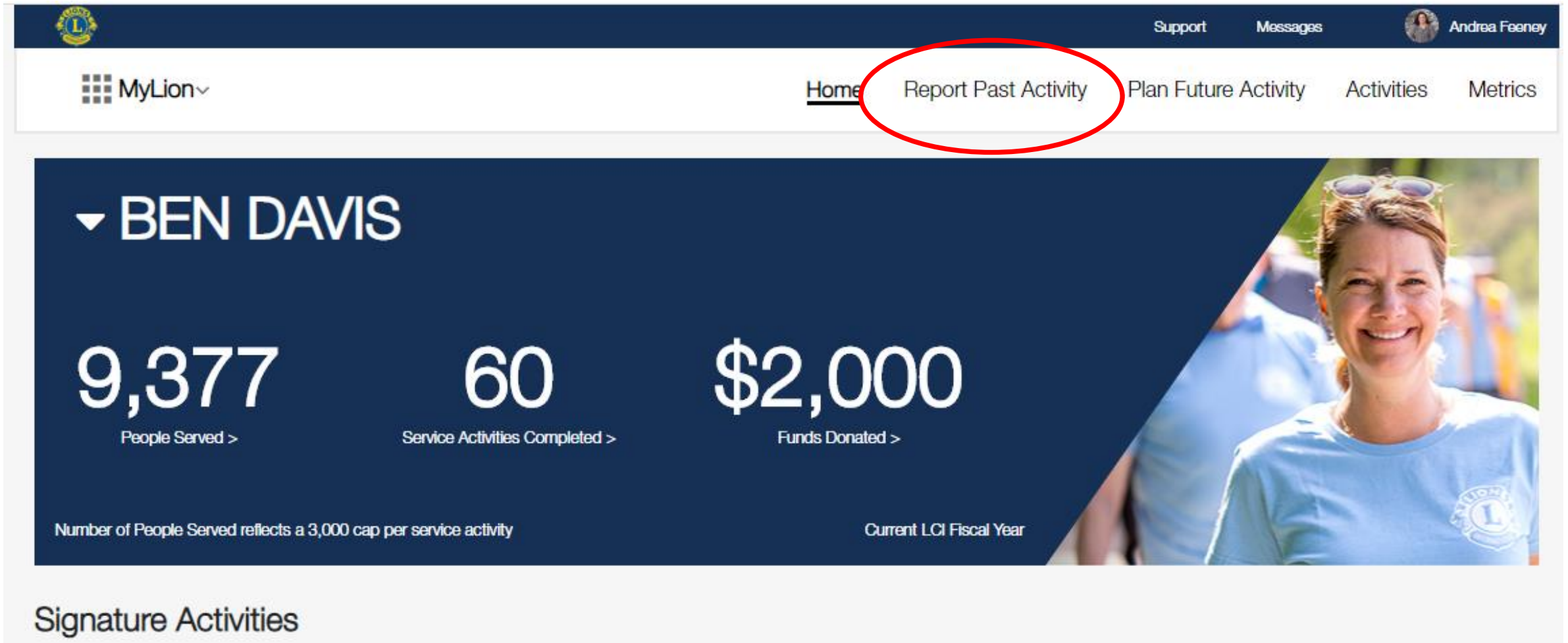
Insights

Increased knowledge. Increased impact.

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

GO

Click “Report Past Activity”



The screenshot shows the MyLion user interface. At the top, there is a dark blue header with the MyLion logo on the left and user information on the right, including a profile picture and the name "Andrea Feeney". Below the header is a white navigation bar with links: "Home" (underlined), "Report Past Activity" (circled in red), "Plan Future Activity", "Activities", and "Metrics". The main content area has a dark blue background. On the left, it displays the name "BEN DAVIS" with a dropdown arrow. Below the name are three large statistics: "9,377" for "People Served >", "60" for "Service Activities Completed >", and "\$2,000" for "Funds Donated >". At the bottom of this section, there is a note: "Number of People Served reflects a 3,000 cap per service activity" and "Current LCI Fiscal Year". On the right side of the main content area, there is a photograph of a smiling woman wearing a light blue t-shirt with the MyLion logo.

