

2018-19 Secretary Training

MyLCI?
or
MyLion?




Presenter - CC Ross Drapalik
MD25 Global Action Team Coordinator



The answer:

Effective July 1, 2018, all 2018-19 club activities are to be reported using the new **MyLion** web based application.



The answer:

Monthly Membership Reports (MMR) will continue to be filed each month using the **MyLCI** website.



The answer:

The **MyLion** web based application for desktop computers will be released at the 2018 International Convention in Las Vegas, Nevada, June 28-July 3, 2018.

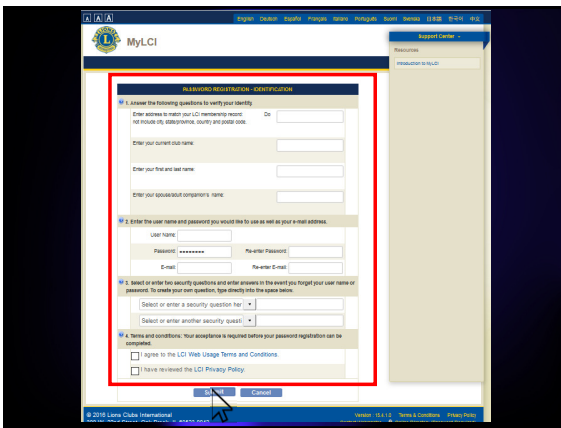
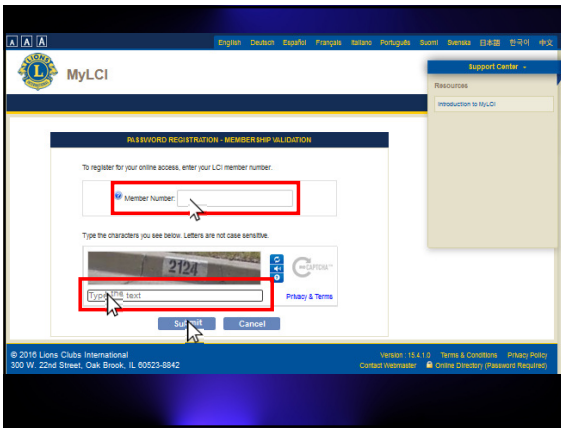
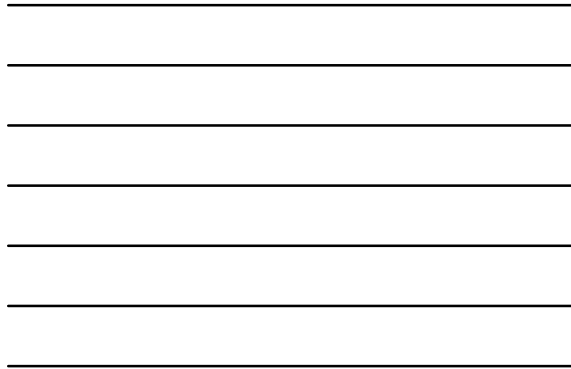




MyLCI

www.mylci.lionsclubs.org







IRS 990-N e-postcard

- according to LCI, clubs who lose their tax-exempt status cannot raise or solicit funds from the public
- for clubs whose tax-exempt status has been revoked, the LCI Legal has the appropriate paperwork to assist in reinstatement



IRS 990-N e-postcard

- clubs making less than \$50,000 must file a 990-N e-postcard before November 15th each year
- clubs who fail to file a 990-N for 3 consecutive years will automatically lose their tax-exempt status



IRS 990-N e-postcard



<http://epostcard.form990.org/>




Indiana NP-20




Indiana Dept of Revenue NP-20


- in addition to filing a 990-N with the IRS, each club is required to file a NP-20 form with the Indiana Department of Revenue by November 15th of each year



Indiana Dept of Revenue NP-20



<https://forms.in.gov/download.aspx?id=2811>



Business Entity Report



Business Entity Reports

- for clubs incorporated in the State of Indiana, a Business Entity Report needs to be filed with the Indiana Secretary of State's Office in the anniversary month of the club's incorporation



Business Entity Reports



https://secure.in.gov/sos/online_corps/name_search.aspx



**So just what exactly
is your role as your
club's Secretary?**



- **Keep and maintain the records of your club.**
- **Take minutes of meetings of the club and any Board meetings.**



- **Keep attendance records for your club.**
- **Work with your club's Treasurer to invoice and collect all club, district, state, and international dues.**




- **File Monthly Membership Reports (MMR) with Lions Clubs International**
- **File Service Activity Reports (SAR) with Lions Clubs International each month.**




- **File your club's Club Officer Report each year by May 1st or whenever a vacancy is filled.**
- **Be an active member in your club's zone.**





Remember, each club is unique, and this training is not going to tell you how to keep your minutes, record your attendance, or collect dues from your members.




