STANDARD CLUB REPORTING GUIDELINE
Leo Club Reporting Guideline for Leo Multiple District 306

This document will define standard Leo club reporting guidelines for Leo clubs within Multiple District 306 for the fiscal year 2025/2026.

Reporting Frequency

Each year it is mandatory that Leo clubs submit Leo-72 form to Lions International to register new club officers. (https://www.lionsclubs.org/resources/EN/pdfs/leo72.pdf).
In addition, you can perform this by directly accessing MyLCI via your MyLion account. You can add the officers to the fiscal year 2025/26 and confirm it.

It is recommended that Leo clubs submit their reports via the MY LEO (MD Online Reporting Platform).

All the project activities are recommended to be reported to MyLion App which will be monitored in evaluations for the administration and PR related awards.

Objectives of Club Reporting

Leo clubs are encouraged to submit reports to achieve the following objectives.

> To ensure effective communication between Leo clubs and stakeholders. I.e., Leo District, Sponsoring Lions Club, Leo Multiple District, and Lions International.
> To set transparency and accountability of Leo Club activities
> To let club officers obtain documentation skills throughout the year
> To enable Leo Districts/Multiple monitors and guide Leo club activities
> To evaluate Leo club activities in order to recognize them at annual conferences

Minimum Requirements of Online Club Reporting

> All Activity Reports (i.e., Secretary Report) must be approved by the club president and Leo adviser. For college-based Leo clubs, it is required that the staff advisor also should approve.
> All Financial Reports (i.e. Treasurer Report) must be approved by the club president and Leo adviser. For college-based Leo clubs, it is required that the staff advisor also should approve.
> Treasurer reporting guidelines are provided separately. All club accounts and project accounts should be maintained as per that document.
> Secretary and Treasurer reports should be further approved by the respective Zone and Region Directors before submitting to the district.

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⟩ All reports should be adapted to the District Contest Guidelines provided by the respective District Council.

⟩ All reports should be in the PDF format when uploading to the Online Reporting Platform.

Minimum Requirements of Reporting Projects

⟩ All club projects <u>must</u> have a project chairperson, a secretary, and a treasurer.

⟩ Project reports may adapt the general formatted guideline provided in **Annexure A.**

⟩ The details in the project report for joint projects shall be the same for all the organizing clubs (i.e., all Leo club activity reports should contain the same set of details).

⟩ In joint projects, organizing clubs are encouraged to prepare a separate project report. The content of that report should be used to prepare the project report at the club level. The basic information flow will be uniform when this reference is used. <u>The treasurer's records should be the same for all the organizing clubs.</u> In case of attaching bills, a photocopy of the bills should be attached with the project treasurer report as evidence.

⟩ Service project reports should adhere to the following structure.
  o Need Assessment (Mandatory for the categories mentioned in awards attributes)
  o Project Proposal (optional)
  o Service Contest Form (Mandatory)
  o Photographs (Mandatory)
  o Attendance List (Mandatory)
  o Project Treasurer Report (Mandatory)
  o Other supporting Documents (Mandatory if available)

⟩ It is mandatory that supporting documents should be attached as proofs (e.g. attendance sheets, newsletters, leaflets, handbills, posters, newspaper articles and reference letters etc.).

⟩ Attendance list may contain columns such as Name, Designation, Club and Signature

⟩ It is recommended to attach letters of Acknowledgement from the beneficiary organization / individuals where applicable.

⟩ Minimum 6 colour photos should be attached per project report. The display of a club banner with the crowd (a group photo) and activities is <u>compulsory</u> in <u>at least 1 photo</u>. Projects without photographs will have less weight on evaluation.

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> For joint projects with Leo Clubs within or outside the Leo district, it is mandatory to attach a letter <u>from the Leo club which initiated the project or from the project chairperson (on a letter head)</u> mentioning the names of all the Leo clubs which are a part of the project. A photocopy of that letter should be attached in each club project report.

> For joint projects with outside organizations or with Lions Clubs, it is mandatory to attach a letter from a partnered entity confirming Leo club's contribution. Contribution from Leo club should be clearly mentioned in project report in such joint projects.

Minimum Requirements of Membership Reporting

> Full club membership list should be provided with first club report of the year (i.e. July or August report). The report also should provide a list of club officers for the fiscal year.
> Each monthly report should provide details of newly inducted and dropped Leos. MyLCI screenshots should be attached for newly added members (Refer to the format in sample activity report). If there were no members added or dropped, please state that under the membership report.
> If club officers are changed in the middle of the year, an official letter in club letterhead should be added on top of the report (next to the cover letter) signed by Leo club president and Leo advisor.

Minimum Requirements of Reporting Meetings

> It is required to attach the attendance lists of the club board/ general/ special meetings held during the reporting period. (Attendance list may contain columns such as Name, Designation, Club and Signature)
> Add photographs of the both general and board meetings. The photographs <u>should</u> contain a photo with the club banner.
> It is <u>not</u> recommended to attach board/general meetings minutes or decisions into the activity report.

