

Portal Service Reporting

From: alicedh50@yahoo.com

To: fred.conger@verizon.net

Cc: alicedh50@yahoo.com

Date: Wednesday, November 6, 2024 at 11:45 AM CST

- **How and When to Report Service:**

We recommend reporting a service activity [online](#) as soon as possible after you complete your service activity. Lions and Leos also have the option to start entering a service activity during the planning process and finish the report when the service is complete.

You can collect the data needed to report an activity with the [Service Activity Information](#) resource, which includes a list of our global causes and project types. To see the steps for reporting service, check out the [Lion Portal Training videos](#).

- **Who can report service**

It's important for your club to know who is responsible for service reporting, so your club receives the benefits. In Lions clubs, service chairpersons are responsible for service reporting, although many clubs choose to have the club secretary or club president report. In Leo clubs, the president, secretary or Leo club advisor can report service. Your club can also appoint an administrator to handle service reporting or your district can appoint an IT chairperson.

- **How to measure service**

Our reputation as a leader in global humanitarian service depends on accurate reporting by our clubs. Often, measuring our service impact is straightforward. For example, if your club hosts a diabetes educational event, count the number of people who attend and the volunteers who helped, then report them.

In some cases, clubs serve in ways that are more challenging to measure, like cleaning a park, holding a fundraising dinner or promoting awareness of a cause. Learn more about what types of activities can be reported, what metrics are collected and how beneficiaries are counted in the [Measuring Service Impact](#) resource.

- **How districts can help clubs report service**

District leaders can access reports [online](#) that display the number of service activities reported by each club. If you're a district leader, the following ideas can help your district achieve its reporting goal:

- Reach out to club leaders. Ask who is responsible for service reporting and how you can help. Share the [benefits of service reporting](#).
- Encourage clubs to elect a service chairperson, who can assume responsibility for reporting service, if that works for the club.
- Coach service chairpersons and club secretaries in how to report service by walking them through the steps.
- Appoint a district IT chairperson who can directly assist clubs with service activity entry.