MMR
Monthly Membership Report




Monthly Membership Report (MMR)

- MMR are filed using the MyLCI website and are due by midnight on the last day of each month
- new members, transferred members, dropped members deceased members are reported using the MMR



Monthly Membership Report (MMR)

- members contact information (i.e. address, telephone numbers, email addresses) are updated on the MMR
- up to date contact information is vital to insure receiving the *LION Magazine*, the *Hoosier Lion* newspaper, and the district newsletter

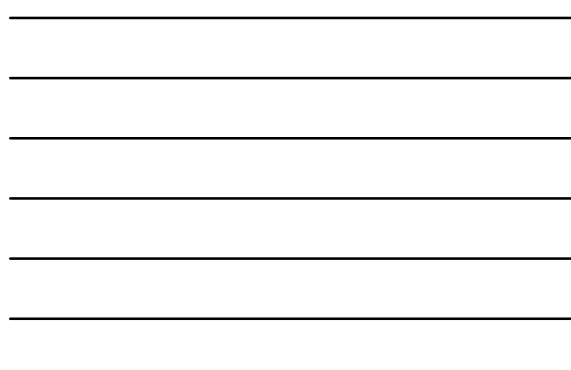


Monthly Membership Report (MMR)

- the club Secretary and club President each have access to file the MMR

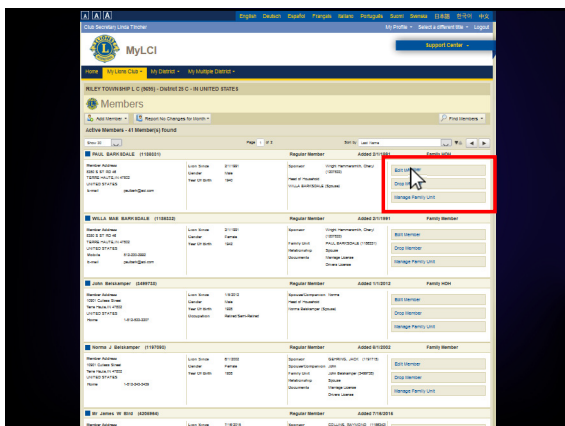
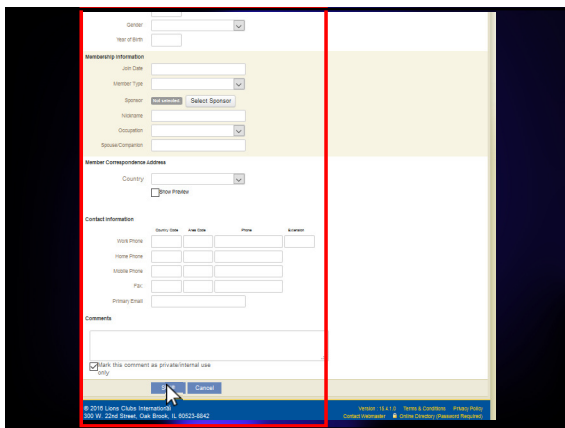
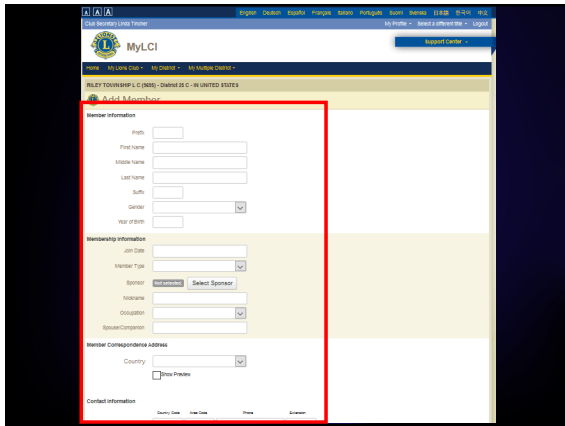



The screenshot shows the MyLCI website interface. A red rectangular box highlights the link "Report No. Membership Report for May 2018" in the "In News" section. Other visible elements include the MyLCI logo, navigation tabs (Home, My LCI Club, My District, My Multiple Districts), and various informational widgets like "Club News", "Club Profile", and "Club Officers".



