MyLCI Reporting Instructions
Centennial Service Challenge & Community Legacy Projects

Step 1: Log on to MyLCI and select *Service Activities* from My Lions Club menu


Step 2: Select *Add Activity*

Step 3: Enter Basic Activity Information

Fiscal Year
The current fiscal year is displayed. During July 1-15, you have the option of selecting the previous fiscal year for unreported activities.

Activity Date
For activities that occur over multiple days, select the beginning date of the activity. If the activity is part of a Worldwide Week of Service (WWS) event, make sure the date falls within the designated dates of the WWS. For Centennial Community Legacy Projects that were completed between July 2014 and June 2015, enter "July 1" and include the actual date in the *Description* field.
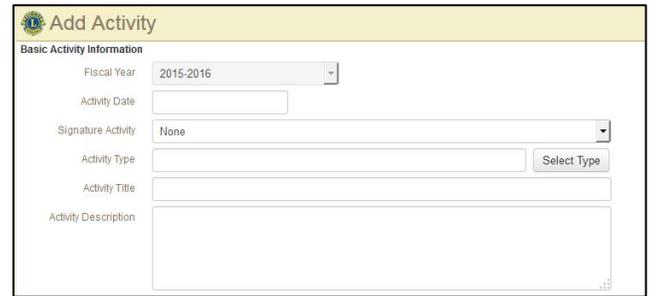
Signature Activity
Signature activities are those that clubs engage in on a repeated basis. If the signature activity type has already been identified as a CSC activity, the corresponding CSC campaign will automatically be selected in the Detailed Activity Information section. If the signature activity type has not already been identified, manually select the appropriate CSC campaign in the Detailed Activity Information section.

Activity Type
Click on the "Select Type" button to view all service categories and subcategories. Activities that count towards the CSC have a special CSC logo next to them. Centennial Community Legacy Projects are located under the "Community & Cultural Activity" category and also have a special logo next to them.

Level 1 Legacy Projects raise your club's community visibility, such as donating a park bench, bike rack or a new sign. **Level 2** projects are larger contributions, such as refurbishing a park, establishing a community garden or providing medical equipment. **Level 3** projects make a significant community impact, such as building a clinic, school, hospital or library.

Select the box that best reflects your activity. If an activity is both a CSC activity and a Legacy Project, select the appropriate Legacy Project box and then select the relevant CSC campaign in the *Detailed Activity Information* section below.

Activity Title
Enter a few keywords or a phrase to help identify this activity, such as a partner organization or beneficiaries.

Activity Description
Entering a description helps clubs remember the goals, action steps and outcomes of their projects. They also help LCI understand club projects and identify clubs for partnership, funding and publicity opportunities.

Step 4: Enter Detailed Activity Information

Share this Story

This box is automatically selected, allowing all MyLCI users to learn the details of this service project. Deselect the box to opt out.

District-wide Activity

Select this box if the service activity was organized by the district.

Centennial Service Challenge Campaign Box

If you selected an activity subcategory that is identified as a CSC activity, the campaign it applies to should be automatically selected. If none of the CSC campaigns is selected but you feel that it should be, or if your service activity is also a Centennial Community Legacy Project, manually select the appropriate campaign.

Number of Lions

Type in the number of Lions from your club that were involved in the service activity. Clubs are encouraged to only report those activities that involve multiple club members in service.

Number of Lion Hours

You may choose to report only the time spent in actual service or the total number of hours preparing for and implementing a project, but please be consistent.

Number of People Served

For service activities that involve direct service to individuals, provide the number of people served. For service activities that do not involve direct service to individuals, provide an estimated number of beneficiaries. There is a maximum limit of 3,000 people served and 5,000 trees planted per activity.

For service activities that are implemented by more than one club, all clubs should report the activity in order to receive CSC recognition. However, please divide the total number of beneficiaries among the participating clubs.

Funds Raised

If the project was a fundraiser, provide the amount of funds raised. Do not include in-kind contributions.

Funds Donated

If the project was a donation of funds, provide the amount of funds donated. Do not include in-kind donations.

Step 5: Upload Images (optional)

Upload 1 or 2 photographs that capture the impact and emotion of your project. JPG, GIF, and PNG files less than 4MB can be uploaded.

Step 6: Save your report

You must select "Save" to upload your information, so you can receive Centennial Service Challenge and Community Legacy Project recognition.

For more information

To learn more about the Centennial Service Challenge and Centennial Community Legacy Projects, visit lions100.org. You can also email programs@lionsclubs.org with questions about the Centennial Service Challenge and LegacyProjects@lionsclubs.org with questions about Centennial Community Legacy Projects.