Support Messages Andrea Feeney

MyLion Home Report Past Activity Plan Future Activity Activities Metrics

▼ BEN DAVIS

9,377 People Served >

60 Service Activities Completed >



\$2,000 Funds Donated >


Number of People Served reflects a 3,000 cap per service activity

Current LCI Fiscal Year


Signature Activities

Click "Report+"






SupportMessagesAndrea Feeney

MyLionHomeReport Past ActivityPlan Future ActivityActivitiesMetrics

Report Past Activity



Unreported Activities

| | | | | |
|---|--|--|---|--|
|  <div>★ Signature Activity</div> <p>Other Service Activity</p> <p>Creator Jean Weller Silver Lake Jun 27, 2020</p> |  <div>REPORT</div> <p>BBQ-to-Go</p> <p>Creator Lee Guthrie Fortville Jun 26, 2020</p> |  <p>Monthly Reporting</p> <p>Creator Michelle Terwilliger Wolcott Jun 25, 2020</p> |  <p>CLUB MEETING</p> <p>Creator John Spurgeon Brownstown Jun 23, 2020</p> |  <p>Cabinet meeting/Officer training meeting</p> <p>Creator Stephen Helmken District 25 A Jun 20, 2020</p> |
|---|--|--|---|--|

MyLion~ Support Messages Andrea Feeney

Home Report Past Activity Plan Future Activity Activities Metrics

Home > Report Past Activity > Activity Form Report the old way

Activity Name *

1. Activity Level

Activity Level Club

Multiple District Multiple District 25

District District 25 F

Club BEN DAVIS

2. Activity Details

Creator Andrea Feeney

Activity Duration* ☒ Single Day ☐ Multiple Day

Start Date*

Activity Type*

Signature Activity? ☐ Yes

Cause*

Project Type*

3. Share

Who can see this? Everyone

4. Story

Description* Tell your story about the activity.

Photo Gallery

All information highlighted in pink and all items noted with an asterisk (*) are required reporting information.

This includes Activity Name, Activity Duration, Start Date, Activity Type, Cause, Project Type, and Description.

NOTE:

Enter Activity Name – this can be any name you choose. Examples include Club Meeting, Board Meeting, Eyeglass Collection, Vision Screening, Tree Planting, etc. Whatever you choose to title your event is sufficient.

Activity Duration – if you have an even that occurs over multiple days, you will indicate this here.

Start Date – If you have a multi-day event, you're required to include a start and end date. Single day events will only require a start date.

Activity Type, Cause and Project Type are drop down options (see next page for specifics). You will choose the option that best fits your event.

Description – In this area you can describe your event in detail. For example, if you Club plants 500 trees, you'd specify this here. If you hold a Board Meeting, you could list something as simple as Board Meeting.

Activity Type Drop Down Options

Activity Type*

Signature Activity?

Cause*

Service Activity
Fundraiser
Meeting
Donation

Depending on the Cause selection you've chosen, Project Type options will be different. Each will require information about how many people were served.

Cause Drop Down Options

Cause*

Project Type*

Hunger
Environment
Childhood Cancer
Diabetes
Vision
Other

io can see this?

Everyone

You will also be required to indicate the number of people who volunteered at this activity and the TOTAL hours spent working on each activity. (Example: 5 volunteers worked on a project for 4 hours = 20 Total Hours)

After entering your event description, scroll to the bottom of the page and click "Report"

Description*

Club Officer Installation, also awarded one of 2 scholarships to our scholarship winners.

Featured Photo





Photo Gallery



Cancel Save Report

Service Activities Resources Lions Clubs International

A box will pop up showing your report has been submitted successfully

4. Story

Description*

Club Officer Installation, also awarded one of 2 scholarships to our scholarship winners.