The screenshot shows a list of members on the MyLCI website. A red rectangular box highlights the link "Report No. Changes for Item 1" in the top left corner of the member list area. The list includes member names, addresses, and contact information.





MyLCl
Member Information

Member Number: 1188331
First Name: PAUL
Last Name: BANKSCALE
Birth Date: 1/24/1940
Gender: Male
Member Type: Regular Member

Member Correspondence Address

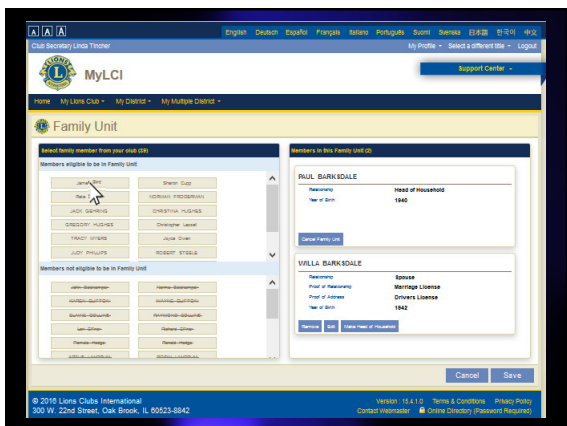
Country: UNITED STATES
Address Line 1: 830 S ST RD 48
City: TERRE HAUTE, Indiana
Zip Code: 47302

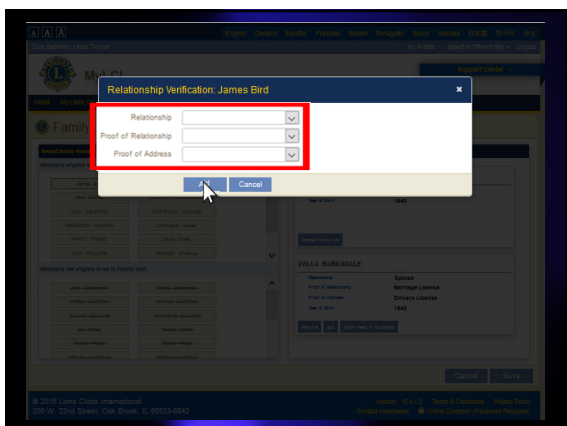
Contact Information

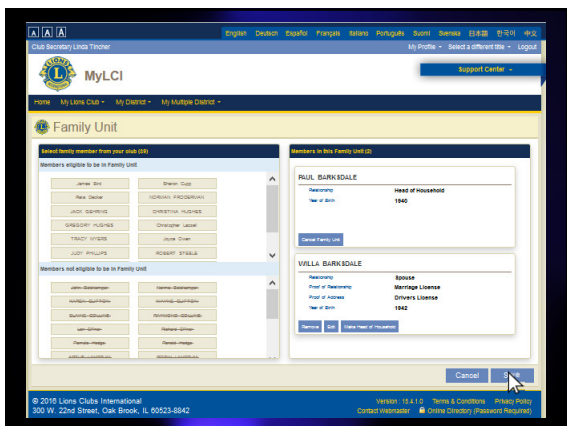
Home Phone: _____
Mobile Phone: _____
Email: paulbank@aol.com

