

How to complete the Lions Club Community Report Template

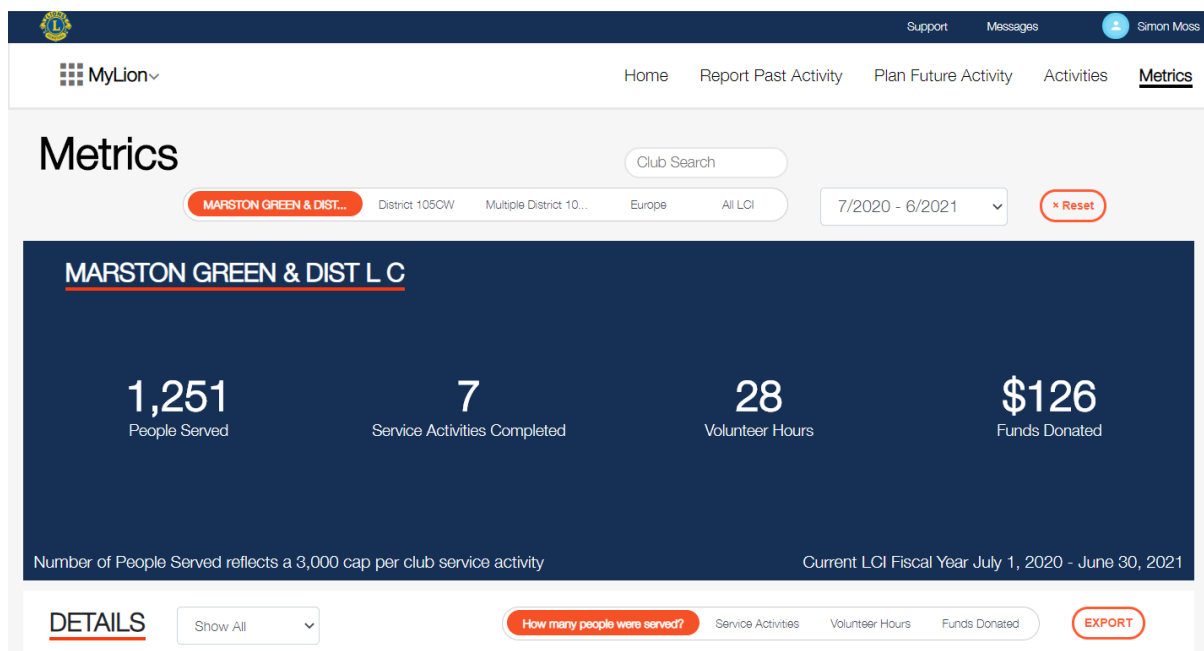
Open the template



The screenshot shows a form titled "Your Club Name Here" and "Community Report 2020". It includes sections for "About Us", "Organisations and individuals helped by us during 2019-20 include", "During 2019-20 our Members and helpers have", "Get Involved?", and "Get in Touch?". The form is partially filled with example data, including a list of organizations helped (Litter Picking, Environmental, etc.) and a list of members' activities (Volunteered, Taken part in, etc.).

The shaded boxes are all editable so enter your Club Name, About us information, List of organisations supported and or projects undertaken, the Get Involved section and the Get in Touch section.

To get the figures for the service done by the Club, login to MyLion and go to the Metrics tab



Use the drop down to select last year

The screenshot shows the 'Metrics' page for the 'MARSTON GREEN & DIST L C'. The page features a dark blue header with the club name and a navigation bar with links: Home, Report Past Activity, Plan Future Activity, Activities, and Metrics. Below the header, there's a search bar and filters for District (105OW), Multiple District (10...), Europe, and All LCI. A date range of '7/2019 - 6/2020' is selected, with a 'Reset' button. The main content area displays four key metrics: 7,193 People Served, 33 Service Activities Completed, 941 Volunteer Hours, and \$4,581 Funds Donated. A note at the bottom states: 'Number of People Served reflects a 3,000 cap per club service activity' and 'July 1, 2019 - June 30, 2020'. A 'DETAILS' section at the bottom has a 'Show All' dropdown and an 'EXPORT' button.

