

How to Report Green Canopy Project on Lion Portal

Once you have logged into the Lion Portal, click on “Service” and you will see a list of projects for your club. Then click the blue button “Create Service Activity”, and Club, plus “Next”.

1. Use “Green Canopy Project – Local Name” for Title.
2. Select “Service Project” for the “Activity Type” and press “Next”

3. Put in the Start and End Date
4. Cause “Environment”.
5. Project Type “Tree Planting and Tree Care”.
6. Put in a brief Description about the project and the location the project occurred in.
7. Remember to Upload Images.

8. Remember to put in the Required Metrics. List number of People Served, Total Volunteers, Total Volunteer Hours, etc.
9. Under Optional Metrics list number of “Trees Planted/Cared for”.
10. Click on “Save”.
11. Go to top of page and click on



otherwise, the project will remain in “Draft” mode and not be reported to LCI