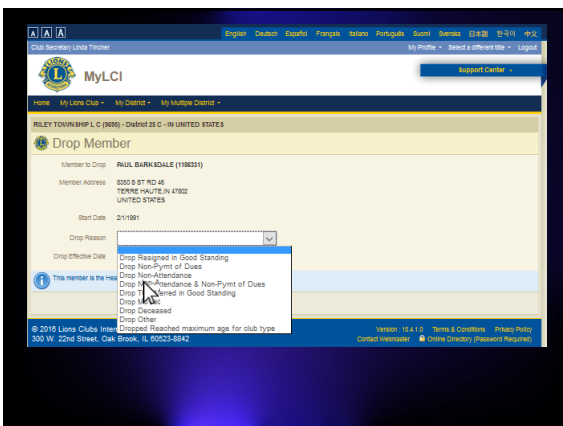
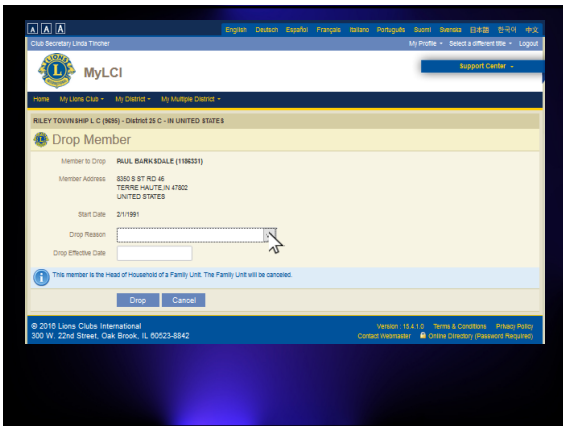
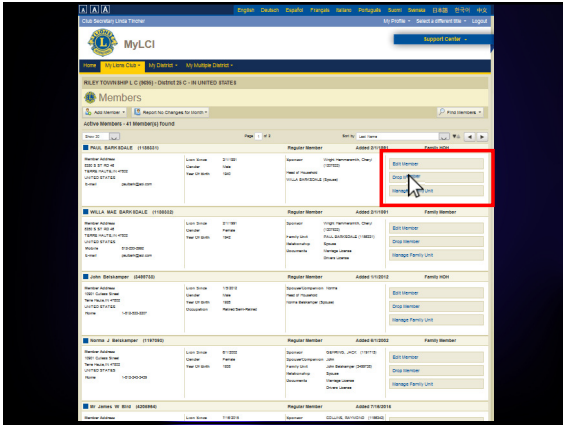
Members

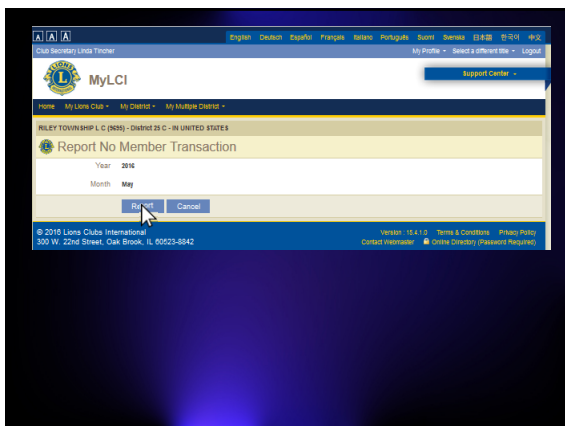
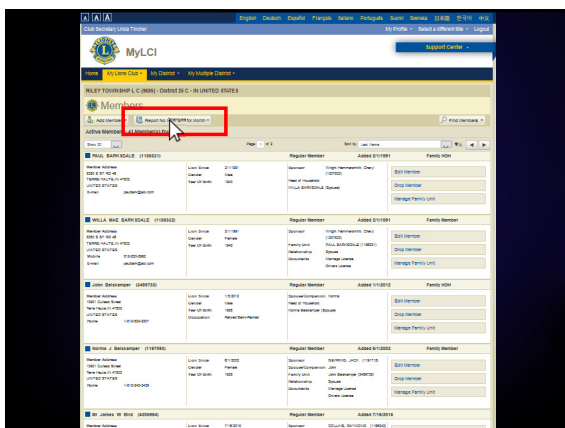
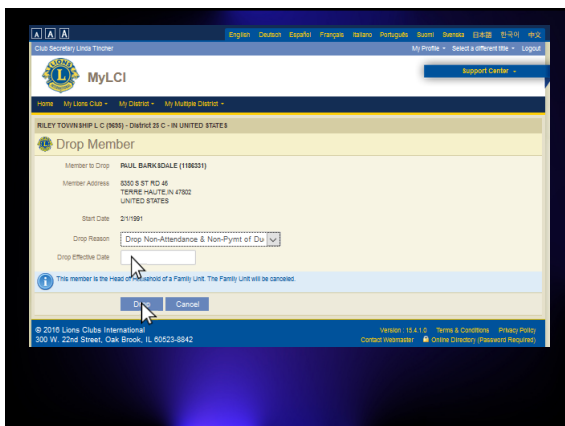
Member Number	Member Name	Member Type	Member Address	Member Email	Member Phone	Member Birth Date	Member Gender	Member Family Unit	Member Status
1188331	PAUL BANKSCALE	Regular Member	830 S ST RD 48 TERRE HAUTE, IN 47302	paulbank@aol.com		1/24/1940	Male	Family Unit	Active
1188332	WILLA WIFE BANKSCALE	Regular Member	830 S ST RD 48 TERRE HAUTE, IN 47302	paulbank@aol.com		1/24/1940	Female	Family Unit	Active
1188333	JANE BANKSCALE	Regular Member	830 S ST RD 48 TERRE HAUTE, IN 47302	paulbank@aol.com		1/24/1940	Female	Family Unit	Active
1188334	WALTER J. BANKSCALE	Regular Member	830 S ST RD 48 TERRE HAUTE, IN 47302	paulbank@aol.com		1/24/1940	Male	Family Unit	Active
1188335	JANIS M. WIFE BANKSCALE	Regular Member	830 S ST RD 48 TERRE HAUTE, IN 47302	paulbank@aol.com		1/24/1940	Female	Family Unit	Active