Featured Photo





Photo Gallery



Successfully Submitted

OK

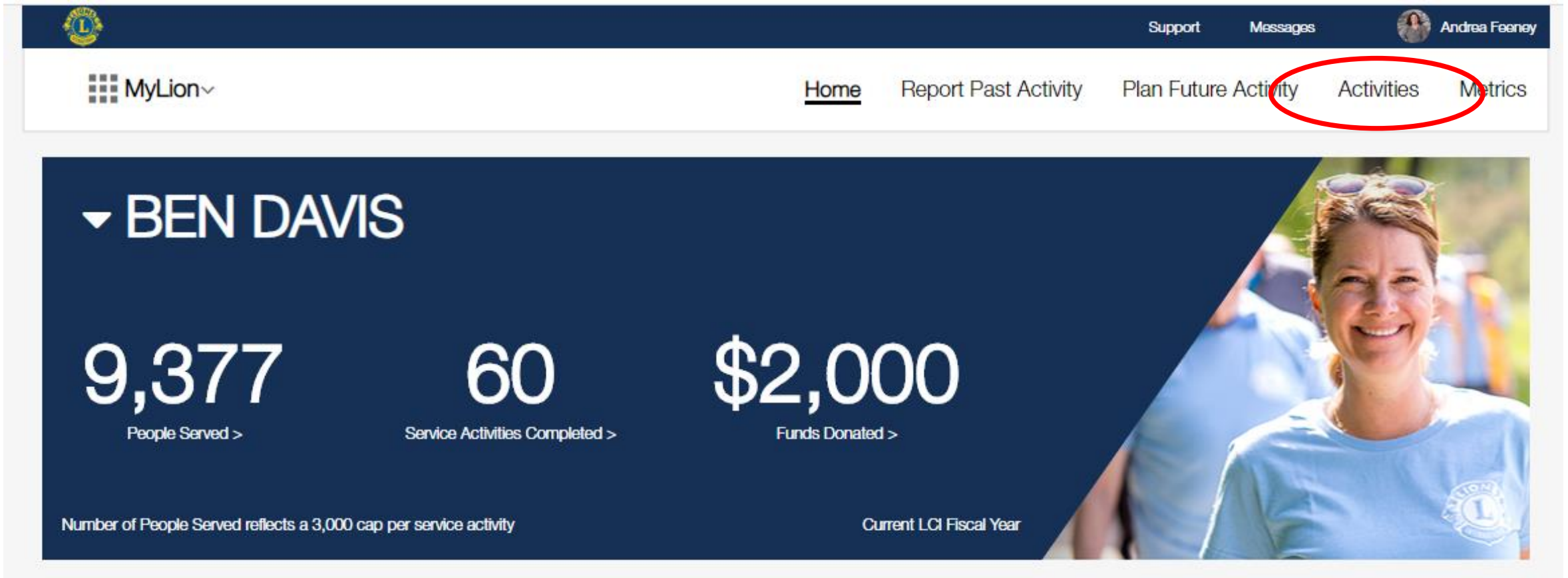
Cancel Report

Service Activities Resources Lions Clubs International

Check your Reporting



Click the “Activities” Option



The screenshot displays the MyLion web interface. At the top, a dark blue header contains the MyLion logo, a user profile for Andrea Feeney, and links for Support and Messages. Below this, a white navigation bar features the MyLion logo, a dropdown arrow, and a menu with options: Home, Report Past Activity, Plan Future Activity, Activities (circled in red), and Metrics. The main content area has a dark blue background. On the left, it shows a profile for BEN DAVIS with three statistics: 9,377 People Served, 60 Service Activities Completed, and \$2,000 Funds Donated. Each statistic has a right-pointing arrow. A note at the bottom left states: "Number of People Served reflects a 3,000 cap per service activity". At the bottom right, it says "Current LCI Fiscal Year". On the right side of the main area is a photo of a smiling woman in a light blue shirt with a MyLion logo.