Reporting Deadlines

> Monthly club reports should be uploaded into the system on or before 10th of the following month.
> Deadline for the quarterly report would be the 5th of the following month of quarter end. (Optional for Leo clubs and mandatory for Leo Districts)
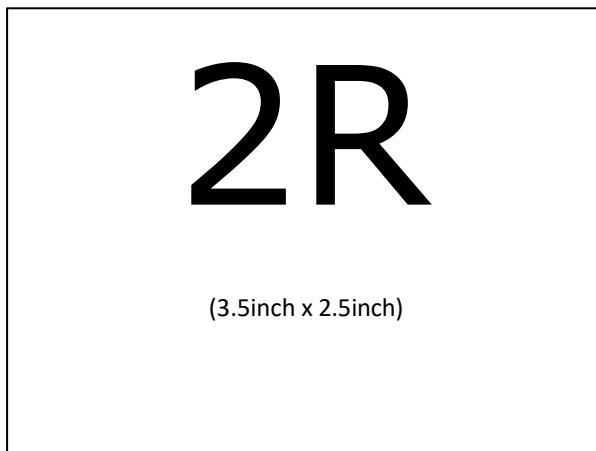
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Reporting Evaluation Basis

> The District Contest Director of each district will evaluate activity reports based on the District Contest Guideline.

> Projects done on behalf of the district and on behalf of multiple will also be recognized.

> However, any district or multiple district event initiated by the district/multiple will not be recognized under regular project awards categories. They will be recognized separately at the Multiple District Awards. These projects will carry weight in gaining points for best best-administered district and the best supportive district. Further, these projects may be evaluated for points in district contests as regular projects.

> A project will be recognized under a maximum of 2 multiple district award categories. Multiple district awards category and selection criteria is provided separately.

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ANNEXURE A
General Formatting Guidelines

〉 A standard Table of Contents should be there in the report.
〉 Recommended body Text Font: Arial/ Calibri; Size 11 or 12.
〉 Line & Paragraph spacing: 1.15 (Default paragraph spacing setting of MS Word)
〉 Margins: Top: 1" Bottom:1" Left:1" Right:1" (Default page margins setting of MS Word)
〉 Footer: Include the page number. Eg: Page **5** of **7**
〉 Include colour photos with the size "2R" while only having 6 photos in one page <u>with captions</u>.

2R

(3.5inch x 2.5inch)

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ANNEXURE B
Project Planning Tools: Samples

Service Need Assessment for Service Projects.

The service need assessment form is used to predetermine and evaluate the impact that can be created by a possible set of service opportunities in one area of concentration (e.g. – Childcare, Elders' Care etc.). The opportunity cost of conducting one project over the other will be determined with different measures to optimize the service capacity of Leos.

Benefiting community	Describe the benefiting community. Include any relevant statistics as well as geographic and demographic information about the community. (Eg: We aim to serve the children of the age of 14 to16 at Mullativ National School. There are around 120 students who need guidance to excel in their O/L's.)
Identified Community Need	What community needs was identified? Define the key issues. (Eg: The identified problem in this school community is the high level of absentees reported by the principle to us. Students aren't coming or completing their school work complaining stomachs and headaches. Another problem known was the lack of motivation they had for their studies. Also, we witnessed that the school is unable to provide necessary stationery items to students who couldn't afford on their own.)
Service Opportunity	What opportunities for projects did you identify? (Eg: An Awareness program on Health and Nutrition Care, General Medical Camp, A Motivational Speak, Distribution of Stationery Items and a seminar series to support O/L syllabus) What resources are available locally to help meet the needs(s)? (Eg: An awareness program on Health and Nutrition Care could be easily conducted with the support of Health teachers and school staff. General Medical camp resources could be gained by the support of local hospital. Distribution of Stationery Items could be collected by donations and sponsorships while seminar series could be done by neighboring leading school's teachers.) Which project did you select? Why did you select this project? (Eg: We selected three projects to conduct, the awareness program, distribution of stationeries and seminar series. The awareness program was selected with the motive of supporting the students to be strong physically by knowing what and which health habit is good, where this will create a better environment to study more. The distribution of stationeries is easy to manage and highly beneficial for students. The seminar series could be also conducted by own Leo knowledge or by bringing visiting teachers to help and guide students about tips on studying and remembering what and which is important.)
Mode of Data Collection	Did you visit and observe? Did you gather from governmental organizational support? (Eg: Leo club members visited the school and discussed with the principal)

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Project Proposal for Service Projects (Optional)

PROJECT PROPOSAL	
Focused Project Category	State according to the need of the project or project awards
Proposed Project Plan	**Project Idea Description** With 2-3 lines, describe the brief idea of the project **Idea Generation from?** Briefly explain how this project idea generated. (Eg: Request from community/ Lions Club/ Other organization, Innovative idea, etc.) **What challenges to the implementation of this project did you identify?** For example, Monetary Challenge Finding Resource Personnel Challenge Analyzing the actual problem Challenge Poor or unavailability of support documents **How will the Leo organizers be involved in the project?** By involving and bringing in material donations, monetary donations, time, skills, etc.
Estimated net expenses	Estate very rough amount needed you think in a main breakdown
APPROVAL	
Remarks from Board of Directors	Any remarks made at the board meeting
Approval granted?	
Club president signature	

Leo club members could use this project proposal form as a tool to propose a project idea to the board of directors of the club. The same could be used as a simple board paper to discuss and approve the project idea at the board of directors' meeting. Such approved project proposal form may be attached next to need analysis of project report after the completion of project.

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