Service Activity Report (SAR)

- SAR are filed using the **MyLion** website and are requested by District 25C to be filed by midnight on the last day of each month
- activities **MUST** be filed electronically using the **MyLion** website



Service Activity Report (SAR)

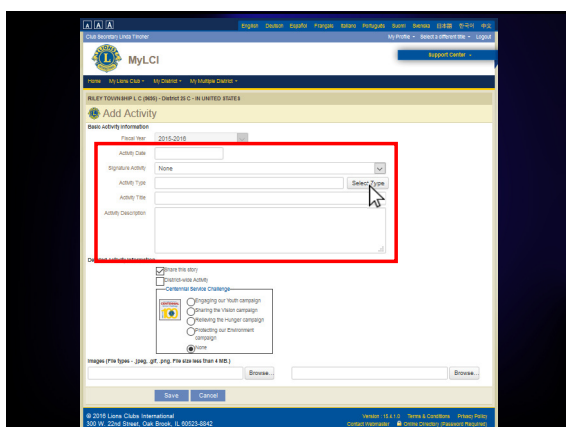
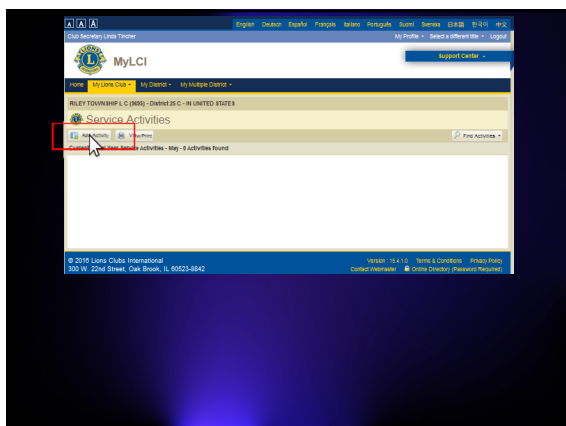
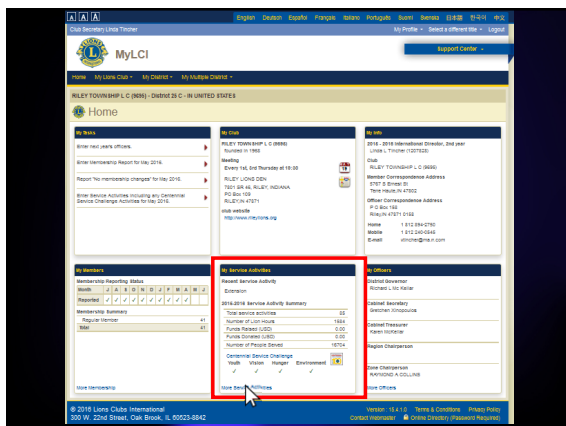
- the club Secretary and club President each have access to file the SAR
- activities can be added to any month within the current Lions' year