Support Messages Andrea Feeney

MyLion Home Report Past Activity Plan Future Activity **Activities** Metrics

▼ BEN DAVIS

9,377 People Served >

60 Service Activities Completed >

\$2,000 Funds Donated >

Number of People Served reflects a 3,000 cap per service activity

Current LCI Fiscal Year

Activities Page – defaults to FUTURE activities.
To confirm your PAST activity was recorded select
“Past Activities”

The screenshot shows the MyLion web application interface. At the top, there is a dark blue header with the MyLion logo, a user profile for Andrea Feeney, and links for Support and Messages. Below this is a white navigation bar with links for Home, Report Past Activity, Plan Future Activity, Activities, and Metrics. The main content area is titled "Activities" and features a sidebar with filters and a main panel with a search bar and a message.

Filters:

- Occurring:** ☒ Upcoming Activities, ☐ Past Activities (circled in red)
- Activity Level:** ☐ Club Activities, ☐ District Activities, ☐ Multiple District Activities
- Activity Type:** (collapsed)

Search Bar: BEN DAVIS, District 25 F, Multiple District 25, U.S. and Affiliates, Ber..., All LCI

Message: There are no activities found for the selected timeframe.

Support Messages Andrea Feeney

MyLion

Home Report Past Activity Plan Future Activity Activities Metrics

Activities

Filters Reset

Occurring

☐ Upcoming Activities

☒ Past Activities

Activity Level

☐ Club Activities

☐ District Activities

☐ Multiple District Activities

Activity Type

☐ Service Activity

☐ Fundraiser

☐ Meeting

☐ Donation

Status

☐ Active

☐ Draft

☒ Reported

☐ Unreported

Cause

☐ Hunger

☐ Environment

☐ Childhood Cancer

☐ Diabetes

☐ Vision

☐ Other

BEN DAVIS District 25 F Multiple District 25 U.S. and Affiliates, Bor... All CI Search

Installation Meeting

Creator Andrea Feeney Ben Davis Jun 26, 2020 Reported

Board Meeting

Creator Andrea Feeney Ben Davis Jun 11, 2020 Reported

Board Meeting

Creator Andrea Feeney Ben Davis May 14, 2020 Reported

District Convention Attendance

Creator Andrea Feeney Ben Davis Apr 14, 2020 Reported

PPE Masks

Creator Andrea Feeney Ben Davis Apr 6, 2020 - Apr 7, 2020 Reported

PPE Masks

Creator Andrea Feeney Ben Davis Apr 3, 2020 Reported

PPE Masks

Creator Andrea Feeney Ben Davis Apr 2, 2020 - Apr 4, 2020 Reported

Marching Band Supplies

Creator Andrea Feeney Ben Davis Apr 1, 2020 - Apr 3, 2020 Reported

Gleaners Food Bank

Creator Andrea Feeney Ben Davis Feb 29, 2020 Reported

Club Board Meeting

Creator Andrea Feeney Ben Davis Feb 27, 2020 Reported

LBC Meal

Creator Andrea Feeney Ben Davis Feb 19, 2020 Reported

February Pancake Breakfast

Creator Andrea Feeney Ben Davis Feb 15, 2020 Reported

Club Meeting

Creator Andrea Feeney Ben Davis Feb 13, 2020 Reported

Club Meeting

Creator Andrea Feeney Ben Davis Jan 23, 2020 Reported

Dictionary Project

Creator Andrea Feeney Ben Davis Jan 10, 2020 - Feb 3, 2020 Reported

Board/Club Meeting





Creator Andrea Feeney Ben Davis Jan 3, 2020 Reported

PREVIOUS Page 1 of 4 NEXT FIRST LAST

This page displays all your previously report activities. You can edit any of the activities by clicking on them individually. You can page through your activities at the bottom of the page.





Reported Activities are in **GREEN**
Unreported Activities are in **RED**

BEN DAVIS **District 25 F** Multiple District 25 U.S. and Affiliates, Ber... All LCI SEARCH