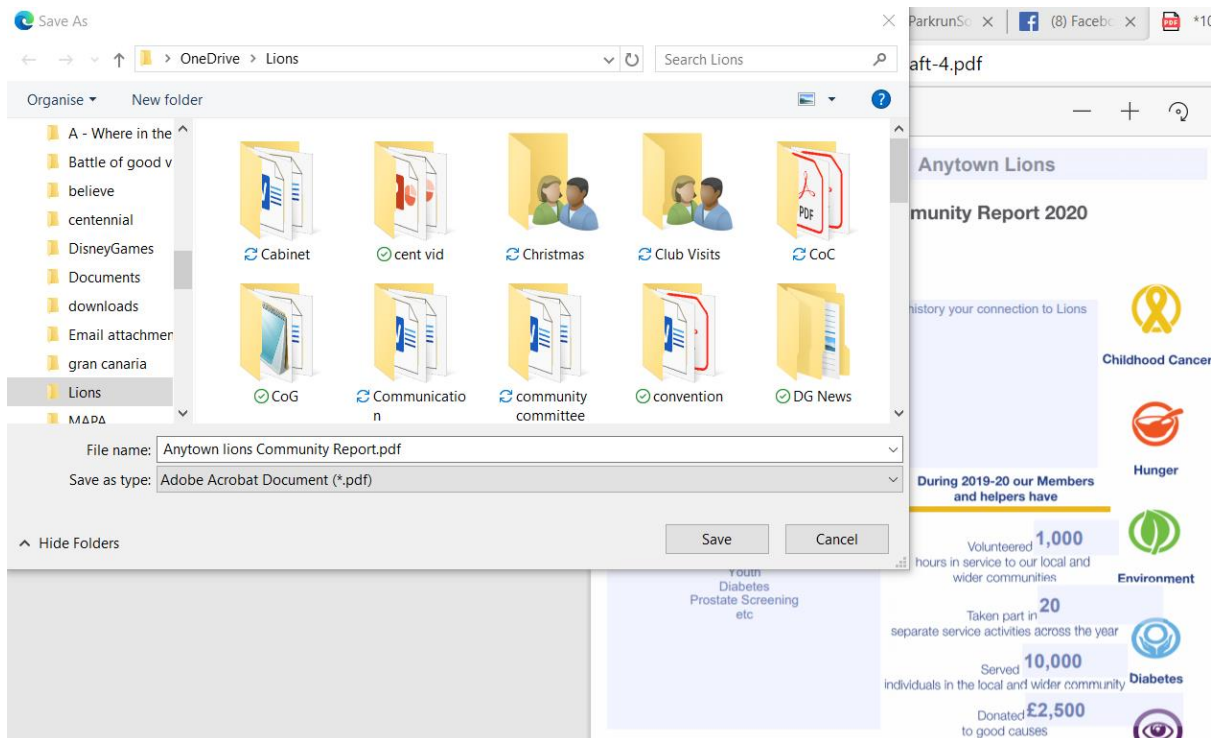
Metric	Value
People Served	7,193
Service Activities Completed	33
Volunteer Hours	941
Funds Donated	\$4,581

Enter the figures from here into the report template.

Save the template

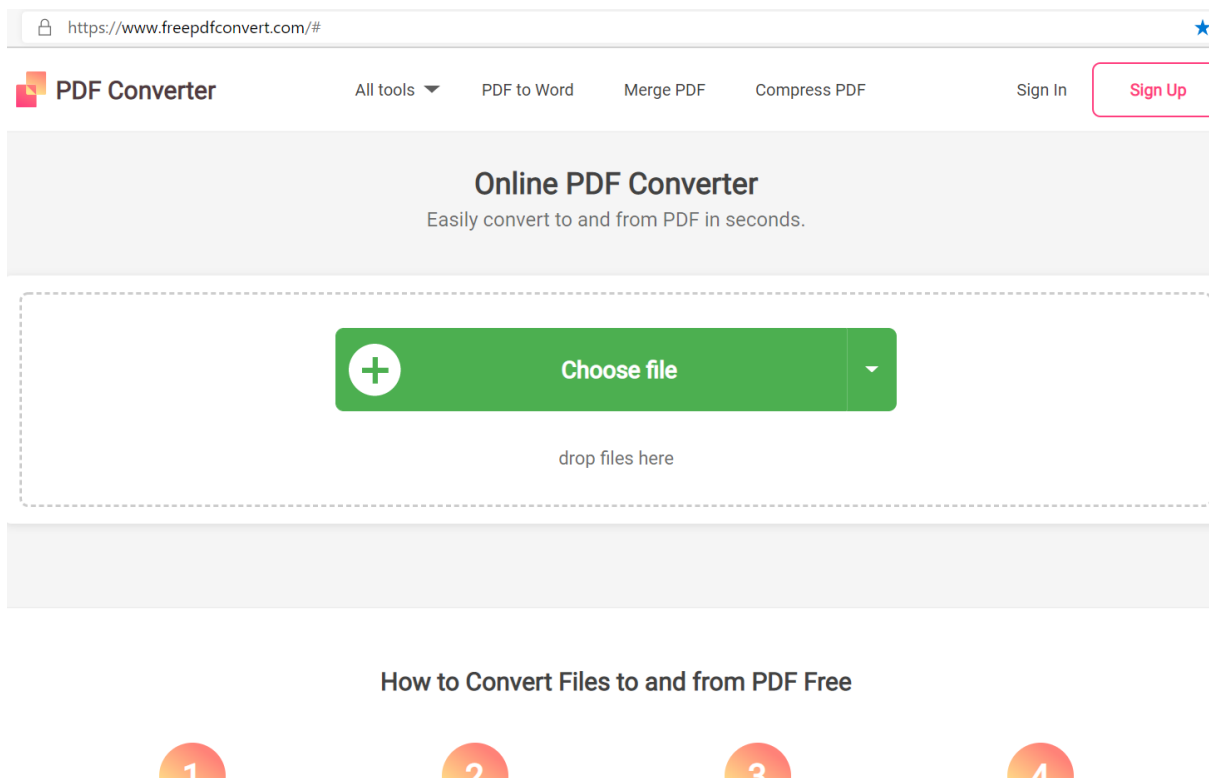
The screenshot shows a report template for 'Anytown Lions Community Report 2020'. The template includes a header with the Lions Club logo and a navigation bar with links: Home, Report Past Activity, Plan Future Activity, Activities, and Metrics. The main content area is divided into sections: 'About Us', 'Organisations and individuals helped by us during 2019-20 include', 'During 2019-20 our Members and helpers have', and 'Get Involved?'. The 'During 2019-20 our Members and helpers have' section features a bar chart with the following data: Volunteered 1,000 hours in service to our local and wider communities, Taken part in 20 separate service activities across the year, Served 10,000 individuals in the local and wider community, and Donated £2,500 to good causes. The 'Get Involved?' section states: 'Membership is open to anyone over the age of 18.' The template also includes icons for Childhood Cancer, Hunger, Environment, Diabetes, and Vision.