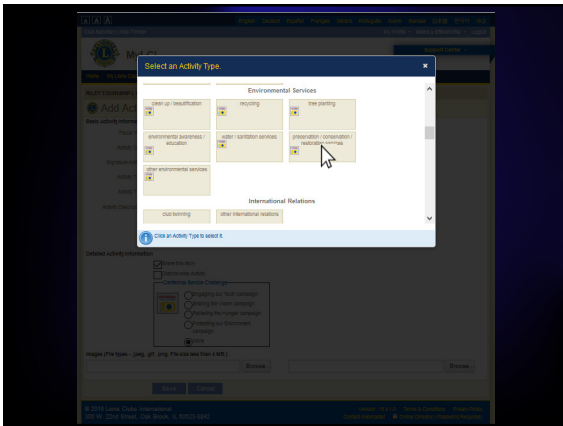


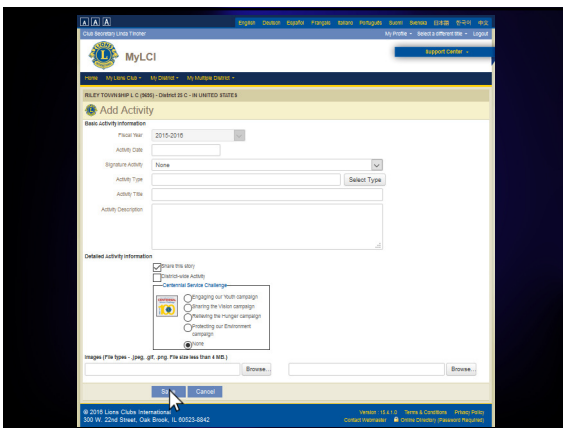
Service Activity Report (SAR)

- the SARs are not audited, there are no right or wrong entries
- if a club meets during a month or if a MMR is filed, that can be included as a club administrative activity










**Club Officer
Report**
(formerly the PU101)



INDIANA STATE
UNIVERSITY
35-C

Club Officer Reports (former PU101)

- the club Secretary or club President is required to file the Club Officer Report on the MyLCI website by May 1st
- to be considered complete, the Club Officer Report must include the President, Secretary, Treasurer, AND Membership Chair



Club Officer Reports (former PU101)

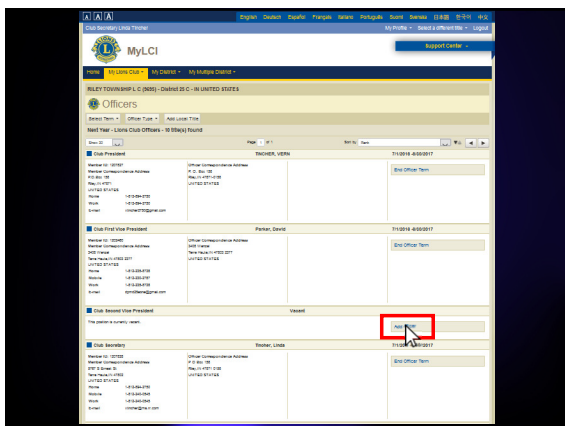
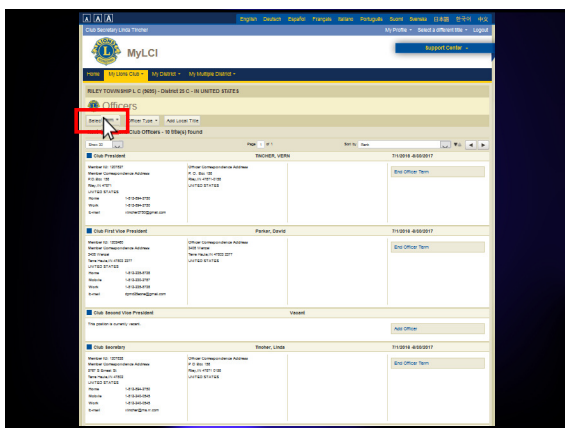
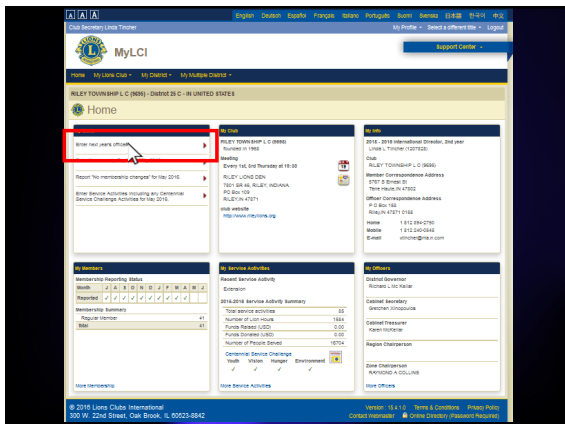
- the club should verify the contact information for each officer on the MMR. Any changes to the MMR will automatically update the Club Officer Report
- meeting days, times, and locations should also be checked for correctness

