



# Reporting Matters

## Your Guide to Reporting Leo Membership

Reporting membership data to Lions Clubs International is the first step for setting your club and members up for success — your club can gauge its health by looking at membership numbers, and your reported members can access a variety of helpful tools with a Lion Account. Below you'll find helpful information and tips for reporting your Leo club's membership.

### Who can report for Leo clubs in MyLCI?

- » Leo club advisor
- » Leo club president
- » Leo club secretary
- » Sponsoring Lions club president
- » Sponsoring Lions club secretary

### Reporting Leo club members and officers:

- » Gives reported members the ability to create a Lion Account, access the Lions Learning Center (LLC) and view activity in MyLion.
- » Ensures that each reported Leo's service history is accurate.
- » Simplifies transitioning from a Leo to a Leo-Lion through MyLCI.
- » Facilitates accurate club membership records.
- » Allows Leo clubs to understand their club's health and track growth trends.
- » Keeps districts, multiple districts and Lions International connected by providing accurate titles and contact information.

### Helpful tips

- » Sponsoring Lions club presidents must annually report the Leo club advisor. Once reported, the Leo club advisor can report the club officers and members for the year.
- » Leo club advisors must affirm in MyLCI that they have received permission from a parent or legal guardian to include Leos under the age of majority.
- » Officers should review their club roster several times a year to include new members and close records for those who have left the club.
- » To access their Lion Account, members must be reported in MyLCI by one of the five club officers.
- » When registering for a Lion Account, members must make sure birthdays, email addresses and/or mobile numbers match club records. Email addresses must be unique to the member.
- » While every Leo can have a Lion Account, only reported Leo officers have access to MyLCI.

### Other resources

- » Step-by-step guide to reporting Leo officers: [cdn2.webdamdb.com/md\\_oGYcORGzau679QGE.jpg.pdf?v=1](https://cdn2.webdamdb.com/md_oGYcORGzau679QGE.jpg.pdf?v=1)
- » Lions help desk: [lionsclubs.org/en/lion-account-help](https://lionsclubs.org/en/lion-account-help)
- » If you are seeking information regarding service reporting, please visit <https://www.lionsclubs.org/en/service-reporting>.

