# Project Name

## Leo Club Name

## Leo District

## Month and Year

By:

Name of the Leo

## <u>TABLE OF CONTENTS</u>

## 01.   <u>About the Project</u>

Project Introduction should include the following within the description.

### 01) Project Objective

Mention in 2 or 3 lines the motive/objective of the project covering how the need/requirement of the project was addressed.

### 02) Project Description

- **What was the community need/requirement identified to conduct a project?**
  Explain why this project was selected and/or how the project idea was generated (Eg: Request from community/ Lions Club/ Other organization, Innovative idea, etc.)

- **How did you plan to conduct the project?**
  Explain how the thought process from idea generation to execution of the project was made.

- **What were the challenges identified in executing the project?**

- **How were the challenges handled and solutions taken?**

- **What was the contribution from the Leo Club members in executing the project?**

### 03) Conclusion

- **What was the Post Project Feedback?**
- **How sustainable the actions taken will be?**

## 02.  Update of the Project to MyLion Portal

Include a snapshot of the project being uploaded to the MyLion Portal.

## 03.  Attendance Sheets

\*\*Leo District 306 D2 Evaluation Committee will not be responsible for any limitations in the Portal in uploading annexures. Hence it is highly recommended to attach all the attendance sheets or mention the link to access the same relevant to the project.

## 04.  Project Valuation

A project's value could be monetary as well as non-monetary. A Club should clearly show evidence for both monetary and non-monetary valuations.

\*\*Leo District 306 D2 Evaluation Committee will not be responsible for any limitations in the Portal in uploading annexures. Hence it is highly recommended to attach all the *evidence or images of bills/invoices/letters or mention the link to access the same relevant to the project.

An example of a format is given below.

| Description | Donations/Purchase/ Sponsorship | Cash/Materials | Quantity | Unit Price | Total Value |
|---|---|---|---|---|---|
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

*Donations – D

*Purchases – P

*Sponsorships - S

## 05. Project's Social Media Coverage

Include a snapshot of each individual promotional information used for the project and **mention the links** to view the same. A list of the possible methods is mentioned below and shouldn't be limited to the below. Feel free to add or improve the list and share your updates.

Include a snapshot of each individual promotional information used for the project on different social Media platforms and **mention the links** to view the same.

*01) Emails*
- *Invitation emails/Project Awareness Emails*

*02) Facebook/Instagram/LinkedIn/Youtube/Tiktok/Twitter/Threads*
- Event Flyers
- Promotional Videos of the Project
- Videos of the Project (Live or Post Project Videos)
- Post Project Albums

*03) Blog/Website Articles*

*04) Newsletter articles on the project (Own Club or other clubs' NLs)*

*05) Television/Radio Broadcasting*

*06) Newspaper Articles*

## 06. Any other Supporting Documents

This could include any approval Letters, Feedback received from the beneficiary parties etc.