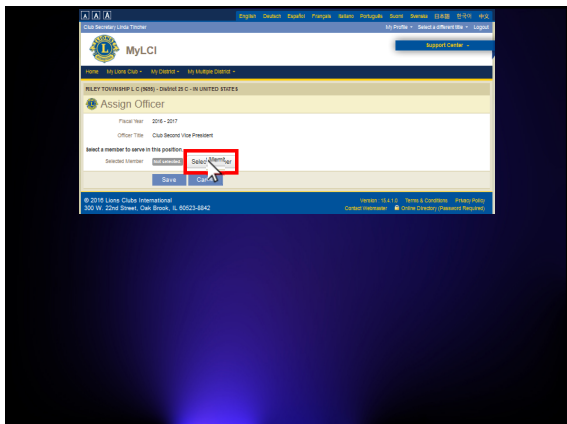


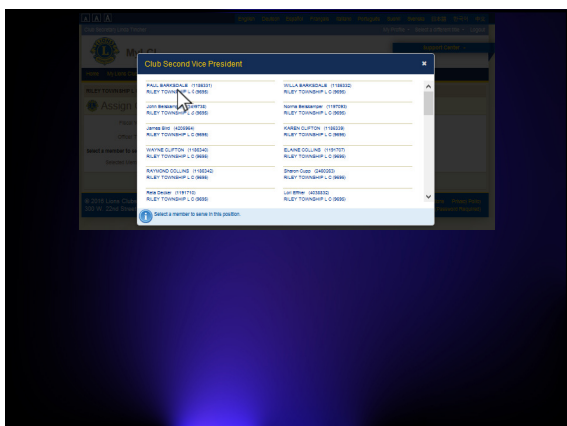
Club Officer Reports (former PU101)

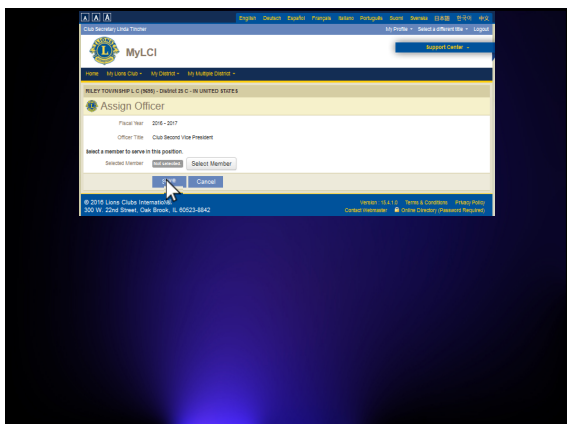
- the report is vital as it is used for the District Directory

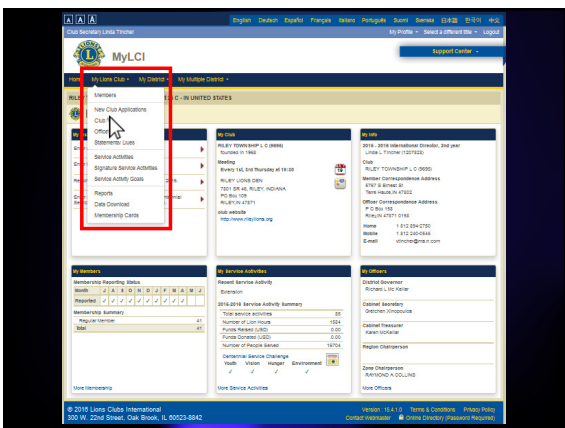
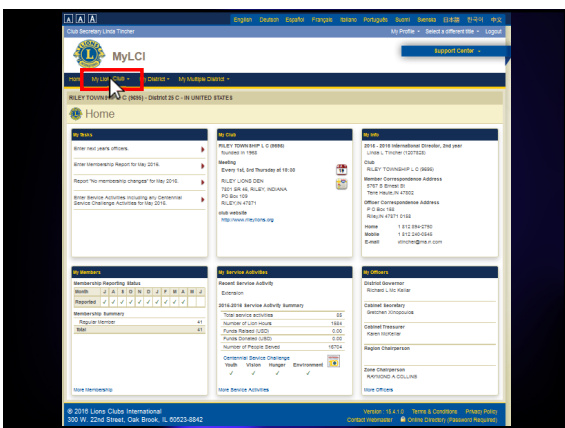


