Monthly Activity Report Instructional Guide

CLUB [ ] **REGION** [ ] **ZONE** [ ] **DATE** [ ]

↑ Name of your club
(e.g. Enterprise, Gridley, Fort Jones, etc.)

↑ Name of your region
(N. Butte, S. Butte, Lassen, Shasta)

↑ Name of Zone club belongs to
(North, South, West, East, Central)

↑ Month/year

ACTIVE MEMBERS [ ]   **AVG. MONTHLY ATTENDANCE** [ ]

TOTAL MEMBERS [ ]

↑
Active = regular members vs. total = affiliate members

↑
Average percentage of active members who attend meetings
(if have 25 active members and 18 attend = 72%

SERVICE PROJECTS & FUNDRAISERS	$ SPENT	X (1 point per $)	MAN HOURS	X (10 points per hour)
		0		0
		0		0

↑
Brief description of what you did (eyeglass collection, park cleanup, Donated to food bank, funded high school scholarships)

↑
money you spent/donated for said project/fundraiser

↑
time dedicated to do project/fundraiser

No. of Lions attended Cabinet Meeting		Date:	No. Lions attended Dist. 4-C1 Workshop	

↑
how many attended cabinet meeting
(Transitional, N. Butte, S. Butte, Lassen)

↑
When the cabinet meeting occurred
(e.g. 7/28/13 for recent Transitional)

↑
How many attended workshop
(e.g. Officer Training, Lions Refresh)

DUES PAID

Lions Intl.: $ [ ]   Date Paid [ ] MD4: $ [ ]   Date Paid [ ]

↑
How much you paid in semiannual dues and when you paid them

↑
How much you paid in semiannual dues and when you paid

Monthly Membership Report (MMR) Submitted by Last Day of Month *(1 point per active member per month)* [ ]

↑
If you submitted MMR by last day (e.g. August 31) you receive one point for every active member, so for 26 active members you would put 26 in box to right

Monthly Activities Report (MAR) Submitted by 5th Day of Following Month *(1 point per active member per month)* [ ]

↑
If you submitted district monthly activities report to district officers on distribution list by the 5th of the following month (e.g. August 5th for July 2013 report) using same formula as MMR above

Service Activities Reported to LCI Through MyLion by Last Day of Month (1 point per active member per month) [ ]

↑
Reporting service activity to LCI using desktop/app version of MyLion you would earn 26 pts, using same method

Publicity

Club Bulletin Published This Month - Copy of each sent to Region & Award Chairs
(1 point per active member per month)

Media Article/TV/Radio Coverage This Month - Copy of each sent to Region Chair
(1 point per active member per month)

Website and/or Facebook Updated This Month - Copy of each sent to Region Chair
(1 point per active member per month)

↑

If your club publishes newsletter/bulletin you receive 1 pt per active member, for example if have 26 active members, you would place the number 26 into box on the R. Similarly, if your club had an article featuring or mentioning your club, had TV and/or radio coverage of an event during the reporting month or updated your website and/or Facebook page, you would earn 26 points

Melvin Jones Awards Earned This Month *(3 points per active member per award)*

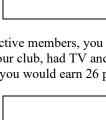Proud Lion Awards Earned This Month *(1 point per active member per award)*

Proud Sponsor Awards Earned This Month *(1 point per active member per award)*

↑

If a member of your club earned the above awards you would multiply by 3 the number of active members to Melvin Jones (78 if you have 26 members). The Proud Lion and Proud sponsor would just be the number of members (26 in our example).

Date	Club Visited	No. of Lions	One Way Mileage

↑	↑	↑	↑
when you visited	who you visited	how many went	how far you went one way (mileage chart available)

note that once you put in the data, the points will automatically be calculated

For example, six Willows Lions Club visited the Meridian Lions Club on 11/7/12 traveling 52 mile one way and Oroville Ophir Lions on 11/13/12 traveling 42 miles. The spreadsheet automatically put in number of active members from top line (25 in our case), with total calculated at 312 with 12.18 points earned and 252 with 10.08 points earned.