

Club Activity Report

Leo Club Name

Month and Year

Name of Leo Club Secretary

Submission Date





LEO CLUB LETTERHEAD

[Date]

Leo [Name],
District President 2025/26,
Leo District [District number] - Sri Lanka

MONTHLY CLUB ADMINISTRATION SUMMARY – [MONTH] [YEAR]

Attached herewith is the Monthly Activity Report of the Leo Club of [Leo Club Name], for the month of [Month] [Year].

I hereby confirm that all necessary documents required for the district contest is attached here and all information provided is true and accurate.

Thank you.
Yours Sincerely,

.....

Leo [Name],
Secretary,
Leo Club of [Leo Club Name]



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Declaration

We certify that the information present in this activity report is to be true and correct.

Leo Club President

Leo Club Secretary

Leo Club Treasurer

Leo Advisor

Date:



Club Administration Summary

MEMBERSHIP	
No. of members as at previous month	64
No. of members inducted	14
No. of members dropped	03
No. of members as at present month	75
No. of Board members	20

MEETINGS	
General Meeting Date	
District/Multiple officers visited	
Leo advisor's presence in general meeting	Yes/No
Board Meeting Date	
No. of members presented in Board Meeting	

PROJECTS	
Number of Projects conducted for this month	00

FINANCES	
Total surplus or deficit for the period	Total surplus or deficit from all club activities during the month. This is the same figure as of receipts and payment account of treasurer report.
Total receivables	Receivables balance
Total payables	Payables Balance



Summary of Leo Club Meetings

GENERAL MEETING

Date		Time	
Venue			
Participation			
Chief Guest		Guest of Honor	
Name		Name	
Designation		Designation	
Special Guest		Other Guests	
Name		Name	
Designation		Designation	
Leos	[Nos]		Present/ Absent
Leo Prospects	[Nos]	Club President	
Lions/Lionesses	[Nos]	Club Vice President	
Council Members	[Nos]	Club Secretary	
Visiting Leos	[Nos]	Club Treasurer	
Leo Parents	[Nos]	Leo Advisor	
Guests	[Nos]	Staff Advisor	

BOARD MEETING

Date		Time	
Venue			
No. of board members present			
Percentage of attendance %			
Leo Advisor/Acting Leo Advisor		Present/ Absent	



PHOTOS OF GENERAL MEETING AND BOARD MEETING

Mention the links to the Photographs of the meetings.

2R

(3.5inch x 2.5inch)

2R

(3.5inch x 2.5inch)

- **ATTENDANCE LISTS**

May contain columns such as Name, Designation, Club and Signature

Mention the links to the attendance Sheets



Meeting Attendance of Leo club officers [Month] [Year]

Designation	Name	General Meeting	Board Meeting
President			
Vice President			
Secretary			
Treasurer			
Asst. Secretaries			
Asst. Treasurers			
Leo Advisor			
Director			
Director			
Member			
Member			

- This is optional to be filled but, it will give more clarity on the meeting participation of Leo club officers.



Summary of Participation of Club Members in Events

Participations at District Events			
Event	Date	No. of Club members	Names of Club members
District Bodhi Pooja	01.07.2023	02	Leo Sandali Goonetilake
			Leo Nuwan Rajapaksha
District Installation Ceremony	16.07.2023	05	

Participations at Multiple District Events			
Event	Date	No. of Club members	Names of Club members

Participations at Lions Club/Lions District Events			
Event	Date	No. of Club members	Names of Club members

Visits to Other Clubs' Events			
Event	Date	No. of Club members	Names of Club members



Monthly Project Summary

Only a maximum of 2 project categories can be used for each project and recommended to focus thoroughly on the project category as the same category should be used in the Year End Evaluation form as well.

Date	Project Name	Project Category

MyLeo and MyLCI Updates

Attach screenshots of the submission of the Activity report to the MyLeo Portal and the update of projects in the MYLCI.

Monthly Publications (Newsletters/Blog/Website)

Attach screenshots or provide links to the monthly publications and/or status updates of the club in the Websites/Blog.