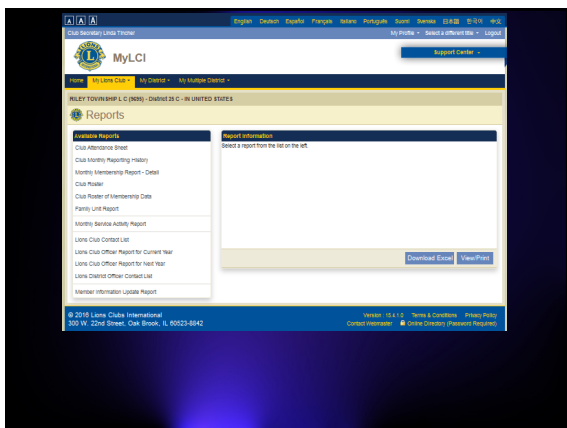
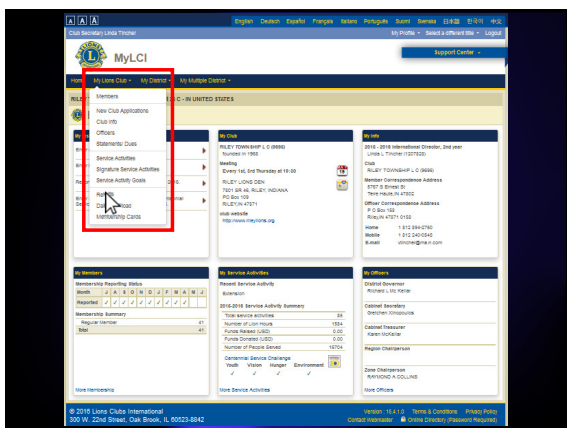
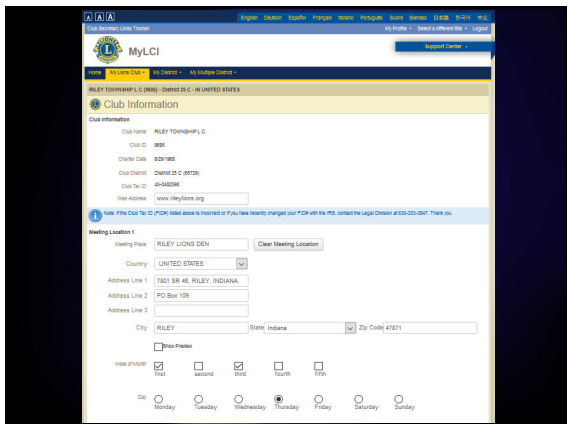


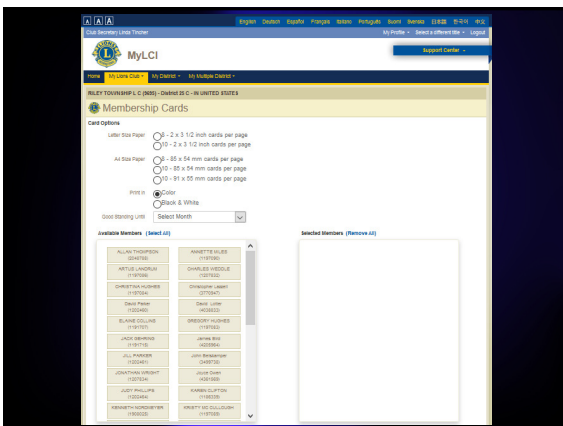
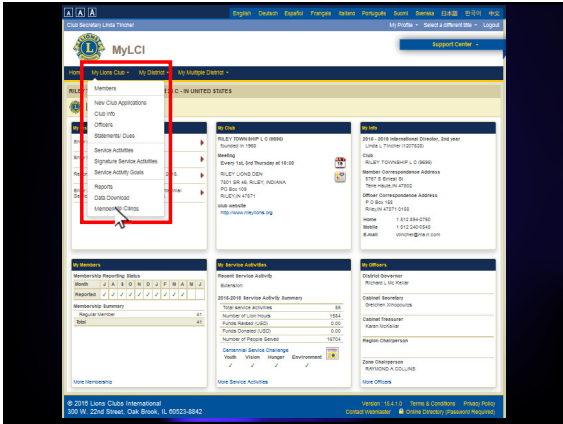












Club Excellence Award



- the MMR, SAR, and Club Officer are essential requirements to qualify for the Club Excellence Award

ILLINOIS 25-C



Objectives of this seminar:

- Monthly Membership Report (MMR)
- Service Activity Report (SAR)
- Club Officer Report (formerly PU101)
- IRS 990-N tax-exempt filing
- Indiana NP-20 non-profit filing
- Business Entity Report



To leave comments or concerns about the transitioning from MyLCI to MyLion, please call

630-468-7000

and voice your opinion.
Lions Clubs International is YOUR club.