Metric	Value
Volunteered hours in service to our local and wider communities	1,000
Taken part in separate service activities across the year	20
Served individuals in the local and wider community	10,000
Donated to good causes	£2,500

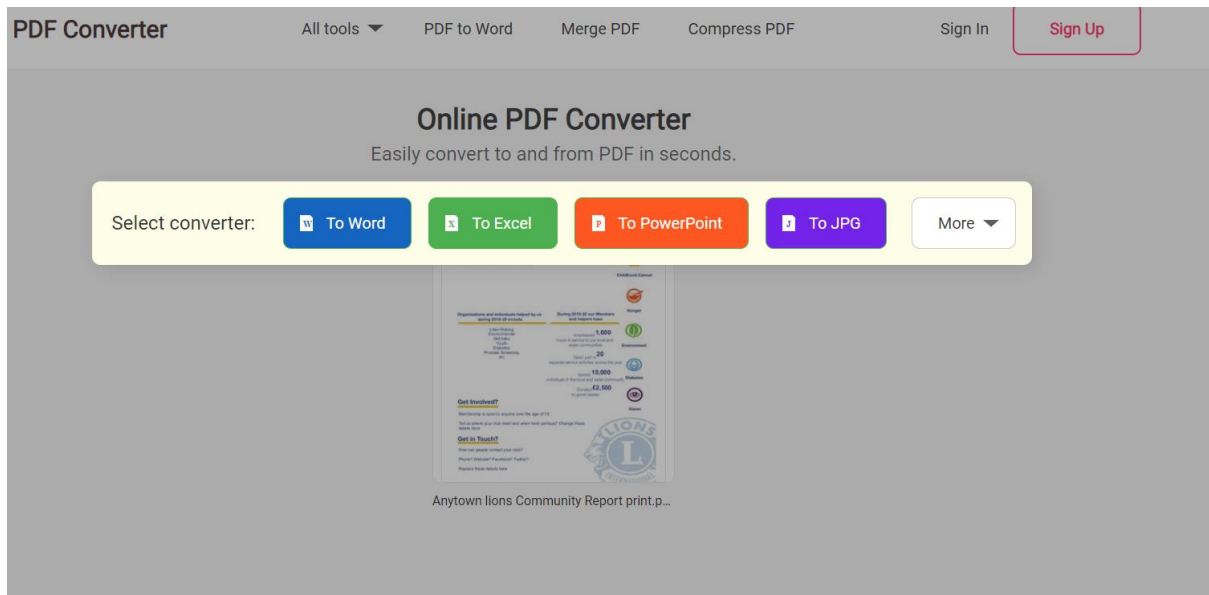


To share easily on social media you need to convert the pdf to an image (jpeg) file. Unfortunately although Acrobat Reader is free, conversion to jpeg requires a paid version.

There are free converters available on the web and I'll show you how to use one of these <https://www.freepdfconvert.com/#> This does limit you to one conversion per hour so make sure you're ready to produce the image before you use it.



Simply use the choose file button or drag and drop your pdf file



Then click the to JPG button and click download to get the jpeg file



File will download to your Downloads folder

Another option is to install Lightshot or to use the inbuilt Snip and Sketch app in Windows 10. Lightshot works so that you press the PrtSc button and you then select the area you want to use. Snip and Sketch work in the same way but you open the app and select new.

If you have a paid version of Adobe Acrobat you can produce a jpeg using the Export option