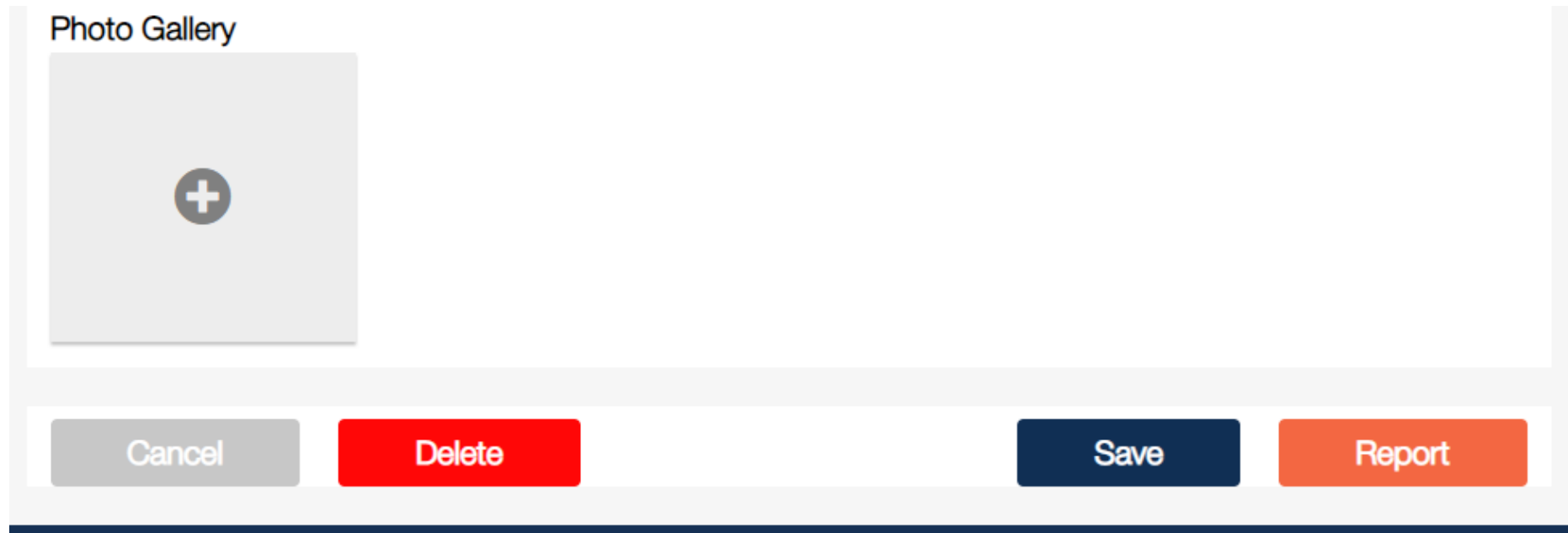
| | | | |
|--|--|---|---|
|  |  |  |  |
| Pick up Trash along city streets in Beech Grove Creator Don Stowers Beech Grove Jun 27, 2020 | BBQ-to-Go Creator Lee Guthrie Fortville Jun 26, 2020 | New Officer meeting Creator Angela Crouch Cermont Jun 25, 2020 | Installation Meeting Creator Andrea Feeney Ben Davis Jun 25, 2020 |
| Reported | Report Now | Reported | Reported |

To delete or complete an incomplete event click on the event

BEN DAVIS **District 25 F** Multiple District 25 U.S. and Affiliates, Ber... All LCI Search

| | | | |
|--|---|---|---|
|  |  |  |  |
| BBQ-to-Go Creator Lee Guthrie Fortville Jun 26, 2020 Report Now | Connersville Lions Club Golf Ball Drop Creator Linda Frye Connersville Jun 13, 2020 Report Now | Golf Ball Tournament Creator Linda Frye Connersville Jun 13, 2020 Report Now | Pre-Council meeting Creator Angela Locke Williamsburg Jun 6, 2020 Report Now |

This will bring up the Activity Form that was previously used to create the event. At the bottom of the page, click “Report” to submit the activity, “Delete” if the entry was made in error, or “Save” if you are still gathering information.



The image shows a user interface for an activity form. At the top, there is a section titled "Photo Gallery" which contains a large light gray square with a dark gray circle in the center containing a white plus sign, indicating where to upload a photo. Below this section is a horizontal bar containing four buttons: "Cancel" (gray), "Delete" (red), "Save" (dark blue), and "Report" (orange).

Celebrate your successful submission!